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THE
KING'S REGULATIONS

AND
ADMIRALTY INSTRUCTIONS

FOR THE GOVERNMENT OF

HIS MAJESTY'S NAVAL
SERVICE.

1913.

VOLUME I.

*Revised Edition, embodying the alterations effected in the
Regulations by Addenda, or otherwise, up to the
31st December, 1912.*

(Complete in two Volumes.)



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1913.

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By the Commissioners for executing the Office of LORD
HIGH ADMIRAL *of the United Kingdom of GREAT*
BRITAIN AND IRELAND, &c.

The Regulations and Instructions contained in this Volume and in Volume II. (which are to be designated the King's Regulations and Admiralty Instructions, 1913), for the Government of His Majesty's Naval Service, having been established by His Majesty's Order in Council, we do hereby require and direct you to observe and obey the same, and to take care that the several Officers and others under your command also pay the most strict attention and obedience thereto.

Given under our hands this 13th day of June 1913.

WINSTON S. CHURCHILL.
LOUIS BATTENBERG.
J. R. JELlicOE.
A. G. H. W. MOORE.
W. C. PAKENHAM.
GEORGE LAMBERT.
FRANCIS J. S. HOPWOOD.

By Command of their Lordships,
W. GRAHAM GREENE,

*To the respective Flag Officers,
Captains, Commanders, and
Officers Commanding His
Majesty's Ships and Vessels.*

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EXPLANATION OF TERMS.

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

ADMIRALTY.—The Lord High Admiral for the time being of the United Kingdom of Great Britain and Ireland, and, when there shall be no such Lord High Admiral in Office, any two or more of the Commissioners for executing the Office of Lord High Admiral of the United Kingdom.

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

COMMAND.—The authority vested in officers over their subordinates within their own department.

MILITARY COMMAND.—The general authority vested in an officer of the Military Branch to command a ship or boat, or to direct any work or undertaking which requires the co-operation of different branches of the Service.

OFFICER.—Commissioned, warrant, and subordinate officers, but not to extend to petty and non-commissioned officers except when the words “ Superior officer ” are used.

SUPERIOR OFFICER.—To include all officers, and petty and non-commissioned officers.

SHIP.—Any ship or vessel belonging to His Majesty.

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

A FIRST CLASS SHIP FOR PILOTAGE.—A ship drawing not less than 16 feet of water.

HOSPITAL.—To include hospital ships and sick quarters.

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

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

THE CAPTAIN.—The officer appointed to command the ship, or upon whom the actual command may have devolved.

THE COMMANDING OFFICER.—The officer or other person on board and in actual Command at the moment. (See 173.)

THE EXECUTIVE OFFICER.—The officer, next in command to the “ Captain,” carrying on the executive duties of the ship.

EXPLANATION OF TERMS.

- THE GUNNERY OFFICER.**—The Lieutenant or other officer in charge of the gunnery duties.
- THE TORPEDO OFFICER.**—The Lieutenant or other officer in charge of the torpedo duties.
- THE NAVIGATING OFFICER.**—The officer in charge of the navigating duties of the ship.
- THE ENGINEER OFFICER.**—The Engineer Commander or other engineer officer in charge of the machinery and boilers.
- ENGINEER LIEUTENANTS (Senior List).**—Officers of that rank of eight years' seniority and upwards who have qualified and have been selected.
- ENGINEER LIEUTENANTS (Junior List).**—All other officers of that rank.
- THE MARINE OFFICER.**—The officer in charge or command of the detachment of Royal Marines embarked in the ship.*
- THE PRINCIPAL MEDICAL OFFICER OF THE FLEET.**—The medical officer of the senior flag ship of a fleet or detached and independent squadron.†
- THE MEDICAL OFFICER.**—The Fleet or Staff-Surgeon or the Surgeon in charge of the medical duties of a ship or establishment.‡
- THE ACCOUNTANT OFFICER.**—The Paymaster-in-Chief or other officer in charge of the pay and victualling duties.
- MIDSHIPMAN, NEW SCHEME.**—A Midshipman who passed out of the training cruiser on or after 15th May 1908.
- MIDSHIPMAN, OLD SCHEME.**—A Midshipman who passed out of the training cruiser on or before 15th May 1907.
- COMMISSIONED WARRANT OFFICERS.**—Chief Gunner, Chief Boatswain, Chief Signal Boatswain, Commissioned Telegraphist, Chief Carpenter, Chief Artificer Engineer, Commissioned Mechanician, Commissioned Electrician, and Chief Schoolmaster.
- WARRANT OFFICERS, R.N.**—Gunner Boatswain, Signal Boatswain, Warrant Telegraphist, Chief Master-at-Arms, Carpenter, Artificer Engineer, Warrant Mechanician, Warrant Electrician, Warrant Armourer, Head Wardmaster, Head Schoolmaster, Warrant Writer, Head Steward and Instructor in Cookery. In all matters concerning stores, surveys, and routine duties, it shall be taken to include commissioned warrant officers.
- CONVENING AUTHORITY.**—The Admiralty or the officer authorised, pursuant to section 58 (9), (11), or (12) of the Naval Discipline Act, to order courts-martial.
- PRESCRIBED.**—Prescribed from time to time by the Admiralty.
- THE JUDGE ADVOCATE.**—To include a Deputy or an officiating Deputy Judge Advocate.
- THE ACCOUNTANT GENERAL.**—The Accountant General of the Navy.
- THE MEDICAL DIRECTOR GENERAL.**—The Director General of the Medical Department of the Navy.

* The term S.O., R.M. (Senior Officer, Royal Marines), is applicable to the Senior Marine Officer of H.M. Fleets and Squadrons, and at the Home Ports.

† The term P.M.O. (Principal Medical Officer) is applicable only to Officers of or above the rank of Deputy Surgeon-General who are in medical charge of establishments.

‡ The term S.M.O. (Senior Medical Officer) is applicable to the senior of all other grades of medical officers when two or more are serving together in the same ship or establishment.

EXPLANATION OF TERMS.

A MONTH } For all purposes connected with pay and time, the following scale
 A YEAR } is to be observed whenever the word month or months is used
 in these Regulations as a measure of time, unless otherwise provided by
 statute :—

1 month shall be equal to, and <i>vice versa</i> — — —	30 days.
2 months " " " " — — —	61 "
3 " " " " " — — —	91 "
4 " " " " " — — —	121 "
5 " " " " " — — —	152 "
6 " " " " " — — —	182 "
7 " " " " " — — —	212 "
8 " " " " " — — —	243 "
9 " " " " " — — —	273 "
10 " " " " " — — —	303 "
11 " " " " " — — —	334 "
12 months or one year " " — — —	365 "

Notwithstanding the above service is to be reckoned by the calendar for the following purposes, but in no other cases :—

- (a) For purposes connected with continuous service, special service, and non-continuous service engagements, and for re-engagement pay under Art. 1434.
- (b) For sentences of imprisonment or detention.
- (c) As regards officers—for deprivations of time or seniority.
- (d) For the promotion of the under-mentioned officers :—

Sub-Lieutenants.

Midshipmen.

Engineer officers, when promotion depends upon seniority ; in cases where qualifying service at sea is required it is to be reckoned according to the definitions given above. Time awarded for certificates is to be reckoned by the calendar.

Marine officers.

Medical officers, except for promotion to the rank of Surgeon-General.

Accountant officers, except for promotion to the rank of Paymaster-in-Chief.

YEARLY.—On 31st December of each year.

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

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

JUNIOR SERVICE.—All service as Acting Lieutenant, Sub-Lieutenant, Assistant Paymaster, Engineer, Assistant Engineer, Engineer Lieutenant (Junior List), or Engineer Sub-Lieutenant.

SENIOR SERVICE.—All other service as a commissioned officer, except service as commissioned warrant officer.

SEAMAN CLASS.—Men and boys of the ship's company who take military command, as laid down in column 1 of Appendix XV., Part I.

MARINE (when used in an unqualified sense).—To include all ranks of the Royal Marines other than commissioned officers.

ABBREVIATIONS.

The following abbreviations in books and accounts signify:—

- A.D.—Artificer Diver.
- C.S.—A man or boy engaged for continuous service.
- D.—Diver.
- D.—Discharged.
- DD.—Dead.
- D.P.—Detained Pay.
- D.S.Q.—No longer borne for pay, having been in hospital or sick quarters for the full period for which pay is authorised.
- E.A.—Efficiency allowance.
- E.P.—Extension pay.
- F.T.—Passed Field Training
- G.B.—Bedding gratuity under Art. 1437.
- G.C.—Clothing gratuity under Art. 1436.
- I G.C.B.—A man wearing one good conduct badge, and so on.
- G.L.—Gunlayer.
- G.M.—Gunner's mate.
- G.M.—Grog money.
- G.S.A.—Good shooting allowance.
- H.L.M.—Hard-lying Money.
- Invalided.—Discharged from the Service on account of sickness.
- L.T.O.—Leading Torpedo Man.
- M.P.A.—Musical proficiency allowance.
- Non-C.S.—A man or boy entered for non-continuous service.
- N.S.—New system.
- O.F.—Qualified in oil fuel.
- O.G.—Outfit gratuity to chief petty officer under Art. 1436.
- O.S.—Old system.
- P.T.I.—Physical Training Instructor.
- Q.A.—Qualified in Armourer's work.
- Q.A.E.—Qualified for Artificer Engineer and noted for promotion.
- Q.M.—Qualified Man in Gunnery, R.M.L.I.
- R.—Run.
- R.M.—Recommended for good conduct medal.
- R.M.G.—Recommended for good conduct medal and gratuity.
- R.Q.—Run, with a query.
- S.A.—Qualified in small arms.
- S.G.—Seaman Gunner.
- S.S. (when signifying Engagement).—A man entered for special service.
- S.T.—Seaman Torpedo Man.
- T.B.—Passed torpedo-boat training.
- T.B.D.—Passed destroyer course, Art. 831.
- T.C.—Torpedo Coxswain.
- T.G.M.—Torpedo Gunner's Mate.
- Turbines.—Qualified in turbine machinery.
- V.S.A.—Victualling store allowance under Art. 1455.
- W.S.—Working Suit to Marines.
- W.S.A.—Working Suit Allowance.
- W.T.—Wireless Telegraphy.
- W.T.B.—Qualified in Water Tube Boilers ("large" or "small" to be stated).

THE KING'S REGULATIONS

AND

ADMIRALTY INSTRUCTIONS

FOR THE

GOVERNMENT OF HIS MAJESTY'S NAVAL SERVICE.

CHAPTER I.

GENERAL REGULATIONS.

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

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

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

3. Attendance on board.—Every officer so long as he belongs to a ship shall be constant in his attendance on board; no officer subordinate to the Captain shall quit the ship without permission, except for some pressing reason on the public service. *See 727 (Sleeping out of the Ship).*

4. Uniforms.—The officers, men and boys of His Majesty's Fleet and the Royal Marines shall wear such uniforms as the Admiralty in pursuance of His Majesty's pleasure shall from time to time direct. *See 154 et seq. (Uniform Regulations).*

5. Conduct to be observed.—Every person in the Fleet is to conduct himself with the utmost respect to his superior officer and with strict obedience to his orders; he is at all times to discharge every part of his duty with zeal and alacrity, and so far as circumstances admit to assist all officers in the duties they have to perform. He should on all occasions strive to promote the

welfare of the naval service, and by the good order and regularity of his conduct show an example to those who may be subject to his command.

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

7. Conflicting Orders.—If an officer should receive from his superior an order which he deems at variance with his obedience to any Article in these Regulations and Instructions, or with any particular order that may have been issued by the Admiralty or other his superior officer—he is to represent verbally—or in writing if it does not require immediate obedience—such contrariety to the officer from whom he receives it; and if after such representation that officer shall still direct him to obey the order, he is to do so; but if he thinks it necessary, he may report the circumstances, as the case may require, through his Captain to his Commander-in-Chief or to the Admiralty, to which every officer has the right of ultimate appeal through the proper channel. See 1863, 1864 (*Correspondence of Officers through their Superiors*).

8. Complaints.—If an officer or other person should observe any misconduct in his superior, or should suffer any personal oppression, injustice, or other ill-treatment at his hands, he is not on that account to fail in any degree in the respect and obedience due to such superior, but he may represent such misconduct or ill-treatment in the first instance to the Captain of the ship to which he belongs, or subsequently, as the case may require, to the Officer Commanding the squadron in which he serves, the Commander-in-Chief, and finally to the Secretary of the Admiralty, in the order given. In each instance the representation is to be sent through the proper channel, and the applicant is only justified in appealing direct to a superior authority when the authority to whom the appeal is made has refused to forward it.

2. Should any petty officer or man consider that he has been treated unjustly in any way, he may, after a lapse of at least 24 hours, request to see his Captain, to whom he should state his complaint verbally, and, should the Captain refuse or be unable to remedy it, he may respectfully request that his complaint in writing should be forwarded as provided in clause 1. He is to be given 24 hours to reconsider his decision, and is to be allowed the advice and assistance of an officer in stating his case, but the officer is to warn him that, should there be no reasonable grounds for his complaint, he is liable to be treated as having made a frivolous or vexatious complaint, which is an act to the prejudice of good order and naval discipline. Although the superior authority to whom the matter has been submitted may not see fit to alter the ruling of the Captain, the latter is not thereby justified in dealing with the appeal as a breach of discipline, and is only to do so when expressly authorised by such superior authority.

9. Letters of Complaint.—If a letter of complaint is received from any officer or other person, containing a request that it may be forwarded for the consideration of a superior authority, the Captain of the ship will deal with it in the exercise of his discretion as may seem to him best in the interests of the Service, being guided in his judgment by the general rule that, while every person in His Majesty's Service has the right of representing to his superiors any just cause of complaint, frivolous complaints, and such demands as are

contrary to the regulations or subversive of discipline, are to be checked. The procedure laid down in this and the preceding Article will alone be recognised, and any other method of obtaining redress from a superior authority is forbidden.

10. Remarks or criticisms on Superiors.—Every officer is to refrain from making remarks or passing criticisms on the conduct or orders of his superiors which may tend to bring them into contempt, and is to avoid saying or doing anything which, if seen or heard by or reported to those under him, might discourage them or render them dissatisfied with their condition or with the Service on which they are or may be employed. If an officer should so far forget his duty as either by his conduct or remarks to detract from or to lessen the respect due to his superiors or to dishearten those under him or to render them dissatisfied, every officer who may witness such conduct or hear such remarks is enjoined to report the same immediately to his Captain, or through his immediate superior to the Commander-in-Chief as circumstances may require.

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

12. Communication with other Services, &c.—No person in the Fleet is to enter into direct communication with any Service or Department of the State or with any subordinate officer of such Service or Department, at home or abroad, on subjects connected with the Naval Service or with his particular duties or present or future employment, unless authorised to do so by the Regulations of the Service or superior authority; but all communications on such subjects are to be made through the proper channels to the Admiralty or to the Commanders-in-Chief abroad, in order that such steps may be taken therein as may be necessary. See 1864 (*Officers to write through their Captains*).

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

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

14. Publication, &c.—All persons belonging to the Fleet are forbidden to write for publication, or to publish or cause to be published, either directly or indirectly, any matter or information relating to the Naval Service unless the permission of the Admiralty has been first obtained. See 411 (*Communicating Confidential Reports a breach of confidence*).

2. All such persons are further forbidden to deliver any lecture, or to read any paper, at a public meeting on any subject connected with the Naval

Service, unless a copy of such lecture or paper has been previously submitted to the Admiralty, and permission has been granted.

15. Unnecessary Expense, Fraud, &c.—Every officer is strictly enjoined to avoid all unnecessary public expense, and, so far as may depend upon him, to prevent it in others; and every officer is to report to the Captain of the ship to which he belongs, or through the proper channel to the Commander-in-Chief, or to the Secretary of the Admiralty, as circumstances may require, any neglect, collusion, or fraud which he may discover or know of in any contractor, agent or person concerned in supplying His Majesty's Naval Service with stores or provisions, or in executing any naval works either ashore or afloat. See 1373 (*Deductions for improper expenditure*).

16. Interest in Contracts.—Every officer is forbidden to have any pecuniary interest or personal advantage in the purchase of, or in contracts for, the supply of provisions or stores of any kind for the use of His Majesty's ships or the Naval Service generally, or in contracts made for the executing of any naval works on shore.

2. Directorships of Companies.—An officer on the active list on full pay, or holding an appointment under the Admiralty, is forbidden to hold the post of director of a company.

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

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

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

17. Duels.—Every officer in His Majesty's Fleet is hereby ordered neither to send nor to accept a challenge to fight a duel. See 726 (*Duelling forbidden, further regulations*).

18. Relations with Foreign Officers.—All officers of the Fleet in their relations with officers of foreign ships of war are, if they meet them in any port in His Majesty's dominions, to show them such attention and respect as their rank and condition may entitle them to, and are to offer such assistance as they may stand in need of and as a Power in amity with His Majesty may reasonably expect. If they meet them in any foreign port, they are, in addition to fulfilling all the obligations of international courtesy elsewhere prescribed, to be careful to avoid causes of offence, and to show due deference to the regulations and customs of the port. See 480 (*Foreign Ships at British Ports*).

19. Foreign Orders.—No subject of His Majesty shall accept a foreign order from the Sovereign of any foreign country, nor wear the insignia thereof, without having previously obtained His Majesty's permission, which will be signified by warrant under His Royal sign-manual. See 162 (*Foreign Orders and Decorations*).

20. Presents.—Officers belonging to His Majesty's Naval Service or to the Royal Marine Corps are not to accept presents from any foreign Sovereign or State nor from any foreign functionary unless the permission of the Admiralty has been previously obtained. Nor shall any officer allow himself to be complimented by presents or by any collective expression of opinion from officers or ships' companies.

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

22. Command by Officers of Non-military Branches.—Officers of branches other than the Military branch are to have command over the subordinates of their own branch, but no officer of a branch other than the Military branch is to assume military command, either afloat or ashore, over the officers and men of other branches unless the latter have been appointed or detailed for duty in his department or placed under his orders by superior authority.

23. Royal Marines embarked.—The officers, non-commissioned officers and men of the Royal Marines embarked on board His Majesty's ships, whether as part complement, for service on shore or otherwise, are to be borne on the books of His Majesty's ships, and shall be entitled to the same advantages and subject to the same discipline as the rest of the ship's company. See 1134 (*Marines when embarked or employed on shore*).

24. Land Forces embarked as Marines.—When any of His Majesty's land forces shall be embarked in the Fleet to serve as marines they shall be considered as Royal Marines in every respect except as regards pay, clothing and stoppages, which will be governed by the Regulations of the Army.

25. Command of Land Forces by Naval Officer and vice versa.—Nothing contained in these Regulations is to be considered as giving a claim to any officer of His Majesty's Navy to assume command of His Majesty's land forces on shore, nor to any officer of the Army to assume command of any of His Majesty's squadrons or ships, or of any of the officers or men thereunto belonging, unless under special authority from the Government of His Majesty. See 220 (*Naval Officers employed with Land Forces on joint Service*).

26. Courts-Martial.—Courts-martial shall be held, charges framed, offences tried, sentences pronounced, and the execution of such sentences carried into effect according to the Naval Discipline Act or Acts in force for the time being, and according to the rules of procedure, and the forms established from time to time under the authority of the said Act or Acts. See 663 to 701a (*Courts-Martial*).

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

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

3. Instructions in regard to prisoners of war when embarked in transports are laid down in the Instructions for Officers for Transport Service, and Instructions for Masters of Transports.

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

29. Movements of Ships.—The movements, *i.e.*, the arrival and intended departure of all H.M. ships are to be at once made known by telegraph to the Admiralty, to the Commander-in-Chief or Senior Officer within the limits of whose command the movement takes place, and to the Commander-in-Chief or Senior Officer of the fleet or squadron to which the ship or ships belong. The actual departure is also to be telegraphed to the Admiralty. These reports are to be made either by land wire or by wireless, as may be most expeditious. This regulation applies to home stations as well as to foreign stations. The gunboats employed on river service in China will report as directed by the Commander-in-Chief. They need not telegraph their movements to the Admiralty.

2. In the event of a vessel whilst on passage in home waters from one port to another putting into an intermediate port, she is also to report the fact by telegraph or wireless to the Commanders-in-Chief or Senior Officers at the ports of departure and destination, if this would not be done under the orders contained in clause 1.

3. If the Flag Officer of the fleet or squadron to which the ship belongs is present the necessary telegrams are to be despatched by him.

If the ship is detached from her own fleet, and is in the presence of any other Flag or Senior Officer, the telegrams are to be sent by the latter officer.

30. Responsibility of Captain.—The Captain is responsible for the safe conduct and steering of the ship which he commands. *See 979 (Navigation, &c.).*

31. Evolutions.—Every officer is to follow the motions of the Senior Officer present in regard to the performance of any evolution or the carrying out of any duty which should be done at the same time as they are done in the Senior Officer's ship, unless such Senior Officer should dispense with his doing so. *See 409 (Surveying Ships, &c., not to follow motions).*

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

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

3. Should circumstances arise which render necessary any change in a ship's armament or in her established proportion of arms, without the previous sanction of the Admiralty, the Senior Officer, sanctioning, or, on being informed of such change, is immediately to report the particulars for the information of the Admiralty, but no such change is ever to be made unless absolutely necessary for the fighting efficiency or for the safety of the ship.

4. They shall be established with complements of such proportions, denominations, and ratings of officers and men as the Admiralty may direct. The established number of officers and men in a ship (form S.591) is not to be altered without the express authority of the Admiralty.

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

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

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

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

2. The returns, accounts, &c., which may be dispensed with in time of war are indicated by an asterisk in the first column of Appendix XVIII., Part I.

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

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

37. Powers of Customs Officers.—Every officer of the Fleet in command of any ships or ship is to bear in mind that by statute His Majesty's ships may be searched by Custom House officers in the same manner as merchant ships for the protection of the revenue, that officers of Customs may freely go on board all such ships in the performance of their duties, and that these ships are subject to such Custom Regulations as the Treasury may from time to time issue. *See 1884 et seq. (Regulations as to Custom House Officers and Customs Duties).*

38. Personal Copy of King's Regulations and Admiralty Instructions.—Every commissioned officer of His Majesty's Fleet is to provide himself with a copy of the King's Regulations and Admiralty Instructions which are at the time in force.

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CEREMONIES AND DISTINCTIONS.

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SECTION I. ROYAL SALUTES AND FLAGS.

39. Royal Salutes.—All Royal salutes are to consist of 21 guns, except in India, for which see 55 and 56.

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

2. Whenever the Sovereign shall go on board any ship of war the Royal standard shall be hoisted at the main, the flag of the Lord High Admiral at the fore, and the Union Flag at the mizen of such ship, or if on board a vessel with less than three masts, they shall be hoisted in the most conspicuous parts of her; a Royal salute shall also be fired from such ship or vessel on the Sovereign going on board, and again on leaving her; and every one of His Majesty's ships present shall likewise fire a Royal salute on the hoisting of those flags, and such further Royal salutes shall be fired, on the Sovereign quitting the ship or vessel or passing in a boat, or on such other occasions as may be directed.

3. Whenever the Sovereign shall be embarked in a ship or vessel at sea and the before-mentioned flags shall be hoisted in her, every one of His Majesty's ships meeting, passing, or being passed by her shall fire a Royal salute.

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

5. The Royal standard, being the personal flag of the Sovereign, is to be hoisted on board His Majesty's ships, or on official buildings or in enclosures, only on occasions when His Majesty the King is actually present.

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

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

3. Standard of the Prince of Wales.—When His Royal Highness the Prince of Wales is embarked in any ship or vessel, his standard shall be hoisted at the main, and it shall be treated with the same respect and saluted in the same manner as the flags denoting the presence of the Sovereign.

4. Standard of other Members of the Royal Family.—When His Royal Highness the Duke of Connaught or His Royal Highness Prince Arthur of Connaught or other members of the Royal Family are embarked in any ship or vessel, with neither of Their Majesties the King and Queen, Queen Alexandra, not the Prince of Wales on board, the standard appropriated for Their Royal Highnesses' use shall be hoisted at the main of such ship, and it is to be saluted as directed in Article 42.

Her Royal Highness the Duchess of Connaught will use the standard of the Duke of Connaught.

42. Salutes to Royal Family.—Whenever any members of the Royal Family shall arrive at, or quit, any place where there is a fort or battery from which salutes are usually fired, they shall receive a Royal salute on their first arrival and final departure, from such fort or battery, and from all His Majesty's ships present.

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

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

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

44. Foreign Sovereigns or Chiefs of States.—Whenever any foreign Crowned Heads or Sovereign Princes, or the consorts of any foreign Crowned Heads or Sovereign Princes, or the President of a Republic, shall arrive at or quit any place in His Majesty's dominions where there is a fort or battery from which salutes are usually fired, they shall receive a Royal salute on their first arrival and again on their final departure, from such fort or battery and from any ships present, and a similar salute is to be fired upon their going on board or leaving any of His Majesty's ships. On such occasions during the salute,

the Senior Officer's ship shall display at the main the flag of the nation of such Royal or distinguished personage.

2. Whenever any of His Majesty's ships meet, pass, or are passed by any vessel flying a standard of any foreign Crowned Head or Sovereign Prince, or the consort of any foreign Crowned Head or Sovereign Prince, or the President of a Republic, they are to salute that standard.

45. Foreign Royal Family.—Whenever any Prince, being a member of a foreign Royal Family, shall arrive at any British port, or visit any of His Majesty's ships, the same salutes shall be fired and compliments paid to him as are directed by Article 42 to be paid to the members of the Royal Family of England, the flag of the nation of such foreign Prince being displayed at the main.

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

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

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

- (i) His Majesty the King, Her Majesty the Queen, Her Majesty Queen Alexandra, His Royal Highness the Prince of Wales.
- (ii) The Sovereigns, consorts, or heirs-apparent of foreign nations, or the Presidents of Republics.
- (iii) Other members of the British Royal Family.
- (iv) Other members of foreign Royal Families.

2. Under these circumstances only one salute is to be fired for the standards of any one nation, no matter how many may be flying.

47. Standards of Royal Personages at Foreign Ports.—Whenever any of His Majesty's ships arrive at a foreign port in which salutes are returned (*see* Article 78), and where the standard of any Royal or Imperial personage, British or foreign, or that of the President of a Republic, is being flown, the customary salute to the flag of the nation to which the port belongs is in all cases to be fired first, the standard or standards present being subsequently saluted in the order directed in Article 46.

2. Salute to National Flag.—In case the standard of any member of the Royal or Imperial Family or of the President of the Republic of the nation to which the port belongs is flying in the port, the salute to the national flag is to be considered as personal to that standard as representing the nation.

48. Another authority in presence of Standard.—In the presence of any Royal or Imperial standard, British or foreign, or that of the President of a Republic, no other authority of that nation is to be saluted by His Majesty's ships, except as provided in clause 2.

2. The Lord-Lieutenant of Ireland and the Viceroy and Governor-General of India, when within the territorial limits of their Vice-Royalties, as defined in Articles 51 and 64, are to be considered as junior to the Sovereign of Great Britain and Ireland only, and are to be saluted accordingly by His Majesty's ships before any other members of the British Royal Family, foreign Sovereigns, Presidents of Republics, or any members of foreign Royal or Imperial Families.

The standards of such Royal, Imperial, or distinguished personages are subsequently to be saluted in the order laid down in Article 46.

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

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

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

(c) The birthday of the Queen Mother ;

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

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

2. Sovereign's Birthday.—The day on which the anniversary of the Sovereign's birth is intended to be kept will be notified in the "Gazette." In His Majesty's colonies and possessions abroad it is officially celebrated on the actual date of the anniversary. Where the day of the official celebration differs from the actual date of the anniversary, salutes are to be fired on both days.

50. Birthday of Member of Royal Family.—Whenever any of His Majesty's ships are in immediate proximity to the Court on the anniversary of the birth of any member of the Royal Family, a Royal salute is to be fired by such ships.

51. The Lord-Lieutenant of Ireland is entitled to receive a Royal salute from the forts and batteries within his Vice-Royalty, and from His Majesty's ships, if met within three leagues of any part of the coast of Ireland in a ship flying the Lord-Lieutenant's flag, or on His Excellency visiting any of His Majesty's ships within the said limits.

52. Birthday of Foreign Sovereigns or other National Festivities.—On the occasion of the celebration of the birthday of the King or Queen of a foreign nation, or of other important national festivals and ceremonies, by any ships of war or batteries of such nation, His Majesty's ships present may, on previous official information being received by the Senior Officer, fire such salutes in compliment thereto, not exceeding 21 guns, as are fired by the ships or batteries of the foreign nation ; the flag of such nation being displayed on these occasions at the main of the Senior Officer's ship.

53. These Salutes not returned.—None of the foregoing salutes will be returned, and they are only to be fired from ships authorised to salute under Article 85.

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

SECTION II. SALUTES AND FLAGS IN INDIA.

55. Table of Salutes in India.—The following is the special table of salutes established for the Indian Empire :—

	Scale.
The King and Emperor when present in person	101 guns
Members of the Royal Family	31 "
Royal Standard and Royal Salutes	31 "

	Scale.
The Viceroy and Governor-General of India - - - -	31 guns.
Ambassadors - - - - -	19 „
Governors of Presidencies - - - - -	17 „
The President of the Council in India - - - - -	17 „
Governors of His Majesty's Colonies - - - - -	17 „
The Governor of the French Settlements in India - - - -	17 „
The Governor of Portuguese India - - - - -	17 „
Lieutenant-Governors of Provinces in India - - - - -	15 „
Members of Council - - - - -	15 „
The Naval Commander-in-Chief, East Indies Station—according to Naval rank with two guns added. <i>See</i> 61.	
General Officers of the Army in India :—	
Commander-in-Chief (if a Field-Marshal) - - - - -	19 „
Commander-in-Chief (if a General) - - - - -	17 „
Army Commanders - - - - -	15 „
Lieutenant-Generals and Major-Generals Commanding Divisions - - - - -	13 „
Major-Generals and Brigadier-Generals Commanding Brigades	11 „
Plenipotentiaries and Envoys - - - - -	15 „
Lieutenant-Governors of His Majesty's Colonies - - - - -	15 „
Agents to the Viceroy and Governor-General - - - - -	13 „
Residents - - - - -	13 „
Chief Commissioners of Provinces and Commissioners - - - -	13 „
Political Agents and Chargés d'Affaires - - - - -	11 „
The Governor of Damaun - - - - -	11 „
The Governor of Dew (Diu) - - - - -	11 „

2. **The King and Emperor.**—The Regulations laid down in the first Section of this Chapter shall, within Indian waters, be applicable to His Majesty the King and Emperor and to the other Royal personages and Presidents of Republics, as therein mentioned, but subject, in the case of foreign Royal and other personages, to the provisions of Article 66.

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

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

58. **Governors, &c.**—Governors of His Majesty's colonies, Lieutenant-Governors of Provinces in India, Lieutenant-Governors of His Majesty's Colonies, Agents to the Viceroy and Governor-General, Residents, Chief Commissioners of Provinces, and Commissioners, shall be entitled to be saluted with the number of guns specified for their rank in the scale, within their respective jurisdictions, and when on duty elsewhere in the territories under

the authority of the Government of India, and when they shall visit, embark on board, or disembark from, any one of His Majesty's ships within the jurisdiction of their respective Governments.

59. Members of Council.—Members of Council in India shall be entitled to be saluted with the number of guns specified in the scale, within their respective Presidencies, and when they shall visit, embark on board, or disembark from, any one of His Majesty's ships within the same limits.

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

61. Naval Commander-in-Chief, East Indies Station.—The Commander-in-Chief, East Indies Station, shall be entitled in Indian territories and Indian waters, as defined in Article 64, to a salute consisting of the number of guns laid down in Article 69 for an officer of his rank with two guns added; provided that if he meet with the flag or broad pendant of a senior naval officer he shall salute as directed by Article 74.

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

3. Officers of Army serving in India.—Officers of the Army, in India, including officers of H.M. Indian Military Forces, shall be entitled to be saluted when within the limits of their command, with the number of guns specified in Article 55, subject, in the case of salutes by His Majesty's ships, to the conditions laid down with regard to military officers in Article 69.

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

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

- (a) The anniversaries of the birth, accession, and coronation of the reigning Sovereign;
- (b) The birthday of the consort of the reigning Sovereign;
- (c) The birthday of the Queen Mother; and
- (d) The First of January of each year.

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

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

64. Indian Waters.—For the purposes of this Section:—

- (a) Indian waters shall be understood to extend from the North-west entrance of the Straits of Malacca to Cape Comorin, excepting Ceylon, and from Cape Comorin to Aden, including the Maldive and Laccadive Islands and the Persian Gulf.
- (b) **Indian Territories.**—Indian territories shall include all the waters of India within three miles of the coasts thereof.

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

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

67. Native Princes.—The salutes to which the native Princes and Chiefs in India are entitled will be communicated to the Commander-in-Chief of the Station.

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

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

2. With reference to the foregoing Rule (a), whenever the Viceroy and Governor-General shall be embarked on board one of His Majesty's ships, his distinguishing flag is to be hoisted at the main, and kept flying while the Viceroy is on board in Indian waters.

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

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

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

SECTION III. SALUTES TO CIVIL, NAVAL, AND MILITARY AUTHORITIES.

69. His Majesty's civil, naval, and military functionaries shall be saluted when in their official capacities as laid down in the following table :—

TABLE OF SALUTES.

Classes.	Civil, Naval, and Military Functionaries entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.		By the Fort or Battery from which Salutes are usually Fired.			Remarks.	
			Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant, or Ship.	Within what Limits.	Occasions.		How often.
I.	The Lord Warden of the Cinque Ports.	19	—	None	—	—	Those of his jurisdiction.	—	
	The Governor-General of the Dominion of Canada, the Governor-General of the Commonwealth of Australia, and the Governor-General of the Union of South Africa.	19	}	On landing on first appointment or on return from leave of absence, at his destination from the United Kingdom by the ship in which he arrives.	As the occasion arises.	}	As has heretofore been the practice.	As the occasion arises.	The Lieutenant-Governors of the Channel Islands and the Isle of Man are in respect to salutes (as well as to visits under Art. 99) to be considered as Governors.
II.	Governor or High Commissioner* of any of His Majesty's colonies, protectorates, territories, dependencies, castles or fortresses.	17		When visiting a ship, either on going on board, or on leaving, by such ship.	Once a year, and by only one ship on the same day.		Those of his Government.	On finally quitting his Government, or proceeding on leave of absence.	As the occasion arises.
III.	Lieutenant-Governor or Commissioner if administering the Government of a colony, protectorate, territory	15	On finally quitting his Government, or on proceeding on leave of absence, by the	As the occasion arises.	When visiting other forts or dependencies of his Government.	Once a year only.			

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

TABLE OF SALUTES—continued.

Classes.	Civil, Naval, and Military Functions entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.		How often by the same Flag, Broad Pendant, or Ship	By the Fort or Battery from which Salutes are usually Fired.			Remarks.
			Within what Limits.	Occasions.		Within what Limits.	Occasions.	How often.	
	or dependency, and if holding a commission direct from the King, or acting temporarily for an officer so commissioned.			ship in which he embarks.					
	Administrators or Commissioners † of colonies, protectorates, territories, or dependencies, acting in subordination to a Governor or High Commissioner.								
IV.	Lieutenant - Governors not administering Government, if holding a Commission direct from the King.	15	At the seat of Government only.	On disembarking for the first time from the ship in which he may have arrived, and on embarking for his final departure, by the ship in which he arrives or departs.	As the occasion arises.	At the seat of Government only.	On first arrival, and on final departure.	As the occasion arises.	
V.	Ambassador Extraordinary and Plenipotentiary.	19	At all places	Whenever he embarks, and if he goes to sea in a ship, on final landing, by such ship.	No Limitation.	Anywhere in His Majesty's Dominions.	On arrival at, or departure from, the place.	No limitation.	

VI.	<p>Envoy Extraordinary and Minister Plenipotentiary, and others accredited to Sovereigns (with the exception of such as are accredited in the specific character of Minister Resident).</p>	17	<p>Within the precincts of the nation to which he is accredited.</p>	<p>By the ship from which he may land, and also that in which he may finally embark.</p>	<p>As the occasion arises.</p>	None	-	-
VII.	<p>Minister Resident, Diplomatic authorities below the rank of Envoy Extraordinary and Minister Plenipotentiary, and above that of Chargé d'Affaires.</p>	15	<p>Within the precincts of the nation to which he is accredited.</p>	<p>By the ship from which he may land, and also that in which he may finally embark.</p>	<p>As the occasion arises.</p>	None	-	-
VIII.	<p>Chargé d'Affaires or a subordinate diplomatic agent left in charge of a mission: Agents and Consuls-General.</p>	13	<p>Within the precincts of the nation to which he is accredited.</p>	<p>When visiting a ship, upon going on board or on quitting her.</p>	<p>Only once within 12 months, and by one ship only on the same day.</p>	None	-	-

† The British Resident Commissioner in the New Hebrides will be entitled to a salute of 11 guns only, but will rank as an Administrator or Commissioner in respect to visits under Article 99.

TABLE OF SALUTES—continued.

Classes.	Civil, Naval, and Military Functionaries entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.			By the Port or Battery from which Salutes are usually Fired.			Remarks.
			Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant, or Ship.	Within what Limits.	Occasions	How often.	
IX.	Consul-General	11	Within the foreign port to which he belongs	When visiting a ship, upon going on board or on quitting her.	Only once within 12 months, and by one ship only on the same day.	—	—	—	
X.	Consul	7							
XI.	The Lord High Admiral or the Lords Commissioners for executing the office of Lord High Admiral.*	19	At all places	When visiting a ship, upon going on board and on leaving her, such further salute, as may be directed.	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure such further salutes as may be directed.	No limitation.	*Shall also be saluted when present with the Admiralty flag flying as superior naval authorities under Art. 74.
XII.	The Army Council, when travelling in a corporate capacity.	19	At all places	When visiting a ship, upon going on board and on leaving her, such further salute as may be directed.	Only by one ship on the same day in the same port.	Within His Majesty's Dominions.	Upon arrival and on departure (unless orders are received to the contrary).	No limitation.	
XIII.	The First Lord Commissioner of the Admiralty.	17	Do.	Upon going on board a ship, and if he proceed on a voyage in her in performance of public service upon his finally quitting her.	As the occasion arises.	Within His Majesty's Dominions.	Upon arrival —	Do.	

† See Art. 224, Cl. 2.

XIV.	Admiral of the Fleet†	19	Do.	Only as authorised	by Art. 74.	Do.	Landing for the first time, being in actual employment	Once only in 12 months abroad, and once in three years at home, unless the officer should have received advancement.
XV.	Admiral - - -	17						
XVI.	Vice Admiral - - -	15						
XVII.	Rear-Admiral - - -	13						
XVIII.	Commodore (no Senior Captain being present).	11						
XIX.	Field-Marshal - - -	19	Do.	Official visits to or embarkation in a ship either on going on board or on leaving her.	Only by one ship at the port on the same day. Only once in 12 months abroad and once in three years at home, except the officer should have received advancement.	None	None	None.
XX.	General - - -	17						
XXI.	Lieutenant-General - - -	15						
XXII.	Major-General - - -	13						
XXIII.	Brigadier-General - - -	11						
XXIV.	Captain of the Navy and Officer below that rank.	7			As a return salute only as directed by Art. 74.			

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

71. Salutes on embarking and disembarking.—When the ship, from which a diplomatic or colonial functionary or a General Officer entitled to be saluted on embarking or disembarking under the foregoing Article 69, Classes II. to VIII., and XIX. to XXIII., shall be either a ship of war not authorised to salute under Article 85, a packet, or a merchant ship, the Senior Naval Officer may direct the prescribed salute to be fired from any ship present.

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

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

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

2. Similarly no inferior military authority is to be saluted in the presence of a superior military authority.

3. Personal as well as other salutes are included in both cases.

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

(a) By the next senior officer present—

(i) on being first hoisted ;

(ii) on being shifted, or rehoisted, on promotion.

(b) By a single ship or ships on meeting or on arrival subject to clause 3 ; but on such occasions the Senior Officer only of two or more ships belonging to the same fleet or squadron is to salute such superior.

(c) By a junior Flag Officer or Commodore on arrival, on first hoisting his flag or broad pendant, or on shifting it on promotion.

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

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

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

SECTION IV. INTERNATIONAL SALUTES AND SALUTES TO FOREIGNERS.

76. International Salutes.—The following regulations, in which the maritime powers generally have concurred, are to be observed in reference to the interchange of salutes between His Majesty's ships and foreign ships of

war which bear the flag of a Flag Officer, or the broad pendant of a Commodore or Captain commanding a squadron or division :—

	Guns.
The flag of an Admiral of the Fleet or Flag Officer who ranks with a Field Marshal is to be saluted with - - - - -	19
The flag of an Admiral is to be saluted with - - - - -	17
The flag of a Vice-Admiral " " - - - - -	15
The flag of a Rear-Admiral " " - - - - -	13
The broad pendant of a Commodore or a Capitaine de Vaisseau Chef de Division in the French Navy - - - - -	11

2. For the purpose of this Article, as the rank of full Admiral does not exist in the French Navy, Vice-Admirals of that nation whose flags may be hoisted at the main are to be regarded as full Admirals, and are to be saluted with 17 guns.

77. Foreigners of distinction.—If a foreigner of high distinction, or a foreign Flag Officer or General Officer should visit any one of His Majesty's ships, he may be saluted on his going on board, or on leaving the ship, with the number of guns which he, from his rank, would receive on visiting a ship of war of his own nation, or with such number not exceeding 19 guns as may be deemed proper; should the number of guns to which he is entitled from ships of his own nation be less than is given to the officers of his rank under Article 70, he is to be saluted with the greater number.

78. National Salutes.—The Captain of a ship, or the Senior Officer of more than one ship on anchoring at a foreign port where there is a fort or battery or where a ship of the nation may be lying, shall salute the national flag with 21 guns, on being satisfied that the salute will be returned.

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

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

81. Recognised Governments.—Salutes to foreign Royal personages and other foreign authorities and flags are only authorised in the case of a Government formally recognised by His Majesty.

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

SECTION V. SALUTES IN GENERAL.

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

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

85. Ships authorised to Salute.—Salutes are to be fired by—

- (a) All ships except destroyers, commanded by a Captain or Commander and carrying four or more light Q.F. guns of the same nature suitably placed, or provided with a saluting armament of light Q.F. guns.
 - (b) The number of guns to be employed is never to be less than as specified in (a).
 - (c) Top guns are not to be used for saluting.
2. Where light Q.F. guns of more than one nature are carried, the heavier are to be used for saluting, provided four or more of them form part of the armament.

3. Unless in exceptional circumstances no gun larger than a 12-pr. is to be used for the purpose of firing salutes.

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

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

87. Time of firing.—As a general rule no salutes should be fired between sunset and sunrise.

88. Sundays.—When it may be necessary to salute on Sundays care is to be taken not to do so during the hours of Divine Service ashore or in the ships. Should any salute to a foreign flag or ship be delayed on this account, the cause is to be explained.

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

90. Customary Salutes in Colonies.—The Governors of His Majesty's possessions are to continue to sanction such salutes as have been customary, and which they deem proper and right, at religious ceremonies, and also when opening or closing the Houses of Parliament or of Assembly, but no such salutes are to exceed 19 guns.

SECTION VI. SALUTES WHICH ARE TO BE RETURNED OR NOT RETURNED.

91. Return Salutes.—The following regulations are to be observed in regard to return salutes to or from His Majesty's ships and forts or batteries:—

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

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

- (c) **His Majesty's subjects.**—No salutes to His Majesty's subjects are to be returned except salutes to superior naval authorities under Article 74.

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

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

- (a) To Royal personages, Chiefs of States or members of Royal Families, whether on arrival at, or departure from, a port, or upon visiting ships of war.
- (b) To diplomatic, naval, military, or consular authorities, or to Governors or Officers Administering a Government, whether on arrival at, or departure from, a port, or when visiting ships of war.
- (c) To foreigners of high distinction on visiting ships of war.
- (d) Upon occasions of national festivals or anniversaries.

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

- (a) To the national flag on anchoring at a foreign port.
- (b) To the flags of foreign Admirals and Commodores when met with at sea or in harbour. See 76 (*International Salutes*).

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

4. **Lord Lieutenant and Viceroy.**—Salutes to the Lord Lieutenant of Ireland and to the Viceroy of India are not returned.

5. **Admiralty return Foreign Salutes.**—When the flag of the Lord High Admiral or the Lords Commissioners of the Admiralty is saluted by a foreign ship of war on her arrival or on meeting, such salute will be returned gun for gun.

93. Admiralty Flag.—The Admiralty Flag does not return salutes from any of His Majesty's ships, whether bearing Admiral's flags or the ordinary pendant. Whenever it may be deemed necessary by the Admiralty when embarked, orders will be given by signal or otherwise for the flag or some other ship in company to return the salute of a foreign man-of-war.

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

SECTION VII. FLAGS TO BE HOISTED WHEN SALUTING OR RETURNING SALUTES.

95. During Salutes.—When salutes are interchanged with foreign ships of war or forts, or when personal salutes are fired in honour of foreigners, the following rules as to the flags that shall be displayed are to be observed by His Majesty's ships :—

- (a) **Royal Personages.**—In the case of a foreign Royal personage or Chief of a State. The flag of the nation of such Royal personage, &c., is to be hoisted at the main.

- (b) **Festivals.**—When salutes are fired, whether in British or in foreign ports, on the occasion of a foreign national festival. The flag of the foreign nation in honour of which the day is being celebrated is to be hoisted at the main during the salute and for such further time as the ships of the nation may be dressed, or if none are present, until sunset.
- (c) **National Flag.**—On anchoring at a foreign port. The flag of the foreign nation which is being saluted is to be hoisted at the main during the salute.
- (d) **Foreign Flag Officers.**—When meeting a foreign Flag Officer or when returning the salute of any foreign Flag Officer or ship of war. The flag of the foreign nation is to be hoisted at the fore during the salute or return salute.
- (e) **Visits of Foreign Authorities.**—On the occasion of visits from foreign diplomatists, Governors, or naval, military, or consular authorities, or of distinguished persons entitled to salutes. The flag of the foreign nation to which the person saluted belongs is to be hoisted at the fore during the personal salute.

2. **Distinguishing Flags.**—The distinguishing flags particularised in Article 114 are to be respectively hoisted at the fore whenever any of His Majesty's military, diplomatic, colonial, or consular functionaries are receiving salutes to which they may be entitled; should, however, the proper distinguishing flag not be on board the ship saluting, the blue ensign is to be hoisted when saluting consular officers and the red ensign when paying the same honours to any of the other functionaries.

3. **Alternative Flag.**—Should the ship have neither a red nor blue ensign, a white ensign may be hoisted at the fore when saluting any of the British functionaries referred to.

SECTION VIII. VISITS OF CEREMONY.

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

- (a) **Preliminary visit.**—On the arrival of any ship or ships of war of another nationality, the Flag or other officer in command of one or more ships of war in port, whatever may be his rank, will send an officer to such arriving ship, or in case of a fleet or squadron, to the ship of the officer in chief command of it, to offer the customary courtesies. The captain of the ship to which this visit is paid will send an officer to return it.
- (b) **Official visit.**—Within 24 hours of his arrival the Flag or other officer in chief command of the arriving ship or ships will visit the officer in chief command of the fleet or squadron or single ship of war of another nationality present at the port, if he be his equal in grade, and the visit will be returned within 24 hours of being paid. In the case of officers of different grades the inferior will pay the first visit, the same limits of time being observed as to the visit and its return.

The grades are :—

(i)—Admiral.

(ii)—Vice-Admiral.

(iii)—Rear-Admiral.

(iv)—Commodore.

(v)—Captain.

(vi)—Commander.

(vii)—Lieutenant or other officer in command.

- (c) **Return visit.**—Officers of superior grades will return visits as follows :—
All Flag Officers, including Commodores, will return the visits of Captains and those of grades superior to Captains ; they will send their Flag Captains or Commanders to return the visits of Commanders, Lieutenants, and other officers in command.
Captains and officers of a lower grade will return the visits of Commanders and officers of inferior rank in command.
- (d) **Visits of other than Senior Officers.**—After the interchange of visits between the Senior Officers shall have taken place, the Captains or other officers in command of the several ships of war arriving will visit the Captains or other officers in command of the ships of war in port, who will return their visits.
- (e) **Reciprocity from Foreign Officers.**—His Majesty's officers may expect that strict reciprocity will be observed in similar circumstances by foreign naval officers in respect to these visits of ceremony.

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

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

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

- (a) Agents and Consuls-General or Commissioners and Consuls-General. To rank with, but after Rear-Admirals, except in the cases of the Agents and Consuls-General in Egypt and Zanzibar, who, occupying positions similar to those of Governors, take precedence of all Flag Officers.
- (b) Consuls-General - - - To rank with, but after Commodores.
- (c) Consuls - - - - - To rank with, but after Captains of the Royal Navy of three years' standing, and before all other such Captains.
- (d) Vice-Consuls - - - To rank with, but after Lieutenants of eight years' standing.
- (e) Consular Agents - - To rank with, but after all other Lieutenants.

99. Governors of Colonies.—The following procedure in regard to the interchange of visits between naval officers and Governors, Lieutenant-Governors, and Administrators of His Majesty's colonies, possessions, &c., abroad, is to be observed.

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

- (a) On the arrival of one or more of His Majesty's ships at a port at which

the Governor, Lieutenant-Governor, Administrator, or Commissioner of the colony, territory, or dependency is present, between such officer and the Senior Officer in command of the squadron or ship.

- (b) On the first arrival at such a port of any Flag Officer or Commodore since taking up his appointment, between him and the Governor, Lieutenant-Governor, Administrator, &c.
- (c) On a Governor, Lieutenant-Governor, Administrator, or Commissioner newly appointed assuming office, between him and all Flag Officers and Commodores present.
- (d) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the naval officers mentioned above.

3. Visits : how to be paid.—

- (a) A Governor is always to receive the first visit from the Senior Officer in command of the squadron or ship.
- (b) A Lieutenant-Governor is to pay the first visit to a Flag Officer or Commodore First Class who is a Commander-in-Chief, but is to receive the first visit in all other cases. See Clause 7, (b) (*Definition of the term "Lieutenant-Governor"*).
- (c) An Administrator or Commissioner is to pay the first visit to all Flag Officers and Commodores, but is to receive the first visit in all other cases.

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

- (a) A Governor will return visits in person to all Flag Officers and Commodores.
- (b) A Lieutenant-Governor will do so in person to all Flag Officers and Commodores not being Commanders-in-Chief.
- (c) An Administrator or Commissioner will do so in person to all Captains.
- (d) A Flag Officer or Commodore will do so in person to all Lieutenant-Governors, Administrators, or Commissioners.
- (e) In all other cases the return visit will be paid by an Aide-de-Camp or other officer deputed.

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

6. **Acting Officers.**—Officers acting temporarily in higher civil offices or commands are, in respect to these visits, to be upon the same footing as if they were confirmed in such offices or commands. See 115 and 116 (*Distinguishing Flag and Embarkation*).

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

- (a) The term "Governor" includes the Governors-General of the Dominion of Canada, the Commonwealth of Australia, and the Union of South Africa, the High Commissioners for the Western Pacific, Northern Nigeria, Cyprus, and the Federated Malay States, and the Lieutenant-Governors of the Channel Islands, the Isle of Man, Bengal, Eastern Bengal and Assam, and Burma.

- (b) The term "Lieutenant-Governor" means a Lieutenant-Governor administering the Government as such. It does not include an Officer merely holding the title of Lieutenant-Governor, except when he is actually administering the Government in the absence of the Governor, in which case Clause 6 would apply. As regards visits, the status of the Commissioners of Somaliland and Wei-hai-Wei is that of a Lieutenant-Governor.
- (c) The terms Administrator and Commissioner signify the Administrator or Commissioner of a colony, territory, or dependency, acting in subordination to a Governor or High Commissioner.

100. Boats for Visits.—The senior naval officer present will arrange, when necessary, to provide a suitable boat to enable the diplomatic, colonial, or consular officer to pay any official visits afloat, and to re-land him, on the officer notifying his wishes to that effect.

SECTION IX. DISTINGUISHING FLAGS AND PENDANTS OF NAVAL AUTHORITIES.

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

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

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

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

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

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

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

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

105. Two Officers with same Flag.—When two Flag Officers of the same rank shall be serving together, either of them may be ordered by superior authority to wear temporarily some other distinguishing flag; but this is not to interfere with their proper rank and command.

106. Commodore, First Class.—A commodore of the First Class shall wear a white broad pendant with the red St. George's Cross thereon.

107. Captain of Fleet's Boat.—A Captain of the Fleet, if a Flag Officer, may wear in, and have painted on, his boat the flag proper to his rank; if not a Flag Officer, he may wear in, and have painted on, his boat a white broad pendant, when not in the presence of a senior Captain.

108. Commodore, Second Class.—A commodore of the Second Class shall wear a white broad pendant with the red St. George's Cross with a red ball in the upper canton of the broad pendant next the staff.

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

109. Two Commodores with same Pendant.—When two Commodores of the same class are present, either may be ordered by superior authority to wear some other distinguishing mark or pendant, under the conditions laid down in Article 105.

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

111. Flags and Pendants displaced.—An Admiral's flag, a Commodore's broad pendant, or the ship's pendant is to be hauled down from the masthead of a ship when the Admiralty flag is hoisted in that ship.

2. Royal Standard, &c.—The Royal standard, the flag of the Viceroy of India, and the flag of the Lord Lieutenant of Ireland are, when indicating the presence on board of the personages entitled to hoist those flags, the Sovereign excepted, to be always hoisted at the main, the flag of an Admiral or the broad pendant of a Commodore, if necessary, being shifted to another mast or ship as the case may require; except in the case provided for in clause 1 of Article 68 in regard to the flag of the Viceroy of India.

3. The flags of other functionaries ordered to be hoisted in ships of war by Articles 114, 115, 116, and 68, clause 1, are not to displace at the masthead the flag of an Admiral of any grade, nor the broad pendant of a Commodore of either class. When, therefore, a flag or broad pendant is flying, the distinguishing flag of the civil or military functionary is, if possible, to be hoisted at another masthead; but if not possible, then it is to be hoisted side by side with the other, subject to the discretion conferred on the Senior Naval Officer in Article 116.

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

SECTION X. DISTINGUISHING FLAGS OF OTHER AUTHORITIES.

113. Lord Lieutenant of Ireland.—The flag of the Lord Lieutenant of Ireland is to be hoisted on board any of His Majesty's ships in which His Excellency shall embark, within the Irish waters or in St. George's Channel.

114. Other Functionaries.—The flags authorised by His Majesty to be displayed afloat are:—

- (a) By General Officers Commanding Stations.—The Union flag, bearing in the centre, as a distinguishing mark, the Royal initials on a blue ground encircled by a garland, and surmounted by the Crown.
- (b) By His Majesty's diplomatic servants and Commissioners and Consuls-General.—The Union flag, with the Royal Arms in the centre thereof on a white ground encircled by a garland.
- (c) By the Governors or High Commissioners of His Majesty's colonies and possessions abroad, and by Lieutenant-Governors or other officers administering the Government.—The Union flag, with the arms or

badge of the colony emblazoned in the centre thereof on a white ground encircled by a garland.

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

2. No other distinguishing flag or flags are authorised to be worn afloat by any of these functionaries.

115. When to be flown.—Whenever any of the functionaries particularised in Articles 99 and 114 are embarked:—

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

- (b) In one of His Majesty's ships for passage:—

(i) *If a General Officer Commanding a Station.*—The proper distinguishing flag, with the approval of the Senior Naval Officer, may be hoisted at the fore and kept flying within the General Officer's command, provided he is proceeding on public military service ;

(ii) *If a Diplomatic Functionary and in charge of a Mission.*—The proper distinguishing flag, with the approval of the Senior Naval Officer, may be hoisted at the fore, and be kept flying within the limits of the Mission, provided the diplomatic functionary be proceeding on the public service ;

(iii) *If a Governor or High Commissioner, or a Lieutenant-Governor, or other Officer Administering the Government.*—The proper distinguishing flag, with the approval of the Senior Naval Officer, may be hoisted at the fore, and kept flying within the limits of his Government, or, in the case of a High Commissioner, within the limits of his Commission, provided the colonial functionary or High Commissioner be proceeding on the public service ;

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

- (c) In one of His Majesty's ships on the occasion of an official visit.—The distinguishing flags are to be respectively hoisted at the fore whenever any of His Majesty's military, diplomatic, colonial, or consular functionaries are receiving salutes to which they are entitled.

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

116. Approval of Senior Officer.—With regard to the previous approval of the Senior Officer, whenever a requisition is received for the embarkation or conveyance of any of the functionaries particularised in Articles 99 and 114, the Senior Officer present, in the absence of special orders from superior authority, will issue the necessary directions, provided that, after consultation with, and on requisition from, the official to be embarked, he considers it for the

benefit of the service about to be performed that such flag should be hoisted within the authorised limits. Should the officer who has to determine the question consider it, in the circumstances, undesirable that the distinguishing flag should be hoisted, he is to inform the functionary of his reasons, and at once report the same for the information of the Admiralty.

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

117. **General Officer in combined operations.**—In combined operations of the Navy and Army, should the General Officer commanding the military forces be embarked in a ship of war or transport, the distinguishing flag authorised by Article 114 may be hoisted at the fore of such ship or transport to denote the presence of the Head-quarters.

SECTION XI. ENSIGN, JACK, AND PENDANT—NAVY AND NOT NAVY.

118. **Ships in Commission.**—All His Majesty's ships of war in commission shall wear a white ensign, with the red St. George's Cross, and the Union in the upper canton; and when it shall be thought proper to do so, they may display the Union Jack at the jackstaff. See 119 (*Masthead Pendant*).

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

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

120. **Ensign, hoisting and hauling down.**—His Majesty's ships, when at anchor in home ports and roads, shall hoist their ensigns at 8 o'clock in the morning from 25th March to 20th September inclusive, and at 9 o'clock from 21st September to 24th March inclusive; but when abroad, at 8 or 9 o'clock as the Commander-in-Chief shall direct; and they shall be kept flying, if the weather permit, or the Senior Officer present see no objection thereto, throughout the day until sunset, when they are to be hauled down, the sentries firing their rifles. See 143 (*Ships in the presence of His Majesty afloat*).

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

121. **Flags, &c., which are forbidden.**—No Flag Officer, Commodore, Captain, or officer in command, shall carry in any ship or boat any other flag or pendant than that which belongs to his rank, except as herein provided for, or unless he is directed to do so by the Admiralty, or by his superior officer.

122. Colonial Ensigns.—The following are the regulations as to the flags to be worn by any vessel maintained by any colony under the Colonial Defence Act of 1865 :—

- (a) Any vessel provided and used as a vessel of war shall wear the blue ensign with the badge of the colony in the fly thereof, and a blue pendant.
- (b) All vessels belonging to, or permanently in, the service of the colonies, but not commissioned as vessels of war under the Act, shall wear a similar blue ensign but no pendant.

123. Ensigns of Public Offices.—Ships and vessels employed in the service of any public office shall carry a blue ensign, and a small blue flag with a Union described in a canton at the upper corner thereof next to the staff, as a jack, but in the centre of the fly of such ensign and jack, that is, in the centre of that part between the Union and the end of the flag, shall be inserted the badge of the office to which they belong.

124. Hired Transports.—Hired transports are to wear the blue ensign, with the yellow Admiralty anchor in the fly; and when such vessels are in charge of commissioned officers of the Royal Navy, they are, in addition, to carry blue pendants with the Admiralty badge in the upper part next to the mast.

125. Hired Surveying Vessels.—Hired vessels employed in the surveying service, when commanded by officers in His Majesty's Navy, are to wear the blue ensign and pendant.

126. Merchant Ships commanded by R.N.R. Officers.—British merchant ships commanded by officers on the retired list of the Royal Navy, or officers of the Royal Naval Reserve which fulfil the following conditions, will be allowed to wear a blue ensign :—

- (a) The officer commanding the ship must be an officer on the retired list of the Royal Navy, or an officer of the Royal Naval Reserve.
- (b) Ten of the crew must be officers and men belonging to the Royal Naval Reserve, but men belonging to the Royal Fleet Reserve, naval pensioners and men holding Royal Naval Reserve deferred pension certificates may be included in the number specified.
- (c) Before hoisting the blue ensign the officer commanding the ship must be provided with an Admiralty Warrant.
- (d) The fact that the Commanding Officer holds a warrant authorising him to hoist the blue ensign must be noted on the ship's articles of agreement.

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

3. Subsidised Merchant Ships.—British merchant ships in receipt of Admiralty subvention will be allowed to fly the blue ensign, under Admiralty warrant.

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

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

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

SECTION XII. NATIONAL COLOURS.

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

2. Colonial merchant vessels shall wear the red ensign as above, except those of Canada, the Commonwealth of Australia and New Zealand, which may, by Admiralty warrant, wear the red ensign with the badge of the colony in the fly thereof.

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

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

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

- “(1) The red ensign usually worn by merchant ships, without any defacement or modification whatsoever, is hereby declared to be the proper national colours for all ships and boats belonging to any British subject, except in the case of Her Majesty's ships or boats, or in the case of any other ship or boat for the time being allowed to wear any other national colours in pursuance of a warrant from Her Majesty or from the Admiralty.
- “(2) If any distinctive national colours, except such red ensign or except the Union Jack with a white border, or if any colours usually worn by Her Majesty's ships or resembling those of Her Majesty, or if the pendant usually carried by Her Majesty's ships or any pendant resembling that pendant, are or is hoisted on board any ship or boat belonging to any British subject without warrant from Her Majesty or from the Admiralty, the master of the ship or boat, or the owner thereof, if on board the same, and every other person hoisting the colours or pendant, shall for each offence incur a fine not exceeding five hundred pounds.
- “(3) Any commissioned officer on full pay in the military or naval service of Her Majesty or any officer of customs in Her Majesty's dominions, or any British consular officer, may board any ship or boat on which any colours or pendant are hoisted contrary to this Act, and seize and take away the colours or pendant, and the colours or pendant shall be forfeited to Her Majesty.
- “(4) A fine under this section may be recovered with costs in the High Court in England or Ireland, or in the Court of Session in Scotland,

or in any Colonial Court of Admiralty or Vice-Admiralty Court within Her Majesty's dominions.

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION XIII. MILITARY HONOURS AND MARKS OF RESPECT.

131. Admiral of the Fleet, Admiral, or Commander-in-Chief.—An Admiral of the Fleet, an Admiral, and a Commander-in-Chief, being a Flag Officer or a Commodore of the First Class, shall be received on board any of His Majesty's ships by a guard of marines, or land forces serving as such, commanded by a Captain or Major under Article 1138; the officers saluting, the bugles sounding the flourish, with arms presented, and the band playing a march.

2. “**God Save the King,**” when played.—“God save the King” is only to be played at the reception of Their Majesties, members of the Royal Family, the Lord Lieutenant of Ireland, and the Governor-General and Viceroy of India, within their respective jurisdictions.

132. Vice-Admiral.—A Vice-Admiral, not being a Commander-in-Chief, shall be received by a guard of marines, or land forces serving as such, commanded by a Captain or Major under Article 1138; the officers saluting, the bugle sounding the flourish, with arms presented, and the band playing a march.

133. Rear-Admiral.—A Rear-Admiral, not being a Commander-in-Chief, shall be received by a guard of marines, or land forces serving as such, commanded by a subaltern; the officer saluting, the bugle sounding the flourish, with arms presented, and the band playing a march.

134. Commodore and Captain of the Fleet.—A Commodore, not being a Commander-in-Chief, or a Captain of the Fleet, when not a Flag Officer, provided there be no Captain senior to him in a ship present, shall be received by a guard of marines, or land forces serving as such, commanded by a subaltern; the officer saluting, the bugle sounding the proper flourish, with arms presented, and the band playing a march.

135. Captain and Commander.—A Captain may be received by a Sergeant’s guard of marines, or of land forces serving as such; Captains and Commanders also, when attending at courts-martial, are to be received by a Sergeant’s guard.

136. Officers on Half and Retired Pay.—The above marks of respect are equally to be paid to officers on half or retired pay, according to their respective ranks, when they go on board any of His Majesty’s ships in their proper uniforms.

137. Flag Officer, &c., passing in Boat.—When a Flag Officer, a Captain of the Fleet, or a Commodore, with his flag or broad pendant hoisted in his boat or tender, is passing a ship, the guard shall turn out, and the bugles shall sound, as directed in the preceding Articles; provided in the case of the Captain of the Fleet, who is not a Flag Officer, that there be no Captain senior to him present.

138. Officers of Marines and Land Forces.—Officers of the Royal Marines, and of His Majesty’s land forces, being in their proper uniform, shall be received on board any of His Majesty’s ships with the same honours and respect as are above directed to be paid to officers of corresponding rank in the Navy.

139. Viceroys.—Viceroys within their jurisdiction or while proceeding on the public service, shall be received on board His Majesty’s ships with the military honours and respect due to the Sovereign; and Governors of His Majesty’s colonies, with those prescribed for Flag Officers who are Commanders-in-Chief; but, except where it may be otherwise directed, the officers of His Majesty’s diplomatic, colonial, and other non-military Services are not entitled to the military honours prescribed in the foregoing Articles.

140. Honours from Troops.—His Majesty has also directed that in all his forts and garrisons the officers of His Majesty’s Navy, being in their proper uniform, shall have the same honours and respect from the troops as the officers of corresponding rank in the Army.

2. Officers of branches other than the Military Branch, are not to be saluted with cannon, nor received by garrison, regimental, or ship guards. In all other respects, however, they are entitled to the same military honours as officers of corresponding rank in the Military Branch. See 224 (*Honorary Admiral of the Fleet, &c.*).

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

142. Time of firing.—On home service, the morning gun shall be fired at daybreak; and the evening gun, at 9 o'clock, from 25th March to 20th September inclusive, and at 8 o'clock from 21st September to 24th March inclusive; but on foreign Service, as the Commander-in-Chief on the station shall direct.

143. When the King or Prince of Wales present.—Whenever His Majesty the King is on board His Royal yacht or any of His Majesty's ships, with his standard flying, or when His Royal Highness the Prince of Wales is representing His Majesty at any special ceremonial, and is on board one of the Royal yachts, or any of His Majesty's ships, with his standard flying, the above regulations for firing the morning and evening gun are to be adhered to on board all His Majesty's ships present, but the time is to be taken from the gun which will be fired from the Royal yacht or ship bearing His Majesty's standard, or that of His Royal Highness the Prince of Wales.

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

SECTION XIV. NAVAL SALUTES AND MARKS OF RESPECT.

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

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

3. Every officer should return a salute made to him, a salute made to two or more officers being returned by all the officers.

4. The term "officer" includes all commissioned, warrant, and subordinate officers.

145. Salutes between Officers.—The junior officer of whatever rank should on all occasions salute his senior when passing, addressing, or being addressed by him, making the salute, which the senior should return.

146. Salutes on board.—When coming over the gangway, or on to the quarter deck, the salute is to be made.

2. Petty officers and men are to salute all officers:—

(a) When addressing, or being addressed by an officer, and again on withdrawing.

(b) When passing, or being passed by an officer.

3. Officers passing a ship in a boat are to be saluted by those men on board who may be in sight of the boat.

147. Salutes on shore.—All officers in uniform, both naval and military, and also those in plain clothes who are known to be officers, are to be saluted.

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

2. Should a petty officer or man be standing about, and an officer pass him, he is to face the officer and salute; if sitting when an officer approaches, he is to rise, stand at attention and salute. If two or more petty officers or men are sitting or standing about, the senior petty officer or man will call the whole to attention and alone will salute.

3. When men are marching, or are fallen in, in charge of an officer or petty officer, the officer or petty officer is to salute, giving the usual command. *See Salutes, Rifle and Field Exercises for His Majesty's Fleet.*

4. **Salutes by Marines.**—Non-commissioned officers and men of the Royal Marines are to salute all commissioned, warrant, and subordinate officers of the Royal Navy on the occasions prescribed for seamen, but the mode of salute is to be that laid down in military regulations, and as taught at Head-quarters.

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

148. Inspections, &c., without arms.—When inspected by a Flag Officer, or Captain, or by the officer in command of the ship, of whatever rank, all petty officers and men are to take off their hats or caps on the order being given by the officer in charge.

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

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

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

149. **Between Officers in Boats.**—The following rules for marks of respect between officers of different ranks in boats are to be observed:—

Rank of Officer in Boat.	When passing.	Under Oars.	Under Sail.	Meeting at Landing-place.	
				In a Steamboat.	* Single banked pulling boat.
Captain or Commander.	Flag Officer	Lay on oars. Officer salutes.	Let fly sheet. Officer salutes.	Ease engines. Officer salutes.	Crew to attention. Officer salutes.
All other officers and coxswains, with no officer in boat.	Do.	Toss oars. Officer or coxswain salutes.	Let fly sheet. Officer or coxswain salutes.	Stop engines. Officer or coxswain salutes.	Crew stand up by order. Officer or coxswain salutes.
Commander	Captain	—	—	Officer salutes in all cases.	—
Lieutenants and all junior officers and coxswains with no officer in the boat.	Do.	Lay on oars. Officer or coxswain salutes. Toss oars if pendant is flying.	Let fly sheet. Officer or coxswain salutes.	Ease engines. Officer or coxswain salutes. Stop engines if pendant is flying.	Crew to attention. Officer and coxswain salutes. Crew stand up by order if pendant is flying.
Lieutenant	Commander	—	—	Officer salutes in all cases.	—
All officers junior to Lieutenant and coxswains with no officer in boat.	Do.	Lay on oars. Officer or coxswain salutes.	Let fly sheet. Officer or coxswain salutes.	Ease engines. Officer or coxswain salutes.	Crew to attention. Officer and coxswain salutes.
Do. do.	Lieutenant	—	—	Officer or coxswain salutes in all cases.	—
Coxswain with no officer in boat.	All officers junior to Lieutenant.	—	—	Coxswain salutes in all cases.	—

* "Crew to attention" means sitting square on thwart facing aft. The order "Boat's Crew" is to be used for this purpose.
 † When crew stand up they are to face in the direction of the officers they are saluting.

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

3. Coxswains of boats, when an officer is in charge, do not salute except at landing-places, and then only when ordered to do so by the above rules.

4. Officers of branches other than the Military Branch are to receive the same salutes as officers of the Military Branch of corresponding rank, with the exception of tossing or laying on oars and letting fly sheet, which are to be considered in the same category as salutes by cannon and guards, from which they are bebarred by Article 140, clause 2.

5. In the case of boats conveying officers of branches other than the Military Branch passing, or being passed by, boats conveying officers of the Military Branch of the same relative rank, the officers in charge of the boats, or the coxswains, should there be no officers in charge, are to mutually salute.

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

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

NOTE.—In boats fitted with crutches, oars are never to be tossed, but the salute given by laying on oars.

SECTION XV. FUNERAL HONOURS.

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

151. Captains and Commanders.—At the funeral of a Captain or Commander of a ship, such number of minute guns as the senior officer present shall direct, not, however, exceeding 20, shall be fired by the ship he commanded, or to which he belonged, when the body is put into the sea, or when it is put off from the ship to be carried on shore. If the ship be alone, the officer succeeding to the command shall order this to be done.

152. Other Officers and Men.—At the funeral of any other officer, man, or boy, of any of His Majesty's ships, three volleys of musketry shall be fired over the grave or over the body when put into the sea.

2. The firing party is, when possible, to be composed of seamen in the case of naval officers and naval ratings, and of Royal Marines if the deceased be a marine officer or marine.

3. On all occasions of naval funerals the Senior Officer present is to regulate the strength and composition of the funeral and firing parties in accordance with the table laid down in the "Rifle and Field Exercises for His Majesty's Fleet." The number of officers and men forming the parties being, however, subject to the means at the disposal of the Senior Officer present.

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

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

SECTION XVI. UNIFORM.

154. Uniforms generally.—In accordance with the provisions of Article 4, the uniforms directed to be worn are specified and described in the Book of Uniform Regulations, and are also published from time to time in the Navy List.

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

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

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

3. Officers are not to wear naval uniform at fancy dress balls. They are not prohibited, however, from appearing at such entertainments in uniforms of a date anterior to 1843.

4. **Plain clothes.**—Permission may be given to officers to wear plain clothes on ordinary leave.

5. **Subordinate Officers.**—Subordinate officers, when on ordinary leave, are to wear the uniform of their rank; but permission may be granted to them to wear plain clothes when going into the country, or to ride, shoot, play cricket, or for exercise.

6. **Foreign Ports.**—In foreign ports great discretion should be exercised in allowing officers to appear out of uniform, as in such cases they have no right to expect to be recognised as British officers.

7. **Marines.**—Officers of the Royal Marines are to wear their full dress on the occasions when ball dress and frock coat with epaulettes dress are worn.

156. Officers on Retired and Reserved Lists.—Officers on the retired and reserved lists, whose names appear on the list of the Navy, are permitted to wear the uniform of their respective ranks on state and other occasions of ceremony.

SECTION XVII. SPECIAL DECORATIONS AND MEDALS.

157. Victoria Cross, &c.—The rules and ordinances relative to the Victoria Cross, Royal Red Cross, Conspicuous Gallantry Medal, Distinguished Service Order, and Conspicuous Service Cross are given in the quarterly Navy List.

158. Albert Medal.—If any person in the Fleet should save or attempt to save life from shipwreck or otherwise, in such circumstances as to merit his being recommended for the Albert Medal of the 1st or of the 2nd Class, the full particulars are to be forwarded to the Admiralty for consideration.

2. The rules and ordinances relative to the Albert Medal are given in the quarterly Navy List.

159. Conspicuous Gallantry and Distinguished Conduct Medals.—The Conspicuous Gallantry Medal may be awarded to such Petty Officers, Seamen, Non-commissioned Officers, and Privates of the Royal Marines as may at any time distinguish themselves by acts of conspicuous gallantry in action with the enemy.

2. At the discretion of the Admiralty this medal may be accompanied by the grant of an annuity, not exceeding 20*l.*, to Chief and First Class Petty Officers of the Navy, and Sergeants of Royal Marines, and also to all recipients of this medal whatever their rank or rating may have been when the medal was awarded, on their promotion to Chief or First Class Petty Officers in the Navy or Sergeants of the Royal Marines, provided the amount authorised from time to time for such annuities by the Treasury be not exceeded.

3. A seaman or marine who is awarded the Conspicuous Gallantry Medal or the Distinguished Conduct Medal of the Army may, at the discretion of the Admiralty, be awarded a gratuity of 20*l.* on discharge at the completion of his term of active service, or on being invalided from the Service, or on promotion to a commission, except when such seaman or marine is in receipt of a medal accompanied by an annuity. Should he die while serving the gratuity will be credited to his estate.

4. The regulations as to the award of the Distinguished Conduct Medal which prohibit the payment of the gratuity to a soldier in receipt of extra pension are not applicable in the case of a seaman or marine, who, on account of gallantry, has been or may be granted an extra pension under naval regulations.

160. Qualifications.—As these rewards are intended for such men only as shall have rendered themselves pre-eminent by some individual act of conspicuous gallantry in action with the enemy, great care is to be taken that the cases recommended come strictly within the spirit of this Regulation, and that each case be accompanied by a full statement of the grounds on which the claim to the distinction is founded.

161. Humane Society's Medals.—Officers and men may wear the medals and clasps awarded to them by the Royal Humane Society, on the right breast, as directed in Article 167, clause 14.

SECTION XVIII. FOREIGN ORDERS AND MEDALS.

Under Regulations dated May 1911.

162. Foreign Orders and Decorations.—No subject of His Majesty shall accept a foreign Order from the Sovereign of any foreign country or wear the insignia thereof without having previously obtained His Majesty's permission to do so, signified either :

(a) By warrant under the Royal sign-manual, or

(b) By private permission conveyed through His Majesty's private secretary.

2. Permission given by warrant under the Royal sign-manual will enable the insignia of the foreign Order to be worn at all times and without any restriction.

Private permission will only enable the insignia to be worn on the occasions specified in the terms of the letter from the King's private secretary conveying the Royal sanction.

3. The full and unrestricted permission by warrant under the Royal sign-manual is designed, subject to the exception mentioned in clause 4 (a) respecting British naval or military officers during hostilities, to meet cases where the Decoration may be said to have been earned by some valuable service rendered to the Head of the State conferring it, or to the State itself. The private or restricted permission is contemplated for Decorations which are more or less of a complimentary character. In either case, the matter will be submitted to the King by His Majesty's Principal Secretary of State for Foreign Affairs.

4. Full and unrestricted permission by warrant under the Royal sign-manual is contemplated in the following cases:—

For a Decoration conferred—

- (a) On an officer in His Majesty's naval or military forces lent to a foreign Government; on an officer in His Majesty's naval or military forces attached by his Government to a foreign navy or army during hostilities; or on any British official lent to a foreign Government and not in receipt of any emoluments from British public funds during the period of such loan.
- (b) On any person not at the time in the service of the Crown, who, while himself outside the limits of His Majesty's dominions, has rendered valuable services to the Head of the State conferring the Order, or to the State itself, within the period of two years immediately preceding the notification of the Decoration to His Majesty's Government provided for in clause 5. The term "service of the Crown" comprises any person holding a commission, or any person in receipt of a salary from public funds in the United Kingdom, or in any British dominion, colony, or protectorate.
- (c) On any British subject employed in a foreign embassy or legation in the United Kingdom.

5. The desire of the Head of a foreign State to confer upon a British subject the insignia of an Order, or the fact that he has done so, must be notified to His Majesty's Principal Secretary of State for Foreign Affairs, either through the British diplomatic representative accredited to the Head of the foreign State, or through his diplomatic representative at the Court of St. James. His Majesty's Principal Secretary of State for Foreign Affairs shall be under no obligation to consider claims that are not brought to his notice through one of these channels.

163. Procedure after the King's Permission is given.—When His Majesty's Principal Secretary of State for Foreign Affairs shall have taken the King's pleasure on any such application, and shall have obtained His Majesty's permission for the person in whose favour it has been made to accept the foreign Order and wear the insignia thereof, he shall signify the same to His Majesty's Principal Secretary of State for the Home Department, in order that he may cause a warrant, if it be a case for the issue of a warrant as defined in Article 162, clause 4, to be prepared for the Royal sign-manual.

2. When such warrant shall have been signed by the King a notification thereof shall be inserted in the Gazette, stating the service for which the foreign Order has been conferred.

Persons in whose favour such warrants are issued will be required to pay to His Majesty's Principal Secretary of State for the Home Department a stamp duty of 10s.

3. Registration in College of Arms.—The warrant signifying His Majesty's permission may, at the request and at the expense of the person who has obtained it, be registered in the College of Arms.

4. **No style or rank to be assumed.**—Every such warrant as aforesaid shall contain a clause providing that His Majesty's licence and permission does not authorise the assumption of any style, appellation, rank, precedence or privilege appertaining to a Knight Bachelor of His Majesty's Realms.

5. **Acceptance of Higher Class.**—When a British subject has received the Royal permission to accept a foreign Order, he will at any future time be allowed to accept the decoration of a higher class of the same Order, to which he may become eligible by increase of rank in the foreign Service, or in the Service of his own country; or any other distinctive mark of honour strictly consequent upon the acceptance of the original Order, and common to every person upon whom such Order is conferred.

164. **Naval and Military Attachés.**—Naval and military attachés to His Majesty's missions abroad may, at the termination of their appointments, be given restricted private permission to wear on certain specific occasions, the insignia of a foreign Order conferred upon them by the Chief of the State only in which their headquarters were situated.

165. **Foreign Medals.**—Medals which constitute a particular class of a foreign Order are subject in all respects to the above Regulations in the same manner as higher grades of the Order, except that permission to wear will be given by letter and not by Royal warrant. The King's permission must be obtained for any other medal to be worn.

166. **Foreign Medals not worn.**—No permission is necessary for accepting a foreign medal, if such medal is not to be worn.

SECTION XIX. MANNER OF WEARING DECORATIONS, ORDERS, AND MEDALS.

167. **Knights Grand Cross.**—The insignia of Knights Grand Cross of Orders, consisting of the badge suspended from a broad ribbon over the shoulder, and the star, are to be worn with full dress and ball dress; with the former the ribbon should be worn under the epaulette and sword belt; with the latter, under the coat and over the waistcoat. With full dress on collar days, the collar takes the place of the ribbon.

2. With frock coat and epaulettes the star of the Order only is to be worn. With frock coat the star may be worn at discretion.

3. With uniform coats other than full dress and ball dress, the ribbon of a Companion of the Order is to be worn, except that with mess dress, miniature badges but not stars may be worn in lieu, and with mess undress, miniature ribbons.

4. **Knights Commanders.**—The insignia of Knights Commanders of Orders, consisting of the badge suspended from a ribbon round the neck, and the star, are to be worn with full dress, ball dress and frock coat with epaulettes. The ribbon should be worn inside the collar of the coat and under the necktie.

The above rule applies to such classes of British and foreign Decorations as are ordered to be worn round the neck.

5. With the frock coat the star only may be worn at discretion.

6. With uniform coats, other than full dress and ball dress, the rules laid down in clause 3 are to be observed.

7. **Companions of Orders.**—The badges of Companions of Orders are to be worn together with medals, with full dress and ball dress, but in the circumstances stated in clause 12 miniature badges and medals may be worn with the latter dress.

8. With all other uniform coats the rules laid down in clause 3 are to be observed.

9. **Bar for Decorations, &c.**—The several Decorations, badges, and medals are to be worn on the left breast in one horizontal line, one inch below the point of the shoulder, suspended from a single bar of which no part is to be seen, and commencing with the end furthest from the shoulder.

10. **Order in which to be worn.**—Decorations, Orders, and medals, and the ribbons appertaining thereto, are to be worn in the following order:—

(a) *British Decorations, Orders, and Medals.*

1. Victoria Cross.
2. Order of the Garter.*
3. Order of the Thistle.*
4. Order of St. Patrick.*
5. Order of the Bath.
6. Order of Merit (immediately after Knights Grand Cross of the Bath).†
7. Order of the Star of India.
8. Order of St. Michael and St. George.
9. Order of the Indian Empire.
10. Royal Victorian Order (1st, 2nd, 3rd, and 4th Class).
11. Distinguished Service Order.
12. Imperial Service Order.
13. Royal Victorian Order (5th Class).
14. Order of British India.
15. Indian Order of Merit (Military).‡
16. Kaiser-i-hind Medal.
17. Order of St. John of Jerusalem in England.
18. Queen Victoria's Jubilee Medal, 1887. (Gold, Silver, and Bronze.)
19. Queen Victoria's Police Jubilee Medal, 1887.
20. Queen Victoria's Jubilee Medal, 1897. (Gold, Silver, and Bronze.)
21. Queen Victoria's Police Jubilee Medal, 1897.
22. Queen Victoria's Commemoration Medal, 1900. (Ireland.)
23. King Edward's Coronation Medal.
24. King Edward's Police Coronation Medal.
25. King Edward's Durbar Medal. (Gold, Silver, and Bronze.)
26. King's Medal, 1903. (Ireland.)
27. King George's Coronation Medal.
28. King George's Police Coronation Medal.
29. King's Visit Commemoration Medal, 1911. (Ireland.)
30. King George's Durbar Medal. (Gold, Silver, and Bronze.)
31. Medal for Distinguished Conduct in the Field (Military).
32. Conspicuous Gallantry Medal (Naval).
33. Conspicuous Service Cross (Naval).
34. War Medals (in order of date).
35. Arctic Medal, 1815–1855.
36. Arctic Medal, 1876.
37. Antarctic Medal, 1901–1903.
38. Constabulary Medal. (Ireland.)

In undress uniform, no badge of an Order will be worn round the neck except the Order of Merit.

* These Orders are not worn in miniature.

† Order of Merit comes immediately after G.C.B.; it is not worn in miniature, but is to be worn round the neck on *all* occasions.

‡ The Indian Order of Merit (Military and Civil) is distinct from the Order of Merit instituted in 1902.

39. Albert Medal.*
40. Board of Trade Medal for Saving Life at Sea.*
41. Indian Order of Merit (Civil).†
42. Edward Medal.
43. Indian Distinguished Service Medal.
44. King's Police Medal.
45. Long Service and Good Conduct Medal.
46. Naval Long Service and Good Conduct Medal.
47. Medal for Meritorious Service.
48. Indian Long Service and Good Conduct Medal (for Europeans of Indian Army).
49. Indian Meritorious Service Medal (for Europeans of Indian Army).
50. Royal Marine Meritorious Service Medal.
51. Indian Long Service and Good Conduct Medal (for Native Army).
52. Indian Meritorious Service Medal (for Native Army).
53. Volunteer Officers' Decoration.
54. Volunteer Long Service Medal.
55. Volunteer Officers' Decoration for India and the Colonies.
56. Volunteer Long Service Medal for India and the Colonies.
57. Colonial Auxiliary Forces Officers' Decoration.
58. Colonial Auxiliary Forces Long Service Medal.
59. Medal for Good Shooting (Naval).
60. Militia Long Service Medal.
61. Imperial Yeomanry Long Service Medal.
62. Territorial Efficiency Medal.
63. Territorial Decoration.
64. Special Reserve Long Service and Good Conduct Medal.
65. Decoration for Officers of the Royal Naval Reserve.
66. Decoration for Officers of the Royal Naval Volunteer Reserve.
67. Royal Naval Reserve Long Service and Good Conduct Medal.
68. Royal Naval Volunteer Reserve Long Service Medal.
69. Union of South Africa Commemoration Medal.
70. Royal Victorian Medal. (Gold and Silver.)
71. Imperial Service Medal.
72. Medal of the Order of St. John of Jerusalem in England.*
73. Badge of the Order of the League of Mercy.
74. Royal Victorian Medal. (Bronze.)

The above order of Decorations applies to those of similar grades.

When the miniature of a higher grade of a junior Order is worn with the miniature of a lower grade of a senior Order, the higher grade miniature should come first, *e.g.*, the miniature of a K.C.I.E. will come before a C.B., and a G.C.M.G. before a K.C.B.

(b) *Foreign Orders*.—In order of date.

(c) *Foreign Decorations*.—In order of date.

(d) *Foreign Medals*.—In order of date.

11. **Bar, Full dress**.—On the full dress coat the bar must not project beyond the centre seam, and when the Decorations, Orders, and medals cannot on account of their number be suspended from the bar so as to be fully seen, they are to overlap, the highest showing in full.

* If more than one of these medals is awarded for the same act of gallantry, only one medal may be worn, *viz.*, that which appears highest in the list.

† The Indian Order of Merit (Military and Civil) is distinct from the Order of Merit instituted in 1902.

12. **Bar, Ball dress.**—With ball dress the bar is to go over the lapel, if necessary, but not beyond, and if from the number of Decorations, Orders and medals, it should be too long to be worn conveniently, miniatures may be worn in lieu.

13. **Buckles of Companions.**—The buckles of the Companions of the Orders of the Bath and of St. Michael and St. George are, as part of the badge of the Order; to show half-way between the upper and lower edge of the ribbon.

14. **Medals awarded by Societies.**—Medals awarded by the Royal National Lifeboat Institution, the Royal Humane Society, or other similar societies for bravery in saving human life, if specially authorised to be worn, are to be worn on the right breast, similarly to those on the left, and on the same horizontal line.

If the Stanhope Gold Medal is awarded to an officer or man by the Royal Humane Society, it is to be worn in place of, and not in addition to, the Silver Medal previously granted.

15. **Bar, description of.**—In all cases the bar for the suspension of Decorations, Orders, and medals is to be provided at the expense of the wearer. It may be of any metal or material, and of any pattern consistent with the above instructions, provided that the bar and the buckle are wholly concealed by the ribbons.

16. **Length of Ribbons.**—The ribbons of Decorations, Orders, and medals are to be of the following lengths:—

(a) When the Decorations, &c., are worn:—

Full size	-	-	-	-	-	-	-	1	inch.
Miniature	-	-	-	-	-	-	-	$\frac{3}{4}$	”

(b) When the ribbons alone are worn:—

Full size	-	-	-	-	-	-	-	1	inch.
Miniature	-	-	-	-	-	-	-	$\frac{1}{2}$	”

These lengths are not to be exceeded, unless, in the case of medals, the number of clasps should necessitate it.

17. **Ribbons sewn on the coat.**—When ribbons, either full-sized or miniature, are required to be sewn on the uniforms the same order of arrangement is to be followed as that laid down in clause 10 for the Decorations, Orders and medals. Knights Grand Cross and Knights Commanders will, however, add the ribbon of a Companion of the Order or Orders to which they belong, under clauses 3 and 6. The ribbons are to be sewn plain on the cloth of the uniform, without intervals, and when the space between the shoulder to the edge of the lapel is insufficient to accommodate them in one row they are not to be made to overlap as on the bar, but are to be arranged in two or more rows placed immediately under each other, with an interval of half an inch intervening between each row.

Ribbons of Orders and medals, to wear which private permission has been given, are not to be sewn on the coat.

18. **Decorations, &c., with white uniform.**—With white undress, Decorations and medals or ribbons of Decorations and medals are to be worn as prescribed for the dress in lieu of which white undress is being worn. The broad ribbon of Knights Grand Cross should be worn under the shoulder strap.

When worn with white uniform the ribbons of Decorations and medals are to be placed on a removable bar.

19. **Miniatures.**—Miniature Decorations, badges of Orders, and medals are to be arranged on a bar in the same manner and order as the full-sized. Knights Grand Cross and Knights Commanders will wear thereon, senior to all other Decorations, &c., except the Victoria Cross, the miniature Badge of the Order or Orders to which they belong, omitting the buckle in the case of the Orders of the Bath and of St. Michael and St. George.

The precedence of the various Orders of Knighthood concerned is as shown in clause 10 for the Companions of those Orders.

20. If necessary, the bar should extend over the lapel of the coat.

21. **Decorations, &c., with plain dress.**—Stars of the Orders, and miniature Decorations, badges of Orders, and medals, are authorised to be worn in evening dress (plain clothes) in the presence of members of the Royal Family or Viceroys, and of Governors-General, and on public and official occasions.

22. Only one set of miniatures need be maintained. The miniatures of companionship or membership will not be removed when the riband or badge of a higher grade is worn by Knights Grand Cross, Knights Commander, &c.

23. **Retired Officers.**—Retired officers are authorised to wear stars and badges of Orders, and miniature Decorations and medals in evening dress on all public and official occasions.

CHAPTER III.

RANK AND COMMAND.

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SECTION I. OFFICERS IN GENERAL.

168. Branches.—The officers of His Majesty's Navy are divided into the following branches, namely, Military, Engineer, Medical, Accountant, Naval Instructor, Artisan.

169. Military Branch.—The Military Branch is comprised of the under-mentioned officers who, with the exception hereinafter mentioned, shall rank and command in the following order :—

1. Admirals of the Fleet.
2. Admirals.
3. Vice-Admirals.
4. Rear-Admirals.
5. Commodores.
6. Captains.
7. Commanders.
8. Lieutenants.
9. Sub-Lieutenants.
10. Chief Gunners.
11. Chief Boatswains.
12. Chief Signal Boatswains.
13. Commissioned Telegraphists.
14. Gunners.
15. Boatswains.
16. Signal Boatswains.
17. Warrant Telegraphists.
18. Chief Masters-at-Arms.
19. Midshipmen.
20. Naval Cadets.

} According to dates of commissions.

} According to dates of warrants.

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

171. Command of Ship, Order of.—A ship must always be represented by an officer of the Military Branch in the following order of command :—

1. Captain.
2. Commander.
3. Lieutenant.
4. Sub-Lieutenant.

- | | | |
|-------------------------------|---|-----------------------------------|
| 5. Chief Gunner | } | According to date of commissions. |
| 6. Chief Boatswain. | | |
| 7. Chief Signal Boatswain. | | |
| 8. Commissioned Telegraphist. | | |
| 9. Gunner. | } | According to date of warrants. |
| 10. Boatswain. | | |
| 11. Signal Boatswain. | | |
| 12. Warrant Telegraphist. | | |
| 13. Chief Master-at-Arms. | | |
| 14. Midshipmen. | | |
| 15. Naval Cadets. | | |

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

Officers of the non-military branches shall rank with each other and with the officers of the Military Branch, the Royal Marines, and the Army in the order given in the table attached to Article 219, and shall command in the same order the officers and men of their own branch as well as those of any other branch or of the Royal Marines who may be appointed or detailed for duty in their respective departments or placed under their orders by superior authority.

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

2. When Captain absent.—In the absence of the Captain the officer next in command is responsible for everything done on board; as Commanding Officer he is to see that every part of the duty is as punctually performed as it could be if the Captain were present. He may put under arrest any officer whose conduct he shall think so reprehensible as to require it; and he may confine such men as he shall think deserving of punishment. See 178 (*Command in absence of Captain*) and 765 (*Limit as to Corporal Punishment*).

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

175. Officers promoted.—An officer who shall have received from his superior authority official intelligence of his promotion, if he continues to be borne by competent authority in a ship in commission for full pay in the rank to which he has been promoted, shall take rank and command before any officer who has only an acting order for the same rank. If not so borne by competent authority, he will perform the duties of the inferior station he held previous to hearing of his promotion until superseded or discharged; and he is not to assume any superior command, notwithstanding that he may have received official notification of his promotion.

176. In Tenders or Boats.—An officer absent on service in a tender or boat attached to the ship in which he is borne for full pay, shall have the same command and authority as he would have were he actually on board the ship in which he is borne.

177. When wrecked or lost.—When one of His Majesty's ships shall be wrecked, or otherwise lost or destroyed, or taken by the enemy, the command, power, and authority given to the Captain, and to the other officers and the crew with respect to each other, shall remain and be in full force, as effectually as if such ship were not lost, until a court-martial shall have inquired into the cause of the loss or capture of such ship, or the officers and crew shall be otherwise disposed of and separated, as directed by the Naval Discipline Act. See 616 (*In case of Wreck*).

178. Officers for Navigating Duties.—When Commanders, Lieutenants, or Sub-Lieutenants, who are senior to the Executive Officer, are appointed for navigating duties, they will succeed to the command of the ship in the absence of the Captain; but they are not to take upon themselves the routine duties of the Executive Officer except by order of the Captain, or in case of necessity.

179. Navigator of the Fleet.—When it may be deemed expedient to do so, the Admiralty may appoint an officer to do duty as a Navigator of the Fleet in the ship in which the flag of the Commander-in-Chief or Senior Officer of the station or squadron may fly.

180. Navigating Officers.—A Navigating Officer shall be a Commander, Lieutenant, or Sub-Lieutenant duly qualified to perform the navigating duties of the ship and appointed for such duties by the Admiralty or other competent authority.

2. Officers liable for Navigating Duties:—All officers of the Military Branch are liable to be called upon to perform navigating and pilotage duties in His Majesty's ships, but the additional pay to Commanders, Lieutenants, and Sub-Lieutenants for the discharge of such duties is contingent on their having passed the necessary examinations in pilotage. See 323 (*Pilotage and Navigating Duties*).

3. Lieutenants and Sub-Lieutenants appointed for navigating duties are to take a share in the ordinary duties of their ships, such as watch-keeping, acting as divisional officers, &c., but this participation in the ordinary duties is not to interfere with their special navigating duties, and is to be arranged at the discretion of the Captain.

181. Presiding Officer at assemblages.—At courts of inquiry, surveys, and other similar assemblages of officers, the officer who, in virtue of his office, would under the foregoing Regulations take the Military Command, is in all cases to preside, irrespective of the relative rank of the other members, whose precedence on such occasions shall be determined by Article 219.

182. When promoted to Flag Rank abroad.—A Commodore of the Second Class, or a Captain, who receives when abroad official notification from the Admiralty of his promotion to Flag rank is, in the absence of special directions from the Admiralty, to be discharged to the supernumerary list for passage home, and another officer is to be placed in temporary command of the ship, unless the ship is under orders to return to England, in which case the officer promoted is to retain the command until paid off or superseded.

2. If the Senior Officer present should deem it for the benefit of His Majesty's service that the promoted officer should be retained in the temporary command

of the ship, although not under orders for England, he may be retained, the Senior Officer reporting his reasons to the Admiralty.

3. **Promoted Officer, if temporarily retained.**—No promoted officer, while retained in temporary command, is to hoist his flag, or assume any rank or command beyond that which he held previous to his promotion.

183. Commodore of First Class promoted.—If the promoted officer is a Commodore of the First Class appointed by the Admiralty, he may at once hoist his flag and take rank and command as a Flag Officer unless ordered by the Admiralty to the contrary; but in the case of a Commodore of the First Class otherwise appointed, he shall not hoist his flag, nor take rank or command as a Flag Officer, on promotion, but shall continue in the capacity of Commodore of the First Class until directed by the Admiralty or by a Flag Officer to be discharged to half-pay, or to revert temporarily to the command of his ship as Captain.

2. **Senior Officer promoted.**—If the promoted officer is himself the senior officer present, he will act under Article 182 and as above, as he deems best for His Majesty's Service.

184. Promotions generally.—An officer who receives official intelligence of his having been promoted, is to be retained in the inferior rank in the ship in which he is serving, until instructions are received from the Admiralty or the Commander-in-Chief as to his disposal, and as to the manner in which the vacancy caused by the promotion is to be filled. This information may be requested by telegraph if necessary.

2. In the event of the Commander-in-Chief considering it necessary for the benefit of His Majesty's Service that an officer, although promoted, should continue for a time to perform the duties of the inferior station from which he has been advanced, he may require him to do so; reporting for the information of the Admiralty the particular circumstances which induced him to retain the promoted officer in the inferior capacity.

3. **Placed on Retired List.**—If an officer is placed on the retired list he is to be retained in the ship in the rank in which he has been serving, and is to continue to do duty until superseded or discharged by order of the Admiralty, or of the Commander-in-Chief if abroad. See 1562, clause 13 (*Officers Superseded or Discharged Abroad*).

4. **Acting Orders.**—In giving acting orders under this Article, attention is to be paid to the provisions in regard thereto contained in Articles 231 and 235.

185. Senior Officer in Ship other than his own.—When it shall be absolutely requisite for the Senior Officer of two or more ships, not being a Flag Officer or a Commodore of the First Class, to be absent from his own ship and to go on board another ship under his orders, for the better conducting any important service on which he may be engaged, he is to direct the officer commanding such ship to bear him in his proper rank, as lent for particular service, and while so borne the said Senior Officer shall have the same command and authority in every respect as he would have had if present in his own ship, and, if a Commodore of the Second Class, he will hoist his broad pendant.

In the event of the ship commanded by the Senior Officer of two or more ships, who is not a Flag Officer, being wrecked or lost, such Senior Officer may direct himself to be borne as additional in his proper rank, in one of the ships under his orders; and while so borne, or until an officer senior to him shall arrive on the spot and otherwise direct, he shall have the same command and authority as he had before his own ship was lost.

In either of the above cases, the Senior Officer is to relinquish all command and authority on board the ship in which he is temporarily borne by his own order as soon as the exigencies of the Service will admit thereof, and he is forthwith to report to his superior authority, for the information of the Admiralty, the circumstances which rendered it necessary for him to avail himself of the provisions of this Article.

186. Officers lent.—Officers on full pay, lent by competent authority to do duty on board any other ship, although borne as supernumeraries, shall take the same rank and command, and be considered in every respect for the time they are so employed, as if they actually belonged to the complement. See 21 (*Military Command*).

187. Officers taking passage.—Any officer on full pay, taking a passage in one of His Majesty's ships, may, though borne as a supernumerary, be ordered to do duty if of inferior rank or junior to the Executive Officer of the ship in which he is embarked; and while so employed he shall take the same rank and command, and shall be considered in every respect as if he actually belonged to the complement; but if the Captain of the ship shall die, the acting command thereof is vested in the officers mentioned in Article 232, and in no case shall it be assumed by a supernumerary officer, except he shall have received the express authority mentioned in the following Article, or be in the position of the Senior Officer described in Article 185.

188. "Additional for Special Service."—Captains and other officers of the Military Branch, borne on the books of any of His Majesty's ships as "Additional, for special or particular service," are never to assume the charge and command of the ships in which they are so borne, nor any other charge or command, except that which may appertain to the special or particular service for which they are borne, unless they receive from the Admiralty, or from the officer in command of a foreign station, express authority to the contrary.

NOTE.—This Regulation is not to affect the powers given by Article 752, clause 4, to the Captain of a ship or establishment to which tenders are attached.

189. "Additional" not for Special Service.—Captains and other officers of the Military Branch who are borne on the books of any of His Majesty's ships as "Additional," but not for any special or particular service, are to take rank and command in the ships in which they are so borne, and be considered generally, to all intents and purposes, as if they belonged to the complements of such ships.

190. Other Officers "Additional."—Officers of branches other than the Military Branch and all persons not included in the two previous Articles who are borne on the books of any of His Majesty's ships as "Additional," are to perform the duties for which they are appointed, are to be considered as belonging to the ships in which they are borne, and are to take rank and precedence according to their several positions in the Royal Navy.

191. Retired Officers required to serve.—Whenever His Majesty may be pleased, by his Order in Council, to call officers from the Reserved, Retired, Pensioned or Emergency Lists into active service in case of war or emergency, such officers shall be entitled to the pay and emoluments of their corresponding ranks on the Active List, together with a bonus of twenty-five per cent. for

every pound of the full pay earned by them, exclusive of allowances, except as mentioned in clause 3.

2. All steps in rank given on or after retirement while conferring the title, uniform, and other advantages of the higher rank, will not give the right of command amongst naval officers, which is always to be governed by the date of commission in the rank held on the Active List at the date of retirement.

3. If recalled to active service in case of war or emergency, Lieutenants, Carpenter Lieutenants, or Engineer Lieutenants, who were given such rank on being pensioned from the List of Commissioned Warrant Officers, will receive the rates of pay and allowances of the rank last held by them on the Active List, together with a bonus of twenty-five per cent. for every pound of the full pay earned by them exclusive of allowances.

SECTION II.—FLAG OFFICERS, CAPTAINS OF THE FLEET, AND COMMODORES.

192. Flag Officers.—Flag Officers shall be classed, and shall rank and command, in the order and manner following:—

Admirals of the Fleet.

Admirals.

Vice-Admirals.

Rear-Admirals.

2. Officers on whom a step of temporary or local rank has been conferred under the provisions of Order in Council of 21st November, 1855, shall, subject to the provisions of Article 172, be entitled to take command and precedence and to enjoy all the privileges and emoluments of the rank in which they are acting.

193. Captain of the Fleet.—When the Admiralty shall deem it expedient to appoint a Captain of the Fleet, he shall be a Flag Officer or Captain of such seniority as the Admiralty may consider desirable; if a Captain, he shall be constituted a Commodore of the First Class, and be given an appointment as additional Captain of the ship in which the Flag Officer or Commodore with whom he is serving is borne.

2. When he is not a Flag Officer he shall take precedence, and shall command according to his proper rank as a Commodore; but should he meet with a senior Captain, who is not a First Class Commodore, he shall, while present with such senior Captain, rank only as additional Captain of the ship in which he is borne for the time being.

194. On Vacancy in Chief Command.—If the Commander-in-Chief should die, or give up his command, the Captain of the Fleet is to preserve his office under the officer who succeeds to the chief command, if there should be an officer senior to him in the fleet; but should the Captain of the Fleet be himself next in rank to the Commander-in-Chief, and consequently hoist his flag or broad pendant, and assume the command, he may appoint such officer as he may think proper to act as Captain of the Fleet, until the pleasure of the Admiralty, or of his superior officer, be known; but the officer appointed must be one of the senior Captains in the fleet, who shall be willing to accept the appointment.

2. In the event of the command having devolved on a Commodore of the First Class, the Captain of the Fleet appointed by him under the provisions of this Article must be nominated additional Captain of the ship in which such Commodore of the First Class is borne.

195. Chief of the Staff.—When the Admiralty shall deem it expedient to appoint a Chief of the Staff he shall be a Captain of such seniority as the Admiralty may consider desirable, and he shall be given an appointment as additional Captain of the ship in which the Flag Officer or Commodore with whom he is serving is borne.

2. When Senior Officer present, he shall take precedence and shall command according to his proper rank and seniority, and shall act in all ways as Senior Officer; but he is not to be required to keep any accounts as Captain, nor to sign any books or papers, nor to do any other duty than is required of him as Senior Officer and Chief of the Staff; and the Captain under him in the same ship is to continue to execute all the duties of Captain of the ship, in the same manner as the Captain of a flag-ship.

3. On Vacancy in Chief Command.—If the Commander-in-Chief, or Commodore, with whom he is serving shall die or give up his command, the Chief of the Staff is to continue in his appointment under the officer who succeeds to the chief command; but should the Chief of the Staff succeed to the chief command, he may appoint a Captain to be acting Chief of the Staff pending instructions from the Admiralty, which are to be asked for immediately.

196. Commodores.—A Captain, when authorised to wear a broad pendant, shall have the temporary title and rank of Commodore, of which there shall be two classes:—

- (a) A Commodore of the First Class, when he shall have a Captain of the same ship under him;
- (b) A Commodore of the Second Class, when without a Captain of the same ship under him.

197. Commodore, First Class.—A Commodore of the First Class shall be constituted as such by order of the Admiralty, and shall receive an appointment as First Captain of the ship on board of which his broad pendant shall be hoisted.

2. He shall rank and command next below a Rear-Admiral, and shall wear his broad pendant in presence of all Flag Officers and Commodores, provided there be no senior Captain present. Commodores shall take rank and command of each other according to their seniority as Captains.

3. When transferred to another ship for merely a temporary object it shall not be necessary for him to have an appointment to such ship as First Captain, but should it be found necessary for him to remain on board such latter ship more permanently, an appointment is then to be made to the ship in which he is borne in order to meet the case of his broad pendant being struck under the provisions of clause 4.

4. Meeting a Senior Captain.—If a Commodore of the First Class shall meet with a Captain senior to him, who is not a First Class Commodore, he shall immediately strike his broad pendant, and shall rank and command, while it is so struck, only as First Captain of the ship in which he is borne, and according to his seniority as Captain; but on his separating from such senior Captain, he shall re-hoist his broad pendant and resume his rank and command as a Commodore.

5. During the time that his broad pendant is temporarily struck, he is not to be required to keep any accounts as Captain, nor to sign any books or papers, nor to do any other duty than would have been required of him as First Class Commodore; but the Captain under him in the same ship is to continue to execute all the duties of Captain of the ship, in the same manner as the Captain of a flag-ship.

198. Commodore, Second Class.—A Commodore of the Second Class is a Captain of one of His Majesty's ships authorised to hoist a distinguishing broad pendant on board such ship ; but it is only in such ship, her tenders and boats, that his Second Class broad pendant is to fly, except in the circumstances provided for in Article 185.

2. A Second Class Commodore shall wear his broad pendant in the presence of all Flag Officers and Commodores, provided there be no senior Captain present ; but he is to be considered only as a Captain, except as to honours and emoluments.

3. Meeting a Senior Captain.—If a Commodore of the Second Class should meet with a senior Captain, not a Commodore, he shall immediately strike his broad pendant, and shall wear only the ordinary pendant during the time he is in the presence of such senior Captain ; but on separating from him, his broad pendant is to be re-hoisted. *See 170 (Commodores).*

199. Shifting Flags or Broad Pendants.—Flag Officers and Commodores of the First Class, subject to the special provisions for action in the signal manual, may shift their flags or broad pendants to, and may remove on board of, any other ship, as the circumstances at the moment may induce them to deem proper for the good of the Service.

2. The case of a Senior Officer who is not a Flag Officer or Commodore of the First Class is provided for by Article 185.

200. Officer Commanding disabled.—If an Officer Commanding a fleet or squadron be from any cause rendered incapable of directing the operations of the fleet or squadron in battle, or in the presence of an enemy, he may send for the officer next in command to come on board his (the Senior Officer's) ship and to direct from thence all operations whilst the enemy continue in sight ; and such Second in Command, if he be a Flag Officer or a Commodore, is to leave his flag or broad pendant flying on board his own ship, notwithstanding his absence from her on such duty.

201. Killed in Action.—If a Flag Officer or a Commodore, commanding a fleet or a squadron, should be killed in battle, his flag or broad pendant is to be continued flying until the battle is ended, or the enemy is no longer in sight ; but the officer next in command is to be immediately informed of the event by private signal previously concerted, or otherwise, as may, at the time, be most advisable ; and he is forthwith to assume the chief command, repairing to, and managing the fleet or squadron from the ship of the former Commander-in-Chief, should he judge it expedient to remove to her ; in which case, if he be a Flag Officer or a Commodore, he is to leave his own flag or broad pendant flying on board the ship he quits until the battle is ended.

202. Junior Flag Officer Killed in Battle.—If any other Flag Officer or Commodore, not commanding a fleet or squadron, should be killed in battle, his flag or broad pendant is to be continued flying until the battle is ended ; but the Commander-in-Chief is to be immediately informed of the event, by signal or otherwise, as may be most advisable.

203. Death, &c., of Commander-in-Chief at Home.—In the event of the death, or of the absence on leave of a Commander-in-Chief of a home port or of the Home Fleets, the officer on whom the command may devolve, if a Flag Officer or a Commodore of the First Class, shall be considered in all respects as Commander-in-Chief, subject to the regulations as to table money ; but if he be a Captain he shall hoist a broad pendant as a Commodore of the Second Class only. *See 513 (Commander-in-Chief at Home Ports).*

204. Commander-in-Chief dying on Foreign Service.—If a Flag Officer or a Commodore of the First Class, on foreign service, having a commission as Commander-in-Chief, should die, or if the state of his health should make it absolutely necessary for him to quit his command without waiting for permission from the Admiralty, the officer next in command, if he be a Flag Officer, or a Commodore of the First Class with an Admiralty commission as such, shall be considered as Commander-in-Chief in all respects until the pleasure of the Admiralty shall be known; but should the officer on whom the command may devolve be a Commodore of the Second Class, or a Captain, he shall hoist the broad pendant and assume the rank of a Commodore of the First Class, giving an order to some other officer to act as Captain of the same ship until the pleasure of the Admiralty be known; and during the time that he or a Commodore of the First Class not holding an Admiralty commission as such, may remain in such command, he shall be considered as a Commander-in-Chief in all respects, except that he is not to assume the title of Commander-in-Chief, but only that of Commodore Commanding on the station; and every officer who may have hoisted a broad pendant of the First Class, and assumed a command under this authority, shall, on hearing officially of the arrival of an officer senior to him on the station, immediately strike such broad pendant, and revert to the position he filled previous to his hoisting it, without waiting to be superseded by the personal presence of such Senior Officer, or to receive an order direct from him to do so, unless some order for the continuance of his broad pendant, notwithstanding the arrival of such Senior Officer, shall have been received by him from competent authority.

2. Should such Senior Officer arriving on the station be a Captain, or Commodore of the Second Class, he shall be authorised to hoist a broad pendant of the First Class, according to the restrictions and directions above stated, and the same course is to be observed should other senior Captains arrive, until the pleasure of the Admiralty relative to the command of the station has been made known.

205. Temporary absence of Commander-in-Chief.—The foregoing Article, authorising the assumption of temporary command as Commodore, is not to be understood to apply to an officer becoming the Senior Officer on a station or of a squadron abroad, in consequence of a Commander-in-Chief going beyond the limits of his station, or quitting his squadron upon any temporary duty, or in any other circumstances than those specified in the preceding Article, unless the Commander-in-Chief so quitting his station or squadron abroad should deem it necessary to order the officer entrusted with the command during his absence to act as temporary Commodore Commanding on the station in the manner prescribed in the preceding Article; under which order an officer left with the command, in cases coming under this Article, is to be entitled to assume similar distinction and enjoy the same advantages as if succeeding to it in consequence of the death or resignation of a Commander-in-Chief, always observing the same exception.

206. Transfer of Command at Home.—During the day on which a Commander-in-Chief or an Admiral Superintendent at home transfers the command to his successor the flags of both officers in each case will remain flying. See 1386 (*Flag Allowances*).

SECTION III.—CAPTAINS AND COMMANDERS.

207. Captain.—A Captain shall be a duly qualified officer, appointed to a ship as such, by the Admiralty, or other competent authority.

208. Commander.—A Commander shall be a duly qualified officer, appointed to a ship as such, by the Admiralty, or other competent authority.

209. Commander acting as Captain.—A Commander who shall be appointed by a Commander-in-Chief, or by other competent authority, to act as Captain of a ship, shall not be entitled to any permanent advance of rank by such appointment; but until removed from such acting command by the Admiralty, or by any officer authorised by these Regulations to supersede such acting appointment, he shall be considered in all respects as Captain of the ship, and, while so acting, he shall take command of all Commanders and other inferior officers, except at courts-martial, where he shall be called upon to sit according to his confirmed rank only.

210. Lieutenant acting as Captain.—If a Lieutenant should from necessity be appointed by a Commander-in-Chief to act as Captain of a ship, he shall receive an acting order as Commander, and be appointed to act as Captain of such ship; and being so appointed, he shall be considered, while he continues under the said appointment, to act in the command of such ship, as a Captain, subject, however, to the orders of all Captains, though the date of his acting order may be prior to the dates of their commissions, for all purposes except sitting as such at courts-martial, with reference to which he is to be considered as a Lieutenant only, and is to sit according to his seniority as a Lieutenant.

211. Acting Commander.—Any inferior officer who shall be appointed to act as Commander of any ship, shall rank and command, and be considered to all intents and purposes, as a Commander during the period he so acts, except with regard to sitting at courts-martial.

SECTION IV.—LIEUTENANTS AND OTHER OFFICERS OF THE MILITARY BRANCH.

212. Lieutenant.—A Lieutenant shall be a duly qualified officer, appointed to command as such or to be Lieutenant of any ship, by the Admiralty, or other competent authority.

213. Sub-Lieutenant.—A Midshipman will receive a commission as Sub-Lieutenant in accordance with Article 268.

214. Subordinate Officers.—Midshipmen shall take command according to seniority, after Boatswains, and naval Cadets after Midshipmen; they shall respectively rank as laid down in Article 169, and if two or more are of the same standing, they shall take rank and command according to the order of their names on the list of the officers of the Navy.

SECTION V.—OFFICERS OTHER THAN THE MILITARY BRANCH.

215. Chaplain of the Fleet and Chaplains.—Chaplains shall not hold any naval rank, but shall retain when afloat the position to which their office would entitle them on shore. The Chaplain of the Fleet shall be considered the head of the Chaplains.

216. Command of Non-military Branch by Senior Officer of Military Branch.—Notwithstanding the relative rank and authority conferred by the Regulations on officers of branches other than the Military Branch, they are, whatever their rank, to be under the command of the Captain and the Executive Officer of the ship in which they may be and of the Officer of the Watch for the time

being, and in all matters outside their own departments they are to be subject to the authority of the Senior Officer of the Military Branch present or in charge of the service on which they are employed.

In no case shall officers of the non-military branches be deemed to be superior in rank to, or take precedence of, the officer appointed to command the ship or establishment in which they are employed, or the officer or other person on whom the command of such ship or establishment may properly devolve in the absence of the officer appointed to the command thereof.

217. Officer of Military Branch Present.—If two officers not of the Military Branch are in the presence of an officer of the Military Branch under whose command the senior of the two is serving, the junior, whatever his rank and standing may be, cannot take precedence of the officer of the Military Branch.

SECTION VI.—SHIP'S COMPANY.

218. Ship's Company.—The crews of His Majesty's ships shall consist of the classes and ratings specified in column 1 of Part 1, Appendix XV.; they shall rank after subordinate officers, and take command after naval Cadets in the order in which they therein stand; men of the same rating, according to the dates on which they were so rated, but if rated on the same day, then according to the order in which they stand on the ship's books for the time being. Men who may have been disrated and restored to the same rating shall only reckon their seniority from the date of their restoration, and men who have any break in their service, from the date of their last re-entry.

2. Non-military Branch Ratings.—Men and boys holding ratings printed in italics are not to assume military command, but they shall have all necessary authority to enable them to carry on the duties appertaining to their particular ratings.

SECTION VII. RELATIVE RANK OF THE OFFICERS OF THE NAVY AND ARMY.

219. Navy and Army Officers.—The relative rank of officers of the Navy with each other and with the officers of the Army, shall, subject to the exceptions provided for in this chapter, be as laid down in the following table, and shall in every case take effect according to the dates of their respective commissions or appointments, unless the relative rank is granted at the discretion of the Admiralty or is dependent on the attainment of seniority, or completion of service. In the latter case it shall take effect from such attainment of seniority or completion of service, in the particular rank.

The rank of retired officers holding honorary rank is, when they are called into active service, governed by Article 191.

Military Branch.	Engineer Branch.	Medical Branch.	Accountant Branch.
1. Admirals of the Fleet.	- - - -	- - - -	- - - -
2. Admirals	- - - -	- - - -	- - - -
3. Vice-Admirals	- - - -	- - - -	- - - -
4. Rear-Admirals	Engineer-in-Chief, if Engineer Vice-Admiral. Engineer-in-Chief, if Engineer Rear Admiral, and Engineer Rear-Admirals.	Medical Director-General.* Surgeon-General.	- - - -
5. Commodores, 1st and 2nd Class.	- - - -	- - - -	- - - -
6. Captains of three years' seniority.	Engineer Captains of eight years' service in that rank.	Deputy Surgeon-General.	Secretaries to Admirals of the Fleet according to service in that rank.
7. Captains under three years' seniority.	Engineer Captains under eight years' service in that rank.	- - - -	Secretaries to Commanders-in-Chief of five years' service in that rank.
8. Commanders.	Engineer Commanders	Fleet Surgeons	Secretaries to Commanders-in-Chief under five years' service in that rank.
9. Lieutenants of eight years' seniority.	Engineer Lieutenants of eight years' seniority duly qualified and selected.	Staff Surgeons	Secretaries to Flag Officers other than Commanders-in-Chief, to Commodores, 1st Class, and to Captains of the Fleet.
10. Lieutenants under eight years' seniority.	Engineer Lieutenants under eight years' seniority, or over that seniority but not duly qualified or selected.	Surgeons	Secretaries to Commodores, 2nd Class.
11. Sub-Lieutenants.	Engineer Sub-Lieutenants.	- - - -	- - - -
12. Chief Gunners, Chief Boatswains, Chief Signal Boatswains, and Commissioned Telegraphists.	Chief Artificer Engineers and Commissioned Mechanicians.	- - - -	- - - -
13. Gunners, Boatswains, Signal Boatswains, Warrant Telegraphists and Chief Masters - at-Arms.	Artificer Engineers and Warrant Mechanicians.	Head Wardmasters.	- - - -
14. Midshipmen	- - - -	- - - -	- - - -

* The Medical Director-General may be granted, at the discretion of the Admiralty, the relative rank of Vice-Admiral if Surgeon-General and of Rear-Admiral if a Deputy Surgeon-General.

† The existing Staff Captains rank with Captains of three years' seniority from the date of attaining four years' seniority.

‡ Royal Marine Gunners rank with Naval Warrant Officers.

Accountant Branch.	Naval Instructor Branch.	Artisan Branch.	Army Ranks.
1. - - -	- - -	- - -	Field Marshals.
2. - - -	- - -	- - -	Generals. †
3. - - -	- - -	- - -	Lieutenant-Generals. ‡
4. - - -	- - -	- - -	Major-Generals. ‡
5. - - -	- - -	- - -	Brigadier-Generals.
6. Paymasters-in Chief.	- - -	- - -	Colonels.
7. - - -	- - -	- - -	Lieutenant-Colonels.
8. Fleet Paymasters. †	Naval Instructors of 15 years' seniority.	- - -	Lieutenant-Colonels, but Juniors to this rank.
9. Staff Paymasters. †§ Paymasters.	Naval Instructors of eight years' seniority.	Carpenter Lieutenants of eight years' seniority.	Majors.
10. Assistant Paymasters of four years' seniority.	Naval Instructors under eight years' seniority.	Carpenter Lieutenants under eight years' seniority.	Captains.
11. Assistant Paymasters under four years' seniority.	- - -	- - -	Lieutenants.
12. - - -	Chief Schoolmasters -	Chief Carpenters and Commissioned Electricians.	Second Lieutenants.
13. Warrant writers, Head Stewards and Instructors in Cookery.	Head Schoolmasters -	Carpenters, Warrant Electricians and Warrant Armourers.	1st Class Staff Sergeant Majors, Army Service Corps ; Conductors, Army Ordnance Corps ; Master Gunners, 1st Class ; 1st Class Staff Sergeant Majors, Army Pay Corps ; Army Schoolmasters ; but Senior to the above ranks.
14. Clerks - - -	- - -	- - -	1st Class Staff Sergeant Majors, Army Service Corps ; Conductors, Army Ordnance Corps ; Master Gunners, 1st Class ; 1st Class Staff Sergeant Majors, Army Pay Corps ; Army Schoolmasters ; but Junior to the above ranks.

† " Officers who had attained eight and four years' seniority as Paymaster before 17th February, 1886, will take rank from dates of attaining such seniority instead of from dates of commissions as Fleet and Staff Paymaster."
 ‡ The relative precedence is not affected by a General Officer happening to be Lieutenant-Governor of a Fortress at home.
 § Take rank from date of appointment as Paymaster, instead of from date of appointment as Staff Paymaster.

220. Joint Service with Land Forces.—When officers of the Navy are employed on shore, on joint service with His Majesty's land forces, their relative rank shall carry with it all the precedence and advantages, except command, attaching to the rank with which it corresponds, and shall regulate the choice of quarters, rates of lodging money, servants, forage, fuel, and lights, or allowances in their stead. *See 25 (No Naval Officer to command Land Forces).*

221. Naval Commander-in-Chief in India.—The precedence of the naval Commander-in-Chief in the East Indies is regulated by the Royal Warrant of precedence in India.

222. Precedence in Colonies.—It is His Majesty's pleasure that the following rules be observed in the colonies in regard to the precedency of members of the Royal Family and of naval and military officers in command of His Majesty's forces:—

- (a) **Royal Family.**—Any member of the Royal Family present in a colony shall rank therein next after the Governor thereof.
- (b) **Flag Officers and General Officers.**—The officer in command of His Majesty's naval forces on the station, if of the rank of a Flag Officer, and the Senior Officer in command of the troops, if of the rank of a General Officer, are to have precedence next after the Governor and any member of the Royal Family present, their own relative rank and precedence being determined by the King's Regulations on that subject; Governors of other colonies shall rank next after such naval and military officers.
- (c) **Captains, Commanders, Colonels, and Lieutenant-Colonels.**—The officer in command of His Majesty's naval forces on the station, if of the rank of Captain or Commander, and the Senior Officer in command of the troops, if of the rank of Colonel or Lieutenant-Colonel, their own relative rank and precedence being determined by the King's Regulations on that subject, are to have precedence next after the Chief Justice. The Bishop is granted precedence of an honorary nature immediately before the Chief Justice, and this rank is to be accorded to him by courtesy.
- (d) The officer in command of His Majesty's naval forces on the station, if below the rank of Captain or Commander, and the Senior Officer in command of the troops, if below the rank of Colonel or Lieutenant-Colonel, are to take precedence next after the Solicitor-General, their own relative rank and precedence being determined by the King's Regulations on that subject.

2. Special Rules in some Colonies.—Whilst, however, these rules will take effect in every place in which His Majesty's Instructions, communicated through the Secretary of State, avail for the purpose, they will not override the precedence which in a few colonies is conferred on certain officers, either by law or by the terms of Letters Patent from the Crown; which instruments cannot be set aside or altered except by the issue of others having the same form and equal authority.

CHAPTER IV.
APPOINTMENT OF OFFICERS.

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SECTION I. OFFICERS IN GENERAL.

223. Officers shall be promoted or nominated in the first instance, as the case may be, to the undermentioned ranks by commission given by the Admiralty :—

Military Branch.—Commissioned Officers.

Admiral of the Fleet.	
Rear-Admiral.	
Lieutenant promoted from Chief Gunner or Gunner, Chief Boatswain or Boatswain, Chief Signal Boatswain or Signal Boatswain, Commissioned or Warrant Telegraphist.	* Sub-Lieutenant. Chief Gunner.* Chief Boatswain.* Chief Signal Boatswain.* Commissioned Telegraphist.*

Other Branches.—Commissioned Officers.

Chaplain of the Fleet.	Engineer Lieutenant promoted from Chief Artificer Engineer or Artificer Engineer. Chief Carpenter.* Chief Artificer Engineer.* Commissioned Mechanician.* Commissioned Electrician.* Chief Schoolmaster.*
Chaplain.	
Surgeon-General.	
Naval Instructor.	
Carpenter Lieutenant.	
Assistant Paymaster.	
Engineer Sub-Lieutenant.	
Surgeon.	

2. The following shall be promoted by warrant given by the Admiralty :—

Military Branch.—Warrant Officers.

Gunner.	Warrant Telegraphist. Chief Master-at-Arms.
Boatswain.	
Signal Boatswain.	

Other Branches.—Warrant Officers.

Carpenter.	Head Schoolmaster. Head Wardmaster. Warrant Writer. Head Steward. Instructor in Cookery.
Artificer Engineer.	
Warrant Mechanician.	
Warrant Electrician.	
Warrant Armourer.	

3. Officers appointed by Orders.—Officers shall be promoted or nominated to all other ranks by order of the Admiralty, or, in the case of Midshipmen and Clerks, by order of their Captains. Except as specified in footnote, commissions will not be issued to officers on promotion to such ranks, but their promotion will be notified to them by the Admiralty, and published in the "London Gazette." See 228 (*Appointment of other Officers*).

* Commissioned Warrant Officer.

4. **Retired Rank.**—Commissions will not be issued on promotion to retired rank of any description.

NOTE.—Officers holding commissions on the 25th March 1901, will receive a second commission when next promoted, after which no other commission will be given them except as laid down in clause 1.

224. **Flag Officers.**—Flag Officers shall be appointed by the Admiralty in pursuance of His Majesty's pleasure, and shall hoist their flags only in pursuance of orders from the Admiralty, except in the cases provided for by Article 183.

2. Honorary Admirals of the Fleet or Honorary Admirals, when afloat and in naval uniform, may fly the distinguishing flag of their rank on board one of His Majesty's ships, should they desire to do so.

The flag when hoisted in the presence of His Majesty's ships is to be saluted as indicated in Article 69; and the honours and marks of respect due to the rank are to be paid as provided for by Articles 131, 137, and 140.

225. **Captain of the Fleet.**—When an Admiral of the Fleet hoists his flag a Captain of the Fleet may be appointed to assist him; a Captain of the Fleet may also be appointed to assist any other Flag Officer in command of a fleet or squadron whenever from its size and importance the Admiralty may consider it necessary.

226. **Commodore of First Class.**—Commodores of the First Class shall be appointed by the Admiralty, or, when any exigency of the public service may render it absolutely necessary to constitute an officer of that rank, by a Commander-in-Chief abroad.

2. This rank may be assumed as provided for in Article 204.

227. **Captains and Navigators of the Fleet.**—The Captain of the Fleet, Chief of the Staff, and officer required to do duty as Navigator of the Fleet, shall be appointed by the Admiralty; vacancies for these appointments occurring abroad may be filled up temporarily by the Commander-in-Chief under whom they may be serving until the pleasure of the Admiralty is known.

228. **Other Officers.**—Other officers will be appointed by or received on the verbal or written order of the Admiralty, or the verbal or written order of any other their superior officers duly authorised to appoint. These orders will be signified to officers in such manner as the Admiralty may at any time think proper.

2. **Clerks.**—Assistant Clerks are to be rated Clerks by their Captains on being found qualified (form S. 432). A duplicate of the certificate is to be forwarded to the Admiralty.

3. **Secretaries and Flag-Lieutenants** are to be nominated by the Flag Officers or Commodores with whom they are to serve, and appointed by the Admiralty; but if abroad by the Commander-in-Chief.

4. **Chaplains** qualified for the duty of Naval Instructor may be appointed as Chaplains only.

5. **Assistant Paymasters in charge.**—Assistant Paymasters, who are to be responsible for the Accountant Officer's duties, will be appointed as Assistant Paymasters in Charge, but officers who entered the Service in or after the year 1909 will not be eligible for such appointment until they have passed the examination for Paymaster. (Appendix X., Part IX.)

229. **Officers waiting disposal.**—The undermentioned officers when waiting disposal and not ordered to be borne elsewhere are to be entered on the books of the General Depôt at Sheerness-Chatham, Portsmouth, or Devonport, as the case may be:—

Lieutenants on the supplementary list.
 Lieutenants, Carpenter Lieutenants, and Engineer Lieutenants promoted under the provisions of Article 299.
 Engineer Lieutenants (Junior List).
 Sub-Lieutenants.
 Engineer Sub-Lieutenants.
 Assistant Paymasters.
 Midshipmen.
 Clerks.
 Assistant Clerks.
 Chief Boatswains
 Chief Signal Boatswains } except Torpedo Boatswains.
 Boatswains
 Signal Boatswains.
 Chief Masters-at-Arms.
 Chief Carpenters.
 Carpenters.
 Chief Artificer Engineers.
 Artificer Engineers.
 Commissioned Mechanicians.
 Warrant Mechanicians.
 Head Wardmasters.
 Warrant Writers.
 Head Stewards.
 Instructors in Cookery.

The case of an officer of any of the above ranks, except commissioned warrant officers or warrant officers, who may have been invalidated, will be specially dealt with by the Admiralty. Officers discharged or sent home for misconduct are not to be entered on ship's books without the authority of the Admiralty.

The depôt selected by a supplementary officer is to be reported to the Admiralty.

2. Under the same conditions, Chief and other Gunners, Royal Marine Gunners, and Warrant Armourers, are to be borne in the gunnery schools at Chatham, Portsmouth, or Devonport. Chief and other Torpedo Gunners and Boatswains, Commissioned and Warrant Telegraphists, and Commissioned and Warrant Electricians, are to be borne in the torpedo schools at Sheerness, Portsmouth, or Devonport. Signal Boatswains are to be borne in the general depôt at Chatham, Portsmouth, or Devonport, under the orders of the Superintendent of Signal Schools. Chief and Head Schoolmasters are to be borne on the books of H.M.S. "Impregnable."

3. The depôt selected by a warrant officer on promotion is to remain his depôt during the remainder of his service, and is not to be changed without Admiralty authority. See 1129 (*Disposal of Officers on Paying off*).

SECTION II. OFFICERS AUTHORISED TO MAKE APPOINTMENTS, &c.

230. Commander-in-Chief.—A Flag Officer, or a Commodore of the First Class who is appointed Commander-in-Chief of a station, and who is senior in rank to the officer he is to supersede, shall be entitled to all the advantages of Commander-in-Chief from the period of his arriving within the limits of the station, and assuming the command; but unless the required declaration of liability be signed by him he can have no claim to freight money. His predecessor shall enjoy the other advantages only of a junior officer, from the date of his successor coming within the limits of the station, which advantages are

to cease, as relates to the station when he (the junior officer) finally parts company to quit the station. When the succeeding Flag Officer, or Commodore of the First Class, is a junior officer, he shall be entitled to the advantages only of a junior officer, from the date of his arrival within the limits of the station until the command be transferred to him, and the senior officer either finally parts company to quit the station, or permits the junior officer to part company from him, after which the advantages of the Commander-in-Chief are to devolve on the succeeding officer.

231. Acting Appointments.—When a vacancy for a commissioned officer occurs in the complement of a ship, which for service reasons should be filled up immediately, and there is no officer of the same rank available, the Commander-in-Chief, or in his absence the senior officer present, shall order a suitable commissioned officer, of the rank next below that of the officer dead or removed, to act in the vacancy ; but a Surgeon is not eligible for appointment as Acting Staff Surgeon unless he has passed the qualifying examination for Staff Surgeon.

In a ship in which alternative ranks are allowed, *e.g.*, Captain or Commander, Commander or Lieutenant, &c., the acting appointment is to be in the lower rank, regardless of the rank of the officer dead or removed.

In a vacancy for Fleet Surgeon, Fleet or Staff Paymaster, Engineer Commander, Chief Gunner, Chief Boatswain, Commissioned Telegraphist, Chief Carpenter, Chief Artificer Engineer, Commissioned Mechanician, Commissioned Electrician, or Chief Schoolmaster, the officer is only to be appointed to act as Staff Surgeon, Paymaster, Engineer Lieutenant (Senior List), Gunner, Boatswain, Warrant Telegraphist, Carpenter, Artificer Engineer, Warrant Mechanician, Warrant Electrician, or Head Schoolmaster respectively.

In selecting men for appointment as acting warrant officers on a foreign station preference is to be given to men who hold the necessary qualifications under Articles **301** and **337** in the case of Acting Gunners and Acting Torpedo Gunners, **302** and **306** in the case of Acting Boatswains and Acting Carpenters respectively, **338** in the case of Acting Warrant Telegraphists, **307** in the case of Acting Artificer Engineers, **308** in the case of Acting Warrant Mechanicians, **310** in the case of Acting Warrant Electricians, and **311** in the case of Acting Warrant Armourers.

2. Commissioned warrant officers, warrant officers, and subordinate officers are not eligible for acting appointments to fill vacancies in other ranks.

3. In the event of the death or invaliding of the Boatswain of a ship in which a warrant officer for quarter-deck duties is borne, such warrant officer is to be temporarily appointed boatswain of the ship, unless special reasons exist to the contrary, the vacancy thus created being filled by an acting appointment.

4. Except as regards advancement to acting warrant officer, chief or other petty officers and men are not eligible for acting appointments as officers.

232. Death of Commanding Officer.—On the death of an officer in command of a ship, elsewhere than in a port of the United Kingdom, and not in the presence of a senior officer, the following acting ranks are to be assumed and acting promotions made :—

- (a) **Captain.**—If the deceased be a Captain, the Commander, if any, shall take command of the ship as Acting Captain, and shall order the senior Lieutenant to act in his stead, and a Sub-Lieutenant to act as Lieutenant ; but if there be no Commander, the senior Lieutenant will take command as Acting Commander, and order a Sub-Lieutenant to act as Lieutenant.

- (b) **Commander.**—If the deceased be a Commander, the senior Lieutenant shall take command as Acting Commander, and shall order a Sub-Lieutenant to act as Lieutenant.
- (c) **Lieutenant.**—If the deceased be a Lieutenant and there is no other Lieutenant, the senior Sub-Lieutenant shall take command as an Acting Lieutenant.
- (d) **Other Officer.**—If the command of the ship should devolve upon any other officer or person he is not to assume any rank superior to that which he held at the time when the command so devolved upon him.

2. **Senior Officer rejoining.**—An officer assuming a command in any of these circumstances is not entitled to retain it in the event of any officer senior to him belonging to the same ship joining or rejoining her ; but in such case the senior officer so joining or rejoining is to assume the temporary command, and may supersede the temporary appointments made by his junior officer on board, should he consider it necessary.

233. Acting Orders, how and when cancelled.—All temporary command assumed or appointments made under the authority of Articles 231 and 232 are to remain in full force and effect until cancelled or altered by the Admiralty or by the Officer Commanding the station ; but if the ship in which the vacancy occurred was under the command of a senior officer at the time and he shall decide in special circumstances to make any change, he will in such an exceptional case report fully his reasons to the Commander-in-Chief for the information of the Admiralty, but no other senior officer is to interfere therewith.

234. Removal of Officer in Command.—A Captain, Commander, Lieutenant, or other Officer Commanding, is not to be removed without his consent by any superior officer from the command of the ship or vessel to which he has been properly appointed, nor obliged by such superior officer to change with the Captain, Commander, Lieutenant, or other officer of any other ship, except in circumstances which render the removal of such officer essentially necessary for the public service, which circumstances are to be reported to the Admiralty with as little delay as possible ; but the Captain of a ship bearing the flag of a Flag Officer, or the broad pendant of a Commodore of the First Class, may be removed to another ship, and the Commander-in-Chief may appoint to succeed him, if he should consider it necessary, such other Captain as he or the Flag Officer or the Commodore shall select ; and one of the senior Captains commanding a smaller ship may be removed to the command of any ship of a higher class becoming vacant if the Commander-in-Chief shall deem it expedient.

235. Appointment of Half-pay Officers.—An officer on half-pay shall not be appointed to a ship, nor shall he have any commission, order, or employment whatsoever given him by a Commander-in-Chief or by any other officer, without express authority from the Admiralty ; but officers of the Military Branch under the rank of Commander, and all officers of other branches whose ships may be captured or lost, may be appointed to vacancies without such authority, if acquitted by court-martial abroad ; and any such officers who had been dismissed their ships by sentence of court-martial, or who, after being invalided, had sufficiently recovered before an opportunity had offered of sending them home, may also be appointed or ordered to do duty without such express authority, should the exigencies of the Service require it. Every such case is however, to be reported by separate letter.

236. Death during War.—During a period of war, the Admiralty will issue such special regulations as may seem to be required in respect to vacancies caused by death on foreign stations.

CHAPTER V.

DEFINITIONS OF SERVICE.

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SECTION I. GENERAL.

237. Officers in General.—The definitions of “Service” contained in this chapter are applicable to all officers except where otherwise specially provided for.

238. Half-pay Time.—Time on half pay will not count for increase of full or half-pay, or for promotion except when the latter depends upon seniority.

239. Civil Employment.—Civil employment at or under the Admiralty, or service under any other Department which may be declared by the Admiralty, with the consent of the Lords Commissioners of His Majesty’s Treasury, to be for this purpose Naval Service, if it does not count for or towards civil superannuation, and service as Naval Attaché, shall count as “Service” for all purposes, except that it shall not qualify for promotion without the requisite period of “Service in a Ship-of-War at Sea.” See 247 (*Service for Medical Officers*).

SECTION II. MILITARY BRANCH—COMMISSIONED OFFICERS.

240. “Service” shall mean service on full pay, subject to the exceptions provided for in Articles 317, clause 2, and 321, clauses 5 and 6.

241. “Service in a Ship-of-War at Sea” shall mean:—

- (a) All time served on board His Majesty’s ships or vessels commissioned for sea service, or in vessels actually employed in surveying, or on board His Majesty’s ships or vessels during trials before being commissioned, from the date of the arrival of the navigating party on board to the date of its departure.
- (b) Service in such tenders as the Admiralty may declare to be sea-going tenders.
- (c) Time on leave to the United Kingdom (Article 869), subject to the approval of the Admiralty, and not exceeding the maximum foreign service full pay leave to which the officer will be entitled by length of foreign service.
- (d) Service in a ship-of-war maintained by a Dominion Government and commissioned for sea service, at the discretion of the Admiralty, under conditions similar to those prescribed in Appendix XIV., Section III., paragraph 10.

2. “Service.”—All other time on full pay shall count as “Service.”

3. Officers attending signal, gunnery, and torpedo courses, and receiving the difference between full and half pay, shall count the period for which such difference is paid as “Service” in the same manner as officers borne on ship’s books for the courses.

4. **How "Service" counts.**—All "Service" shall count in full for promotion and for increase of full pay, half pay, and retired pay, provided:—

- (a) that as regards promotion, the officer has completed the minimum qualifying period of "Service in a Ship-of-War at Sea," and has never avoided service; and
- (b) that as regards increase of full and half pay, he has completed the necessary periods of "Service in a Ship-of-War at Sea."

(For definitions of "Service prior to 1st April 1890," See King's Regulations, 1899.)

242. Colonial Employment.—An officer who with the consent of the Admiralty may accept and hold employment under a Colonial Government, under the rules contained in Appendix XIV., shall, if his employment appears to the Admiralty to be of a nature affording practical experience likely to be of public advantage, in the event of his return to employment in the Royal Navy, count his time under the Colonial Government, if the Admiralty think fit, as "Service."

2. Such officers will be borne on the books of the flag-ship on the stations on which they may be employed, and will consequently be subject to the Naval Discipline Act.

243. Shore Employment.—No officer of the Military Branch will be allowed to hold an appointment or appointments that may be defined by the Admiralty to be "Shore Employment" for more than five consecutive years, or, in the case of members of the Board of Admiralty, for more than seven consecutive years, except in special circumstances which may in the opinion of the Admiralty justify an extension of the appointment in particular cases.

2. In calculating the period of employment ashore, time on half pay will be included.

3. Temporary employment in any capacity during naval manœuvres will not qualify an officer for a further period of employment on shore.

244. Acting Time.—Service as Acting Lieutenant, Acting Commander, or Acting Captain shall count as time served in the confirmed rank only, for all purposes, and in no case as time served in the superior rank in which the officer was acting.

245. Commissioned Warrant Officers, &c., promoted.—Time served prior to promotion to the rank of Lieutenant under Article 299, clause 4, will reckon as follows:—

Time served.	Full pay.	Half pay.	Retired pay.
As commissioned officer or warrant officer.	Not to reckon -	Not to reckon until completion of six years' service as Lieutenant, afterwards to reckon as full time.	As full time.
In lower ranks - -	Not to reckon -	After six years' service as Lieutenant, as half time.	As half time.

Time served prior to promotion is in no case to count as service for promotion to the rank of Commander.

SECTION III. NON-MILITARY BRANCHES—COMMISSIONED OFFICERS.

246. “**Service**” shall mean service on full pay except as provided in Article 331, clause 3.

247. Medical Officers.—As regards medical officers:—

- (a) Acting time is not to count for increase of full and half-pay in the superior rank. See 253 (*Acting Time*).
- (b) “**Service**” as resident medical or surgical officer in a recognised civil hospital, not exceeding one year from the date of entry, will count as full pay service for all purposes except for gratuity on withdrawal after four years.

248. Engineer Lieutenants (Senior List).—Engineer Lieutenants (Senior List) will count junior service for half and retired pay as laid down in Article 251. Officers promoted to the rank of Chief Engineer or advanced to Engineer Lieutenant (Senior List), after having been passed over on account of unsatisfactory conduct or failure to qualify, will not count junior service for full or half pay, subsequent to the date of being passed over, nor for retired pay if they did not elect to come under the new conditions of retirement introduced on 1st April 1908. Junior service subsequent to the date of promotion to the rank of Chief Engineer may, however, be allowed to reckon for increase of half and retired pay, in accordance with Article 251, in the cases of officers considered deserving of such consideration.

2. Additional time granted for 1st and 2nd class certificates gained at the Royal Naval College, to engineer officers entered between 1st April 1877 and 30th June 1885, counts in all respects as service as Assistant Engineer.

3. **Acting Time** is not to count for increase of full pay in the superior rank. See 253 (*Acting Time*).

4. Engineer officers entered for temporary service and transferred to the permanent list will, on promotion to the senior ranks, and subject to the exception in clause 1 hereof, count junior service in the proportions laid down in Article 251, as follows:—

- (a) Those transferred to the permanent list by Order in Council, 26th August 1893, from date of seniority as Engineer on the permanent list.
- (b) Those transferred to the permanent list by Order in Council, 27th June 1894, from the completion of four years’ service on the temporary list.

249. Accountant Officers who entered prior to the 1st October 1910 and did not elect to be paid at the new rates of full and half pay established on that date shall count time as follows:—

2. **Paymasters.**—Time served as Secretary to a Flag Officer or Commodore of the 1st Class, after passing for the rank of Paymaster, and time served by a Paymaster as Secretary to a Commodore 2nd Class, is to reckon as Paymaster’s time, except for the purpose of calculating seniority.

3. **Assistant Paymaster as Secretary.**—Time served by an Assistant Paymaster of four years’ seniority as Secretary to a Flag Officer or Commodore 1st Class, shall reckon as Paymaster’s and Secretary’s time, though not for the purpose of calculating seniority, except in the case of those officers who entered the Service in or after the year 1909, whose time shall not count as Paymaster’s time until they have passed the examination detailed in Appendix X., Part IX.

4. **Assistant Paymaster.**—All service as Assistant Paymaster will count for increase of full pay in the proportion set out in Article 251, except where an officer is promoted to the rank of Paymaster after having been passed over on account of unsatisfactory conduct, in which case junior service subsequent to the date of being passed over will not count.

Junior service subsequent to the date of promotion to the rank of paymaster may, however, be allowed to reckon for increase of full, half, and retired pay, in accordance with Article 251, in the cases of officers considered deserving of such consideration.

250. The provisions of Article 249, so far as the Article affects the counting of time for purposes of retired pay, shall apply also to those accountant officers who entered on or after the 1st October 1910, and to those who entered prior to that date and elected to be paid at the new rates of full and half pay then introduced.

251. **Junior Service.**—Subject to the provisions of Articles 248 and 249, Engineer Officers and Paymasters shall count the time of their junior service in the following proportions, fractions of a year being included in both instances, viz. :—

Engineer Officers.—For half-pay, one-third of the period in excess of 12 years.

For retired pay, in full in the case of officers entered since 1st April 1908 and of those serving on that date who accepted the conditions for retirement then introduced. Officers serving on 1st April 1908 who did not accept the new conditions of retirement shall reckon half the full time until the completion of 11 years' senior service, after which they shall count the full time.

Paymasters.—Accountant officers who entered prior to the 1st October 1910 and did not elect to be paid at the new rates of full and half pay established on that date shall count time as follows :—

For full, half, and retired pay, half the full time until the completion of 11 years' senior service, after which they shall count the full time.

Other accountant officers shall count their time in the same proportion for purposes of retired pay.

Senior Service reckons from the date of commencing full pay as Chief Engineer, as Engineer Lieutenant (Senior List), or as Paymaster.

252. **Carpenter Lieutenants before promotion.**—Time served prior to promotion to the rank of Carpenter Lieutenant under Article 299, clause 4, will reckon as follows :—

Time served.	Full pay.	Half pay.	Retired pay.
As Chief Carpenter or Carpenter.	Not to reckon —	Not to reckon until completion of six years' service as Carpenter Lieutenant, afterwards to reckon as full time.	As full time.
In lower ranks — —	Not to reckon —	After six years' service as Carpenter Lieutenant as half time.	As half time.

253. Acting Time.—Acting service shall only count as time served in the confirmed rank for promotion on the active list; for all other purposes it shall count as time served in the superior rank in which the officer was acting, except in the case of the full and half pay of medical officers, and of the full pay of engineer officers.

SECTION IV. COMMISSIONED WARRANT OFFICERS AND WARRANT OFFICERS.

254. Confirmed and Acting Time.—Commissioned warrant officers and warrant officers shall be allowed to reckon for every purpose all time served in their confirmed rank; but, if not confirmed, time served as acting warrant officer under Article 300 shall count as chief petty officer time, unless failure to obtain confirmation is due to misconduct or inefficiency, in which case time served in the acting capacity shall count as time in the rating held prior to appointment as acting warrant officer.

2. Any petty officer, seaman class or otherwise, who may be granted temporary acting warrant rank by the Commander-in-Chief or Senior Officer under Article 231, will revert to a chief petty officer rating on being relieved in his acting capacity, the time served therein counting as chief petty officer time only, unless covered by a warrant from the Admiralty. Should, however, his relief be due to misconduct or inefficiency, he will revert to his former rating, his time served in the acting capacity counting only as petty officer time.

3. **Forfeited by Court-Martial.**—Time forfeited by sentence of court-martial by any of these officers, is provided for under Article 1915, sub-clause (j).

SECTION V. RETIREMENT AND HALF PAY.

255. General Regulations.—The regulations in force in regard to half pay and retirement are contained in the several Orders in Council relating thereto. *See also 2017.*

256. Resignation of Commissions.—Applications from officers to resign their commissions are to be made in accordance with the regulations as to correspondence laid down in Article 1864, with the approval of the Captain, and with the certificate prescribed by Article 595; they will be duly considered with reference to the urgency of each individual case and the exigencies of the Service.

Confidential and other books belonging to a ship, which may have been lent to individual officers for information, and also "personal copies" of such books, are to be dealt with as provided for in Article 1847, clauses 8 and 11.

CHAPTER VI.

OFFICERS.—QUALIFICATIONS AND EXAMINATIONS
FOR PROMOTION.

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SECTION I. GENERAL.

257. Service for Promotion.—The service required by Flag Officers, Captains, Commanders, and Lieutenants, and other officers for promotion is regulated by the definitions of "Service" and "Service in a Ship-of-War at Sea," given in Chapter V.

Service for promotion will be calculated from 1st April 1899 under the rules given in Chapter V., and before that date under the former rules of the King's Regulations of 1899.

258. Numbers of Officers.—The numbers of officers and warrant officers of the Military and other branches of His Majesty's Fleet shall be determined by the Lords Commissioners of the Admiralty, with the concurrence of the Lords Commissioners of the Treasury, and under authority of His Majesty's Order in Council. Any changes in the numbers of the various ranks will be published in the Quarterly Navy List.

SECTION II. MILITARY BRANCH.

259. Admiral of the Fleet.—Admirals of the Fleet will be selected by His Majesty from the Admirals on the active list who have served as Commander-in-Chief or who have commanded at sea as Flag Officer for two years.

260. Vice and Rear-Admiral of the United Kingdom.—The office of Vice-Admiral or of Rear-Admiral of the United Kingdom shall not be held by Admirals of the Fleet; nor shall any officer be appointed to either of these offices unless he shall have hoisted his flag.

261. Admiral.—Vice-Admirals will rise to the rank and title of Admiral on the active list according to seniority.

262. Vice-Admiral.—Rear-Admirals will rise to the rank and title of Vice-Admiral on the active list according to seniority.

263. Rear-Admiral.—To qualify a Captain whose seniority brings him in turn for advancement to the active list of Flag Officers, he must have served the following periods, of which three years must in each case have been in command of a ship-of-war at sea:—

During peace	- - - - -	6 years.
During war	- - - - -	4 "
During peace and war combined	- - - - -	5 "

The first two years of the service necessary to qualify for advancement to Flag rank must be in command of a ship-of-war at sea.

2. Captains who arrive at their turn for promotion without having completed the qualifying service will be retired.

264. How Promotion is regulated.—The promotions of Flag Officers and Captains, when vacancies take place, or when additions are made to the Flag Officers' list, are also regulated by seniority. As vacancies occur in the active list, the Captain first in seniority who has served his time for his flag will be promoted, but His Majesty's undoubted right of selection is reserved.

2. Captain remaining in that Rank.—In the event of a Captain, whose seniority brings him in turn for advancement to the rank of Flag Officer, preferring to continue as a Captain, he may be placed on a retired list of Captains.

3. Ineligibility for Flag Rank.—No Captain who shall have declined service when called upon, or against whose character there may be anything affecting him as an officer and a gentleman, shall be considered eligible for advancement to the rank of Flag Officer.

265. Captain.—To qualify a Commander for promotion to the rank of Captain on the active list, he must have completed two years' service as Commander, of which one year must have been in a ship-of-war at sea.

2. A Commander may be promoted to the rank of Captain for gallantry in action, provided he has completed one year's service in a ship-of-war at sea.

3. No Commander is eligible to command a stationary ship at home who has not had one year's service in a ship-of-war at sea.

266. Commander.—To qualify a Lieutenant for promotion to the rank of Commander on the active list, he must have completed four years service as Lieutenant, of which three years must have been in a ship-of-war at sea.

2. Lieutenants who have passed as Cadets into the "Britannia" or other training establishment in or after January 1903, will be required, at any time after attaining five years' seniority, to pass a qualifying examination for promotion to the rank of Commander, in the following subjects:—

Court-martial procedure.

International law.

Knowledge of British and foreign warships, guns, torpedoes, &c.

Naval history.

Signals.

Strategy.

Tactics and battle formations.

3. A Lieutenant may be promoted to the rank of Commander for gallantry in action, provided he has completed two years' service, of which one year must have been in a ship-of-war at sea.

4. Supplementary Officers.—A Lieutenant on the supplementary list may be promoted to the active list of Commanders for distinguished service during war operations.

267. Lieutenant.—To qualify a Midshipman for promotion to the rank of Lieutenant he must have completed three years and four months' service in that rank.

The qualifying service required will include the time awarded on leaving the training cruisers.

2. When he has served three years after passing out of the cadet training cruisers he will be examined for the rank of Lieutenant. (See Appendix X., Part II.)

3. Before being granted a Lieutenant's commission every officer must serve for six months at sea as a Sub-Lieutenant. This service must take place immediately after he has passed all his examinations for the rank of Lieutenant.

At the end of the six months he will receive from the Captain a certificate of efficiency, on the form provided in form E. 190, to the effect that :—

“ He is fit to take charge of a watch at sea as a Lieutenant, and to perform efficiently the duties of that rank.”

A duplicate of the certificate is to be forwarded to the Admiralty.

If it should be impossible to grant the certificate to any Sub-Lieutenant on account of inefficiency, a special report is to be made by letter.

This certificate is to be for professional proficiency only, and without it no officer will be promoted.

4. Accelerated Promotion.—After obtaining the certificate officers who may be qualified for accelerated promotion will be advanced to the rank of Lieutenant, at their Lordships' discretion and subject to the above provisions, in accordance with the following scale, provided that the officer's conduct has been satisfactory :—

A first class in any subject counts two marks ; a second class, one mark ; and a third class, nil.

Marks.	Promotion.
12 - - -	9 months from date of seniority as Sub-Lieutenant.
11 - - - 11	ditto.
10 - - - 13	ditto.
9 - - - 15	ditto.
8 - - - 17	ditto.
7 - - - 19	ditto.
6 - - - 21	ditto.
5 - - - 23	ditto.

An officer who fails to pass in one of the subjects will not be allowed to count a mark towards promotion if he should subsequently obtain a first or second class certificate in that subject.

268. Sub-Lieutenant.—On passing the examination prescribed in Appendix X., Part II., in all the compulsory subjects, Midshipmen will be promoted to the rank of Sub-Lieutenant with seniorities according to the time awarded on passing out of the training cruisers, viz. :—An officer who is awarded four months' time will date his seniority as Sub-Lieutenant three years after being rated Midshipman. An officer with three and a half months' time will serve half a month longer as Midshipman, and so on. The promotion of Midshipmen who have been deprived of time will be delayed by the amount of time lost.

2. Failure to pass examination.—Officers who fail to pass in any one or more of the five compulsory parts will be sent to sea and will present themselves on the next occasion for examination in the part or parts in which they have failed. They will lose two months' time in respect of each subject in which they fail. A second failure will entail liability to discharge from the Service.

3. The Sub-Lieutenants' list will be governed by the numbers required to fill vacancies on the Lieutenants' list ; the maximum period of service on the Sub-Lieutenants' list will be four years ; any Sub-Lieutenants, not passed over for misconduct, reaching four years' seniority without sufficient vacancies having occurred on the Lieutenants' list to permit of their advancement, will be promoted as additional to the list of Lieutenants, and absorbed as vacancies arise.

4. Loss of Time.—A Midshipman who loses time through discharge to the shore on account of sickness, not attributable to his own fault, may be allowed

by Admiralty order to present himself for examination on the date on which he would have been entitled to do so had he not lost time as a consequence of such sickness. Any Midshipman whose case comes under this order, and who wishes to avail himself of it, must apply through his Captain for the necessary permission, in sufficient time to admit of the investigation of his case and receipt of reply before the date of the examination; but it is to be clearly understood that officers who present themselves for examination will not be shown any special consideration should they fail to pass, or should they be classed lower than they might otherwise have anticipated.

269. Midshipman's Certificate.—Every Midshipman on going afloat will receive a copy of the established certificate (form E. 190), which is to accompany him from ship to ship, addressed to the Captain, and should finally be handed to the Midshipman for production by him when he presents himself for examination for the rank of Lieutenant.

270. Certificates of Proficiency.—On presenting themselves for examination for the rank of Lieutenant, Midshipmen must produce the following documents:—

(a) Form E. 190 complete, including the following certificates:—

- (i.) Naval Cadet passing-out certificate.
- (ii.) A certificate as to professional qualities. This certificate is to be filled in by the Captain of each ship in which a Midshipman may serve for a period of more than three months.
- (iii.) A certificate showing that they have qualified before a board of three officers, of which the president must be of the rank of Captain, in the following subjects:—
 - i. Handling of boats under oars and sail;
 - ii. Handling of boats under steam;
 - iii. Semaphore and Morse.
- (iv.) A certificate showing that they have qualified before a board consisting of a Captain and two Engineer officers as to their practical knowledge of engine-room duties.
- (v.) A certificate signed by the Engineer Officer of the ship in which they have last served, to show that they have performed satisfactorily the duty of engineer officer of the watch, under the supervision of an experienced engineer officer, if necessary, as provided in the Steam Manual, Article 74, paragraph 2. The watch-keeping certificate in form E. 190 is to be added to accordingly, if necessary.
- (vi.) A certificate signed by the Captain of the ship in which they have last served to show that they have completed the prescribed list of observations and that the book containing the worked-out observations has been sent to the office of the Director of Naval Education for inspection.

(b) The journal kept in accordance with Article 624.

2. If these certificates cannot be produced, a special report is to be made to the Admiralty.

271. Midshipmen about to be examined.—In due time before his examination for the rank of Lieutenant each officer is to be sent to England, so as to arrive at a convenient date for the next examination. Whenever possible passage is to be arranged by ship-of-war or transport.

2. The Commander-in-Chief is to report to the Admiralty and to the Commander-in-Chief at Portsmouth the names of the officers sent home and the dates on which they will be due to arrive.

3. On arrival in England each officer is to report his arrival and his address to the Admiralty, and to the Commander-in-Chief at Portsmouth.

4. He is to join at Portsmouth for the examination as he may be directed in accordance with the instructions contained in the periodical printed letter issued by the Admiralty.

5. While undergoing the examination Midshipmen will be borne on the books of the navigation school.

272. Midshipmen, leave after passing.—The amount of full pay leave to which a Midshipman is entitled on his return from foreign service is to be noted on his transfer list by the Captain of the last ship in which he serves. Any leave granted to him after his return will be deducted from this amount, and the balance will be allowed on his finally passing his examinations for the rank of Lieutenant, provided he can be spared.

273. Midshipman.—Naval Cadets will be rated Midshipmen on the date of "passing out" of the training cruisers with priority according to the classes awarded and position taken in the final examination, and a notification of the number of months' time gained will be placed in the Navy List.

2. The seniority as Sub-Lieutenant will be regulated after passing the necessary examinations according to the number of months gained as a naval Cadet.

3. Naval Cadets are not to be allowed to pass out of the training establishments until they can swim. A notation as to their ability is to be made on their passing papers.

274. Naval Cadet.—Candidates for admission as naval Cadets will pass such educational and medical examinations as may from time to time be required, of the nature of which they will be informed on application to the Secretary of the Admiralty.

2. The rules to which a Cadet will be subject during the period of training are embodied in the regulations respecting the entry of Cadets.

SECTION III ENGINEER BRANCH.

275. Exceptional Promotion.—The qualifications required for engineer officers are set forth in the following Articles, but the Admiralty may in exceptional circumstances promote officers who have not attained the necessary qualifications.

276. Engineer-in-Chief.—The appointment of Engineer-in-Chief will be filled by selection.

277. Engineer Rear-Admiral.—The qualification for Engineer Rear-Admiral is long and meritorious service.

278. Engineer Captain.—To qualify an officer for promotion to the rank of Engineer Captain he must have served as Engineer Commander or Engineer Lieutenant (Senior List), in one or more ships on full pay for five years, including two years' service in sea-going ships as Engineer Commander, or Engineer Lieutenant (Senior List), in charge of engines.

279. Engineer Commander.—Eight years as Engineer Lieutenant (Senior List) is required to qualify an officer for the rank of Engineer Commander.

Until 31st December 1912, Engineer Lieutenants who entered the Service before 1st April 1900, will be promoted to the rank of Engineer Commander at the discretion of the Admiralty after four years on the Senior List. After

that date promotions of such officers to the rank of Engineer Commander will be made as requisite, provided that they shall, at the latest, be granted Engineer Commander's rank on attaining eight years' seniority on the Senior List of Engineer Lieutenants.

In the case of officers entered after 1st April 1900, promotion to Engineer Commander is contingent also on the recommendation of the Engineer-in-Chief and Admiralty approval.

280. Engineer Lieutenant (Senior List).—To qualify an Engineer Lieutenant for advancement to the Senior List he must have eight years' seniority as Engineer Lieutenant (Junior List), with service as watchkeeper for not less than three years as Engineer Lieutenant or Engineer Sub-Lieutenant on board sea-going ships in commission; he must also have passed the examination specified in Appendix X., Part VI., and be selected by the Admiralty.

2. He cannot receive advancement to the Senior List until he has obtained the requisite educational certificate.

3. **Failures.**—A second failure to pass the practical examination will render a candidate finally ineligible for advancement to the Senior List of Engineer Lieutenants.

281. Engineer Lieutenant.—To qualify an Engineer Sub-Lieutenant for promotion to Engineer Lieutenant (Junior List) he must have passed the examination specified in Appendix X., Part V., and be selected by the Admiralty. See 299, clause 4 (*Promotion of Artificer Engineer*).

282. Provisional Examination.—An Engineer Lieutenant or Sub-Lieutenant who may, on the completion of the requisite service, be serving where the proper examining officers cannot be obtained, may be provisionally examined under the directions of the Senior Officer present, by one, two, or three Engineer Commanders or Engineer Lieutenants (Senior List), according as such officers may be available, in the presence of his own or any other Captain or Commander.

2. In case no engineer officers of the above rank are available, an Engineer Lieutenant may provisionally examine an Engineer Sub-Lieutenant for higher rank, but every engineer officer passing provisionally must present himself before the proper officers for examination on the first occasion that offers.

3. Neither marks nor class are to be awarded at such provisional examinations.

4. **Passing on arrival home.**—An engineer officer who has passed provisionally abroad and returns to England with an acting appointment from the Admiralty as Engineer Lieutenant, Senior or Junior List, shall be allowed four months from the time of his arrival to afford him the opportunity of passing the required examination before being deprived of his acting appointment.

283. Acting Orders and Confirmation.—No engineer officer is eligible to receive an acting order for a rank for which he has not passed, at least, a provisional examination, neither will he be eligible for confirmation in the rank until he has passed the established examination before the proper officers, when he will be confirmed by the Admiralty.

SECTION IV. MEDICAL BRANCH.

284. Surgeons-General will be selected from the Deputy Surgeons-General who have completed in that rank three years' full pay service, and who have not at any time declined foreign service, except for reasons which the Admiralty regard as good and sufficient.

Promotion will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank.

285. Deputy Surgeons-General will be selected from the List of Fleet Surgeons. Promotion will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank. To be eligible for advancement two years' sea service in the rank of Fleet Surgeon will be required, or five years' combined service at sea in the ranks of Fleet and Staff Surgeon.

2. Officers on the list on the 8th August, 1911, who may be unable for Service reasons to complete the qualifying period of sea service, may be exempted at Admiralty discretion.

286. Fleet Surgeon.—Subject to the approval of the Admiralty, rank as Fleet Surgeon will be granted to Staff Surgeons at the expiration of eight years from the date of promotion to Staff Surgeon provided they possess the following qualifications :—

- (i.) Have served three years at sea in that rank ;
- (ii.) Are recommended for advancement by the Medical Director-General ;
- (iii.) Have never declined service except for reasons which are accepted as satisfactory by the Admiralty.

Officers on the list on the 8th August, 1911, who may be unable for Service reasons to complete the qualifying period of sea service, may be exempted at Admiralty discretion.

2. **Special Promotions** from the rank of Staff Surgeon to that of Fleet Surgeon will be made, at the discretion of the Admiralty, in cases of distinguished service or conspicuous professional merit. Special promotions for professional merit will be exceptional, and will not exceed the rate of one in two years ; the total number at any one time of Fleet Surgeons holding that rank by such promotions is not to exceed six. Promotions for gallantry in action will not be limited to any specific number.

287. Staff Surgeon.—Subject to the approval of the Admiralty, rank as Staff Surgeon will be granted to Surgeons who are qualified as follows :—

- (i.) Have completed eight years from date of entry (except as provided for in clause 2 and in Article 289) ;
- (ii.) Have served three years at sea ;
- (iii.) Have undergone the course and passed the qualifying examination before the medical examining board in London prescribed in Appendix X., Part VII. ;
- (iv.) Are recommended for advancement by the Medical Director-General.

Officers on the list on the 8th August, 1911, who may be unable for Service reasons to complete the qualifying period of sea service, may be exempted at Admiralty discretion.

2. **Accelerated Promotion.**—Accelerated promotion to the rank of Staff Surgeon will be granted to Surgeons who obtain a special or a first class certificate in the qualifying examination for promotion, as follows, viz. :—

- (i.) An officer obtaining a special certificate will be eligible for an advance of 18 months' seniority ;
- (ii.) An officer obtaining a first class certificate will be eligible for an advance of 12 months' seniority.

Accelerated promotion will not be granted on examination results alone, and an officer must also be recommended as deserving of advancement. It will be open to their Lordships to reduce the amount of seniority allowed if considered advisable by the Medical Director-General.

3. **Special Promotion.**—Special promotions to the rank of Staff Surgeon will be made, at the discretion of the Admiralty, in cases of distinguished service or conspicuous professional merit. Special promotions for professional merit will be exceptional, and will not exceed the rate of one a year. The total number, at any one time, of Staff Surgeons holding that rank by such special promotions shall not exceed eight. Promotions for gallantry in action will not be limited to any specific number. No officer will be specially promoted unless he passes the examination prescribed for other Surgeons.

4. **Failure to qualify as Staff Surgeon.**—A Surgeon who fails to obtain a pass will be allowed a second trial, but will not be granted accelerated promotion on the results of the second examination. Should an officer fail to pass at the second attempt he will be compulsorily retired on attaining eight years' seniority, with such gratuity as the Admiralty may see fit to grant, but not exceeding 500*l.*

The case of a Surgeon who entered prior to 9th August, 1911, and did not elect the new scale of pay introduced by Order in Council of that date and whose promotion to the rank of Staff Surgeon has been retarded by failure to pass the qualifying examination, will be dealt with as follows, should he subsequently pass and be promoted :—

- (a) He will be granted the seniority as Staff Surgeon he would have received had he passed in ordinary course ;
- (b) He will reckon service for increase of full and half pay only from the date of appointment to full pay as Staff Surgeon ;
- (c) If on half pay, or if placed on half pay when promoted, he will receive the lowest rate of half pay of the new rank from the date of passing the qualifying examination ;
- (d) Where delay in passing the qualifying examination may be due to unavoidable circumstances, special consideration will be given.

288. **Entry of Surgeons.**—A candidate successful at the examination for entry into the Medical Branch of the Royal Navy will be appointed as Acting Surgeon, and will be required to pass through such courses as the Admiralty may decide.

At the end of the courses the Acting Surgeon will be examined, and, after he has passed, will be given a commission as Surgeon in the Royal Navy. The commission will date from the day of passing the entrance examination. An Acting Surgeon who fails to qualify at the above examination—that is to say, who fails to obtain 50 per cent. of the marks in each subject at the examination at the end of the courses referred to—will, if he so elects, be allowed a second trial at the next opportunity, and should he then qualify, he will be placed at the bottom of his list : should he again fail, his appointment will not be confirmed, and he will be required to withdraw. The period between the two examinations will not be counted as service for either promotion, withdrawal with gratuity, or retirement after 20 years' service, nor will the candidate be allowed pay from Naval funds for this period.

2. **Seniority of Surgeons.**—The seniority of Surgeons on entry will be determined by the sum total of the marks they obtain at the London examination, and those at the conclusion of their probationary period as Acting Surgeon. Their names will then be placed in the Official Navy List. Candidates who hold or are about to hold a post as resident medical or surgical officer to a recognised civil hospital will retain the position in the list which they obtained on entry, and when their period of service as resident officer is over, they will join the next Acting Surgeon's course, and will be required to obtain qualifying marks. Surgeons entered without competition will take seniority next after the last Surgeon entered at the same time by competition.

289. Civil Hospital Appointments.—Earlier promotion to the rank of Staff Surgeon may be granted to those Surgeons entered prior to 1st January, 1910, who before entry held the post of legally qualified resident medical or surgical officer to a recognised civil hospital of not less than 100 beds for a period of not less than six months, provided their conduct and professional abilities have been favourably reported on during the time they have served in the Navy. They may be granted from six months' to one year's seniority according to the time they held their civil appointments, but in no case will more than one year's seniority be granted. The eligibility of the appointment to count for time will be decided by the Medical Director-General. This only applies to officers who entered by competition.

2. A candidate who, at the time of passing the examination for entry into the Medical Branch of the Royal Navy, holds, or is about to hold, an appointment as resident medical or surgical officer in a recognised civil hospital, may be allowed to serve in such civil appointment, provided that the period of such service after the date of entry into the Royal Navy does not exceed one year.

Pay from naval funds will be withheld from officers while thus serving, but the time concerned will reckon for increase of full and half pay while on the active list, and retired pay or gratuity on retirement or withdrawal, except that no officer will be allowed to retire on a gratuity until he has completed four years' service exclusive of the time spent as resident medical or surgical officer.

The eligibility of this appointment to count for time will be decided by the Medical Director-General.

SECTION V.—ACCOUNTANT BRANCH.

290. Secretaries.—To qualify an officer to receive an appointment as Secretary to a Flag Officer or Commodore of the First Class, he must be on the list of Secretaries, Paymasters-in-Chief, Fleet or Staff Paymasters, or Paymasters, or in the case of a Commodore First Class or a Flag Officer, not being a Commander-in-Chief, must be an Assistant Paymaster of four years' seniority.

2. To qualify an officer to receive an appointment as Secretary to a Commodore of the Second Class, he must be on the list of Secretaries, Paymasters, or Assistant Paymasters.

3. On completing eight years' service in the rank of Secretary to Flag Officers or Commodores of the First Class, the officer will be placed on the permanent list of Secretaries, but his name will also be continued on the list of Paymasters.

291. Paymaster-in-Chief.—To qualify an officer for the Active or Retired rank of Paymaster-in-Chief he must have completed 20 years' service, which is to include not more than four years' time as Assistant Paymaster, and all the time as Acting Paymaster, Paymaster, and Secretary.

292. Fleet Paymaster.—To qualify an officer for the rank of Fleet Paymaster he must have four years' seniority as Staff Paymaster.

293. Staff Paymaster.—To qualify an officer for the rank of Staff Paymaster he must have four years' seniority as Paymaster.

294. Paymaster.—To qualify an officer who entered the Service prior to the year 1909 for the rank of Paymaster, he must have served as Clerk to the Secretary of a Flag Officer, or as a Clerk in the Navy, or in those capacities

combined. He must be 21 years of age, and he must have passed the required examination.

2. Assistant Paymasters who entered the Service in or after the year 1909 will not be eligible for promotion to the rank of Paymaster or for appointment as Assistant Paymasters in Charge until they have passed the required examination (see Appendix X., Part IX.), which may not be taken until three years after passing for Assistant Paymaster.

295. Assistant Paymaster.—Clerks will be examined, as prescribed in Appendix X., Part VIII., for Assistant Paymaster at the end of $3\frac{1}{2}$ years from date of entry as Assistant Clerk, provided that they produce a certificate from the Accountant Officer of their ship approved by the Captain that they are in all respects deserving of promotion (form S. 433*b*).

296. Clerk.—Assistant Clerks are to be rated Clerks 12 months from date of entry, or as soon afterwards as they are certified by the Accountant Officer of the ship as likely to make good accountant officers. The certificate (form S. 432) is to be attested by the Captain of the ship, and a duplicate is to be sent to the Admiralty.

In the event of an officer not being considered as qualified for advancement to Clerk on attaining one year's seniority, a special report is to be made to the Admiralty stating the reasons.

2. If an Assistant Clerk fails to obtain his certificate for advancement to Clerk within 18 months of his date of entry, application is to be made by the Captain to the Commander-in-Chief for an inquiry to be held. The result is to be reported to the Admiralty, and if it is unfavourable to the officer he will be liable to discharge from His Majesty's Service.

297. Entry of Assistant Clerks.—Candidates for admission as Assistant Clerks will pass such examination as may from time to time be required; they will be informed of its nature on application to the Secretary of the Admiralty. They must produce certificates of proficiency in swimming before they are permitted to enter His Majesty's Service.

SECTION VI.—COMMISSIONED WARRANT AND WARRANT OFFICERS.

298. Commissioned Warrant Officers will be selected from the respective ranks of warrant officers, at the discretion of the Admiralty.

299. Promotion to Lieutenant.—Chief Gunners, Chief Boatswains, Chief Signal Boatswains and Commissioned Telegraphists, Gunners, Boatswains, Signal Boatswains and Warrant Telegraphists are eligible for promotion to the rank of Lieutenant, for long and zealous service.

2. Chief Carpenters and Carpenters are eligible for promotion to the rank of Carpenter Lieutenant, for long and zealous service.

3. Chief Artificer Engineers and Artificer Engineers are eligible for promotion to the rank of Engineer Lieutenant, for long and zealous service.

4. Commissioned warrant officers and warrant officers of exemplary conduct who may distinguish themselves by acts of gallantry and daring in the Service shall be eligible for promotion to the rank of Lieutenant, Carpenter Lieutenant, or Engineer Lieutenant.

5. Promotion to the rank of Lieutenant, Carpenter Lieutenant, or Engineer Lieutenant, under clause 4, is restricted to officers who are under 45 years of age. See 245 and 252 (*Time for pay served before Promotion*).

300. Candidates for Warrants.—All candidates for warrants must pass such examinations as the Admiralty may from time to time direct.

2. Character.—They must be recommended by officers commanding His Majesty's ships, and their character must be such as would, if continued, qualify them for the Good Conduct Medal. The award at any time of a character inferior to "Good" will, however, disqualify a candidate.

The cases of candidates who are considered exceptionally deserving or who have distinguished themselves by meritorious or special services, but who have not attained to the foregoing standard of character, may be submitted to the Admiralty for consideration.

3. Recommendations.—The following candidates must be recommended for warrant continuously on the half-yearly returns:—

Rank.	Returns to begin.	To be sent to.
Warrant Electrician -	After passing examinations prescribed in Appendix X., Part XV.	Commanding Officer H.M.S. "Vernon."
Warrant Armourer -	On confirmation as Chief Armourer.	Commanding Officer H.M.S. "Excellent."

In the case of candidates for Warrant Armourer the return is to record the candidate's ability as a mechanic, his capacity to design and modify articles from ideas given him, and his powers of controlling men and organising work.

Rank.	Returns to begin.	To be sent to.
Chief Master-at-Arms. Warrant Writer. Head Steward. Instructor in Cookery	After attaining age of 32	Admiralty.

4. In all cases of the first recommendation of a man for warrant rank a copy of his service certificate is to accompany the recommendation, with the column of ability as Seaman or Artificer, etc., carefully filled in.

5. Misconduct.—If a qualified candidate for warrant rank should misconduct himself in a manner which would disqualify him for the Good Conduct Medal his misconduct is to be reported to the Captain of the "Excellent" in the case of a candidate for Gunner or Warrant Armourer; to the Captain of the "Vernon" in the case of a candidate for Torpedo Gunner, Warrant Telegraphist, or Warrant Electrician; to the Superintendent of Signal Schools in the case of a candidate for Signal Boatswain; and to the Admiralty in other cases; and his name will be removed from the roster for promotion.

6. Acting Rank.—Except in the cases of Head Schoolmasters and Head Wardmasters, candidates for warrant rank will be given acting rank only on promotion. At the expiration of one year's service an acting warrant officer will be eligible for confirmation in rank, provided his conduct and qualifications have been satisfactory, and he is recommended from the ship in which he is serving; his seniority to reckon from the date of his acting appointment.

301. Gunner and Gunner (T).—A candidate for Gunner or Gunner (T) must be not more than 35 years of age. Before he can undergo the examination for promotion he must have held a rating not lower than that of Leading Seaman of two years' seniority. He must have passed for petty officer and have served seven years at sea as boy or man; the actual period served in seagoing ships is to be stated in his passing certificate. He must produce his service

certificate and certificate as Seaman Gunner or Seaman Torpedo Man, and must state whether he elects to pass for Gunner or Torpedo Gunner. He must pass the prescribed examination in seamanship as laid down in form S. 440, and hold the gunnery and torpedo certificates required by Article 337.

2. **Educational Test.**—If the candidate for Gunner or Gunner (T) is not a Gunner's Mate or Torpedo Gunner's Mate he must pass the educational test provided for in form S. 440. This test is to be held in the ship in which the candidate is serving and is to be carried out by the Naval Instructor when available, otherwise by a Lieutenant appointed for navigating duties.

3. **Seamanship.**—The seamanship examination is to be held in the presence of a Captain or Commander by a navigating officer and three Chief or other Gunners, Torpedo Gunners or Boatswains.

4. **Gunnery Course.**—After passing the examination in seamanship the candidates for Gunner are, if recommended and in all respects eligible, to be sent home for the Gunnery course as soon as practicable.

Where a candidate has failed to pass for a higher gunnery or torpedo rating within three years of his passing in seamanship, and is thus ineligible under Article 399, clause 3, to qualify at once for warrant rank, the fact is to be noted on the passing certificate (form S. 440) in the space provided for further remarks, and he is not to be sent home for the Gunnery course until qualified.

5. Before being eligible for promotion to Acting Gunner or Acting Gunner (T), a candidate must be a petty officer or acting petty officer with not less than one year's service in the actual performance of the duties of such rating as laid down in Article 337, and must hold the certificates required by that Article.

6. Whenever passed candidates for the rank of Gunner or Gunner (T) are discharged from any ship or depôt, a return on form S. 515 is to be forwarded to the Captain of H.M.S. "Excellent" or of H.M.S. "Vernon," showing the disposal of the candidates.

302. Boatswain.—A candidate for a Boatswain's warrant must be not more than 35 years of age. Before he can undergo the prescribed examination the candidate must have held a rating not lower than that of Leading Seaman of two years' seniority. He must have passed for petty officer and have been seven years at sea as boy or man; the actual period served in seagoing ships is to be stated in his passing certificate. He must produce his service certificate and his certificate as Seaman Gunner or Seaman Torpedo Man. He must also pass the prescribed examination in seamanship as laid down in form S. 440.

2. **Educational Test.**—If he has not passed the petty officers' educational test, or an educational examination of equal value, he must also pass the educational examination as laid down in form S. 440.

3. **Seamanship.**—The seamanship examination is to be held in the presence of a Captain or Commander by a navigating officer and three Chief or other Boatswains, Gunners or Torpedo Gunners.

4. Before promotion the candidate must have served one year as a petty officer, or acting petty officer, and must pass the further examination laid down in Article 337.

Leading Seamen after passing for warrant rank will be given the rating of acting petty officer in time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.

5. **Gunnery Course.**—A candidate for Boatswain before obtaining his acting warrant is to go through the course of gunnery and torpedo instruction provided by Article 337.

303. Signal Boatswain.—A candidate for a Signal Boatswain's warrant must be not more than 35 years of age. To be eligible to undergo the prescribed examination the candidate must have held a rating not lower than that of Leading Signaller of two years' seniority; he must have passed for petty officer and have been seven years at sea as boy or man; the actual period served in seagoing ships is to be stated in his passing certificate. He must produce his service certificate. He must pass the examination and obtain the marks for first or second class, given in detail in the passing certificate of qualification, form S. 445. He will retain this class during his whole service.

2. Before promotion to warrant rank the candidate must have served one year as a petty officer or acting petty officer. Leading Signallers after passing for warrant rank will be given the rating of Acting Yeoman of Signals in time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.

3. **Failure.**—If a candidate should fail to pass, he will not be re-examined until after an interval of at least six months, and will only be entitled to obtain a second class certificate.

4. **Examination Abroad.**—On foreign stations the examination for Signal Boatswain is to be held in the presence of a Captain. The examiners are to be three officers, two of the rank of Commander or Lieutenant who have made signalling a study and are specially selected by the Commander-in-Chief for their knowledge of signal duties (one being if possible a Lieutenant and qualified in signalling), and the other a Signal Boatswain.

Examinations held abroad will be provisional only. Acting Signal Boatswains will be required, on their return to England and before being confirmed in rank, to pass the prescribed examination in the signal school at Portsmouth.

5. **Examination at Home.**—Candidates on the home station and officers who have returned to England after passing provisionally abroad will be examined at the school of signalling at Portsmouth, by the Commander in charge of the school, assisted by a Lieutenant specially selected by the Commander-in-Chief for his knowledge of signals, and a Signal Boatswain.

304. Warrant Telegraphist.—A candidate for Warrant Telegraphist must be not more than 35 years of age. To be eligible to undergo the prescribed examination (*see* Article 338) the candidate must have served seven years at sea as boy or man, and must have served at least one year as Chief Petty Officer Telegraphist or Petty Officer Telegraphist. The actual period served in seagoing ships is to be stated in his passing certificate.

305. Chief Master-at-Arms.—A candidate for Chief Master-at-Arms must be not less than 35 years of age and must be a Master-at-Arms with five years' service as such.

306. Carpenter.—A candidate for a Carpenter's warrant must be not more than 35 years of age. To be eligible to undergo the examination prescribed in Appendix X., Part XIV.(1), for a Carpenter's warrant, he must have attained the rating of Shipwright and have served for not less than twelve months in all in one or more of His Majesty's ships.

2. **Examining Officers.**—The examination is to be held in the presence of a Captain or Commander by a navigating officer not below the rank of Lieutenant and by three Chief or other Carpenters.

3. **Confirmation.**—No Carpenter shall receive a confirmed warrant as such until he passes a final examination before a board of dockyard officers

[for details *see* Appendix X., Part XIV.(2)], notwithstanding that he may have already passed in the subjects as a skilled Artificer. Prior to passing this examination, and at the first opportunity after his promotion to Acting Carpenter, he is to undergo a course of instruction in a dockyard for a period of six months. If a candidate is rejected, he must present himself for re-examination within six months of such rejection.

307. Artificer Engineer.—Artificer Engineers will be selected from Chief or other Engine-Room Artificers who have passed the prescribed examination (*see* Appendix X., Part XIII.), are recommended, have served four years in seagoing ships in commission and have served for eight years with continuous "Very Good" character with previous character not inferior to "Good" in time counting for pension. In the case of candidates entered as Boy Artificers, service prior to being rated Acting Engine-Room Artificer 4th Class will not be reckoned. The examination and promotion of candidates will be subject to the condition that nothing in their previous records points to their being unfitted for advancement.

2. Candidates will not be allowed to present themselves for examination unless they are eligible as regards service and character, and are recommended.

3. Certificates.—Before examination every candidate must produce the following certificates:—

- (a) That he is capable of taking charge of the machinery of a small ship; and
- (b) That he is considered fit in every respect for advancement to warrant rank; the certificate is to be signed by the Captain and Engineer Officer of the last ship in which he served.

308. Warrant Mechanics will be selected from Mechanics who have passed the prescribed examination (*see* Appendix X., Part XIII.), and who have served not less than five years in that rating (acting and confirmed), three of which must have been in a ship-of-war at sea.

2. Certificates.—Before examination a candidate must produce certificates from the Engineer Officer of the ship, approved by the Captain, to the effect—

- (a) That he is capable of taking charge of the entire watch in the engine-room department of a large ship under way;
- (b) That he is considered fit in every respect and is recommended for advancement to warrant rank.

309. The Candidates for Artificer Engineer or Warrant Mechanician will be informed whether they have qualified or not. If successful, their names will be placed on a roster for promotion at the Admiralty, and the following notation is to be made on their service certificates: "Qualified for Artificer Engineer" (or Warrant Mechanician, as the case may be), and noted for promotion" (Q.A.E.) or (Q.W.M.), and also in the report on Engine-Room Artificers and Mechanics, form S. 189, in which it should be added if they are recommended for promotion.

2. Any case of grave misconduct or inefficiency on the part of a man placed on the roster is at once to be reported to the Admiralty with a view to his name being removed from the roster and the notation on his service certificate is to be cancelled.

310. Warrant Electrician.—Warrant Electricians will be selected from Chief or other Electricians who have served not less than eight years from date of entry, of which four must have been at sea, and have passed the examination prescribed in Appendix X., Part XV.

2. **Certificates.**—Selected candidates must produce certificates:—

- (a) From the Captain of the torpedo school at the port to which they belong that they are recommended for advancement. This recommendation will be based on the marks obtained by the candidates in their previous examinations in the torpedo school and their general ability as workmen;
- (b) From the Captain of the ship in which they are serving that they are considered fit in every respect for advancement to warrant rank.

311. Warrant Armourer.—Warrant Armourers will be selected from Chief Armourers who have passed the examinations prescribed in Appendix X., Part XVI., and have served not less than five years as Chief Armourers, of which two years must have been in a fully-manned ship at sea. Candidates must be not less than 35 years of age.

2. To be eligible for the provisional educational test [see Appendix X., Part XVI.(1)], the candidate must hold the confirmed rating of Chief Armourer. From Chief Armourers who have passed the provisional test a selection will be made by the Captain of H.M.S. "Excellent" of candidates to undergo, after paying off, the instructional course and final examination in the gunnery school. [see Appendix X., Part XVI.(2)].

312. Chief and Head Schoolmasters will be appointed by the Admiralty on the recommendation of the Director of Naval Education.

313. Head Wardmasters will be appointed by the Admiralty on the recommendation of the Medical Director-General, and will be selected from Chief Sick Berth Stewards who have had adequate experience in that rating, and are not less than 35 years of age.

314. Warrant Writer.—To be eligible for Warrant Writer the candidate must be a Chief Writer with five years' service as such, and must be not less than 35 years of age.

315. Head Steward.—To be eligible for Head Steward the candidate must be a Ship's Steward with five years' service as such, and must be not less than 35 years of age.

2. Acting Head Stewards must undergo a meat and victualling course at the first opportunity after promotion, and they will not be confirmed until they have passed through the course successfully.

316. Instructor in Cookery.—To be eligible for Instructor in Cookery a candidate must be a Chief Ship's Cook, with five years' service as such, and must be not less than 35 years of age.

CHAPTER VII.

OFFICERS.—TRAINING AND EXAMINATIONS GENERALLY.

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SECTION I. MILITARY BRANCH AND MARINE OFFICERS.

317. War Courses for Flag Officers, Captains, Commanders, and marine officers extending over a period of about 15 weeks are held at the Royal Naval War College, Portsmouth, twice a year on the dates shown in the table of courses.

2. (a) Flag Officers selected to attend the course will receive, in addition to half pay, a special allowance of 15s. a day, and lodging allowance of 4s. 6d. a day, if no accommodation is available, and it is required.

The period of attendance at the course will reckon as half pay time.

(b) Captains and Commanders will be paid full pay without command money, and lodging and provision allowance, according to scale, if there is no accommodation available.

3. Flag Officers who, while undergoing the war course, are permitted to visit the Staff College at Camberley, or to carry out a coast reconnaissance with the military officers of the Staff College, will be granted a subsistence allowance of 1l. a day, for any period of absence from the war course exceeding 24 hours. This allowance will be in lieu of the allowance of 15s. a day which they receive while at the War College.

318. Signal Course.—Courses of instruction in signals and fleet tactics for Flag Officers, Captains, and Commanders will be held in each year at the signal school at Portsmouth, as laid down from time to time in the table of courses.

The pay and allowances of officers attending the course will be the same as for those undergoing the war course (Article 317, clause 2).

319. Torpedo Course for Senior Officers.—Special courses of instruction in torpedo for officers of and above the rank of Commander, lasting 15 working days, will be held in the spring and autumn of each year in the "Vernon."

2. (a) Flag Officers selected to attend the course will receive, in addition to half pay, a special allowance of 15s. a day, and lodging allowance of 4s. 6d. a day, if no accommodation is available, and it is required. The period of attendance at the course will reckon as half pay time.

(b) Captains and Commanders will be paid full pay without command money, and lodging and provision allowance according to scale, if there is no accommodation available.

3. Officers, R.M.A., below the regimental rank of Lieutenant-Colonel and above that of Lieutenant, and officers, R.M.L.I., below the rank of Lieutenant-Colonel, are eligible for the course.

320. Gunnery Course for Senior Officers.—Special courses of instruction in gunnery for officers of and above the rank of Commander, lasting 15 working days, will be held in the spring and autumn of each year in the "Excellent."

2. Officers permitted to attend this course will be under the same conditions as to remuneration and counting time as are laid down in the preceding Article.

3. Officers R.M.L.I., below the rank of Lieutenant-Colonel, are eligible for this course.

321. Gunnery and Torpedo Lieutenants.—Lieutenants desirous of qualifying as Gunnery and Torpedo Lieutenants are to apply through the Captains of the ships in which they are serving, or, if on half pay, to the Secretary of the Admiralty direct, sending copies of their certificates or of other testimonials they may wish to produce. All applications should reach the Admiralty by 1st December in each year.

2. Officers selected to qualify must have previously served one year at sea as Lieutenant.

3. The final examination for Gunnery and Torpedo Lieutenants will be in March, after passing which, unless otherwise required, they will assist in the gunnery and torpedo instruction of the schools.

4. Should it be found, during any part of the course of instruction, that a Lieutenant is not likely to prove efficient as a Gunnery or Torpedo Officer, his name is to be submitted to the Admiralty with a view to his removal from the books of the "Excellent" or "Vernon."

5. **Time.**—Officers qualifying within the prescribed period and officers going through a short course in gunnery or torpedo will be allowed to count the whole time they are borne in the "Excellent" or "Vernon" for instruction as time on full pay.

Officers who fail to qualify, and short course officers who fail to obtain a certificate, or of their own accord leave before the completion of the course in either gunnery or torpedo, will count the time as half pay time.

6. Officers who may be removed on account of misconduct or inefficiency are only to count time as half pay time.

7. The cases of officers leaving on account of illness will be specially considered.

8. The qualifying course for Lieutenants G† and T† is laid down in the "Courses of Instruction in Gunnery and Torpedo."

9. **Short Courses** of instruction in gunnery and torpedo, each of 40 working days, will be held annually for Lieutenants R.N. and officers R.M.A., R.I.M., and R.N.R. Officers should state, when applying to join these courses, to which gunnery or torpedo school they would prefer to be attached, and they will be appointed on the dates published in the official list of courses.

10. **Pay.**—Officers appointed for gunnery or torpedo duties to ships not carrying a Gunnery or Torpedo Lieutenant will receive 1s. a day additional pay.

The Captains of all sea-going ships are to report annually the names of any Lieutenants serving under their command whom they would recommend for these duties.

322. Second Lieutenants R.M.A. and R.M.L.I., who pass a satisfactory examination at the end of the course at the Royal Naval College, Greenwich, will proceed to headquarters and subsequently to the "Excellent" for instruction in gunnery.

2. Second Lieutenants R.M.A. will, in addition, undergo a torpedo course in the "Vernon."

323. Navigating Officers will be selected from those who volunteer for navigating duties and who have passed the examination in signals laid down

in Appendix X., Part III. Preference will be given to officers who have obtained a 1st Class in pilotage in the examination for the rank of Lieutenant, and good classes in the other subjects.

2. Selected candidates will go through a course of instruction in the navigation school at Portsmouth. The course of instruction will last for 90 working days, part of the time being spent at sea and the remainder on shore.

3. **Training Afloat.**—Qualified candidates, after leaving the school, will be appointed to serve for a short period in the large ships of the Home and Mediterranean Fleets, in order that they may gain experience under the Navigating Officers in the work of a fleet in regard to navigating duties.

4. At the end of the first three months of this period, and subsequently every succeeding three months, the Captain is to forward to the Admiralty with his covering remarks a report from the Navigating Officer on the qualifications of the candidate and his general suitability for navigating duties. Upon these reports, and the result of the examination in the navigation school, the permanent appointment of officers for navigating duties will depend.

5. The letter (N) will be prefixed (in the seniority columns of the Navy List) to the names of all officers who have qualified for navigating duties. This letter will be retained against their names only while they are actually employed, or are available for employment on those duties.

6. Lieutenants (N) will be placed on exactly the same footing as regards executive command and ship's duty generally as Gunnery and Torpedo Lieutenants, and are not to be excused from any ship's duties, except those which interfere with the special duties pertaining to them. They will be appointed and succeed to the position of First Lieutenant, if a vacancy occurs, in all ships except flag-ships where a Commander is borne, exactly in the same manner as any other specialist officer; but in ships where no Commander is borne they will not be appointed for First Lieutenant's duties, except in special circumstances.

7. Officers who perform navigating duties as Lieutenant will not be required to continue those duties after promotion to the rank of Commander, unless they wish to do so. A Commander when borne for navigating duties will not be appointed as the executive officer of the ship.

8. **Short Courses of Gunnery and Torpedo.**—Navigating Officers, while borne in ships in commission with nucleus crews, will be given every opportunity of going through short courses of gunnery and torpedo, in order to keep themselves efficient in these duties.

9. Lieutenants (N) will be permitted to attend a course of five weeks' instruction at the navigation school prior to examination in pilotage for first class ships. The pilotage examination, the syllabus of which is given in Appendix X., Part III., is partly *viva voce* and partly paper work. First and second class certificates of proficiency only will be awarded.

10. **Examination.**—The examination will be compulsory for all Navigating Officers, who will be obliged to present themselves for examination within a reasonable time after completing three years' sea service as Lieutenant (N). An officer who fails to pass at the second trial will have his name erased from the list of Navigating Officers.

11. Navigating Officers will also be granted facilities for attending the school for a month's course of study at periodical intervals during their subsequent career.

12. The letter (N†) will be prefixed (in the seniority columns of the Navy List) to the names of Commanders and Lieutenants who have passed the examination in pilotage for first class ships. This letter will be retained against

their names only while they are actually employed, or are available for employment, on navigating duties.

13. **Provisional Examination.**—Should it be probable that the exigencies of the Service will cause an officer to be absent from England at the date he will complete the three years' service required to render him eligible to pass for first class ships, he may be examined before leaving England, provided that he has completed two and a half years of such service; but he will not be eligible for appointment to navigating charge of a first class ship, nor be entitled to the corresponding increase in navigating allowance until he has completed the full period of three years' qualifying service.

14. Provisional examinations may also be held in the following circumstances:—

- (a) A Lieutenant (whilst serving as a Navigating Officer on a foreign station), if he happen to be at sea or in a ship on detached service on the date he completes the service required to qualify him to present himself for examination for first class ships, may apply to his Captain for a provisional certificate in pilotage for first class ships, and such certificate is to be given at the discretion of the Captain, based on his knowledge of the capabilities of the applicant as a Navigating Officer, and will hold good until the ship meets the Commander-in-Chief or Senior Officer. The officer must then apply for a passing day to be fixed, and a board of examining officers is to be appointed, consisting of three officers qualified for first class ships (or two if only that number be present) and presided over by a Captain.

Should the officer pass the examination, the examiners will award him a provisional certificate of qualification for first class ships, and such certificate will entitle him to increase of allowance from the date of the certificate granted by his Captain, but dependent on his passing the regular examination on returning to England. If, after his arrival in England, an officer neglects to take an opportunity of passing the regular examination, and, before passing, receives another appointment for navigating duties, he will not be allowed to receive the increased allowance. Should the officer eventually fail to pass, he will be called upon to refund the amount of the increased allowance which he has received since passing the provisional examination.

- (b) A Lieutenant who completes the service required to qualify him to present himself for examination for first class ships whilst serving as a Navigating Officer on a home station, may apply to his Captain for, and may be granted, a provisional certificate as provided for in sub-clause (a) of this clause. The intermediate examination by a board of officers will not be required in such cases, but the officer must present himself at the next general examination on board the navigation school ship, when, if he pass, he will become entitled to the authorised increase of allowance from the date of his provisional certificate. Should, however, an officer be prevented, by duty or sickness, from presenting himself on the first examination day, he must produce a certificate from his Captain to that effect when he does present himself, as otherwise he will not be entitled to the increase of allowance until the date of passing.

On an officer passing provisionally, a notation is to be made against his name on the ship's books, stating the date of such passing. No payment at the increased rate is to be made until he has passed the final examination on board the navigation school ship.

15. All provisional certificates are to be granted in duplicate, and are to be attached to the final passing certificates, upon which the dates of the Captain's certificate and of the provisional passing are to be noted.

324. Command of Destroyers and Torpedo Boats.—No officer will be considered for the command of a torpedo boat destroyer or torpedo boat until he has passed practical examinations in navigation and pilotage, in gunnery and torpedo, and in signals, as set forth in Appendix X., Part IV.

2. In the event of an officer appointed to command a torpedo boat destroyer or torpedo boat not having passed the prescribed examinations he will be required to do so within three months of the date of his appointment. Failure to pass will necessitate the supersession of the officer.

325. Signal Lieutenant.—An officer desirous of qualifying as Signal Lieutenant must possess the following qualifications:—

(a) He must have completed at least one year's watchkeeping duties as a Lieutenant in a ship at sea.

(b) He must be recommended by his Commanding Officer as having a good knowledge of signalling, and as being likely to make a good signal officer.

2. Officers selected to qualify for signal duties will undergo a course of 14 weeks' duration in the signal school, followed by a 5 weeks' course of wireless telegraphy in H.M.S. "Vernon."

3. The letter (S) will be prefixed (in the seniority columns of the Navy List) to the name of each officer who has qualified as Signal Lieutenant.

326. Officers specialising.—Officers who passed into the service afloat as Midshipmen in or after May 1908 must serve for not less than two years as commissioned officers at sea, the proportion of time as Sub-Lieutenant and Lieutenant depending on the class of certificate obtained; but at least one year must be as a Lieutenant in charge of a watch in a sea-going ship. At the end of this service officers will be selected to specialise in the various branches. Those who are accepted for gunnery, torpedo, navigation or engineering, will attend a course of two terms, approximately six months, at the Royal Naval College, Greenwich. This course of instruction will comprise such studies as will fit the officers to prepare for the practical courses of specialisation. The marks obtained in the Lieutenants' course will be carried forward and contribute to determine the class taken on qualifying after the practical course at the specialist schools. These Lieutenants' courses will take place three times a year. Lieutenants who do not wish to specialise will also be allowed to go through a course at Greenwich when their services can be spared.

327. Junior Lieutenant, &c., Training in Navigation.—When practicable, arrangements are to be made for one junior Lieutenant or Sub-Lieutenant to be taken partially off watchkeeping (keeping a dog or morning watch) so as to work with the Navigating Officer for 10 working days under way, but not necessarily all in one trip.

The officer thus told off is to be on deck when coasting, making the land, going in and out of harbour, &c., and is to be in every way encouraged to get an insight into navigating duties. If, at the end of the 10 days, the Captain is satisfied with his work, he is to be relieved, and another officer told off for this duty. A special report is then to be forwarded to the Admiralty that the course has been duly performed by the officer.

328. Midshipmen, Training afloat.—On leaving the training cruiser, Midshipmen will serve for a minimum of three years at sea in that rank, during

which period they will work with the executive officer for training in officers' duties and in seamanship, and with the specialist officers for training and instruction in gunnery, torpedo navigation and pilotage, and engineering.

2. The instruction is to be mainly practical, but facilities are to be afforded for voluntary study as indicated in Appendix X., Part I. (26).

The instruction is always to be given by officers. This work is never to be delegated to seaman instructors.

3. The general system of instruction to be followed is indicated in Appendix X., Part I. In regard to details, however, the Commanding Officer is to exercise his discretion in directing the work of the Midshipmen, the object being to secure that when the Midshipman's sea service as such is completed he will be fit, without further instruction, to perform satisfactorily all the duties which may be required at sea of a Sub-Lieutenant or Lieutenant, having a competent practical knowledge not only of seamanship and the general duties of an officer, but also of gunnery, torpedo, engineering, and navigation.

4. It is highly important that the Midshipmen should learn early to assume the habit of responsibility which is essential to the formation of their character, as naval officers. Officers in charge of Midshipmen are accordingly to endeavour to test their fitness for responsibility, and should not hesitate to delegate responsible duties whenever possible, at the same time watching the manner in which the Midshipman acquits himself.

329. Midshipmen are not to be employed more than is necessary on the ship's clerical work, such as writing up engineering, gunnery, and torpedo logs, or filling in returns.

SECTION II. ENGINEER BRANCH.

330. **Knowledge as to Fittings of Ship.**—Before a ship is commissioned the Engineer Officer, the Second Engineer Officer, and such other of the engineer officers as the Admiralty may direct, are to be examined by the Engineer Rear-Admiral at the port to which the ship is attached, to ascertain that each has a competent knowledge of such details of the ship as are under his charge, such as valves, cocks, water-tight doors, hatches, sluices, the system of flooding and ventilating, and the particulars of the pumping arrangements; and if they have, they are to be granted a certificate on form S. 451.

2. If subsequently appointed, these officers are to be examined by the Engineer Captain attached to the fleet to which the ship belongs. In fleets where no Engineer Captain is borne they are to be examined by the Engineer Officer of the flag-ship, and in the case of Destroyer Flotillas, by the Engineer Commander borne in the flotilla depôt ship for Torpedo Boat Destroyers and Torpedo Boats.

In these cases the examination should be applied for within three months of the officer being appointed.

3. The certificates are in all cases to be in duplicate, one copy being for the candidate and the other being dealt with as follows:—

- (a) In the case of an officer examined before a ship commissions in accordance with clause 1, the duplicate is to be retained by the Commander-in-Chief at the port for local record.
- (b) In the case of an officer examined after the ship commissions, under clause 2, the duplicate is to be retained by the Commander-in-Chief of the fleet to which the ship belongs. When the ship leaves the fleet it is to be forwarded to the Commander-in-Chief of the fleet or port to which she is transferred.

331. Instruction in Whitehead, &c.—All engineer officers, unless circumstances prevent it, are to undergo a course of instruction in the Whitehead and electric light apparatus, and hydraulic machinery as applied to working heavy guns.

2. There will be four such courses during the year on board the "Vernon" and "Excellent" at dates arranged by the Admiralty.

Details of the course and examinations will be found in the "Courses of Instruction in Gunnery and Torpedo."

3. Should an officer fail to pass, the time under instruction will count as half pay time only, though he will receive full pay.

SECTION III. MEDICAL BRANCH.

332. Course for Surgeons.—The examination for Staff Surgeon will be preceded by a six months' course of instruction, as detailed in Appendix X., Part VII., which is to be taken when a Surgeon has between $4\frac{1}{2}$ and $6\frac{1}{2}$ years' seniority, and as near the date when the latter period is completed as the exigencies of the Service admit. The courses will take place twice a year.

333. Course for Senior Medical Officers.—Medical officers of not less than 14 years' seniority will be allowed to undergo a post-graduate course of three months' duration if the exigencies of the Service permit. During this course the medical officers will be borne on ships' books for full pay. They will be accommodated at the Royal Naval College, Greenwich, and will be under the general control of the President. They will come under the ordinary regulations (Chapter XL.) in respect of travelling expenses to and from the College; the fees for each course, not exceeding 25*l.*, will be paid by the Admiralty on the production of vouchers at the end of the course. Medical officers will be required to produce separate certificates of efficient attendance.

2. This course is designed to afford senior medical officers the opportunity of refreshing their general knowledge of surgery and medicine, and of making themselves familiar with modern improvements. There will not be any fixed syllabus of instruction or examination, but arrangements will be made in each case by the medical officer in charge of studies at Greenwich to meet individual requirements, and a report will be made by this officer to the Medical Director-General at the close of the course.

334. Voluntary Courses of instruction of about six weeks' duration are held at the naval hospitals at the three home ports, for the benefit of medical officers of ships and naval establishments at these ports, and every facility is to be afforded to such officers (especially those at the naval barracks) for the study and practice of bacteriology, clinical pathology, skiagraphy, &c., in the hospital laboratories, a report from the Surgeon-General of the hospital being transmitted to the Admiralty through the Commander-in-Chief at the close of each course.

SECTION IV. ACCOUNTANT BRANCH.

335. Instruction in Small Arms.—In addition to instruction in their professional duties (Article 1338, clause 2), Assistant Clerks are to undergo a short course of instruction in revolver and sword exercise and in rifle drill, including the simpler movements in squad and company drill, and a note is to be added to the certificate of service, form S. 450, stating whether the Assistant Clerk has satisfactorily qualified therein.

The instruction is to continue until the results are certified to be satisfactory, but will cease to be obligatory in the case of officers who entered the Service prior to the year 1909, after they have passed their intermediate examination.

2. **In Boats.**—Clerks and Assistant Clerks are also to be practised in rowing and sailing boats as opportunities offer.

SECTION V. WARRANT OFFICERS.

336. Qualification in Navigation.—Warrant officers who desire to qualify in navigating duties must first pass the educational examination laid down in Appendix X., Part XII. The names of warrant officers who pass the educational examination will be placed upon a list from which a final selection will be made of the officers to be appointed to the school of navigation.

2. Those who fail to pass the educational examination will be allowed a second trial. Should any officer fail a second time, no further trial will be allowed.

3. Warrant officers appointed to the navigation school will go through a three months' course in pilotage and coastal navigation. An examination will be held at its conclusion, and the names of the most promising officers will be noted.

4. Officers qualified will have the letters P.N. placed against their names in the Navy List, and will receive rates of extra pay, when employed, as laid down in Appendix I.

5. Warrant officers who have qualified in navigation will be required to go through a re-qualifying course of about one month's duration at intervals of not more than five years.

6. Warrant officers who have qualified or re-qualified at the navigation school since it was established in 1903 will generally be held to have re-qualified if they have served in appointments for navigating duties or in command of small vessels, and thereafter it will not be necessary for them to re-qualify until five years have elapsed since the termination of such appointments. The case of each officer will, however, be considered on its merits by the Captain of the navigation school.

337. Qualifying Course for Gunner and Boatswain.—Before a candidate can be examined in gunnery and torpedo for the rank of Gunner, Torpedo Gunner, or Boatswain, he must be qualified as to service and character under Article 300 and must have obtained the certificates required by Articles 301 and 302.

2. He will undergo the courses of instruction as laid down in the printed "Courses of Instruction of Officers and Seamen in the Gunnery and Torpedo Schools," and must obtain certificates of qualification.

3. **Allowances.**—On passing the final examinations in the gunnery and torpedo schools, candidates for Gunner or Torpedo Gunner will be classed as first or second class for gunnery and torpedo allowances, and they will retain this class during their whole service.

4. **Advanced Course.**—At the conclusion of the Gunners' course, the most promising men will be selected to undergo an advanced course. Before being selected for this advanced course, candidates must pass an eyesight test, the standard required being 6/6 Snellen. Warrant officers who have passed the advanced course will be distinguished in the Navy List by the symbol †. When fully qualified for warrant rank the candidates are to be dealt with as follows :—

(a) Petty officers of one year's service in that rating who have qualified for Gunner† are to be retained in the gunnery school to await

promotion. They will be promoted to Acting Gunner as vacancies occur irrespective of their position on the roster.

- (b) Leading Seamen qualified for Gunner† are to be sent to sea at once, with the rating of Acting Petty Officer. On completing one year's service in the acting rating and on being confirmed, they will be promoted as vacancies occur.
- (c) Other qualified candidates for Gunner or Gunner (T) are to be sent to sea, the Leading Seamen being given the rating of Acting Petty Officer in time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.
- (d) Passed candidates for Gunner or Torpedo Gunner are to be given the rating of Gunner's Mate or Torpedo Gunner's Mate if not already held by them.
- (e) Leading Seamen given the rating of Acting Petty Officer are to be confirmed as Petty Officer at the expiration of 12 months if recommended in all respects for warrant rank. If not so recommended or if found unsuitable for warrant rank at any time before the expiration of 12 months, they are to revert to Leading Seaman, being eligible for subsequent advancement to Petty Officer in the ordinary course.

5. **Re-qualification.**—All Gunners, Torpedo Gunners, and Boatswains will be required to re-qualify in both gunnery and torpedo as laid down in the "Courses of Instruction."

338. Course for Warrant Telegraphist.—Candidates for Warrant Telegraphist must undergo the course of instruction laid down in the printed "Courses of Instruction of Officers and Seamen in the Gunnery and Torpedo Schools." The candidates will be selected by the Captain of the "Vernon" from a roster of those who are eligible under the conditions in Articles 300 and 304. The names of eligible men recommended for the course are to be forwarded to the Commanding Officer of the "Vernon" together with copies of their service certificates and wireless telegraphy history sheets.

339. Carpenter's knowledge of Fittings.—The officer appointed to the ship in charge of carpenter's duties is to be examined to ascertain if he has a thoroughly competent knowledge of such details of the ship as are placed in his charge, such as the construction of the ship, watertight doors, hatches, sluices, the system of flooding and ventilating, and the pumping arrangements. If he is appointed to the ship while she is building, the examination is to be held before the ship is commissioned, or on first arrival at a dockyard in the case of those built by contractors.

In all other cases the examination is to be held within six months from the date of joining.

Whenever possible the examination is to be conducted by dockyard officers; whether at home or abroad, but when no opportunity for this occurs the fact is to be reported to the Commander-in-Chief, or Senior Officer, who will issue directions for the Carpenter of the senior ship, assisted by another Carpenter, to examine the officer in the presence of his Captain or some other officer not below the rank of Lieutenant.

On passing the examination he will be granted a certificate on form S. 451a.

SECTION VI. INTERPRETERS AND FOREIGN LANGUAGES.

340. Study Abroad.—Naval officers of or below the actual or relative rank of Commander, and marine officers, who are desirous of qualifying for Interpreter in any of the languages mentioned in Article 341, clause 3, and officers

holding the actual rank of Captain, may, with the permission of the Admiralty, proceed to the Continent on full pay, for the period specified in clause 6, for the purpose of studying the language selected, of which they will be required to possess an adequate preliminary knowledge (*see* clause 5).

2. **Japanese.**—The special arrangements laid down as regards the study of the Japanese language will be found in Article 343, and officers serving on the China station should be encouraged to acquire a knowledge of the language.

3. **Pay and Time.**—Full pay and time will be allowed for the period of study abroad, but candidates will not receive any allowance for victuals nor any other allowances in addition to full pay.

4. The privilege of studying abroad will not be granted to any officer more than once for the same language, except when re-qualifying for Interpreter, and not more than 20 officers of all grades will be allowed to be abroad for study on full pay at the same time.

5. **Scheme of Study.**—Before proceeding abroad, candidates will be required to submit a scheme of study, stating where they intend to reside, and what facilities the place of residence affords for the study of the language. Officers will further be required either to satisfy the Civil Service Commissioners that they possess an adequate preliminary knowledge of the language which they have selected, or, should they have studied the language at the Royal Naval College, to obtain a certificate to the same effect from the authorities of the Royal Naval College, Greenwich. In arranging for study abroad, officers should bear in mind the dates at which the passing examinations for the grade of Interpreter are held by the Civil Service Commissioners. Candidates will be expected, as far as possible, to present themselves for the preliminary test before the Civil Service Commissioners at the times when the quarterly examination for the grade of Interpreter is held.

6. **Gratuities.**—To meet the outlay to which officers may be put by residence abroad, gratuities according to the following scale will be paid, to those who succeed in qualifying after residence abroad on full pay under the foregoing conditions, for the periods specified in the table or for a substantial proportion thereof :—

Language.	Duration of Residence Abroad.		Gratuity on Qualifying.	
	For Higher Standard (Interpreter).	For Lower Standard (Acting Interpreter).	Higher Standard (Interpreter).	Lower Standard (Acting Interpreter)
	Months.	Months.	£	£
Japanese	12*	6	200†	100†
Russian	9	6	150	75
German	6	4	70	35
Dutch				
Danish				
Swedish				
Norwegian				
Modern Greek	4	3	50	25
French				
Italian				
Spanish				
Portuguese				

* In special cases the period in Japan may be extended to two years.

† The gratuity of 200l. is to be paid only to those who study in Japan for two years; the gratuity for those who study for one year only being 100l. The 100l. gratuity is to be paid in instalments of 50l. at the end of the first and second six months, subject to the candidate passing the test prescribed in Article 343 and in Appendix X., Part XI., on each occasion: the additional 100l. for those who remain for two years being paid on finally passing for the Higher Standard.

7. Study interrupted.—When an officer who has been given leave to study abroad in order to qualify as an interpreter is, for reasons approved by the Admiralty, unable to complete the authorised period of residence abroad, but succeeds in passing the prescribed examination, he may be repaid his actual outlay in travelling expenses and tuition fees up to a sum not exceeding the gratuity for which he would have been eligible if he had completed the authorised period of residence.

8. Qualification without study abroad.—In addition to the number allowed to study abroad the Admiralty may permit a certain number (not exceeding five in any one year) to take lessons in a foreign language, and if they pass the prescribed examination they may be reimbursed the expenses actually incurred by them in travelling to obtain tuition and in tuition fees, but the sum so payable shall not exceed the amount of the gratuity for which they would have been eligible on passing for the lower standard, and shall not in any case exceed 35%.

No officer will be eligible to receive any payment under this clause who does not obtain the sanction of the Admiralty before commencing his studies.

9. Refund if retired within three years.—Should an officer who has qualified for Interpreter under the above conditions be permitted to retire, resign, or withdraw within three years from the date of passing for Interpreter, he will be required to refund the difference between the full and half pay received by him during his period of study abroad and the gratuity awarded on passing, or such proportion of both amounts as the Admiralty may decide.

In the case of an officer permitted to study Chinese or Japanese, he may also, at the discretion of the Admiralty, be required to refund his passage expenses and the special allowances for lodging and provisions.

341. Examination for Interpreter.—Naval officers of or below the actual or relative rank of Commander, and marine officers, who are desirous of qualifying for Interpreter, may offer themselves as candidates for examination. (See Appendix X., Part X.)

2. Candidates, if on full pay, are to apply through their Captains, stating the language in which they wish to be examined ; if on half pay, their applications should be addressed direct to the Secretary of the Admiralty.

The application should state whether the officer desires, before presenting himself for examination, to take advantage of the regulations in Article 340, as to residence in the foreign country concerned.

3. Allowances.—Officers who pass successfully will be eligible for employment as Interpreters or Acting Interpreters, according to the standard reached by them. When appointed, service as Interpreters will be added to their other duties as officers of the ship and they will receive additional pay as shown in the following tables :—

Language.	Additional pay while employed	
	As Interpreter, per diem.	As Acting Interpreter, per diem.
Japanese	s. d.	s. d.
Chinese	2 6	—
Russian		
Turkish		

Language.	Additional pay while employed	
	As Interpreter, per diem.	As Acting Interpreter, per diem.
	s. d.	s. d.
German - - - - -	2 0	1 0
Dutch - - - - -		
Danish - - - - -		
Swedish - - - - -		
Norwegian - - - - -		
Modern Greek - - - - -		
French - - - - -	1 6	—
Italian - - - - -		
Spanish - - - - -		
Portuguese - - - - -		

Officers appointed as Interpreters or Acting Interpreters will receive this additional pay concurrently with any other allowances attaching to their appointment, *e.g.*, senior, gunnery, torpedo or navigating allowances to Lieutenants.

4. **Provisional Examination.**—Officers when serving abroad may be permitted to pass a provisional examination to be conducted on board a Flag or Senior Officer's ship in the presence of a Captain and Naval Instructor, by an experienced teacher of the language selected, or by an officer who has passed in it for Interpreter.

The successful candidate is to be granted a certificate, and will be eligible to act as Interpreter should his services be required. He will be entitled to the additional pay as Acting Interpreter for any period during which he may be actually employed. He will not, however, be considered as qualified unless within a reasonable period after his return to England he passes the usual examination before the Civil Service Commissioners.

All provisional examinations and appointments are to be reported at once to the Admiralty.

5. **Re-qualification.**—Officers on the list of Interpreters will be required to re-qualify every five years in so far as the convenience of the Service may admit, and, prior to re-examination, they may be allowed full pay during study abroad for a period not exceeding one month, such period to count as "service," but no gratuity or other allowance will be payable in respect of such re-qualification.

342. **Interpreters' Appointments.**—Interpreters qualified in the languages commonly spoken within the command, will be appointed to flag-ships and to such other ships as the Admiralty may direct.

In any case in which it is considered necessary by the Captain that a duly qualified officer serving on board should be appointed as Interpreter or as Acting Interpreter, a representation to that effect should be made through the Commander-in-Chief to the Admiralty.

An Interpreter qualified in French or German will be allowed in each ship carrying Midshipmen.

2. **Instruction of Junior Officers.**—Interpreters and Acting Interpreters who from time to time undertake the instruction of junior officers in French and German may be paid 5s. for each lesson given to classes of junior officers on board His Majesty's ships, provided the number of officers under instruction

is not less than four. Such lessons, of one hour each, are not to exceed four a week.

In exceptional cases, where circumstances do not admit of a class of four junior officers being formed, the question of payment of the allowance is to be submitted to the Admiralty for special consideration, with a report of the circumstances which rendered it impossible to form a larger class.

Instruction in any other languages may be given, subject to the approval of the Admiralty.

The names of the officers instructed on each occasion are to appear on the vouchers for payments.

3. A winner of the Ryder prize may be employed as an instructor when no Interpreter is available, and may receive the pay of an Acting Interpreter.

4. The Interpreter of the flag-ship, or of such ship as the Senior Officer may appoint, should direct the education in foreign languages of the junior officers on the station.

343. Japanese Language.—The following special arrangements have been laid down as regards the Japanese language.

2. Officers on the station should be encouraged to acquire a knowledge of the language, those who pass a preliminary test and apply for further opportunity for study being, with the approval of the Commander-in-Chief, discharged to the shore, in order to continue the study of the language on the ship leaving the station. The Commander-in-Chief on the station will arrange for the preliminary test.

3. Officers may also be allowed to proceed to Japan to study the language after passing a preliminary test examination at home, arrangements for which will be carried out at the Royal Naval College, Greenwich.

4. The period of residence allowable is as shown in the table in Article 340, clause 6. While studying in Japan officers will receive full pay, and a consolidated allowance of 150*l.* a year in lieu of lodging and provision allowances.

5. Officers will be tested at the end of six months', twelve months' and two years' study, in accordance with the instructions in Appendix X., Part XI.

6. Officers granted permission to proceed from England to study in Japan will be sent out in one of His Majesty's ships, or by packet, at the discretion of the Admiralty, and will be allowed full pay from the date of appointment, the period allowed for residence abroad to be reckoned from the date of arrival in Japan. Officers to whom this permission is granted are to be prepared to be appointed to any ship without returning to England.

7. Passage to England will be provided for officers who complete a term of study in Japan.

8. A Japanese teacher will be engaged at Wei-hai-wei with a view to assisting officers to study the language. He will be always in his room at certain hours in the day, and ready to give lessons to any officers willing to come to him. There will be no compulsory examination at the end of a course of lessons.

344. Purchase of Foreign Literature.—A sum not exceeding five pounds per annum may be spent by the commanding officer of every ship bearing junior officers under instruction prior to passing for Lieutenant upon the purchase of such literature for use in the study of foreign languages as may be deemed suitable and necessary.

2. The allowance is to be taken on credit by each ship quarterly in advance, and care is to be taken that it is expended to the greatest advantage, having regard to the numbers and proficiency of the junior officers.

345. Prizes to Midshipmen.—Prizes for proficiency in foreign languages will be offered to Midshipmen for competition at each examination for the rank of Lieutenant, as laid down in Appendix X., Part II. (10).

346. Oriental Languages, Allowances, &c.—Officers serving on board His Majesty's ships on the East Indies station and in the Red Sea, who so desire, will be examined, and, if found qualified to act as Interpreters by the lower standard test in oriental languages, will be granted the following allowances, the moonshee allowance being payable on passing, and the Interpreter's allowance being payable only when appointed by the Admiralty to act in that capacity.

	Moonshee Allowance on passing.	Interpreter's Allowance per Mensem on Appointment.
	Rupees.	Rupees.
For Swahili — — — — —	180	75
„ Arabic — — — — —	300	75
„ Hindustani and Persian (two languages) —	360	75
„ Hindustani (revised test) — — — — —	180	50
„ Persian — — — — —	180	50

2. Gratuities, &c.—The payments of the gratuities and Interpreters' allowances, when authorised, are to be made by the accountant officer on separate vouchers, and brought to account under "Secretary of State for India," except in cases where they are chargeable to naval funds, viz. :—

- (a) Swahili.
- (b) Interpreter's allowances in the Cape command ;
- (c) When the ship is outside Indian waters.

3. In the case of Hindustani the payments are also chargeable to naval funds, with the exception of the allowance to the Interpreter at the Royal Naval Depôt, Bombay, which is chargeable to the Indian Government. The Interpreter's allowance will be payable only at the Royal Naval Depôt, Bombay, and to officers in ships in the Persian Gulf, but the moonshee gratuity will be paid to officers belonging to any ships on the East Indies station who qualify in that language.

4. The Interpreter's allowances, when authorised, are to commence from the date of the certificate of qualification if there is a vacancy in the ship in which the officer is borne, and if not, from the date of a vacancy, or of appointment to a ship in which a vacancy exists. They are to cease on the ship passing the prescribed limits within which the allowance is payable, on passage home, or when the officer is invalided, paid off, or discharged for passage to England.

5. No ship will be allowed more than one Interpreter in each language, and should an officer draw an allowance of Rs. 75 a month as Interpreter in Arabic or Persian and Hindustani (two languages), the allowance will not be admissible to any other officer in the vessel as Interpreter.

6. Qualifications in Swahili will be tested before a board of examiners at Zanzibar or Aden, or provisionally before two or more officers of His Majesty's ships, who have already qualified in that language, in the presence of a Captain, who will attest the certificate ; but officers so provisionally passed are to be again examined by a duly authorised civil board as soon as an opportunity presents itself. The standard of Swahili is purely colloquial.

7. Examinations in Arabic, Persian and Hindustani will be held by the sanction of the Indian Government at any place on the East Indies station

where a duly qualified board of officers, or one officer fully capable of conducting the examination, can be found ; but the report of the committee passing the candidates will be sent to the examining board at the nearest Presidency town.

Candidates will be required to pass in Persian, or in Hindustani, by the lower standard, or a colloquial examination in Arabic according to the following test :—

- (a) Conversing with the examiner, or in his presence with persons selected by him, with fluency and such correctness of expression as to be at once intelligible ;
- (b) Writing with accuracy a translation into Arabic in the English character of a paper of English sentences based on subjects in connection with which the candidates might ordinarily be called on to interpret.

8. Examinations in oriental and African languages are also held by the Civil Service Commissioners.

347. May Remain on Station.—Officers qualified in oriental languages when belonging to ships ordered home may be transferred to ships remaining on the station, if not inconvenient to the Service.

2. **Re-qualification.**—Officers who have left the station three years will be required to re-qualify before re-appointment.

SECTION VII.—EXAMINATIONS GENERALLY.

348. General Regulations.—The regulations relating to the examination of officers are issued under the authority of the Admiralty, and are given in the King's Regulations or in the established forms.

Eligibility of Candidates.—Examining officers are, before commencing an examination, to satisfy themselves that the candidate is in all respects eligible by age and service according to the regulations in force on those points, and that he is able to produce certificates of sobriety and good conduct for the full period of service necessary to qualify him for examination, from the Captain or other officers under whose command he has served and especially from the officer under whom he is at the time serving.

Certificates for time on passage in a contract ship, or while borne for pay only, are to be dispensed with, and the Admiralty record of time accepted in lieu.

2. The Commander-in-Chief, or Senior Officer present, shall give the necessary directions for the required examinations to take place, except in the cases otherwise specially provided for.

3. Such examinations should be held immediately the qualifying service is completed if the candidate is ready to appear ; but if the passing day should fall on a Sunday, the examination is to be postponed till the following day, seniority being allowed from the Sunday.

4. **Date of Certificate.**—No passing certificate is to be dated prior to the commencement of the examination ; but if the exigencies of the Service or any other cause prevent the examination or provisional examination from being held at the proper time, though the certificate must be dated on the day of passing, the circumstances are to be fully reported to the Admiralty to enable their Lordships to consider whether according to the merits of the case any alteration of officers' seniority is justifiable.

5. All passing certificates of officers are to be in duplicate unless otherwise directed ; one copy is to be forwarded to the Commander-in-Chief for transmission to the Admiralty, and the other is to be given to the officer examined.

349. Documents required.—The Captain of the ship from which a candidate is sent for examination is to be careful that he takes with him certificates of service and of good conduct up to the day of examination, certificates of previous examinations, log books, work books, and all other documents that may be required for the information and inspection of the examining officers.

Clerks who entered as Assistant Clerks prior to the year 1909 on attending the examination for the rank of Paymaster are also to produce proof that they are of the age required, viz., certificate of birth, or declaration thereof made before a magistrate.

350. False Certificates, Penalty.—If any candidate for examination shall knowingly produce false certificates of his age, service, or conduct, as his qualification for examination, he shall thereby be rendered incapable of ever receiving any commission in His Majesty's Navy; and if the falsehood of such certificates shall not be discovered until after he has obtained promotion, he shall be dismissed from the Navy, whenever it may be discovered, and from whatever rank he may at the time have attained. See 348 (General).

CHAPTER VIII.

MEN AND BOYS.—ENTRY, QUALIFICATION AND INSTRUCTION.

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SECTION I.—MEDICAL EXAMINATION AND INSPECTION.

351. Medical Examination.—All men and boys on first entry, whether for continuous, non-continuous, or special service, are to be medically examined under the direction of the Captain, as laid down in Article 1312 and in the "Recruiting Instructions." All men and boys on re-entry are to be similarly examined, except in the case of men who re-engage without a break in their service.

352. Final Examination.—Newly raised men or boys who have passed before a surgeon and agent, or civil medical practitioner, are not to be afterwards rejected solely on the opinion of the medical officer of the general depôt or other ship; but in all cases of alleged unfitness they are to be surveyed at the naval hospital, and their cases reported on separately by two of the principal medical officers; great caution is to be observed in regard to defects or diseases that can easily be simulated.

2. In the case of newly-raised men or boys examined by naval medical officers either on board ship or in the recruiting departments on shore, the examination is to be considered final in all respects.

SECTION II.—RAISING AND ENTERING.

353. Religion and Precautions to be observed.—Officers entering or raising men or boys are to admit only such as are fit for the Service, but without any regard whatever to their religious creed; they are also to be careful—

- (a) That no person under the age of 18 is entered to fill a man's rating.
- (b) That, if under 17 years of age, the consent of their parents, or, if orphans, the consent of their guardians, is obtained on form B. 204, notwithstanding that such consent is not essential to the validity of the entry and the engagement.
- (c) That no apprentice is knowingly entered; if an apprentice should be entered, the master has no legal right to recover him, but every case of such entry will be dealt with by the Admiralty.
- (d) That in the case of boys the written proofs of age and parents' consent which are adduced are not falsified or forged, but the age as stated by the man or boy on entry is conclusive against him, and no alteration is to be made in the books without the sanction of the Admiralty.

Should, however, an attempt at deception by falsification of papers be detected, the candidate is to be rejected.

- (e) That the candidate understands that the condition attaching to the award of a long service pension is that he shall, on completing his time and attaining his pension, join the Royal Fleet Reserve and serve in it until the age of 50, should his services be so long required.

354. Questions on Entry.—Whenever men and boys offer themselves as fresh entries, whether for continuous, non-continuous, or special service, they are to be asked the questions set out in forms S. 55, S. 56 and S. 56a.

2. A record of the questions put, and of the answers thereto, in addition to those recorded in the form, must be kept by the Captain or receiving officer in case of future reference becoming necessary, together with the signatures of at least two witnesses to the answers given, in order that evidence may be forthcoming in case a man should be proceeded against for making false statements.*

3. Suspected Deserter.—Should there be grounds for suspecting that a man or boy offering himself is a deserter or straggler from His Majesty's Service, the Captain should deal with him in accordance with Article 609.

4. From R.N.R.—The naval reserve certificate (R.V. 2) of a man entered from the Royal Naval Reserve is to be transmitted to the Registrar-General of Shipping and Seamen with a report of his entry in the Navy, when his retainer ceases.

5. Army Reserve.—No man belonging to the Army Reserve is to be entered.

Should, however, an army reserve man be entered in error, and subsequently be found to belong to that reserve, particulars of the case, including proofs of his identity, are to be forwarded to the Admiralty for decision as to his disposal.

For directions as to the entry of men serving in the Royal Naval Volunteer Reserve, the Special (Army) Reserve, or the Territorial Force, see the "Instructions relative to Recruiting for the Royal Navy and Royal Marines."

355. Date of Birth.—Unless otherwise ordered by the Admiralty, the date of birth as given by a man or boy on entering the Service shall be the date from which his age is to be determined so long as he is in the Service.

2. No alteration is to be made in the date of birth recorded on the service certificate of a man or boy without previous reference to the Admiralty.

356. Foreigners are not to be entered or re-entered without the sanction of the Admiralty, and in no case are they to be entered for continuous service. No foreigner entered after 24th April, 1900, is eligible for a pension.

* NOTE.—By the 16th section of the Act 16th and 17th Victoria, chapter 69, every person who, upon entering or offering himself to enter the navy, shall make any false statement, with intent to deceive any officer authorised to enter seamen or others for the navy, is deemed a rogue and vagabond, and liable to punishment accordingly, under 5 George IV., chapter 88, sec. 4, and the Prevention of Crimes Act, 1871, sec. 15. The wages due and effects of a person so convicted are not forfeited to the Crown, but as the committing magistrate may, out of his money or effects, recoup the cost of the expenses of his arrest and maintenance in gaol, the man's effects are to accompany him when taken before the magistrate, who should be asked in each case to make an order to that effect.

Prosecutions for false statements cannot, however, be instituted after six months have elapsed since the date of the offence (*i.e.*, the date of entry in the Service). See 11th and 12th Victoria, chapter 43.

Men of Colour, whether British subjects or not, have no claim to count their time towards pension unless they entered the Service before 1st January, 1904.

Those entering on or after this date may only count their time towards pension in exceptional cases that are considered to warrant the grant of a pension under the special sanction of the Admiralty.

In such cases this sanction is to be obtained through the Commander-in-Chief before the man is entered.

357. Officers' Stewards and Cooks.—Subject to the provisions of Article 356 (*Foreigners*) and Article 358, officers may nominate their own stewards, cooks and servants, with the approval in each case of the Captain.

358. Officers' Stewards, &c., Training.—In certain harbour ships and home establishments, youths between 16 and 18 years of age are to be entered as personal servants to ward-room officers and as mess waiters, and trained in the general duties of Officers' Stewards or Cooks. While under training they are to be borne on the books of the *dépôt* of the port to which they are attached, and paid as Boy Servants (Appendix XV., Part I., No. 108).

2. Engagement.—Youths so entered are to sign a non-continuous service engagement, in order that they may serve a commission at sea. After serving for not more than two years in the *dépôts*, if considered fit for the rating of Officers' Steward or Officers' Cook they are to be drafted to sea as soon as possible; if unfit they are to be discharged. They are not eligible for selection to fill vacancies in the complements of shore establishments or stationary ships until they have served for a period of 18 months in a sea-going ship.

3. Except in the case of serious misconduct, Officers' Stewards and Cooks who have been trained as Boy Servants are not to be discharged to the shore within their first five years' service without previous reference to the *dépôt*.

4. Roster.—A roster is to be kept at the drafting office at each port of all Officers' Stewards and Cooks available for draft, and so long as any *dépôt* bears disposable men of a class required, officers—except flag officers and officers in command of His Majesty's ships or naval establishments—are to take their servants from the number so borne. When the *dépôts* are unable to supply the necessary men, the special authority of the Commander-in-Chief at a home port for their entry from the shore is required in home waters. In the event of any such entry from the shore the Commander-in-Chief's approval is to be noted on the man's non-continuous service engagement and in the "Remarks" column of the ship's ledger.

5. A return in manuscript is to be forwarded from each port to the Admiralty monthly, showing the names of all Officers' Stewards and Cooks whose entry has been approved by the Commander-in-Chief, the dates of their entry, and the ships for which they have been entered.

6. Register.—A register of Officers' Stewards and Cooks who have already served in the Navy is to be kept at each home port, for the convenience of officers wishing to select a servant.

The register will be open to inspection by officers at any time.

The register will contain the names, ages, service, character, ability and addresses of the men, so far as known, and also a summary of private recommendations from officers, etc.

Before paying off, all Officers' Stewards and Cooks are to be required to leave the necessary information at the *dépôt* for record in the register.

7. Great care should be taken in assessing each man's capabilities in the various rôles of cook, steward, valet, &c., on paying off, or on his leaving the

ship. No man should be discharged from a ship without the reasons for such discharge being clearly reported to the depôt. This is especially necessary in the case of men discharged for misconduct or incapacity.

8. **Leave.**—Officers' Stewards and Cooks discharged from His Majesty's ships, whether in commission or on paying off, are eligible, unless discharged for misconduct or incompetence, or at their own request, for the same amount of full pay leave as continuous service ratings.

9. **Bearing as Disposable after Discharge.**—As a convenience to the Service and in order not to lose touch with men of good character and ability, all Officers' Stewards and Cooks (except Maltese, foreigners, and men of colour) who are discharged from His Majesty's ships after having served continuously for not less than six months in such ships (or on return cured from hospital or sick quarters after invaliding from abroad) may, if they desire it and are recommended by their commanding officers, be borne on the books of the depôt for a limited period as disposable for further service in the Royal Navy, provided they re-engage and sign the undertaking referred to in clause 17.

10. The period of retention on the "Disposable List" is in no case to exceed 91 days, and all time during which men are borne as disposable on the books of the depôt is to be reckoned as part of the period, whether they have been lent for temporary service elsewhere or not.

11. No man who has been discharged from the books of the depôt to any employment (however temporary) before the expiration of this period of 91 days is to be replaced on the books of the depôt as disposable until he has again completed six months' service in a ship. If he has not completed such service, his name should be placed on the register referred to in clause 6, provided that his character and ability are satisfactory.

12. In the case of men who have leave due to them on discharge from their ships, the period in question is to commence from the date of expiration of such leave.

13. Men specially entered for service in the manœuvres are not entitled to be borne as disposable under this regulation.

14. Any man retained on the books of a depôt under this regulation who declines employment when offered is to be at once discharged to the shore.

15. Boy Servants drafted to sea on completion of their training in shore establishments are to be placed on the "Disposable List" on leaving their first ship, unless discharged for misconduct, and the condition of six months' qualifying service is not applicable in their case.

16. When Officers' Stewards and Cooks are discharged from ships to their depôts the following particulars are to be inserted on their transfer lists:—

(a) The number of days' leave to which they are entitled.

(b) Whether desirous of being borne as disposable on the books of the depôt, and, if so, whether eligible and recommended.

17. **Non-continuous Service Engagement.**—On the expiration of their period of leave, or on return cured from hospital or sick quarters, and before being re-entered on the books of a depôt to await re-employment, all Officers' Stewards and Cooks are to be required to sign the usual non-continuous service engagement under Article 365, and also an undertaking (a) that they will accept no private shore engagement outside the Service while so borne, and (b) that they will take whatever naval employment is found for them.

18. **Dress Gratuity.**—Officers' Stewards and Cooks employed as personal servants to officers, or as mess waiters in certain naval establishments at home, are, when the Admiralty so direct, to be paid a dress gratuity of 2*l.* a year, as provided in Article 1439. See 1426 (*Pay of Officers' Stewards and Cooks sent Sick from Abroad*).

359. Officers' Stewards and Cooks, Age for Rating.—The Commander-in-Chief's approval of the entry of an Officers' Steward or Cook from the shore under the preceding Article will, as a rule, only be given when the candidate for entry is over 18 years of age. If, as an exceptional case, it is desired to enter a person under 18 the circumstances are to be fully explained when the case is submitted, and if the Commander-in-Chief approves the entry, the person entered is to be rated Boy Servant, and paid at the rate of 1s. a day until he attains the age of 18. See 1433 (*Natives entered to Fill Naval Ratings*).

2. If a person under the age of 18 should be entered with the Commander-in-Chief's approval to fill a vacancy for a Second or First Class Officers' Steward or Cook, he is to be shown on the ledger as a Boy Servant borne in lieu of Officers' Steward or Cook, Second or First Class.

360. Port Divisions of all Men.—All men entered from the shore, including Officers' Stewards and Cooks, and boys on completing their course of instruction, are to be appropriated to one of the three naval ports, namely, Portsmouth, Devonport, or Chatham, according to the locality in which they have been recruited, so far as it is consistent with the requirements of the ports. They will belong to that port division during their service, unless for sufficient reasons they be allowed to be transferred to another, on application (form S. 1298).

Commodores of depôts will regulate these transfers under the approval of the Commander-in-Chief.

See 1594, clause 5 (*Annual Return of Ratings appropriated to Home Ports*).

361. Newly-raised Men, Information to be given.—Newly-raised men are to be informed that they are responsible to the officers of their divisions for the condition of their kits. The usages of a lower deck, the customs and routine of the Service, and the pay, pensions, and badges to which seamen are entitled, must be explained to them. They are to be told to apply to the officer of their division, and not to the ship's office, in the event of their requiring advice or information; and that if they should have a complaint to make, they must represent it to the officer of the watch, and, if necessary, through him to the Captain of the ship.

362. British Seamen from Foreign Ships.—Should any British seaman serving in a foreign vessel arrive on board one of His Majesty's ships, and demand the right to enter His Majesty's Service, and should it be proved that when he entered on board such foreign vessel he stated that he was a British seaman, he is entitled to be received and protected, notwithstanding any contract or agreement he might have entered into with the commander of such foreign vessel; but His Majesty's officers are not authorised to send on board a foreign ship to take from her any British seaman against the will of the foreign commander; nor, in the case of a British seaman having found his way on board one of His Majesty's ships, and having been received into the Service, are they authorised to insist on the payment of wages or delivery of clothes to such seaman against the will of the foreign commander, he (the foreign commander) having full right to take on the spot his own view of the forfeiture he deems the seaman to have incurred (according to the law of the nation to which the vessel belongs) by his breach of contract in leaving her. And if the foreign commander act unjustifiably in that respect, he can be sued for reparation on his return to such country; but His Majesty's officers have no right to interfere with him regarding it, nor indeed to go on board the foreign ship against the will of the commander for any such purpose. While affording the authorised protection to any acknowledged British seaman arriving on board His Majesty's ships, anxious to return to his allegiance to his Sovereign, the officers in command of

such ships are to be most careful not to molest or interfere with any foreign vessels or authorities, so as to give the slightest ground for offence or complaint on any of the points alluded to. *See also 805 (Recovery of Deserters from Foreign Ships).*

SECTION III. CONTINUOUS, NON-CONTINUOUS AND SPECIAL SERVICE.

363. Engagement and Re-engagement.—Men or boys entered in any of the ratings marked C.S. in column 1 of Appendix XV., Part I., must engage for continuous service as directed in clause 2 of this Article, form S. 55, provided that no person be engaged, unless he is in every respect desirable, form S. 508. No applicant for first entry who is over 28 years of age is to be allowed to engage for continuous service without Admiralty authority, and no non-continuous service man over 38 years of age or who has served over 10 years as such, is eligible for continuous service.

2. The first continuous service engagement of a man on first entry, or with previous non-continuous service, shall be for 12 years; that of a boy shall be to serve until he attains the age of 30.

The second continuous service engagement shall be to complete time for pension.

3. **Re-engagement** after completing time for pension will only be allowed in the case of men whose retention is specially desirable, and in all such cases the special sanction of the Admiralty is to be obtained prior to re-engagement. Application for the requisite permission to re-engage is to be made sufficiently early before the expiration of time for pension to allow of information as to the decision arrived at being received before completion of time.

4. Except as provided in Article 1428 continuous service men who are permitted to continue to serve after completing their continuous service engagements must execute re-engagements; those who have not completed time for pension re-engaging as required by clause 2, and those who have completed time for pension re-engaging for five years, or to serve to the limit of age allowed by the Regulations. *See 1942 (Retention after completing time for Pension).*

5. The engagements and re-engagements of men must never be so worded as to appear to commence at a later date than the date of their being signed.

364. Continuous Service.—Each man or boy who enters for continuous and general service must sign an agreement to that effect (form S. 55), which, when completed, is to be sent to the Accountant-General, who will assign his official number, and every man or boy so entered or borne is to be distinguished in the ledger, in all pay documents and certificates, and in the conduct book, by the letters C.S., and the official number against his name. The date of commencement of his continuous service engagement is to be noted under the name of each boy on the ledger where he first appears for pay, but it need not be repeated on subsequent ledgers. It is important that the date in every case should be copied on to the ledger direct from the boy's service certificate, and not from any other document.

2. The "Consent Paper" (form B. 204), and the certificate of birth or sworn declaration of age, mentioned in Article 353, are to accompany each boy's engagement when sent into office. Where documentary evidence of men's age is produced it should be similarly forwarded.

3. The first continuous service engagement of a man with non-continuous service is to commence on the date of his actually volunteering to engage.

4. **Re-entry.**—Time-expired continuous service men discharged on paying off, if they rejoin within the period of their paying-off leave, may re-engage

from the date of paying off, and receive their pay and count time from that date. No man is to be re-entered in a higher rating than the one held when discharged from the Service. *See 873 (Non-continuous service Men).*

365. Non-continuous Service.—Men and boys entering from the shore for non-continuous service are to be required to answer the questions and sign the declaration set out in form S. 56, which is to be forwarded to the Accountant-General with the return on form S. 52. They may be required to serve for a period not exceeding five years from the date of their entry.

2. Remaining Abroad.—Non-continuous service men who volunteer to remain abroad, on their ships being ordered home, or to continue serving after being paid off or after completing their current engagements, are to be called upon to sign a fresh engagement (form S. 56) for a further period of five years which will date from the day of its execution.

3. Leave.—Non-continuous service men discharged on paying off are not entitled to any paying-off leave, except as provided for in Articles **873** and **358**, clause 8.

366. Special Service.—Men entered for special service are required to serve under the conditions stated in Appendix XV., Part II., of these Regulations. They must sign an agreement to that effect (form S. 56a) which, when completed, is to be sent to the Accountant-General, who will assign his official number. Every man so entered or borne is to be distinguished in the ledger, in all pay documents and certificates, and in the conduct book, by the letters "S.S." and the official number against his name.

367. Duties of Special Rating.—No man or boy, when it can be avoided, is to be employed in performing the duties of any special rating other than that which he holds. *See 1432 (Men doing duty in higher rating).*

368. Re-entry after Invaliding.—Continuous service men, who, after being invalided, are allowed to re-enter, will resume and complete their original engagements, reckoning from the date they were entered into, provided they present themselves for re-entry within 12 months from the date of the last medical survey held upon them. If they do not re-enter within that period, they are to execute fresh engagements on re-entry in the same manner as men who re-enter after discharge by purchase.

2. Invalided men, whether continuous, non-continuous, or special service, who remain absent from the Service for five years or more, are not to be re-entered until the special authority of the Admiralty has been obtained, with a decision in each case as to whether the man may or may not resume his former time towards pension, badges, &c. *See 744 (Time that does not reckon).*

3. Re-entry after Discharge by Purchase.—Should a person who has purchased his discharge before completing 12 years' continuous service be allowed to re-enter, his previous service will count in every respect as if no break in the original engagement had occurred, provided it be within five years of discharge; and such service will reckon as part of the first term of 12 years' continuous service, for all purposes, unless otherwise specially provided, on the following conditions:—

- (a) On re-entry, a fresh engagement must be entered into for 12 years.
- (b) On completion of the first term of 12 years' continuous service, including the service previous to discharge by purchase, a further engagement "to complete time for pension" may be entered into, and that executed on re-entry cancelled.
- (c) In the event of a man declining to enter into this further engagement he will continue to serve under that which he executed on re-entry.

369. Period of Engagements.—The period for which a petty officer, seaman, or boy can be compelled to serve is to be reckoned from the date upon which he entered into the engagement under which he is serving, without regard to any break in its continuity that may have been occasioned by desertion, invaliding, imprisonment, or any other cause.

2. Passage of Time-expired Men Abroad.—Men serving on foreign stations, who have not undertaken to remain out for the ship's commission and who upon the expiration of their engagements decline to re-engage, and men whose time for pension is complete, are to be sent home if they desire it.

3. Special Service Men Abroad.—Special service men serving on foreign stations are to be sent home so as to arrive before they complete five years' service in the fleet, and a notification of the names and ratings of those sent home for transfer to the Royal Fleet Reserve is to be forwarded to the Commodore of the *dépôt* stating the ship in which passage has been provided. (*See Appendix XV., Part II.*)

4. If the exigency of the Service should require the retention of men, as provided for in Article 423, when they have declined to re-engage, they are to receive their full pay and allowances until they are discharged in England, and also the extra *2d.* a day allowed for detention in Article 1448. Whenever a man is so detained the reason is to be reported on form S. 221.

5. The Commanders-in-Chief on foreign stations are to receive from the ships under their orders quarterly returns of the men who will complete their engagements within the following six months, in order that they may be sent home by the most convenient opportunity of one of His Majesty's ships or transports. In special cases when there is no likelihood of such an opportunity occurring for a considerable time, or in the case of special service men, in order to avoid keeping them over their five years' engagement, Commanders-in-Chief may order their passage by contract packet or otherwise, in accordance with Article 1533.

6. The numbers and ratings of men who have completed their engagements and are so detained are to be shown on the return of numbers required to complete complement (form S. 597).

370. Renewal of Engagements Abroad.—At the discretion of the Senior Officer, time-expired men serving abroad desirous of renewing their engagements, will be allowed leave proportionate to the time they have been absent from home, but not exceeding four weeks; they are to be permitted to volunteer for any other ships on the station for the period of their commission, subject to the following restrictions, viz. :—

- (a) They cannot be allowed to continue on the station after the return to England of the ships to which they are transferred;
- (b) Although allowed to volunteer for a particular ship, they are to be made clearly to understand that they are liable to be put into any ship the Commander-in-Chief may direct, and they will only be allowed the privilege of selecting their ship when no inconvenience to the public service will be occasioned thereby;
- (c) The re-entry of men to remain on the station is only to be permitted when there are vacancies in the aggregate, and not when there are supernumeraries on the station sufficient to fill the vacancies.

371. Time-expired Men remaining.—Continuous and non-continuous service men serving abroad who may be entitled to claim their discharge in consequence of the expiration of their engagements, if they desire it, and their services be required, may be allowed to remain and retain all the advantages as regards pay, and badge pay, until discharged abroad or brought home, as

though their engagements extended to that time. See 1945 (*Men who have completed their time for pensions*); 1428 (*Time-expired men*).

2. When such men have been discharged invalided, or for passage to England in consequence of their services being no longer required, they will continue to receive the same pay until their discharge at home. See 1617, clause 8 (*Paying off abroad*).

372. Transfer to another Ship.—No man or boy, whether entered for continuous, non-continuous, or special service, is to be prejudiced in his rating or emoluments by being discharged to another ship; should there be no equivalent rating open to him in the ship to which he may be sent as part complement, he will be borne as supernumerary, until the directions of the Commander-in-Chief are received; nothing in this Article is to affect the power to disrate for punishment or for proved incompetency under Article 777.

373. Supernumerary Ratings.—Whenever men or boys are transferred from a supernumerary list to the ship's complement or to another ship, they are to be taken from the top of the list in the order in which they stand thereon unless directions to the contrary are received from superior authority.

374. Drafting Regulations.—The Drafting Regulations are to be observed as the authority on all questions connected with the drafting of men and boys.

SECTION IV. TRAINING, INSTRUCTION, QUALIFICATION, AND EXAMINATION.

375. Qualifications and Examination generally.—The ratings in the Royal Navy for which men and boys are eligible and the qualifications and examinations for each rating are given in detail in Appendix XV. Before a man or boy is given any one of these ratings he must possess the qualifications and pass the examinations therein specified.

2. On the completion or receipt of the certificate in the form prescribed for the particular rating, or, if none is required, upon the candidate being found qualified, he may be rated accordingly into an existing vacancy, if not contrary to the regulations applicable to the case at the time.

3. When not otherwise provided for, the Captain, should he see fit, will order the examination to take place, and in all cases in which the advancement is not obligatory he must satisfy himself that the candidate is of good character before he is allowed to present himself.

4. **Special Promotion for Distinguished Conduct.**—The Admiralty may advance any rating specially in such cases as they may consider warrant special promotion for distinguished conduct, notwithstanding any rule as regards qualifying service laid down herein.

376. Boys under Training.—When boys are under training, the instructions laid down in the "Training Service Regulations" are to be followed.

2. **Exemption from Instruction.**—Ship's Steward's Boys and Boy Writers are exempted from instruction in seamanship; but no man or boy doing duty as Bugler is so exempted.

377. Instruction of Ordinary Seamen.—Ordinary Seamen are to be continuously instructed in the qualifications required for an A.B. Their systematic instruction is to be part of the routine of every ship, and is to be carefully inquired into at inspections. On the first Thursday of each month, or more

often if the Captain should see fit, every divisional Lieutenant is to prepare a list of such of them as desire to pass for higher ratings, and the Captain will cause the candidates to be examined as laid down in Appendix XV. See 466, sub-clause (d) (*Signalling*).

2. While under instruction in the use of tools, and in stokehold work (*see* Appendix X., Part XVIII.), Ordinary Seamen are to be considered in every respect as attached to the engine-room complement.

3. The progress of Ordinary Seamen and Boys in seamanship is to be recorded in the book established for that purpose.

378. Recommendations for Promotion.—Captains of ships ordered to pay off are to prepare, on form S. 507, lists of men of all classes who are qualified and recommended for advancement to superior ratings, including petty officers for promotion to higher classes. The exact rating for which these men are recommended is to be specified. In addition to new recommendations, form S. 507 should always contain the names of men who have been already recommended if they are still deserving, as a proof that they remain worthy of advancement.

2. Separate lists are to be made out for the depôts at each of the ports to which the men will return at the expiration of their leave.

3. **Promotions.**—If the higher ratings should be required at once at any depôt the men recommended may be immediately promoted, otherwise they are to be noted for consideration as vacancies occur with others who may already be on the list for advancement. This record is to be referred to when ratings not available at one port are asked for from another.

4. The Commodores of the depôts are responsible for the selection of men for promotion, and are to take care that, as far as practicable, the men best entitled by character, ability, and service are advanced.

5. **Ships abroad.**—In the case of ships paid off and re-commissioned abroad, similar lists are to be forwarded direct to the depôts to which the men will return after their leave, &c.

6. Seamen should not be promoted to petty officer ratings unless recommended by Captains of sea-going ships.

379. Petty Officers and Leading Seamen.—Leading Seamen are to be rated from qualified Able Seamen who have passed the examination, and Seaman Petty Officers from Leading Seamen.

2. In ships commanded by officers below the rank of Commander, petty officers are only to be rated as acting, application being made on the first opportunity to the Commander-in-Chief that they may be examined as to their fitness for their ratings.

380. Petty Officers' Educational Certificate.—All men of the seaman and signal classes before advancement to Petty Officer (N.S.), in addition to possessing the qualifications set forth in Appendix XV., Part I., must have passed the educational examination detailed in Appendix X., Part XVII., for which they may present themselves on attaining the rating of A.B. or Signalman.

2. Successful candidates will be given an educational certificate, which is to be kept with their service certificate and handed to them on their leaving the Service.

3. Other ratings of and above the rank of Leading Seaman may qualify for and obtain the certificate. This privilege is also to be accorded to Stokers 1st Class.

381. Gunnery and Torpedo qualification for Petty Officer.—In addition to the other qualifications required for Petty Officer (N.S.) a man in the seaman class must hold at least an Acting S.G. or S.T. rating before advancement. On receiving the Petty Officer rating he must cease to hold the paid rating of S.G. or S.T., but may retain that of Diver. Petty Officers (N.S.) who have held the rating of S.G. or S.T., acting or confirmed, on subsequently passing through the gunnery or torpedo school, are to be placed in separate Petty Officers' classes with the object of fitting them for employment as Gunnery or Torpedo Petty Officers [P.O. (G) or P.O. (T)]. The case of any Petty Officer who fails after a second trial to attain the standard laid down for the Petty Officers' course is to be dealt with by the Commander-in-Chief of the port, any exceptional case being submitted to the Admiralty.

382. Signal Ratings.—A seniority list (form S. 1300), which includes all the signal ratings borne in ships at home and abroad belonging to the respective port divisions, is kept at each of the home ports. All changes in the supernumeraries and men under training in harbour ships and establishments by entry, discharge, advancement, or disrating, and continuous service engagements are to be shown on form S. 172*a*. Recommendations for advancement are to be noted on a man's signal history sheet and shown in the half-yearly return (form S. 507).

2. All signal ratings above Signal Boy are to go through a re-qualifying course in one of the signal schools every three years as provided in the Drafting Regulations. The fact of their having done so is to be noted on their signal history sheets.

3. Signal Boys and Ordinary Signalmen at sea are to be instructed in buzzer signalling for half-an-hour a day, and in elementary wireless telegraphy for one hour a week.

4. Signalmen are to continue their training in aural signalling at sea. The number of exercises to be carried out during the week will depend upon the percentage obtained in the previous week, on the following scale:—

90 words in 5 minutes, 1 exercise a week.

80 " " 2 exercises "

70 " " 3 " "

Under 70 words 5 " "

One hour a week is to be devoted to fleet wireless exercises.

383. Telegraphist Ratings.—The ratings of Petty Officer Telegraphist and Chief Petty Officer Telegraphist are to be subject to the same rules as regards appropriation, re-qualification and advancement as the higher gunnery, torpedo, and signal ratings. The ratings below Petty Officer Telegraphist are to be dealt with in this respect as general service ratings.

2. The courses of instruction and examinations for Telegraphist and Leading Telegraphist (*see* Appendix X., Part XIX.), are to be carried out on board ship, and those for Petty Officer Telegraphist at the torpedo schools.

3. Petty Officer Telegraphists are to re-qualify each time they return to their port division, if possible, but in any case at the expiration of four years.

4. Boy Telegraphists and Ordinary Telegraphists at sea are to be instructed in the subjects shown in Appendix X., Part XIX. In order that this training may proceed without interference with the signalling arrangements of the fleet, a general routine of instruction is to be prepared by the signal officer in conjunction with the officer borne for wireless telegraph duties, and submitted for the approval of the Commander-in-Chief.

384. Acting Ratings.—Advancements to acting substantive ratings are not to be made in vacancies of a temporary nature or such as will be filled

ultimately by men appointed from the home ports or from other ships. See 1432 (*Men doing Duty in Higher Rating*).

385. Ship's Steward Ratings.—Advancement of Ship's Steward's Assistants and Ship's Stewards to higher rates of pay is dependent on good conduct and qualifications, and is not to be granted without the approval of the Commodore of the depôt to which they are attached. Applications for such advancement are to be transmitted to the Commodore of the depôt.

2. No Ship's Steward's Assistant is eligible for increased rate of pay on completing three years' service, until he has passed for the rating of Second Ship's Steward.

3. Should circumstances not permit of a man passing for Ship's Steward or Second Ship's Steward on completion of the qualifying service, the fact is to be stated on form S. 442, when the examination actually takes place; his rating is then to be antedated for purposes of increase of pay and promotion to the date on which he became eligible for advancement.

4. Ship's Steward's Assistants who qualify for Second Ship's Steward but do not attain the standard necessary for Ship's Steward may be advanced to Second Ship's Steward in vacancies, but they must qualify for the rating of Ship's Steward at a subsequent examination before further advancement.

5. Ship's Steward's Assistants who fail to pass for Second Ship's Steward are to be examined again not later than 12 months after the date of the first examination. In the event of a man failing to pass at the second attempt his case is to be specially reported to the Admiralty for decision as to his retention in His Majesty's Service.

6. A Ship's Steward's Assistant who fails to pass the examination for Second Ship's Steward is to continue to receive the pay of a Ship's Steward's Assistant under three years' service, and also rank as such until he passes the necessary examination.

7. Promotions to Ship's Steward are in all cases to be acting until the duties of a Ship's Steward have been carried out for 12 months in a ship allowed that rating in the complement, at the end of which period a special report is to be forwarded to the Commodore of the general depôt to which the man is attached, before each case is considered for confirmation.

8. Promotions, and confirmations of acting promotions made as above, are to be regulated as far as possible by seniority, provided that the reports on the candidates are satisfactory, and that they are recommended by their superior officers.

9. **Disrating.**—Ship's Stewards and Second Ship's Stewards disrated to Ship's Steward's Assistants are to be placed on the rate of pay for which they are qualified by length of service.

10. In regard to any offence for the punishment of which a warrant is required in the case of a Ship's Steward rating, a copy of the warrant is to be transmitted to the Commodore of the depôt to which the man is attached.

11. All promotions and appointments of Ship's Steward ratings will be communicated direct to the ships affected, by the Commodore of the general depôt to which they are attached.

386. Artisan Ratings.—Advancements of the undermentioned artisan and sailmaker ratings in any vacancies which may occur in ships on sea service (*see* Drafting Regulations), except ships in the home fleets, other than those caused by men whose time on the station has expired being sent home, may be made by the Commander-in-Chief, or Senior Officer, provided fit men are serving in the ships under his command:—

Carpenter's Mate.
 Carpenter's Crew.
 Leading Shipwright.
 Shipwright.
 Leading Carpenter's Crew.
 Armourer.
 Armourer's Mate.

Armourer's Crew.
 Sailmaker's Mate.
 Blacksmith's Mate.
 Plumber's Mate.
 Painter 2nd Class.
 2nd Cooper.
 Cooper's Crew.

A roster is to be kept on board the flag-ship for this purpose, and a quarterly return of these ratings is to be forwarded to the Commander-in-Chief from each ship on the station, giving information as to their character and qualifications.

Should a suitable man not be available on the station, application is to be made to the Admiralty for a man to be sent from home.

2. When vacancies occur in ships on home service (*see* Drafting Regulations) and in ships of the home fleets they are to be filled by promoting the most deserving men available in the port division, who may be serving in the depôts or in other ships on home service.

Rosters are to be kept at the depôts at the home ports, and, when a vacancy occurs in a ship at home, application is to be made to the Commodore of the depôt for a man to fill it. Should there be a man serving in the ship where the vacancy occurs, who is specially qualified for advancement, a representation to that effect is to be made in the application, and in the event of the Commodore of the depôt considering that there is a man in the depôt or other ship on home service with a stronger claim to advancement, the Commander-in-Chief is to decide which man should be promoted.

3. In order to keep the number of higher ratings in the port division complete, Commodores of depôts are from time to time to advance the senior men on the roster who have passed and are recommended, due consideration being given to the date of passing. Those who are serving in ships on home service are to be advanced under the authority of the Commodore of the depôt to which they are attached, who will also approve of the advancement of those serving in ships on sea service, provided their Captains still consider them deserving. In the latter case the Commodore of the depôt will inform the Commander-in-Chief under whom the man is serving of the advancement. Men so advanced are to be retained in lieu of the lower rating until relieved.

Return S. 507 is always to show the names of artisans, etc., recommended for advancement, in order that Commodores of depôts may have the necessary information at their disposal.

387. Sick Berth Staff.—The examinations for promotion of sick berth ratings are to be held at Haslar, Chatham and Plymouth hospitals. The examination for promotion to Second Sick Berth Steward is also to be held at Malta hospital when necessary.

2. They are to be held monthly on fixed days, which are to be announced in the local Port Orders. Notice of candidates who desire to present themselves is to be given to the hospital 48 hours before the day of examination.

3. Second Sick Berth Stewards and Sick Berth Attendants who may be away from an examination centre on completion of three years' service in their rating are to be allowed to pass a provisional examination for advancement at a foreign hospital, or on board a flag-ship if there should not be a hospital on the station, but they must pass at one of the recognised examination centres before being confirmed in rating.

4. Increase of pay is not to be granted until the final examination has been passed. It is then to be ante-dated to the date of completion of three years'

service, or, if the man fails at the first attempt, to the date of successful provisional examination.

5. Particulars of provisional examinations of sick berth ratings are to be noted on the certificate of examination (forms S. 1236 and S. 1237) and on the ledger.

6. No sick berth rating is to be allowed to re-enter or re-engage without the approval of the Commodore of the depôt.

388. Swimming Instruction.—In all ships instruction in swimming is to be given under proper supervision, either from the ship or from boats, for half-an-hour daily whenever the state and temperature of the water permit; and advantage should be taken when the ship is in a suitable locality of sending parties of non-swimmers away for instruction. Economical arrangements may also be made in suitable localities, if considered necessary, for the use of swimming baths when available. The payments on this account should be shown in the cash accounts, under the head of Vote 11 Z, "Miscellaneous Payments."

2. Bathing in the sea should not take place when the temperature of the water is below 53° Fahrenheit, and the men under instruction should not remain in the water more than 10 minutes at any one time, unless the temperature is over 60° Fahrenheit.

3. As a test of ability to swim all men must swim 100 yards with clothes on (duck suit as a rule).

4. Life-saving should be taught to the more proficient, advanced classes being formed for this purpose as opportunity offers.

5. The record of instruction in swimming (S. 406), showing the number of men who have passed through a course of instruction since the last inspection, and the number of non-swimmers remaining in the ship, distinguishing those still under instruction, is to be produced at all inspections and is to be examined and signed by the inspecting officer.

6. In a fleet where a Lieutenant is borne for physical training duties, it is part of this officer's duties to encourage the practice of swimming, and to supervise generally the swimming instruction of the fleet. For this purpose the record of instruction in swimming is to be examined by him whenever he visits one of His Majesty's ships in connection with his physical training duties.

389. Naval Schoolmaster.—The Captain will take care that the Naval Schoolmaster shall—

- (a) Instruct seamen, marines, and boys, under the Chaplain's direction, and assist at examinations when required;
- (b) Assist the Chaplain by playing the harmonium or other suitable instrument, and instructing the choir, if competent to do so;
- (c) Act as librarian and superintend the arrangements for the ship's company to read and make use of the library.

2. The Naval Schoolmaster is not, however, to be employed in any of the police duties connected with the boys.

3. **Substitute.**—When no Naval Schoolmaster is borne the Captain may direct any competent person to undertake the duties who may be willing to perform them; and for so doing such person shall be entitled to receive pay as directed in Article 1451, under the following conditions:—

- (a) The average length of a lesson over the period for which payment is made to be not less than one hour;
- (b) The average number of names on the school register for the same period to be not less than 10 in ships with complements of 350 and over, and not less than six in ships with complements of less than 350.

390. School.—In sea-going ships the afternoon school is to be open to all the boys, and to any petty officer, seaman or marine desirous of attending it, but the attendance is not to be compulsory.

2. The Naval Schoolmaster is to keep a register (form S. 396), in which the attendance of the men and boys and the duration of each attendance is to be regularly entered. This register is to be forwarded annually on 31st December by the Captain to the Commander-in-Chief for the Admiralty.

SECTION V.—TRANSFERS.

391. Transfers Generally.—Transfers from one rating to another will be allowed only when the transfer is in the interests of the Service and the applicant has been recommended by the Captain of his ship or the Commandant of his division and possesses the necessary qualifications for the new rating.

2. **To Unskilled Ratings.**—All applications for transfer to unskilled ratings, in the case of seamen or marines serving at home, are to be referred to the Commodore of the depôt or Commandant of the division to which they are attached, for final decision by the Commander-in-Chief or the Deputy Adjutant-General, Royal Marines. Similar applications from men serving abroad are to be dealt with by the Commander-in-Chief or Senior Naval Officer, but are to be allowed only in vacancies on the station.

3. **To Skilled Ratings.**—A roster is established at each home depôt and marine headquarters on which are noted the names of men who are recommended for transfer to a skilled rating, *i.e.*, a rating in which certain trade knowledge and experience are necessary qualifications. Men whose names are placed on the roster are to be considered available for transfer in vacancies at any of the home ports, irrespective of their proper port divisions. Applications to be placed on the roster from seamen or marines serving at home or abroad, are to be referred to the Commodore of the depôt or Commandant of the division to which they are attached, for final decision by the Commander-in-Chief and Deputy Adjutant-General, Royal Marines.

4. Qualified men serving abroad who are recommended for transfer to a skilled rating may be authorised by the Commander-in-Chief to perform the duties of the new rating should a vacancy exist, and receive the advantages of pay prescribed by Article 1432, but no acting rating is to be conferred.

5. **Marines.**—In the case of marines transferred under the foregoing rules, the date when the men cease pay as marines is to be notified to the Deputy Adjutant-General, Royal Marines, in order that the necessary discharge documents may be prepared and transmitted.

6. *See also* Appendix XV., Part II., as to transfer of special service men to continuous service.

7. Transfers between Seamen, Stoker, Officer's Steward and Cook and miscellaneous classes of ratings are to be reported to the Accountant-General on form S. 52, as provided in Article 1593, clause 4.

392. Signalmen incapable.—If an Ordinary Signalman or Signalman should be reported by his Captain as incapable of performing his duty efficiently the Commander-in-Chief may order his rating to be changed to any rating in the Seaman class for which he may be qualified.

SECTION VI.—NON-SUBSTANTIVE RATINGS.

393. Courses in Gunnery and Torpedo.—The courses of instruction for officers and men qualifying and re-qualifying in the gunnery and torpedo schools

are laid down in the handbooks of "Courses of Instruction in Gunnery and Torpedo" issued from time to time by the Admiralty.

394. Seaman Gunner and Seaman Torpedo Man.—Able Seamen rated at sea and recommended for Seaman Gunner (S.G.) or Seaman Torpedo Man (S.T.) are, on paying off, to be sent to the gunnery and torpedo schools respectively to qualify as such.

2. About one-third of the Seamen who do not hold gunnery or torpedo ratings should be recommended to qualify as S.G., and about one-quarter to qualify as S.T., but these proportions are to be considered as a guide only.

3. Captains of sea-going ships will have the power of making acting S.G.'s and acting S.T.'s, but additional pay will only be allowed in the case of men actually filling a vacancy in the complement.

4. The examination for Acting S.G. is to be conducted by the Gunnery Lieutenant of the ship, or of another ship if no Lieutenant (G) is borne.

5. The examination for Acting S.T. is to be conducted by the Torpedo Lieutenant or Torpedo Gunner of the ship, or of another ship if no Lieutenant (T) or Gunner (T) is borne.

6. Acting S.G.'s and Acting S.T.'s are, on paying off, to be sent to the gunnery and torpedo schools to qualify as S.G. and S.T.

395. On Completing Course.—At the completion of the course in the gunnery and torpedo schools men who pass will be rated S.G. and S.T. respectively. Men who fail to qualify will be discharged to the general depôt.

2. The regulations for the re-qualification of S.G.'s and S.T.'s are given in the "Courses of Instruction in Gunnery and Torpedo."

3. **Re-entries in G. and T. Ratings.**—Subject to any revised regulations which may have been issued since their discharge, men who have been out of the Service over a year, including those who have served in the Coast Guard and those reverting to a seaman class rating after service in a non-combatant rating, may re-qualify in the gunnery or torpedo schools in their former non-substantive rating, but they are not to receive non-substantive pay until they have successfully re-qualified.

4. Subject to any revised regulations which may have been issued since their discharge, men who have been out of the Service for not more than a year may return to the general depôt and be available for service with the non-substantive rating they held before leaving. They must re-qualify as in clause 2.

5. Petty officers and men holding gunnery or torpedo ratings who are within two years of completing their continuous service engagements are not to be sent to the gunnery or torpedo schools to re-qualify unless they are allowed to re-engage to complete time for pension.

396. Gunner's Mates and Torpedo Gunner's Mates.—Men selected to qualify as Gunner's Mates (G.M.) or Torpedo Gunner's Mates (T.G.M.) must hold a rating not lower than that of Leading Seaman passed for Petty Officer and be of very good character.

2. The only other non-substantive gunnery rating which Gunner's Mates are allowed to hold is that of Gunlayer 1st Class.

3. Torpedo Gunner's Mates are divided into two classes for pay, the proportion of Torpedo Gunner's Mates with the higher rate of pay to the total number of Torpedo Gunner's Mates being so regulated as to be approximately the same as is the proportion of Gunner's Mates holding the rating of Gunlayer 1st Class to the total number of Gunner's Mates. To be eligible for the higher rate they must have served as Torpedo Gunner's Mates in a sea-going ship for at least two years subsequent to leaving the torpedo school, be Petty Officers or Chief

Petty Officers, and be strongly recommended. The selection of the Torpedo Gunner's Mates to receive the higher rate of pay is to be made by the commanding officers of the torpedo schools at the expiration of each re-qualifying course. Men receiving the higher rate are to be distinguished as "T.G.M. (H.S.)."

4. Captains may give the paid acting rating of Gunner's Mate, or Torpedo Gunner's Mate with the lower rate of pay, to suitable men in actual vacancies occurring abroad.

397. Gunlayers 1st Class, L.T.O.'s and Torpedo Coxswains.—The rating of Gunlayer 1st Class (G.L. 1 cl.) is to be held only by Petty Officers and Leading Seamen. Except in the case of Gunner's Mates and Acting Gunlayers 1st Class, trained afloat, men are not eligible for the rating who have not been to sea as Gunlayer 2nd Class (G.L. 2 cl.) or Gunlayer 3rd Class (G.L. 3 cl.).

2. The rating of Leading Torpedo Man (L.T.O.) may be held by Able Seamen and all higher ratings.

3. Petty Officers (G) not holding a higher Gunnery rating are eligible to qualify for Torpedo Coxswain (T.C.). When Torpedo Coxswains are sent to ships in their Petty Officer capacity only, they may continue to draw the pay attached to the non-substantive rating.

4. Torpedo Coxswains are to cease to hold any other non-substantive rating, except Diver.

(See 381 as to re-qualification of Petty Officers who have held rating of S.G., S.T., or L.T.O.)

398. Acting Gunnery and Torpedo Ratings.—As soon as practicable after being placed in commission with a full crew, every sea-going ship is to train and keep in hand a proportion of (unpaid) Acting Higher Gunnery ratings, both Seaman and Marine. The number of Acting Gunlayers 1st Class to be thus trained is to be 50 per cent. of the total number of confirmed ratings allowed in the complement, but this percentage may be increased to 100 at the discretion of the commanding officer. The numbers of Acting Gunlayers 2nd Class and Acting Gunlayers 3rd Class to be trained are not to exceed in each case 15 per cent. (but with a minimum of 1 of each class) of the total number of these confirmed ratings actually allowed in the complement.

2. The men to be trained are, as a rule, to be taken from those gunnery ratings in the complement next below the rating for which they are intended, but Gunlayers 3rd Class and Acting Gunlayers 3rd Class are eligible for training as Acting Gunlayers 1st Class provided that in the case of Seamen they have passed for Leading Seaman.

3. Men so trained are to be given a course of instruction with shooting apparatus at the guns for which they are being trained, and are also to carry out from these guns the following firings:—

Men qualifying for Acting	{	100 rds. aiming rifle.
Gunlayer 1st Class.	{	30 " sub-calibre.
Men qualifying for Acting	{	100 rds. aiming rifle.
Gunlayer 2nd Class.	{	10 " sub-calibre.
	{	10 " 4-in. to 7.5-in.
		(reduced charge if available).
Men qualifying for Acting	{	100 rds. aiming rifle.
Gunlayer 3rd Class.	{	20 " 12-pr. or 3-pr.

4. In ships on sea service (*see* Drafting Regulations) vacancies for gunnery and torpedo ratings, except those caused by the periodical relief of men whose time on the station has expired, may be filled by the Captain, who may confer the acting rating upon trained Seamen and Marines who satisfy the prescribed conditions.

If no suitable man is available for the acting rating, application should be made, through the Commander-in-Chief or Senior Officer, for a man to be sent from England.

5. In ships on home service vacancies for higher gunnery or torpedo ratings are only to be filled by acting ratings, if qualified men are not available to fill them from the port to which the ship is attached for manning.

6. All acting ratings are to be held only so long as there is a vacancy in the complement for them, and in any case men are to cease to hold the higher acting ratings when they leave the ship in which the rating is given.

7. The fact of a man having held an acting rating is to be noted on his gunnery and torpedo history sheet. The reason for his ceasing to hold the acting rating is also to be stated.

8. Men holding acting gunnery and torpedo ratings are to receive the pay of the rating only while borne on ship's books for the duty.

399. Higher Gunnery and Torpedo Ratings.—No man who has qualified for a higher gunnery rating shall be eligible for training for a higher torpedo rating and *vice versa*.

2. Gunlayer 3rd Class is to be considered a higher gunnery rating, and Leading Torpedo Man a higher torpedo rating.

3. **Failure to Qualify.**—Any man who fails to pass for a higher gunnery or torpedo rating shall not be eligible to qualify for a higher rating in either branch until three years have elapsed since the date of failure.

4. In the case of men failing as in clause 3, a notation to this effect is to be made on their gunnery and torpedo history sheets, with a special notation by the Captain of the school in which they failed as to what was in his opinion the cause of failure, and in such case the above notation is to receive full weight when the question of the men's advancement to higher substantive rating is considered.

5. Until the opportunity is given to men to re-qualify in one of the gunnery or torpedo schools their gunnery or torpedo pay is to be continued; but should they fail to do so, their pay is to be reduced to the pay of the rating for which they have re-qualified, a notation to that effect being made on their gunnery and torpedo history sheets.

6. **Marines.**—The allowances attached to higher gunnery ratings, Royal Marines, are payable continuously so long as a man remains efficient and available for sea service, but are to lapse should he fail to re-qualify at the proper time after due opportunity, or should he obtain a permanent appointment on shore whilst occupying which he is noted "not available" on the roster for sea service. Where failure to re-qualify is due to want of opportunity, payment may be continued.

7. With the exceptions stated, payment for all non-substantive ratings is to be continuous, commencing from the date on which the rating is given.

400. Physical Training Instructor.—Men showing proficiency are to be encouraged to volunteer for the rating of Physical Training Instructor, and those selected by the Superintendent of Physical Training to qualify as such are to be discharged, on paying off, to the Royal Naval Barracks, Portsmouth, for the school of physical training, if vacancies exist at the time.

An advanced class of such men should be formed when practicable, in order that they may assist in the daily exercise of seamen.

2. Men appropriated to qualify as Physical Training Instructors are to be selected by the Superintendent of Physical Training from candidates who possess the qualifications specified in Appendix XV., Part III., Nos. 65 and 66.

3. Physical Training Instructors (N.S.) other than Staff or Senior Staff Physical Training Instructors, will be allowed to hold the rating of Diver and the following gunnery and torpedo ratings under the regulations applying to such ratings :—

Petty Officers.—Gunlayer 2nd or 3rd Class.

Leading Seamen.—Gunlayer 2nd or 3rd Class, S.G., S.T.

4. **Re-qualification.**—All Physical Training Instructors are to re-qualify as such every three years, but not at shorter intervals (*see* Note to No. 66c of Appendix XV., Part III.). If within two years of completing their continuous service engagement, they are not to be allowed to re-qualify, unless they are allowed to re-engage to complete time for pension.

5. Petty officers or men who are within two years of the expiration of their first engagement are not to be appropriated to qualify or re-qualify for Physical Training Instructor, unless they have been permitted to execute re-engagements to complete time for pension. Petty officers or men who have completed their first engagement are not to be appropriated to qualify.

6. **Volunteers recommended.**—On the arrival at a home port of a ship not under orders to pay off, a return is to be rendered to the Commander-in-Chief for transmission to the Superintendent of Physical Training, showing what volunteers recommended for Physical Training Instructor are serving on board.

7. When a ship is to be paid off a similar return is to be rendered showing the disposal of such men on paying off.

401. Non-substantive Ratings, Cancellation, &c.—If any man holding a non-substantive rating, acting or confirmed, should evince a decided want of knowledge of any of his duties, or show himself unfit for his position, the Captain may order an inquiry by officers of the ship. If the man is found to be incompetent the Captain may at his discretion reduce his non-substantive rate to a lower grade, or cancel it altogether.

2. A man holding a non-substantive rating acting or confirmed, who is disrated below the lowest substantive rating allowed to hold the non-substantive rating, is to have the pay of the latter stopped, and is not to wear the distinctive badge of the non-substantive rating until he regains a substantive rating which qualifies him for it.

3. Men who may be reduced to the second class for conduct whilst qualifying or re-qualifying in one of the schools may be allowed to complete their course in the case of gunnery and torpedo ratings, but not if qualifying for Physical Training Instructor. If the Captain of the school considers the conduct of men qualifying or re-qualifying for gunnery or torpedo ratings is such that their removal from the establishment is desirable, he is to make application to the Commander-in-Chief accordingly.

4. Men who are discharged from a school as unfit to qualify, or for misconduct during the course, are not to be allowed to rejoin for a second trial for a period of at least two years, during the last year of which they must have been in the first class for conduct.

5. Non-substantive pay, being conditional on the due efficiency and diligence required for the rating, will not be payable, should the Captain so decide, where such efficiency and diligence are not maintained. Such break in the continuity of non-substantive pay, however, is not to exceed a month at any one time.

This provision is not to apply to cases of actual incompetence which are to be dealt with under clause 1.

6. Stoppage or reduction of non-substantive pay is not to be recorded as a punishment.

402. Rifle and Field Exercises.—All Stokers 2nd Class, Sailmaker's Mates, and Blacksmith's Mates are to receive instruction in rifle and field exercises on joining the Service, and, as regards the former, a fair knowledge of the subject is one of the qualifications for advancement to Stoker 1st Class.

403. Armourer's Work.—The Captain is to detail the following proportions of Seamen or Marines for continuous work with the Armourer's staff of the ship, preference being given to volunteers who have shown skill in mechanical and stokehold work :—

Battleships and 1st class cruisers	-	-	-	-	4
2nd class cruisers	-	-	-	-	2

Special service vessels, such as instructional ships, to be excepted.

2. The period of training is to be six months in the case of men who have previously undergone instruction in mechanical and stokehold work, and twelve months in the case of men who have not previously undergone such instruction.

3. At the expiration of their period of training the men are to be examined, and, if found efficient, the notation "Qualified in Armourer's work" ("Q.A.") is to be made on their certificates.

4. Men who have so qualified are to be employed for three months during a commission, in order to keep up their knowledge, but are not to be granted extra pay while so employed.

5. Seamen and Marines who have qualified in armourer's work in the above manner may be employed as Armourer's Assistants in vacancies under authority of the Captain, or under the special authority of the Commander-in-Chief, when required to assist the Armourer's staff in any special or unusually heavy work. When employed in either capacity they are to receive extra pay at the rate laid down in Article 1468, clause 3, Class II.

SECTION VII. QUALIFICATION FOR AND SERVICE IN COAST GUARD.*

404. A seaman whose character has been assessed as "V.G." during the last four years and who has not been previously awarded a lower character than "Good," whose ability for the last five years afloat is "V.G.," and who has completed ten years of continuous service, is eligible for entry in the Coast Guard, subject to the following conditions :—

- (a) He must be recommended by his Captain on form S. 233.
- (b) He must possess at least one good conduct badge.
- (c) He must not exceed 37 years of age.
- (d) He must be able to swim.
- (e) He must be prepared if necessary to execute a re-engagement for continuous service to complete time for pension, such re-engagement commencing on date of execution.
- (f) He must be able to read and write.
- (g) He must have a good knowledge of semaphore and Morse (by day and night) and a fair acquaintance with flags and their meanings—naval and international codes.

2. There is no restriction as to the number of candidates who may be recommended from any particular ship, but the admissions will depend upon the number of vacancies.

3. Men holding gunnery or torpedo ratings are not allowed to retain their non-substantive pay after admission to the Coast Guard, except when specially

* Entries into the Coast Guard of signal, telegraphist, and carpenter rating are suspended until further notice.

provided for in the case of Instructional rates, but all men except Divisional Carpenters are allowed to receive gunnery pay of 1*d.* a day.

4. All Coast Guard men are liable to be embarked in turn for such cruises as the Admiralty may appoint, and if found unfit for active service at sea, they will be discharged with such pension or gratuity as they may be entitled to from their service.

5. The age for absolute discharge from the Coast Guard, whether fit for service or not, is for—

Boatmen	-	-	-	-	-	-	-	-	-	} 50
Leading Boatmen	-	-	-	-	-	-	-	-	-	
Petty Officers (Coast Guard)	-	-	-	-	-	-	-	-	-	
Divisional Carpenters	-	-	-	-	-	-	-	-	-	
Chief Petty Officers (Coast Guard)	-	-	-	-	-	-	-	-	-	55

6. A limited number of Stoker Petty Officers, Leading Stokers, and Stokers 1st Class, will be admitted provided they are eligible under clause 1 of this Article, except that only nine years' continuous service will be required instead of ten, and no Signal qualification will be necessary. Knowledge of signals will, however, be taken into consideration in selecting candidates for appointment. Stoker ratings who have previously held other ratings will be eligible with one year less than the qualifying period as Stoker in force at the time of application. Not more than two years as Stoker 2nd Class will be allowed to reckon towards the qualifying period.

7. **Divisional Carpenters** of the Coast Guard will be appointed, as vacancies occur, from artisans of the carpenter class who have served for 10 years in the fleet with Very Good character and hold the qualifications stated in clause 1, except as regards continuous service and sub-clauses (b) and (g) of clause 1.

8. Lists of volunteers for the Coast Guard (form S. 233), showing their names and ratings, and accompanied by copies of their service certificates, are to be transmitted from all ships paying off, whether at home or abroad, but only from such other ships as may from time to time be directed.

405. Coast Guard men embarked.—A Coast Guard man when embarked will retain his actual or equivalent rating; but when discharged into a sea-going ship for misconduct, or at his own request, he will be rated A.B., unless the District Captain shall note on his transfer list that his original rating afloat was superior to A.B., and that he is worthy of being allowed to resume it, when he is to be rated accordingly.

CHAPTER IX.

INSTRUCTIONS TO OFFICERS IN GENERAL.

406. Officers on Special Services.—All officers belonging to or having duties to perform in connection with Cadets' training colleges, Boys' training ships, or the Coast Guard, transport, and recruiting services, will respectively be guided by the special instructions issued relative thereto in so far as they in any way add to, or modify, the Regulations contained in this Volume and in Volume II.

407. Meeting with a Senior Officer.—If an officer in command of one or more of His Majesty's ships should meet with a senior officer, and the state of the weather admits, he is to wait on such senior officer, to show all the orders, which are not secret, that he is acting under, and inform him of the state and condition of the ship or ships under his orders. Officers commanding His Majesty's yachts in home waters are not to be required to wait on any officer under the rank of Commander; but on foreign stations they are to report to the senior officer present, whatever may be his rank.

408. Senior Officer's Conduct towards Junior.—A senior officer is not to require a junior officer to show him any secret orders, nor is he to divert him from his service, take him under his command, or interfere with the orders he may have received; should, however, any pressing exigency of the public service require the senior officer to depart from these injunctions, and his measures have tended to delay the junior officer, he is to allow him to proceed in execution of his orders as soon as possible, if it is still advisable that they should be carried out. He will lose no time in acquainting the Admiralty with what he has done, and if the ship or ships so diverted belong to another officer's command, he is to inform that officer also, without delay.

409. Surveying Ships.—Although a surveying ship is to be considered as under the orders of the Commander-in-Chief of the station on which she happens to be, her programme of work and the directions for her movements will as a rule emanate directly from the Admiralty. Should it be necessary for the good of the Service to divert her from her important duties or to interfere with her establishment, full particulars of any change are to be reported to the Admiralty without delay by the senior officer so acting.

2. Surveying ships, when not diverted from their special duties, are not to be required to follow the senior officer's evolutions for exercise.

410. Signals to Foreigners and Merchant Ships.—The commercial code of international signals, being now recognised by the principal maritime States of the world, is to be made use of when communicating by signal with foreign men-of-war and merchant ships. When communicating with British merchant ships the British signal manual is to be used in addition to the international code.

411. Confidential Reports.—All officers and others belonging to the Fleet, having any communication to make containing professional and political information concerning foreign countries, or their naval and military preparations, are invariably to mark such reports "*Confidential*," and they are distinctly to understand that it will be considered a breach of confidence on their part to communicate a copy, an extract from, or the substance of, a "*Confidential*"

document to any one other than their superior naval authority without the permission of the Admiralty. See 1866 (a) (*Method of despatch*).

412. Addresses of Officers.—Every officer discharged abroad for any cause, except a commissioned warrant or a warrant officer, on arrival in England, is to report by letter, addressed to the Secretary of the Admiralty, Whitehall, London, the date of his arrival and his address.

2. When commissioned officers are discharged to half-pay or to full-pay leave from His Majesty's ships either at home or abroad, their addresses are to be reported, on form S. 227, to the Secretary of the Admiralty.

The only exceptions to the foregoing rule are as follows:—

- (a) Medical officers are to be dealt with under Article 1319.
- (b) The addresses of the officers enumerated in Article 229, clause 1, need not be reported from their ships to the Admiralty in the circumstances stated.

The addresses of officers who are to be placed on ship's books on arrival in England, and also of officers discharged to full-pay leave on paying off at home, are to be noted on form S. 48.

3. Any change in the permanent address of an officer on half-pay or full-pay leave is to be at once reported to the Secretary of the Admiralty, and an officer when absent from his recognised address is to take care that provision is made for any Admiralty communication to be forwarded to him without delay.

In the case of an officer on full-pay leave the change of address is also to be reported to the Commanding Officer of the depôt or ship on the books of which the officer is borne.

4. When officers are discharged to a flag-ship or general depôt for any purpose, and are granted leave without joining such flag-ship or depôt, their addresses are to be noted on their transfer lists.

413. Illness of Officers not serving.—When, owing to illness, an officer on half pay or foreign service leave is not immediately available for appointment, a report to that effect is to be made to the Secretary of the Admiralty, accompanied by a medical certificate stating the nature of the illness and its probable duration.

414. Care of Machinery or Articles.—Officers in charge of or responsible for the proper use of machinery or articles of store are to be careful to make themselves masters of the purposes for which they are respectively fitted or furnished, and are to take care that they are kept in efficient working order and in a proper state of preservation, and when necessary, properly packed, that as a general rule the articles are not used for purposes other than those for which they were intended, and that no alterations are made in them without the sanction of the Senior Officer; this injunction is specially applicable to labels on shells and other naval ordnance stores of a combustible character.

415. Applications for Patents.—No officer, or other person employed under the Admiralty, is permitted to apply for, or obtain, a patent, except in the manner laid down in these Regulations.

2. Should permission to apply for, or obtain, a patent be granted, it will be subject to these Regulations, from which there will be no appeal by the patentee either to the Treasury under Section 29 of the Patents and Designs Act, 1907, or otherwise.

3. **British Patents.**—In the case of British patents the inventor must, in the first instance, apply to his Commanding Officer, or the head of his establishment or department, for permission to apply for a patent and to lodge at the Patent Office a provisional specification for his invention. In no case will he

be allowed to lodge a complete specification with the Patent Office in the first instance.

Application for permission is to be made on the form prescribed in clause 6, which gives the conditions on which such permission is granted and the further steps it is obligatory on the patentee to take before finally obtaining a patent. At this stage the inventor will not be required to give more than the title of his invention.

Such application may be made confidentially direct to the inventor's Commanding Officer or the head of the establishment or department, who will take steps to see that the application and all subsequent proceedings in the matter are dealt with confidentially, so as to safeguard the inventor's interests as well as those of the Crown.

4. **Provisional Protection.**—In order that an inventor may not be prejudiced in any way by delay in obtaining provisional protection, Commanding Officers of H.M. ships and heads of H.M. naval establishments and Admiralty departments are authorised to approve of applications made by those serving under them in the form prescribed in clause 6 unless they have reason to doubt that the applicant is the true inventor, and they are at once to forward the original form approved by them to the Secretary of the Admiralty (C.P. Department), a copy of which should be given to the inventor for his retention.

5. **Secret Patent.**—If the officer authorised to approve such applications is of opinion that the invention is one which should be kept permanently secret, he is to forward at once to the Admiralty the provisional specification, accompanied by the agreement referred to in clause 6 duly signed by the inventor, and is to withhold permission from the inventor to apply to the Patent Office until the Admiralty has decided whether a secret patent shall be obtained.

6. **Form of Agreement.**—The following is the form of agreement referred to in the preceding clauses. It is to be prepared locally, and must be signed and approved before any application to patent is made.

AGREEMENT.

Address _____

Date _____

I hereby request permission to apply to the Patent Office for a patent for _____ (here give title of Invention) on the following conditions :—

- (i) I will not leave a complete specification with the application nor will I subsequently leave a complete specification or take any further steps in the matter after applying for provisional protection, without the direction or permission of the Admiralty.
- (ii) Within 48 hours of the despatch by me to the Patent Office of my application I will inform the Admiralty through my Commanding Officer or head of department of the application, and forward such a description of the invention as may enable their Lordships to judge of the course to be pursued and will subsequently give any further information as to my invention and forward the provisional specification if required.
- (iii) I will, if so ordered, assign to the Admiralty or the Secretary of State for War on behalf of His Majesty as may be required the benefit of the invention and any patent that may be granted, or enter into such agreement for its use by the Government and its contractors as may be directed by their Lordships.

- (iv) I will not assign or deal with the invention or patent, or grant any licences or rights to the use of it, to anyone except with the previous authority of their Lordships, or under the terms of my agreement (if any) with the Admiralty.
- (v) I fully understand that the terms of payment (if any) for the assignment of the invention or patent to the Admiralty, or for its use in His Majesty's Service, will be decided by the Admiralty, and that regard will be paid to any facilities in originating, working out, and perfecting the invention, which I may have enjoyed by reason of my official position and that all payments will be made subject to the approval of the Treasury.
- (vi) I will not apply for a patent in any foreign country, or in any British colony or dependency, without the authority of the Admiralty.

Signature _____

Rank _____

Approved :

I have informed the inventor by _____
 dated _____, that he may apply for provisional protection
 for a British patent and have furnished him with a copy of this agreement.

Signature _____

Rank _____

Date _____

The original agreement when approved is to be sent to the Secretary of the Admiralty (C.P. Department), London, S.W.

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

8. General Information.—It may be useful for the information of inventors to state that generally there are three alternative courses which are adopted by the Admiralty in dealing with an invention or patent, viz. :—

- (i) Where the Admiralty, or War Office, desires to retain complete control of the invention or patent. In this case assignment to the Admiralty or Secretary of State for War will be ordered, and the inventor will not be allowed to dispose of the commercial uses of his patent, if it has any.
- (ii) Where the Admiralty, or War Office, requires only partial control. In this case their Lordships would ordinarily be satisfied with an agreement giving the Government and its contractors a right to use the invention or patent, but otherwise leaving the inventor free to dispose of his invention or patent for commercial purposes.
- (iii) Where their Lordships do not consider that they have any interest in the invention or patent. In this case they would leave it to be dealt with entirely by the inventor, and release him from the obligations he had entered into.

If an inventor wishes his invention or patent to be dealt with under heads (ii) or (iii) above, he must make a written application

through the usual channel for that purpose. It must be understood that the matter is entirely in the discretion of their Lordships, and that they cannot undertake to deal with any particular invention or patent according to any one of the above-mentioned methods, but may adopt some different course in the matter.

9. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, &c., incurred by him personally, as well as of any consideration he may have received directly or indirectly in respect of the invention.

416. Inventions, Improvements by Officers.—Whenever it happens in the course of a trial of the invention of any person outside the Service, or during discussion between officers and inventors, that improvements are suggested by officers conjointly, a careful record should be kept of the trial and of the suggestions made, which should at once be reported to the Admiralty, so that in case of an outside patent and a dispute as to price, the Treasury may have before it all the circumstances, supposing appeal be made to it under Section 29 of the Patents and Designs Act, 1907 (7 Edw. VII., cap. 29). If it is discovered by any means that there is any intention on the part of inventors to apply for a patent for an invention to which officers have contributed, the Admiralty should at once be informed.

417. Official Residences.—All King's taxes, with the exception of the land tax due in respect of houses or premises occupied in their official capacities or permitted to be occupied by naval officers, are to be paid by the occupiers; and all the Regulations of the establishment within which the residences may be situated, or to which they may be attached as to furniture, coal, repairs, and other matters of detail, are to be observed by the occupants.

418. Notification of Marriage.—Every officer, whether on full, half, or retired pay, shall, in order to facilitate the decision upon the claim of his family after his decease, to the benefit of these Regulations, notify his marriage, within one month of its taking place, to the Admiralty, according to the form shown in the Quarterly Navy List.

2. With respect to marriages contracted in Scotland, none will be admitted for the purposes of these Regulations, which cannot be proved either by an extract of the Register of the Kirk Session, or other legal record of the place in which the marriage shall have been celebrated, or by an acknowledgment of a marriage to be transmitted to the Admiralty, made and subscribed by the parties themselves in Scotland, in presence of a magistrate, according to the form given in the Quarterly Navy List, or a decret of Declaration of Marriage.

CHAPTER X.

INSTRUCTIONS TO COMMANDERS-IN-CHIEF AND OFFICERS IN
COMMAND OF FLEETS, SQUADRONS, AND STATIONS.

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SECTION I. GENERAL DUTIES OF COMMANDER-IN-CHIEF.

419. Acquaintance with Ships and Officers.—As soon as possible, he is to make himself acquainted with the state and condition and the capabilities of the ships placed under his orders, and with the manner in which they are officered and manned. He is to ascertain the skill, capacity, and intelligence of the several Captains, in order that he may make the fittest selection for any particular service. He is to use every exertion to equip the ships expeditiously, and keep them ready for service, and if he should discover any defects in their stores or fittings, or in the ships themselves, of such a character as to render them in any way unfit for their destined service, he is at once to inform the proper department of the Admiralty. *See 1851, clause 2 (Report on Officers Commanding Ships); 1095 (Defects in Ships from other Ports); 1093 (Defects on Foreign Stations); 409 (Surveying Ships).*

420. Station Orders.—On assuming command, he is to forward to the Admiralty six copies of his station orders. If, however, he should adopt those of his predecessor, it will suffice to report the fact; but six copies of every fresh edition, and of all additions or alterations emanating from himself, are to be sent to the Admiralty as soon as issued. He is to be governed by the special standing orders issued from time to time by the Admiralty.

2. All orders issued by an officer in command of a fleet, squadron, or station, are to remain in force after he ceases to hold such command, until cancelled or modified by any of his successors.

421. Limit to Movements of Ships.—When commanding a station, he will not send any flag officer, squadron, or ship beyond the limits without orders, except upon some very urgent considerations, which are at once to be reported to the Admiralty.

422. Information to Admiralty of Ships' Movements.—Commanders-in-Chief will take care to give such instructions to the officers serving under them, when at a distance, as will ensure the Admiralty being at all times kept fully and promptly informed of the movements of the ships, and of all occurrences of moment or of important intelligence obtained. *See 570, clause 2 (Conveyance of Important Intelligence); also 1863 (Direct communication with the Admiralty).*

423. Muster and Inspection.—He is to muster and inspect every ship placed under his orders as follows:—

- (a) So soon as practicable after he assumes command;
- (b) So soon as practicable after a ship joins his flag;
- (c) Annually from the date of such first inspection;
- (d) Immediately before her departure from the fleet or station;

retaining for his own information forms S. 425 to 425*b* and reporting the result to the Admiralty on forms S. 426 to 426*e*.

2. **Inspecting Officer.**—If he should be prevented from performing this important duty, he will depute it to an officer under his orders, senior to the Captain of the ship to be inspected, who will render to him the report, which is then to be dealt with as directed in clause 1.

3. **Intermediate Musters, &c.**—In addition to these periodical musters and inspections, he will arrange for other intermediate musters or inspections, or musters only, when he deems it necessary, whether the ships are present or on detached service. These reports are not to be sent to the Admiralty unless, from special causes, he should think it expedient to do so.

4. **At Home Ports.**—When commanding at a home port, he is to muster and inspect every ship when ready for sea on first commissioning or on newly commissioning after long refit out of commission, but a ship commissioning for a flag shall be inspected before the flag is hoisted on board, and a ship which has been a flag-ship shall not be inspected by the Commander-in-Chief if the Flag Officer shall have returned home in her.

5. In the case of a ship arriving at a home port to pay off, recommission, and return to her own fleet; he is to hold a muster, on the ship recommissioning, to see that his responsibilities for her prompt and complete equipment have been fulfilled, that the ship is in all respects ready for service, and that the organisation and stationing of the men are understood and put in train by the officers. The result of the muster is to be reported to the Admiralty on such of the forms S. 426 to 426*e* as deal with the organisation of a newly commissioned ship.

6. A similar procedure is to be followed in the case of a ship completed from nucleus or reduced nucleus crew for the purpose of conveying reliefs to ships on foreign stations, or for the purpose of being refitted at naval yards abroad, the muster being held before the vessel sails and the result reported to the Admiralty as directed in clause 5. On returning to England vessels conveying relief crews are to be inspected before the complement is reduced, forms S. 426, S. 426*a*, and S. 426*b* being completed as far as possible having regard to the service on which the ship has been engaged and forwarded to the Admiralty.

7. In the case of a ship in commission with full crew which either—

- (a) Pays off from a fleet at a home port and recommissions with a nucleus crew for another fleet; or
- (b) Pays off from a fleet at a home port, recommissions with a full crew and joins another fleet;

the inspection by the Commander-in-Chief at the port which is held before the ship pays off may be restricted to the object of deciding whether the vessel is in good condition and fit for her further service.

8. In the case of a ship paying off into dockyard hands, he may inspect such ship or not at his discretion.

9. In the case of a nucleus crew ship recommissioning with a nucleus crew for service in the same fleet, he may inspect such ship at his discretion. See 1142, clause 2 (*Marines when embarked*).

424. Inspections, General observations.—In conducting this important duty the inspecting officer will always take into consideration the length of time that the ship has been in commission. Should any other considerations weigh with him in forming his judgment, such as any particular service that the ship may have been employed on or engaged in, he is to refer to it in his report.

2. He is to make all inquiries and examinations that are necessary to enable him to fill in the details of his report accurately. Any opinion he may give

as to the ship's proficiency in any particular may be based on previous observation and knowledge of the ship.

3. In all replies to questions in the report which involve an opinion, he is to specify, whenever from want of time or other causes, he relies on the Captain's statements.

4. Notwithstanding the precise character of the instructions which follow, and the completeness of the report required of him, the inspecting officer is fully authorised to examine and inquire into any other subjects which bear upon the order, discipline, and efficiency of the ship, or upon the proper observance by all on board of the regulations and customs of the Service.

5. He is to look into any suggestions offered by the Captain or any of the other officers calculated to improve the ship, so that he may be enabled to give his own opinion upon them in forwarding the report.

6. **Books and Accounts.**—He is to examine, or cause to be examined, the several books and accounts referred to in the report of inspection as well as the officers' logs or journals; he is to inspect the remark books which may be produced by Lieutenants, and is to take notice of any which show marked aptitude, zeal, or powers of observation on an officer's part; he is to satisfy himself, so far as practicable, that all punishments, by whomsoever awarded, are duly recorded; that the men's certificates and the conduct book are carefully and regularly filled up; that the good conduct badges are properly awarded; that the cash accounts are regularly examined and rendered; and that the balances of public money are periodically counted as required by Article 588. See 1014 (*Register of Hydrographic Documents*); also 1133 (*Ship paid off Abroad*).

7. **Officers' Instruments.**—He is to take such steps as he may deem necessary to ascertain that the instruments which the Lieutenants, Sub-Lieutenants, and subordinate officers are required to possess are good in quality and in efficient order.

8. **Smoking.**—He is to inquire into the arrangements made as to smoking and as to the precautions observed in regard to the use of matches.

9. **Messes and Wine Bills.**—He will take all necessary steps to ascertain whether the whole of the officers' messes are properly and economically conducted or otherwise, that no excessive wine bills are permitted, and that all outstanding debts and liabilities, mess as well as wine, are brought to his notice.

He is to take care that all the statements he may call for to enable him to complete his report are signed by the responsible officers, especially all the mess statements, and he will preserve them for future reference in case the Admiralty should consider his report to require further explanation.

10. **Complaints.**—He is to take care to inquire into any complaints that may have been made as to the quality of the provisions supplied, in case the subject should not already have been investigated. He will also ascertain that there have been no undue delays in the payments to the ship's company.

11. **Signalling.**—He is to inquire into the efficiency of the Signalmen, especially as to their proficiency in night signalling, and will ascertain that the instructions in Article 466, sub-clause (d), are carefully complied with; and he is to examine the signal logs of all ships inspected by him.

12. **Preparation for Battle.**—In the report of preparation for battle, he is to note whenever from any cause the required exercise was not gone through; the primary object of an inspection being to give the Admiralty the benefit of the inspecting officer's own judgment in each particular, so that they may be informed as to how far the ship would be in a condition to engage an enemy with advantage, if brought into action.

13. **Closing Water-tight Doors.**—He is to make strict inquiry as to the observance of the Regulations laid down in Articles 542, 545, and 957 in respect to closing water-tight doors, and is to satisfy himself of the efficiency of the system adopted for carrying them out.

14. **Guns in Cabins.**—All guns mounted in or masked by cabins should be cleared away and prepared in every respect for action except in the special cases provided for below. Inspecting officers are to satisfy themselves that this has been carried out once in every three months subject to the following exception. In special cases, where the periodical removal of semi-permanent fittings would cause much damage and expense, this order may be dispensed with at the discretion of the Captain, but in such cases the inspecting officer is to satisfy himself that arrangements are made for clearing away everything rapidly, when necessary, and for having all the small gear, &c., in readiness for immediate use. No other exceptions are to be made unless by the special orders of the Commander-in-Chief, which are to be reported by him to the Admiralty.

15. **Preservation of Hull, &c.**—He is to look particularly into the means taken to preserve the hull, decks, fittings, machinery and boilers, guns and mountings, as well as the masts, rigging, and stores, and he should not fail to notice in his report any neglect he may discover on the part of the Captain and officers in the important duty of preserving the ship in the highest possible state of efficiency. See 1831 (*Re-testing Chain Cables*).

16. He is to satisfy himself that the arrangements made for the treatment of the sick and wounded in action are satisfactory, and that instruction is given and efficiency maintained in ambulance work.

17. **Confidential Documents.**—He is to call for the confidential books and papers which are on the Captain's charge, and he is to satisfy himself, not only that they are complete and are kept in a proper place of security, but in the case of the private signals that the officer entrusted with them understands their use.

18. **Physical Exercises.**—When practicable a division is to be put through physical exercises by its own officer; and the general activity, physique and carriage of the men composing it are to be noted in the report, together with the name of the officer in charge.

425. Gunnery and Torpedo Training.—He is to maintain the gunnery and torpedo efficiency of the ships placed under his orders at the highest standard.

2. The primary object to be kept in view in the training of officers and men is to be good shooting and efficiency in gunnery and torpedo. In judging the general state of efficiency of a ship these considerations should therefore take priority.

3. In the event of any ship displaying a marked degree of excellence, a special report is to be forwarded bringing to their Lordships' notice the names of the Executive Officer, Gunnery Lieutenant, Torpedo Lieutenant, or any other officer to whose efforts the good results may be considered to be due.

4. In the event of any ship obtaining very markedly poor results at either the battle practice or the Gunlayers' test, a full inquiry is to be held into the circumstances, especially as regards the method of training employed in the ship, and the conditions under which the practices were carried out. The report, with the minutes of evidence and an expression of the opinion of the Commander-in-Chief on the conclusions arrived at, should be forwarded to their Lordships.

426. Inspection of Hospitals.—Except as provided for in clause 2 of this Article, he is to make a quarterly inspection of the naval hospitals and of any

permanent sick quarters within his command, reporting to the Admiralty, on form S. 601, the state in which he may find them, and whether every proper attention is paid to the care and comfort of the patients. When unable to perform this duty himself, he will direct one of the Flag or other Senior Officers under his orders to do so, whenever he may see fit. When temporary sick quarters are hired or established, he will take care that they are frequently visited and inspected, in such cases not necessarily by one of the Senior Officers. See 1246 (*Temporary Sick Quarters*).

2. In the case of the Royal Naval hospitals at Chatham, Haslar, and Plymouth, it will be sufficient if his inspection is made once a year.

427. Gaols.—He is to obtain information as to the state of the gaols on his station as directed in Articles 770, clause 2, and 771, clause 2.

428. Discharge of Time-expired Men.—If abroad, he is to order the discharge of all men entitled thereto under 5 & 6 Will. IV. cap. 24, and 16 & 17 Vict. cap. 69, when they ask for it, unless he shall see fit to detain them under the provisions of those statutes on account of any special emergency, the reasons for such detentions being reported to the Admiralty on form S. 221. See 369, clause 5 (*Return of Men who will complete Time*); 602, clause 3 (*Discharge by Purchase*); and 758, clause 6 (*Dismissed with Disgrace or from H.M. Service*).

429. Time of Discharges or Transfers.—So far as practicable, he will arrange that the days and hours at which discharges or transfers are to take place are fixed in sufficient time to admit of the accounts being properly closed by the Accountant Officers, and that they are not afterwards altered. See 1586 (*Discharges before and after Noon*); 1611 (*Quarterly Settlement*).

430. Filling Vacancies.—The Commander-in-Chief or Senior Officer present is to fill up vacancies for commissioned officers as directed by Article 231, but not by an officer on half pay without express permission from the Admiralty. See 236 (*Vacancies during War*).

Vacancies in the complement are to be filled up as directed in Article 373.

431. Divine Service.—Commanders-in-Chief and officers in command are to take care that effect is given, by those under their orders, to the provisions of Articles 707 to 715 (*Divine Service, &c.*).

432. Examinations.—The Commander-in-Chief or Senior Officer present is to give the necessary orders for all examinations as directed by Article 348, clause 2, and is to arrange, when required, for the return of officers to England to complete their examinations as provided for by the Regulations in Chapters VI. and VII.

433. Suggestions as to Supplies.—He is to offer any suggestions that may from time to time occur to him for improving the mode of receiving supplies of provisions and stores from home, or of obtaining local supplies, and he will inform Captains on detached service where they can most readily and economically replenish their provisions, coal, and stores, in case of need.

434. Stores and Store Officers.—He is to correspond with the Admiralty on all matters connected with supplies of stores to his ships, and to report all important or exceptional orders he may give; he is to report any neglect or unfitness for duty he may observe in the local officers of the Store Department; and he is to point out any improvements which his experience may enable him to suggest in reference to supplying ships. See 460 (*Civil Establishments*).

435. Replenishing Stores.—In making arrangements for the disposition of the ships under his orders he will take measures to obviate, so far as practicable, the necessity of their replenishing their stores, coal, and provisions, by local purchases in the open market, instead of from the naval establishments; when from necessity he authorises local purchases, he will be careful to attend to the Regulations under that head, and he will adopt every proper measure to ensure their due observance in the ships under his orders.

2. He is to cause all coal, stores, provisions, and public money that can be spared from ships returning home, to be returned or transferred to other ships; but even in time of peace, the cartridges and projectiles, including small arm, machine, and quick-firing gun ammunition, are never to be reduced below two-thirds of the proportion of each description allowed to the ship.

436. Regulation of Demands.—Commanders-in-Chief when called upon to regulate the demand for coal, stores, and provisions for their stations, are always to bear in mind that it is generally far more advantageous to keep up adequate supplies which will enable ships to replenish from the naval establishments than to rely on local purchases, excepting when the required articles are the produce of the country or procurable there at cheaper rates than from home.

437. Standing Contracts.—Whenever the Commander-in-Chief on a foreign station shall deem it for the good of the Service that standing local contracts should be entered into for the supply of provisions or other articles of store, for the use of ships or of naval establishments, he is to cause tenders to be invited as laid down in Article 1770.

438. Accidents.—All accidents affecting the readiness for sea of any of the ships or vessels under his orders, or which involve, or are considered likely to involve, any disciplinary action by the Admiralty in regard to an officer or warrant officer, are to be reported to the Admiralty with an expression of his opinion where necessary, whether an inquiry under Article 568, clause 2, is held or not.

439. Defects.—When dealing with ships' defects on foreign stations, he will take care that they are made good with all economy that may be consistent with due expedition and efficiency; and he will be guided, so far as they may be applicable, by the directions given in Articles 1092 and 1093 as to whether defects are to be made good by the ship's own artificers; by artificers of other ships; by a dockyard; or by hired men; but, except in special cases, he is not to sanction the employment of other men than those of the ship, or those of other ships present. See 1095 (*Defects in Ship fitted at another Port*).

440. "Large Repairs."—He is to cause a report to be forwarded, to reach the Admiralty not later than the end of September in each year, containing the names of any ships and vessels under his command that will probably need to be taken in hand for "large repairs," at a home dockyard, during the ensuing financial year.

2. The report is to be accompanied by brief statements describing the nature and extent of the important items of work expected to be required in each of the ships concerned, and particulars of any auxiliary machinery that may need replacement are also to be given.

3. In the event of it being desirable to drill test the boilers of any vessel, to enable a more accurate forecast of the requirements to be furnished, he is to cause the test to be made so that the facts may be known before the report above referred to is transmitted.

4. The term "large repairs" is to be understood as covering a thorough overhaul by dockyard, and items of work which can be done during the period of an annual refit in commission should not be regarded as bringing a ship within the scope of this instruction.

441. Docking of Ships.—Subject to the general instructions contained in Article 1102, Commanders-in-Chief are to make arrangements for the periodical docking of His Majesty's ships to ensure the preservation of the hulls and prevent undue loss of speed.

442. Ship ordered Home.—When a ship is ordered to return to England, or to proceed to another station, he is to call on the Naval Store Officer for the particulars of any special articles, such as instruments of a delicate character like range finders, &c., which may be waiting conveyance; and if they can be conveyed conveniently and without impairing the fighting efficiency of the ship, he is to arrange for such articles to be taken on board the departing ship for conveyance. He is also to send home in such ships all invalids and others entitled to passages.

443. Change of Armament.—On all occasions of a change of armament in any ship, at home or abroad, the trials of the new gunnery or torpedo fittings are to be carried out by officers deputed by the Commander-in-Chief, acting in conjunction with the dockyard officials.

2. The provisions of Articles 903 and 904 are to be carried out.

444. Courts-Martial.—The Commander-in-Chief is to examine carefully the proceedings of all courts-martial held on board ships under his command with a view to enable him to comply with the provisions of Articles 700, clause 3, and 701a, clauses viii. and ix.

445. Deserters.—Commanders-in-Chief on foreign stations are to make such special local regulations in regard to the apprehension of deserters and payment of rewards, as the circumstances may require, subject to the instructions contained in Articles 804 to 808, clause 4 (*Desertion, &c.*).

446. Admiralty Moorings.—Whenever there are any Admiralty moorings laid down within the limits of his station at such a distance as to render it impracticable for the dockyard officer responsible for them to examine them frequently and regularly, he will make arrangements for their being periodically examined by one of the ships under his command. The result is in every case to be communicated to the officer in charge of the moorings, who will make thereon such representations as he may deem necessary.

447. Communications with Governors, Ministers, &c.—On arriving within the limits of his command, the Commander-in-Chief or Senior Officer is to lose no time in placing himself in communication with the Governors or Commanding Officers of His Majesty's settlements or fortresses within the limits of his station, as also with His Majesty's ministers or consuls residing at places within or bordering on the same. See 97 and 99 (*Visits to Governors or Ministers*).

448. Duties to Governors, &c.—It being a general obligation on all His Majesty's civil and military officers to afford mutual assistance to each other in cases affecting the King's Service, the Commander-in-Chief of a station or the Senior Officer present at a port is to pay due regard to such requisitions as he may receive from any of His Majesty's ministers, governors, or consular officers which have for their object the protection of his Possessions, the benefit

of the trade of his subjects, or the general good of his Service. In urgent cases when the requisitions may conflict with the instructions from his superior naval authority under which he is acting, and when reference by telegraph or otherwise to such superior authority is impracticable, he is to consider the relative importance and urgency of the required service as compared with his instructions, whether general or special; and he is to decide as in his judgment may seem best for His Majesty's Service; in so doing he is always to bear in mind the grave responsibility that would rest on him if the circumstances were not such as to fully warrant the postponement of the instructions from his naval superior to the more pressing requisition from His Majesty's civil servant. See 479 (*Aids to Civil Power*); 486 (*Landing Armed Men*); 496 (*Foreign Enlistment Act*), &c.

449. Admiral's Contingent Account.—The account of the Commander-in-Chief's postage and other contingent expenses is to be made up to the last day of each quarter—and for the broken period to the date of his striking his flag—and the amount thereof will be repaid to him, under his own order, by the Accountant Officer of the flag-ship. The account itself (form S. 589) is to be delivered to the Accountant Officer, who will transmit it as a voucher to his cash account.

450. Officers and Men retained on paying off.—The Commander-in-Chief will regulate in accordance with Article 1397 the officers and men who are to be retained after paying off, to close accounts, complete surveys, or replace machinery, as the case may be.

451. Correspondence.—Commanders-in-Chief and Senior Officers in command are to be guided in regard to correspondence by Articles 1865 to 1874.

452. Returns and Reports called for by the table of returns, Appendix XVIII., are to be transmitted to the Secretary of the Admiralty.

453. Money for Fleet.—Whenever the circumstances render it necessary, the Commander-in-Chief or Senior Officer in command may direct that money shall be taken up when required for the supply of the fleet, in accordance with the provisions of Article 1638.

454. Unexecuted Orders on giving up Command.—A Commander-in-Chief, or officer in command of a fleet, squadron, or station, on resigning his command, will deliver to his successor the originals or authenticated copies of all unexecuted orders, general regulations, books of reference and other documents he may have received for his information or guidance, and he will furnish him with all other information likely to be of service. He will also forward to the Admiralty a list of the unexecuted orders of an important character.

455. Attendance at Admiralty.—A Commander-in-Chief or officer in chief command on striking his flag on the expiration of his appointment is to attend at the Admiralty to give such information respecting his command as he may think likely to prove beneficial to the public service.

456. Staff and Servants on decease.—If a Commander-in-Chief should die at home, the Flag Lieutenant, the Secretary and his Clerks, and the Coxswain are to continue their services until the arrival of his successor; should he die abroad, they are to continue their services, should they be required, with the officer upon whom the command devolves, until the successor arrives. Should their services not be required, they are to be sent home, as well as any servants who do not wish to remain in vacancies open to them.

Civil Establishments.

457. Authority over Civil Establishments.—The Commander-in-Chief or Senior Officer is to have authority and control over all the dock and victualling yards, the naval hospitals, naval ordnance store department, and other naval establishments within the limits of his command, in regard to the general transactions of the Service; but he is not to interfere with the management of any of those establishments at home, nor abroad where there are superintendents, unless in his opinion a particular and sufficient cause shall render it necessary, in which case he is to report to the Admiralty the nature of the order given, and his reasons for interfering. If a superintendent or an officer in charge should consider that any public inconvenience is likely to arise from compliance with an order received from the Commander-in-Chief, such superintendent or officer in charge is to represent the same to him, stating the objections, after which, if the Commander-in-Chief should still direct his order to be complied with, it is to be obeyed without further delay or discussion, the officer so repeating the order becoming wholly responsible to the Admiralty for the necessity of the measure; but the superintendent or the officer in charge on receiving the order, if he deem proper, may send to the Admiralty any observations upon it he may be desirous of submitting for consideration.

458. Vacancies in Establishments Abroad.—If a vacancy should occur among the officers of a civil establishment abroad the Commander-in-Chief or Senior Officer is not to fill such vacancy by appointing an officer from the fleet with an acting order. If, however, in consequence of the vacancy, the temporary services of an officer are urgently needed, the Commander-in-Chief or Senior Officer may lend to the establishment a qualified officer from one of the ships under his orders, if his services can be spared, reporting his reasons for so doing to the Admiralty, by whom any question of remuneration beyond the officer's naval pay and allowances will be dealt with.

459. Establishments Abroad without Superintendents.—In regard to civil establishments out of the United Kingdom in charge of which there are no superintendents, the Commander-in-Chief is to be further guided by the directions contained in Articles 460 to 464; and all officers and persons belonging to such civil establishments are to obey his orders in all matters relating to the public service.

460. Supervision of Officers.—He is to do his utmost to ensure that all the officers of these establishments perform their duties satisfactorily, and that they comply with their special instructions; he is not to give any orders contrary to, or differing from, the established practice of the navy, nor from the instructions issued for the guidance of officers of the civil establishments, except for good cause, which is to be duly reported.

2. **Economy.**—He is to be careful that all work undertaken is performed with proper economy, and that no supplies are purchased from, nor repairs executed by, private persons for His Majesty's Service, except through the proper officers, unless otherwise specially directed.

3. **New Works, Repairs, &c.**—Subject to such powers as are conferred upon him in connection with reserves under sub-head K. of Vote 10, and with petty services up to 10*l.*, each under sub-head L. of the navy estimates, he is not to order any new works or alterations to be undertaken without express directions; nor any repairs except such as may be absolutely necessary for the preservation of the buildings; but he is to submit, as proposals for estimates, any new works, alterations, or improvements he may consider necessary, placing them

in the order of relative importance, and certifying that they can be undertaken within the year if approved.

4. Replacing Officers.—Under Article 458, he may lend an officer from the fleet in the place of any officer of these establishments who may die or be obliged to quit his station on account of ill-health, but he is only to permit an officer so to quit his station on the report of three of the senior medical officers present, including the officer in charge of the naval hospital, if any. Leave is not to be granted to officers of the civil establishment to return to England without the sanction of the Admiralty.

5. Suspending Officers.—He may suspend any officer in these establishments for misconduct, lending, if necessary, an officer in his place under Article 458; but he is to report at once most fully his reasons for so acting. In the case of the suspended officer being in charge of money or stores, he will cause surveys at once to be held to transfer the remains to the officer lent to do the duty, and will direct him to open new accounts, in order that those of the suspended officer may be properly investigated.

6. Creating New Office.—He is not to create any new place or office, nor to make any alterations in the arrangements or emoluments of the persons he shall find established or employed; nor is he to add to the numbers employed on day pay, beyond those sanctioned, except in case of urgency which is to be reported to the Admiralty. When working parties are sent from ships, he is to be careful that the men are only employed as laid down in Article 510.

461. Cash, Supplies of.—He is to approve all requisitions for money upon the Treasury Chest for naval services, if satisfied of their necessity; but before so doing he will take care that they contain statements—

- (a) Of the balance of the public money in the hands of the cash accountant officer;
- (b) Of the services for which the further supply is required; and
- (c) That the amount, except in special cases, to be explained by letter, does not exceed the probable requirements for a month when there is no specified amount authorised.

2. If there be no Treasury Chest, and he is satisfied of their necessity, he is to approve bills drawn by the cash accountant officer on the Accountant-General, taking care that the most favourable terms for the public are secured. Whenever he may deem it necessary, he will cause the sums required to be advertised for.

3. Upon every occasion of his approval being given to bills, he will receive from the cash accountant officer, and forward to the Admiralty, a letter of advice containing the above particulars, and, when bills are drawn, the rate at which they were negotiated.

462. Cash Accounts.—On the expiration of every calendar month, the Commander-in-Chief will receive from each cash accountant officer of the several civil establishments within his command, in charge of which there is no superintendent, an account (form D. 607) of his receipts and disbursements of public money in the precise form of the first part of the cash book, showing each item of receipt and expenditure under the date and in the exact order of its occurrence, accompanied by the requisite vouchers.

2. He is to cause the cash account to be compared with the vouchers and the balance in the hands of the cash accountant officer, by such person or persons as he may depute, and upon their certificate he will approve and transmit it, with the vouchers, to the Accountant-General.

3. He will at other times inspect, or cause to be inspected, the remains of public money in the chest, and compare the same, or cause it to be compared, with the balance shown in the daily cash book.

4. He will receive at the end of each quarter an abstract of the three "monthly" accounts from the cash accountant officer, who will produce to him or to some other person or persons deputed by him, his cash book containing copies of the monthly accounts; and he will approve and forward the abstract to the Accountant-General upon being satisfied of its correctness.

5. On the discovery of any difference between the balance shown and the money found in the public chest, he is to call on the cash accountant officer for an explanation, which he is to send to the Admiralty with any remarks he may have to make on it.

6. Should there be no Commander-in-Chief or Senior Officer present, the punctual transmission of the account is not to be delayed, but the cash accountant officer is directed to transmit the account, and to certify thereon the absence of a Senior Officer, and he is to report the circumstance to the Senior Officer who shall first arrive at the port, submitting to him the copy retained in his office of the account so transmitted.

463. Local Audit and Stocktaking—He will take care to observe the regulations that may from time to time be issued to the civil establishments in charge of which there are no Superintendents, in reference both to the local audit of the naval store ledgers and to stock-taking, whether continuous or special, and also in reference to the payments of extra pay with respect to those duties, and, when necessary, he will give directions to the Senior Officers of Divisions within which any such establishments are situate, to ensure their attention to these important duties.

464. In the absence of the Commander-in-Chief, all the control and authority vested in him over the civil establishments of the navy under Articles 457 *et seq.* are to be exercised fully and effectually by the Senior Officer of His Majesty's ships present, provided such officer is not below the rank of Commander.

465. Definition of "Superintendent."—For the purposes of the regulations contained respectively in Articles 457 *et seq.* the Rear-Admiral at Queenstown, the Commodore at Hong Kong, and the Captains or Commanders in Charge at Bermuda and Sydney, and the Marine Officer in Charge at Ascension, are to be considered as Superintendents.

SECTION II. DUTIES OF THE SENIOR OFFICER PRESENT.

General.

466. As to Ships.—The Senior Officer present is in all matters relating to ships, which may be at the time under his orders, to be guided by the instructions to Commanders-in-Chief as well as by the following:—

- (a) **Evolutions.**—He is frequently to exercise the ships in the general evolutions of a fleet, as well as in gunnery, torpedo practices and other exercises.
- (b) **Keeping Station.**—When at sea, he is to insist on ships in company keeping their stations by day and night.
- (c) **Exercise.**—He is to use his judgment in regulating the amount of general exercise, which should depend on the state of the ships. He will impress on the Captains that divisional exercises, patient instruction, and judicious organisation are the foundation of an efficient and seamanlike performance of every evolution, and that men already perfect should not be exercised more than may be requisite to keep up their knowledge and activity.

(d) **Signalling.**—He will take care that the general orders and instructions exercised in respect to signal exercises in His Majesty's ships (forms S. 1308 and S. 1309) are carried out. See 185 (*Senior Officer away from his own Ship*).

467. Royal Yachts.—He will take care that no orders are issued or authority exercised in respect to His Majesty's yachts while His Majesty's standard or the standard of His Royal Highness the Prince of Wales is flying, or while His Majesty's yachts are acting under special instructions from His Majesty or from the Admiralty in accordance with His Majesty's commands. See 141 (*Morning and Evening Gun*).

468. Speed of Ships.—On every occasion of ordering a ship to sea, he is to indicate to the Captain generally or specifically at what speed the service is to be performed according to the circumstances of the case.

469. Conveyance of Troops.—When His Majesty's ships are required to convey troops, the Senior Officer present will take the necessary steps in accordance with Article 1214.

470. Hiring Vessels or Wharves.—He is only to sanction the hire of vessels, boats, wharves, or warehouses when absolutely necessary; and he will be careful to set out the manner and period of their use in the order for so doing. He is not to authorise the purchase or hire of any vessel to be armed and fitted as a ship-of-war or tender, except under the most urgent circumstances. When, however, it becomes necessary to do so, he will take every precaution to ensure her being thoroughly surveyed by the best officers at his command, and that the price to be paid for her, or the rate at which she is to be hired, is fair and reasonable in the circumstances. The responsibility of the whole transaction and the duration of any such hiring will rest solely with him as the officer ordering and approving of the purchase or hiring. See 471 (*Purchasing Prizes*).

471. Purchasing Prizes.—He is never to order a prize to be purchased into the Service unless on some pressing exigency; if purchased, he is to be careful that no person interested in the capture is employed in the survey or appraisal. See 470 (*Purchase of Vessel to be armed*).

472. Communication with Colonial Authorities.—In a British colony or possession, the Colonial Secretary should in no case be the channel of communication with the naval officer. Should the Senior Naval Officer be of, or above, the rank of Commander, the Governor will communicate with him; otherwise the Private Secretary in the name of the Governor. This rule, however, is not applicable to India.

473. Consular Court.—Consuls are not authorised to call upon naval officers to assist them in enforcing the civil process of a consular court.

474. Distressed British Subjects.—No person shall be received on board any of His Majesty's ships as a distressed British subject, at a port where there is a British consular officer, without his written requisition.

2. If there should be no consular officer present, the Senior Naval Officer on the spot is to exercise his discretion in regard to the claim of any applicant for a passage at the public expense. The relief is only to be granted in case of destitution, and, in his order to the ship, he will state fully the circumstances under which he has ordered the passage.

3. The requisition and order, or a full report of the circumstances, are to accompany the ledger for the period.

4. **Lunatics.**—Lunatics not belonging to the naval or military service are not to be received on board His Majesty's ships-of-war, or hired transports, except with the special sanction of the Admiralty.

475. **Prisoners from Merchant Ships.**—No British merchant seaman is to be received in one of His Majesty's ships abroad as prisoner, unless the witnesses necessary to substantiate the charges, or the depositions taken upon the charge under which the prisoner is in custody, accompany him, or unless the Senior Naval Officer is satisfied that the witnesses will be in attendance on the arrival of the prisoner at the place where he will be handed over to the civil power.

476. **Fugitive Slaves.**—The regulations in respect to fugitive slaves will be found in the book of instructions for the guidance of Captains and Commanding Officers of His Majesty's ships-of-war employed in the suppression of the slave trade.

477. **Piratical Acts.**—If any armed vessel, not having a commission of war or a letter of marque from a foreign *de facto* Government, should commit piratical acts and outrages against the vessels and goods of His Majesty's subjects or of the subjects of any other foreign power in amity with His Majesty, and if credible information should be received thereof, such armed vessel is to be seized and detained by any of His Majesty's ships falling in with her, and sent to the nearest British port where there is a court of competent jurisdiction for the trial of offences committed on the high seas, together with the necessary witnesses to prove the act or acts, and with her master and crew in safe custody, in order that they may be dealt with according to law. In the case, however, of an attack by a ship in the possession of insurgents against their own domestic Government, upon ships-of-war of that Government, upon merchant ships belonging to their own country, or upon the cities, ports, or people within the territorial limits of their own nation, His Majesty's ships have no right to interfere, except in the case mentioned in Article 487, and in any such case the operation must be restricted to such acts as may be necessary to attain the precise object in view.

478. **Recourse to Force.**—Recourse to force can, however, never be sanctioned, except in such peculiar and urgent circumstances as may not have admitted of the delay which reference to superior authority would have entailed; the justification of a naval officer so acting, would, of necessity, depend upon all the attendant circumstances, which would vary with each case.

Aid to Civil Power.

479. **Aid to Civil Power.**—The following instructions as regards aid to the civil power within the United Kingdom are to be observed by His Majesty's Navy:—

- (a) The landing of a naval force for the express purpose of aiding the civil power is never to be resorted to except in cases of emergency, when, in the opinion of the magistrates, no other sufficient means are available to quell civil tumults on shore.
- (b) The party landed is to be employed only on the requisition of the civil authority, and the officer in command is to act in aid of, and in subordination to, the civil authority.
- (c) The officer in command of the party landed should not use force unless called upon to do so by the magistrate present, and even then he must exercise his own judgment as to whether force is really necessary, and as to the mode and degree of force to be used. He should not order the men to fire unless the use of firearms is plainly necessary;

and generally he should bear in mind that it is his duty to use no more force than is necessary, and to discontinue its use altogether the moment he can safely do so.

- (d) The officer in command is alone to give the order to fire, but he shall give no such order until he has consulted with the magistrate who accompanies the force as to the urgent necessity of firing upon the rioters, and has been commanded by him to disperse them by force.
- (e) Full and distinct warning must be given to the rioters that the party is about to fire, and that the fire will be effectual. The officer in command, and the magistrate who accompanies the force, shall consult together as to the best practicable means of giving such warning.
- (f) Every possible care should be taken that innocent persons may not suffer from the fire.
- (g) The above directions to act under the orders and by the authority of and after consulting the magistrate, are to apply to all cases except those of special emergency where, in order to secure the safety of the force employed, it becomes indispensably necessary to take immediate action, and where such action cannot safely be deferred until the order or authority of the magistrate has been obtained, or consultation with him has taken place.
- (h) It is undesirable that firing should take place over the heads of rioters, or that blank cartridge should be used.

2. It will generally be advisable that the party should be divided into four sections, two sections to have their arms always loaded, and every precaution should be taken, according to circumstances, to guard the party from being surprised or overpowered by the rioters.

3. Officers are to understand that while a close adherence to the sub-clauses (a) to (g) is imperative, it is not intended to be so with regard to sub-clause (h), liberty being left to them to use their own discretion or to give discretionary orders to the officers under them in regard to making such modifications as may be deemed expedient.

Relations with Foreigners.

480. Foreign Ships at British Ports.—When a foreign friendly ship-of-war visits a port in His Majesty's dominions, at home or abroad, care is to be taken that the regulations laid down in Articles **18**, **79**, **96**, and **621** are complied with according to circumstances. See **1109** (*Docking Foreign Ships of War*).

481. Conduct in Foreign Ports.—When visits are paid to foreign ports or places, particular care is to be taken to avoid giving any just cause of offence or dissatisfaction to the authorities or inhabitants; due deference is to be shown by officers and men to the established rights and local regulations, and to the ceremonies and customs peculiar to the place; and all are to do their best by their correct conduct to ensure the goodwill and respect of the inhabitants. See **78** (*Salutes to National Flag*); **79** (*Salutes to Foreign Flag Officers*); **96** (*Visits of Ceremony*).

482. Dealings with Foreigners.—In all dealings with foreigners, naval officers are to show an example of moderation and courtesy. They are to preserve a strict neutrality in all cases of civil dissensions, and are not to interfere directly or indirectly in any political questions which may be in agitation; and in the absence of any diplomatic or consular officer, the Senior Officer should urge upon British subjects the like forbearance. See **493** (*Territorial Waters*).

483. Foreign Ships of War.—Communications from Governors to Captains of foreign men-of-war are not to be made through officers of His Majesty's naval service, except in cases when, having been made through the ordinary channels, they have failed to produce any effect.

484. Remonstrance with Civil Authorities.—Any remonstrance with foreign civil authorities which may be necessary can only be the duty of a naval officer in the absence of the British resident or consul, and in such cases it must only be made by the senior naval officer present.

485. Communications with Local Authorities.—As a general rule, all communications with the local authorities or with the foreign consuls at a foreign port should be made through His Majesty's diplomatic or consular authorities at the place.

486. Landing armed Men.—No armed force is to be landed from His Majesty's ships for exercise or any other purpose, on foreign soil, without the permission of the local authorities, nor should leave be given to large bodies of men, nor any measure taken for apprehending leave-breakers without such permission.

487. Protection of British subjects.—As a general rule, protection to British subjects in foreign lands is to be limited to affording them an asylum on board ship, and to securing them by boats an escape from the shore, when their departure may be a measure of necessary precaution. Interposition by the landing of an armed force is only to be had recourse to when the lives or property of British subjects are actually in danger from violence which cannot otherwise be controlled.

488. Refugees.—Ships in the ports of a foreign country are not to receive on board persons, although they may be British subjects, seeking refuge for the purpose of evading the laws of the foreign country to which they may have become amenable.

2. During political disturbances or popular tumults, refuge may be afforded to persons flying from imminent personal danger. In such cases care must be taken that the refugees do not carry on correspondence with their partisans from His Majesty's ships, and the earliest opportunity must be taken to transfer them to some place of safety.

3. Except in extreme cases, passages should not be given to the subjects of foreign Governments.

4. Whenever circumstances may permit, naval officers should communicate with His Majesty's diplomatic or consular officers on the spot, before taking steps for the reception of refugees on board their ships.

489. Joint Action with Foreign Ships.—The foregoing limitations apply equally to cases of joint action with foreign ships-of-war, when the interests of their fellow-subjects are involved with those of British subjects. In such cases naval officers may act in concert with the foreign naval officers so far as amicable representation is concerned, but such concert is not to be carried beyond the limits prescribed to them in cases where British interests alone are concerned.

2. **Protection to Foreigners.**—Applications for the protection of subjects of foreign Powers in amity with His Majesty may be entertained, in case none of their ships-of-war are present; the application should, however, be made through His Majesty's minister or consul, and should only be acceded to where the protection does not interfere with any important public service nor with the orders under which the naval officer is acting.

490. British Ships in Foreign Ports.—The foregoing rules are also applicable to the protection to be afforded to British ships in foreign ports ; they are only to be protected by force against actual and wrongful violence and when remonstrance has failed.

491. Neutrality.—When Powers in amity with His Majesty are in a state of war, or are engaged in hostilities, it is the duty of all His Majesty's officers to observe a strict and impartial neutrality between the contending parties, and to respect unreservedly the just exercise of their respective belligerent rights.

492. Entry into Neutral Ports.—Subject to any limit which the neutral authorities may place upon the number of belligerent cruisers to be admitted into any one of their ports, at the same time, the Senior Officer, by the comity of nations, may enter a neutral port with his ships for the purpose of taking shelter from the enemy or from the weather, or of obtaining provisions or repairs that may be pressingly necessary.

2. He is bound to submit to any regulations which the local authorities may make respecting the place of anchorage, the limitation of the length of stay in the port, the interval to elapse after a hostile cruiser has left the port before his ships may leave in pursuit, &c.

3. He must abstain from any acts of hostility towards the subjects, cruisers, vessels, or other property of the enemy which he may find in the neutral port.

4. He must also abstain from increasing the number of his guns, from procuring military stores, and from augmenting his crew even by the enrolment of British subjects.

493. Respect of Territorial Limits.—The territorial limits of foreign powers in amity with His Majesty are to be scrupulously respected. No exercise of authority over the persons, the ships, or the goods of another nation is permissible in territorial waters, nor are any gun firing or torpedo explosions to take place within such limits without the permission of the authorities for each place and occasion.

494. Coercion of a British Ship.—If any British merchant ship, the nationality of which is unquestioned, should be coerced into the conveyance of troops or into taking part in other hostile acts, the Senior Naval Officer, should there be no diplomatic or consular authority at the place, is to remonstrate with the local authorities and take such other steps to assure her release or exemption, as the case may demand, and as may be in accordance with these Regulations.

495. British Seamen ill-treated.—If it should come to the knowledge of the Senior Naval Officer that any British seamen serving in foreign merchant ships are being ill-treated, he will at once apprise the consul ; should there be no consular officer on the spot, he will inform the local authorities of the circumstances.

INSTRUCTIONS AS TO THE COURSE TO BE PURSUED BY NAVAL OFFICERS IN CARRYING INTO EFFECT THE PROVISIONS OF THE FOREIGN ENLISTMENT ACT, 1870.

496. Foreign Enlistment Act, 1870.—The responsibility for the due execution of the Foreign Enlistment Act of 1870 (which will be found in the Admiralty Statutes) does not rest with the civil authorities only ; direct responsibilities will devolve upon naval officers, under the Act and under these Instructions.

2. It will be the duty of the Commander-in-Chief or senior officer present to make known and to satisfy himself that every commissioned officer under his command makes himself acquainted with the provisions of the Act; he is to be vigilant against any breach thereof, and to assist the civil authorities with the naval force under his command.

3. In addition to this, in virtue of Section 21 of the Act, and these Instructions, he is created a local authority within that section; and as such, he will have special duties imposed on him under various sections.

The most important of these duties will relate to the seizing and detaining of ships in respect of offences committed against Section 7 and Section 8, but he will also assist in enforcing Sections 4, 5, 6, 10, and 11.

4. An offence against Section 4 is committed if, without the licence of His Majesty—

any British subject anywhere accepts
or agrees to accept

or

any person of any nationality in
British territory, or in British
territorial waters, induces any
other person of any nationality to
accept or agree to accept

any commission or engagement in
the military or naval service of
any foreign State at war with
any friendly State.

5. An offence against Section 5 is committed if, without the licence of His Majesty—

any British subject does

or

any person of any nationality in
British territory, or in British
territorial waters, induces any
other person of any nationality to

quit, or go on board any ship with
a view of quitting His Majesty's
dominions with intent to accept
any such commission or engage-
ment as above.

6. An offence against Section 6 is committed if—

any person of any nationality any-
where induces any other person
of any nationality to quit His
Majesty's dominions, or to em-
bark on any ship in British terri-
tory, or in British territorial
waters, under a misrepresentation
or false representation of the
service in which such last-named
person is to be engaged

with the intent or in order that such
last-named person may accept or
agree to accept any such com-
mission or engagement as above.

7. An offence against Section 7 is committed if—

the master or owner of any ship of
whatever nationality, without the
licence of His Majesty, knowingly
takes, or engages to take, or has

on board such ship in British
territory or in British territorial
waters, any illegally enlisted per-
son.

Illegally enlisted persons are—

any British subject anywhere who
has anywhere, without the licence
of His Majesty, accepted or agreed
to accept

or

any British subject who, without the
licence of His Majesty, is about to
quit His Majesty's dominions with
intent to accept

any commission or engagement in
the military or naval service of
any foreign State at war with a
friendly State.

or

any person of any nationality who has been induced to embark in any ship in British territory, or in British territorial waters, under a misrepresentation, or false representation of the service in which such person is to be engaged, with the intent or in order that such person may accept or agree to accept any commission or engagement in the military or naval service of any foreign State at war with a friendly State.

8. An offence against Section 8 is committed if any person of any nationality on British territory, or in British territorial waters, without the licence of His Majesty—

builds or agrees to build
or
 causes to be built
or
 equips
or
 issues or delivers any commission for
or
 despatches, or causes, or allows to be despatched any ship with intent or knowledge, or having reasonable cause to believe that the same shall or will be employed in the military or naval service of any foreign State at war with any friendly State.

9. An offence against Section 10 is committed if any person of any nationality on British territory, or in British territorial waters, and without the licence of His Majesty, by adding to the number of the guns, or by changing those on board for other guns or by the addition of any equipment for war increases or augments, or procures to be increased or augmented, or is knowingly concerned in increasing or augmenting, the warlike force of any ship which at the time of her being in British territory or in British territorial waters, was a ship in the military or naval service of any foreign State at war with any friendly State.

10. An offence against Section 11 is committed if any person of any nationality in British territory, or in British territorial waters, and without the licence of His Majesty, prepares or fits out any naval or military expedition to proceed against the dominions of any friendly State.

11. Information as to the meaning in the above Sections and these Instructions of the terms "Territorial waters," "Licence of His Majesty," "Foreign State," "Friendly State," "Military service," "Naval service," "Ship," "Master of ship," "Building" and "Equipping" respectively, will be found hereinafter in clause 33 of these Instructions.

12. The following acts are not breaches of the Foreign Enlistment Act, 1870 :—

(a) Building or equipping a merchantman, in order that, as such, she may carry a cargo contraband of war ;
 (b) Putting on board a merchantman a cargo contraband of war ;
 (c) Despatching a merchantman with or in order that, as such, she may carry a cargo contraband of war ;
 (d) Building, equipping or despatching provided that such ship is not to be employed in the military or naval service of any foreign State at war with any friendly State.

a merchantman, in order that, as such, she may run a blockade ;

- (e) Building, causing to be built, or equipping a ship in any of the cases mentioned in the proviso in Section 8 of the Act ;

13. Whenever any officer has reason to suspect that any offence against any of the above Sections has been or is about to be committed, he will at once report to his superior authority.

14. The Commander-in-Chief or Senior Officer present will not exercise authority over any ship unless he shall have received a written requisition or warrant to do so from the civil authorities, except in cases of extreme urgency admitting of no delay.

15. Should he have reason to believe that an offence against Section 7 has been committed, he will communicate with the civil authorities, as directed in clauses 19 and 20 of these Instructions, except in case of emergency admitting of no delay ; but in such cases of emergency he will proceed himself to seize and detain such ship, without waiting to communicate with the civil authorities, and take, or cause to be taken, on shore all illegally enlisted persons, and will not allow them to return to the ship.

16. With respect to breaches of Section 8, he will in no case exercise authority over any ship without such written requisition as aforesaid, unless it be credibly represented to him that there is reasonable and probable cause for believing,

that a ship in British territory or in British territorial waters, not only has been, or is being built, commissioned or equipped, contrary to Section 8, but is about to be taken beyond the limits of British territory and British territorial waters ;

or

that a ship is about to be despatched contrary to Section 8.

But where it is so credibly represented to him, it will be his duty at once to detain such ship on his own responsibility, under Section 24, and forthwith to communicate the fact of her detention to one of His Majesty's Principal Secretaries of State, or to the chief executive authority, and await their further instructions.

What is meant by a chief executive authority will be ascertained by reference to Section 26 of the Act, and to the interpretation clause, Section 30.

17. Every officer of His Majesty's Navy or Marines may be called on under Section 22, by any of the local authorities mentioned in Section 21, to aid in seizing or detaining any ship liable to be seized or detained in respect of any offence against the Act.

When called upon he will give his aid with the naval force (if any) under his command.

18. Every commissioned officer on full pay in the naval service of the Crown, on receiving a warrant from any of His Majesty's Principal Secretaries of State, or the chief executive authority defined in Sections 26 and 30 of the Act, stating that there is reasonable and probable cause for believing,

that a ship within His Majesty's dominions has been or is being built, commissioned, or equipped, contrary to the Act, and is about to be taken beyond the limits of such dominions,

or

that a ship is about to be despatched contrary to the Act, will have the power, defined under Section 23, and it will also be his duty at once to seize, search, and detain the same.

19. In the event of the Commander-in-Chief or Senior Officer present having reason to suspect that any offence against the above Sections of the Act has been or is about to be committed by or on board any ship, except where it is his duty at once to seize and detain the ship himself under these Instructions, he will forthwith communicate with the civil authorities and await the arrival of their requisitions, taking up in the meantime a position whence he will be able to observe the movements of the ship, and to comply without delay with any requisitions he may receive to prevent her putting to sea; and for this purpose he will keep his ship under steam when he thinks it expedient.

20. As soon as he has received the requisitions or warrant of the civil authorities, he will take proper measures to give effect to them, using his own discretion as to the mode of disposing of the naval force under his command.

21. Special caution is to be used in dealing with armed ships.

22. Whenever he or any other officer is required to act under these Instructions, a commanding force is, if possible, to be employed, so as to prevent all resistance.

23. The powers of seizure and detention given to officers as above are exercisable in British territorial waters over any private ship, whatever be her nationality.

24. These powers are also exercisable on the high seas, not being territorial waters, over British ships, but over no other ships.

25. They are not exercisable over any ship in foreign territorial waters.

26. They are not exercisable in any waters over any ship-of-war of any foreign State.

27. As soon as the determination has been arrived at, to exercise the powers of seizure or detention given, the Commander-in-Chief or Senior Officer present will announce the fact to the master of the ship, and take proper measures to secure the ship.

28. The officer seizing or detaining any ship will use his own discretion, in the absence of special orders, as to whether he will detain her on the spot, or bring her into the nearest British port, and as to whether he will take possession of her, or allow her to be navigated by her own crew.

29. He will not use force, except in the last resort; but he is authorised, in the absence of special orders to the contrary, to use force should he meet with resistance from the ship, or if the ship, after having been duly warned, should pertinaciously attempt to escape.

30. Any officer authorised to seize or detain any ship in respect of any offence against the Act may call in such assistance as is mentioned in Section 22 of the Act, for the purpose of enforcing such seizure or detention.

31. Having secured the ship, the officer seizing or detaining her will forthwith apply to the civil authorities for instructions.

32. In addition to the above duties, he will have the power, on receipt of a warrant under Section 18 of the Act, to convey any prisoner to any place or places named in such warrant, and to deliver him, on arrival, into the custody of any authority designated by such warrant.

33. In the Act, and in these Instructions, the following terms are to have the meaning hereinafter respectively assigned them. (See also Section 30 of the Act.)

(a) "**Licence of His Majesty**" means a licence under the sign manual of His Majesty, or signified in Council or by proclamation of His Majesty. (See Section 15 of the Act.)

- (b) "**Territorial Waters**" include :—
 1st. Ports, harbours, bays, mouths of rivers, and adjacent parts of the sea enclosed by headlands belonging to the same State.
 2nd. The waters to the distance of a marine league from the shore all along the coast of the same State.
- (c) "**Foreign State**" includes any Foreign Prince, colony, province, or part of any province, or people, or any person or persons exercising, or assuming to exercise, the powers of government in or over any foreign country, colony, province, or part of any province or people.
- (d) "**Friendly State**" means any foreign State at peace with His Majesty.
- (e) "**Military Service**" includes military telegraphy, and any other employment whatever in or in connection with any military operation.
- (f) "**Naval Service,**" as respects a person, includes service as a marine, employment as a pilot in piloting or directing the course of a ship-of-war or other ship, when such ship-of-war or other ship is being used in any military or naval operation, and any employment whatever on board a ship-of-war, transport, storeship, privateer, or ship under letters of marque, and as respects a ship, includes any user of a ship as a transport, storeship, privateer, or ship under letters of marque.
- (g) "**United Kingdom**" includes the Isle of Man, the Channel Islands, and other adjacent islands.
- (h) "**British Possession**" means any territory, colony, or place, being part of His Majesty's dominions, and not part of the United Kingdom as defined above.
- (i) "**The Secretary of State**" means any of His Majesty's Principal Secretaries of State.
- (j) "**The Governor,**" as respects India, means the Governor-General or Governor of any presidency, and where a British Possession consists of several constituent colonies, means the Governor-General of the whole possession, or the Governor of any of the constituent colonies, and as respects any other British possession, means the officer for the time being administering the government of such possession; also any person acting for or in the capacity of a Governor is included under the term "Governor."
- (k) "**Ship**" includes any description of boat, vessel, floating battery, or floating craft; also, any description of boat, vessel, or other craft or battery made to move either on the surface of or under water, or sometimes on the surface of and sometimes under water.
- (l) "**Building,**" in relation to a ship, includes doing any act towards or incidental to the construction of a ship, and all words having relation to the building shall be construed accordingly.
- (m) "**Equipping,**" in relation to a ship, includes the furnishing a ship with any tackle, apparel, furniture, provisions, arms, munitions, or stores, or any other thing which is used in or about a ship for the purpose of fitting or adapting her for the sea or for naval service, and all words relating to equipping shall be construed accordingly.
- (n) "**Master**" includes any person having the charge or command of a ship.

SECTION III. COMMANDERS-IN-CHIEF AT HOME PORTS.

497. **General Duties.**—The Commander-in-Chief at a home port is to be guided in the conduct of his general duties by the foregoing instructions to Commanders-in-Chief and those to the Senior Officer present, and is also to

observe the following instructions relative to the special duties connected with his command.

498. Ships and Officers generally.—He is to be responsible for the prompt and complete equipment and manning of all ships at the port when commissioning, refitting, or paying off. He is to consider all Flag Officers who are junior to himself and all ships present as under his orders, except such as are actually under the orders of a senior Flag Officer then present, but such vessels are to be under his control in all matters provided for by the regulations of the port.

He will not interfere with ships arriving or lying at ports within his station but not in sight of his flag, unless specially directed to take them under his orders; and, except in some emergency which does not admit of reference to the Admiralty, he is not to send any ship to sea except those which have been specially placed under his orders.

2. During War he is to see that the authorised local regulations for the control of traffic are properly enforced, and he will further ensure the safety of the port by disposing the vessels under his special command in whatever manner may seem to him best suited to secure that end.

499. Letters, &c., from Ships.—He will receive all letters, returns and reports from the Flag Officers and ships placed under his orders, as well as from such ships as may become subject to his control by the regulations of the port, but in that case only in regard to such matters as are affected by those regulations.

In the case of ships under the actual orders of a senior Flag Officer, the letters, returns and reports are to be transmitted through that senior Flag Officer, but in the case of other officers in command of any particular squadron they are to be sent direct, and duplicate returns, reports, &c., should be sent to such officers in command, for information, by their ships.

500. Test of Fittings.—Prior to any of His Majesty's ships or vessels being placed in commission for the first time, and on any occasion of the armament being altered, the gunnery fittings generally are to be examined and tested by the Captain of the gunnery school at Portsmouth, Devonport and Sheerness respectively, and the torpedo and electrical fittings are to be tested and examined as directed in Article 903, the dockyard officials responsible for the fittings being represented at the trial in each case.

The reports of these trials are to be forwarded by the Commander-in-Chief to the Admiralty. See 1052 (*Gunnery and Torpedo Trials*).

501. Alterations and Additions.—He is to refer all applications for alterations or additions in duplicate to the Admiralty in accordance with Article 1094.

502. Completing Ships.—On the commissioning of a ship he will appropriate her ship's company from the men in the general depôt or port in accordance with the Drafting Regulations.

503. Test of Electrical Fittings.—Shortly after commissioning, a trial of all the electrical fittings is to be made by officers of the ship under the direction of the Commander-in-Chief, in the presence of the dockyard officers, in order to ensure that everything is in perfect order. In cases where the final electrical trials were carried out while the nucleus crews were on board, the commissioning trial need not be held.

504. Postponement of Completion.—Whenever the time fixed for the completion of a ship's refit or readiness for any purpose is postponed, he is to

require from the Captain a report of the cause, which he will communicate, if necessary, to the Admiralty by telegraph or letter, adding his own opinion as to the necessity for the delay.

505. Delay in Sailing.—He is not to allow the Captain of any of His Majesty's ships to prolong his stay in port after receiving his sailing orders, should the state of the weather permit him to put to sea, and he is to report whenever he considers that a ship has been put back or brought into port unnecessarily.

506. Returns before Sailing.—He is to take care that ships just commissioned shall forward the return S. 165, and their allotment lists, to the Accountant-General before leaving port, and that they duly forward for transmission to the Admiralty the return of weights. See **1594** (*Return of Numbers borne*); **1595** (*Monthly Return of Entries and Discharges*).

507. Important Information to Admiralty.—He is to keep the Admiralty informed by telegraph of all matters of importance that occur, including the arrival, sailing, and passing of all ships-of-war.

508. Disposable Officers and Men.—When occasion requires it, he is to make use of the services of all officers and men borne for disposal, when they are needed to facilitate the commissioning or paying off of ships, or are required in ships' offices.

509. Officers exempt from general Port Duties.—So far as the convenience of the Service will admit, he is to arrange that the Captains and officers of the Military Branch belonging to the gunnery and torpedo establishments as well as the officers in training, surveying, and store ships, and the Captain of the Dockyard and officers of the Military Branch specially borne on the books of the general dépôt for duty under him, are not called upon to attend surveys out of their own ships, nor to perform any other of the ordinary duties of the port, which are unconnected with the special services on which they are respectively employed.

510. Working Parties for Dockyard.—On receiving an application from the Superintendent to the effect that an additional number of men are required to perform any work connected with the yard, he is to send them if they can be spared, under proper officers, to be employed as the Superintendent shall direct; but he is not to allow them to be employed on work other than that ordinarily done by seamen, except upon his special authority, and he is to be careful to define in his order the nature of the exceptional work so permitted, and the period of its duration.

511. Moorings.—He is to take care that no moorings are laid down without the sanction of the Superintendent.

512. Ship ordered to Commission.—He is to acquaint the heads of the several local departments concerned whenever a ship is ordered to be commissioned or paid off.

513. Flag Officer entering Port.—Any Flag Officer in command entering the port limits at Portsmouth, Plymouth, or Sheerness-Chatham who is senior to the Commander-in-Chief of the port, is not in any way to interfere with the port duties, but is, after receiving the visit of such junior Flag Officer, to direct by order or signal that the duties of the port are to be carried out by the appointed port authorities without reference to him even should his flag remain flying.

2. Ships under the actual command of such a senior Flag Officer are, while in the port, to be subject to the control of the Port Commander-in-Chief in all matters governed by the Port Regulations.

3. **Absence of Port Commander-in-Chief.**—In the absence of the Port Commander-in-Chief, his duties are to be carried out by the Admiral Superintendent, and, failing him, by the senior officer present. At Portsmouth, in view of the special duties of the Flag Officer Commanding the Royal Naval War College, he will not, in the absence of the Admiral Superintendent, take over the port duties when senior officer, but is to direct the officer next in order of seniority to do so.

514. **Residence, Termination of.**—A Commander-in-Chief at a home port who has had due notice of his successor's appointment, or who has been enabled otherwise to reckon with certainty on the date of his supersession, is not to occupy his official residence for more than one week from such date; in other cases, when the termination of his command could not have been foreseen, the occupancy is to be extended to 14 days.

SECTION IV. OFFICERS RECOMMENDED FOR PROMOTION.

515. **Commanders and Lieutenants.**—The names of Commanders and Lieutenants recommended by Commanders-in-Chief and officers in command of fleets, squadrons, and stations, each half-year, for promotion in the proportion laid down from time to time, are to reach the Admiralty not later than 31st May and 30th November.

2. **Additional Commanders.**—Officers in command of a station are also at liberty to add to the number allowed one or two names of younger Commanders who have come specially under their notice, and might be considered for early promotion, as showing promise of becoming capable officers in the higher ranks of the naval service.

3. **Additional Lieutenants.**—Additional recommendations of Lieutenants in the proportion laid down from time to time are also allowed for the purpose of enabling Commanders-in-Chief to recommend younger Lieutenants who have come under their notice as worthy of being considered for early promotion, and as showing promise of becoming capable officers in the higher ranks of the naval service, viz., above the rank of Commander.

4. In every recommendation of a Lieutenant for promotion a report is to be made whether, so far as can be judged, he is likely to do well in the higher ranks of the Service.

5. It is not necessary that the officer recommended should be actually serving at the time on the station; therefore in considering officers for recommendation, the claims of those who have recently left a station should be considered with those on the station.

CHAPTER XI.

INSTRUCTIONS TO A FLAG OFFICER OR A COMMODORE
OF THE FIRST CLASS NOT COMMANDING-IN-CHIEF.

516. General Duties.—He is to superintend, with great attention, all the ships of the division of the fleet or of the squadron which is put under his directions ; he is to see that their crews are properly disciplined ; that all orders and regulations are punctually attended to and obeyed ; and that the coal, stores, provisions, and water are kept as complete, and the ships in every respect as fit for service, as circumstances will admit.

517. Reports, &c., from Division.—He is to receive all reports of the state of the ships and of their defects, applications for repairs or refitting, demands for stores or provisions, and representations of the state of their crews or of the misconduct of their officers or men, as being responsible to the Commander-in-Chief for the good order, discipline, and efficiency of the division or squadron which he commands.

518. Keeping Station.—When at sea, he is to be particularly attentive in observing that the ship which carries his flag, and all the division or squadron under his orders, preserve very correctly their station in whatever order or formation the fleet may be ; when any evolution is being performed, he is to be attentive to the manner in which the ships under his direction carry it out, always correcting immediately, by signal or otherwise, as he shall think fit, every apparent want of activity and exertion, and every mistake or appearance of neglect.

519. Mistakes of Ships in other Divisions.—He may correct, by signal or otherwise, the mistake or negligence of a ship in another division or sub-division, whenever it is probable that, from their relative situations, the ship cannot be distinctly seen by the officer commanding the division to which she belongs ; or whenever, being in the presence of an enemy, the officer commanding the division or sub-division whatever may be his situation, does not himself immediately correct such mistake or negligence.

520. Conduct of Ships in Battle.—When in battle, he is to observe the conduct of every ship near him, whether of the division he commands or not ; at the end of the battle he is to report his observations to the Commander-in-Chief, so that the conduct of every officer may be represented as he shall really deserve. Should he observe any ship evidently avoiding battle, or not doing her duty properly, he is immediately to make such signal to her, or to take such steps, as the case may appear to him to require, for ensuring her more efficient co-operation ; and he is to report, without loss of time, to the Commander-in-Chief any case of this nature in which he shall have so interfered.

CHAPTER XII.

INSTRUCTIONS TO THE CAPTAIN OF THE FLEET.

521. General Duties.—The Captain of the Fleet is, under the direction of the Commander-in-Chief, or Senior Flag Officer of the fleet, to attend to the various details and arrangements, for the management of such fleet and for the maintenance of it in the most efficient state possible, giving, as may be necessary, with the sanction of the Commander-in-Chief, or Senior Flag Officer, such orders for the above objects as circumstances may require; and all orders so given by him are to be obeyed by every person in the fleet as well by officers superior to him as by those inferior.

522. Matters he is to deal with.—The Captain of the Fleet will also deal with the following matters on behalf of the Commander-in-Chief, subject to his sanction, and give such orders with regard thereto as circumstances may require, and such orders are to be obeyed by all concerned in the fleet as if given by the Commander-in-Chief:—

- Passages of ranks and ratings;
- Discharge, exchange, transfer, or lending of men in the fleet;
- Examinations of ranks and ratings;
- Coaling, oiling, storing, provisioning, and money requirements;
- Royal Naval Reserve and Royal Naval Volunteer Reserve—Receipt, training, and discharge of;
- Advancement and confirmation of ratings;
- Transfers from one rating to another;
- Defect lists, examination of;
- Colliers—damages, suitability, &c.;
- Applications for extra pay;
- Leave of officers, except Flag Officers and Captains;
- Closing accounts, officers and men to be borne for;
- Surveys of stores;
- Medical surveys on officers and men;
- Patrol reports;
- Contractors, all matters relating to;
- And other miscellaneous subjects which are not of sufficient importance to be dealt with by the Commander-in-Chief.

CHAPTER XIII.

INSTRUCTIONS TO CAPTAINS.

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SECTION I.—ON APPOINTMENT.

523. First Inspection.—On appointment to the command of a ship the Captain will visit her throughout with the officers of the ship named in Article 1097, and he will be accompanied, in the case of dockyard-built ships by the Captain of the dockyard and the Manager, Engineering Department, and in the case of contract-built ships, by the Naval Superintendent of Contract-built ships and the Engineer Overseer. These latter officers are to inspect the ship with him to afford him such general information in regard to the armament, hull, engines, boilers, internal fittings, etc., as he may require.

2. Alterations.—They are to acquaint him with any alterations which the Admiralty may have authorised, and if further alterations or any additions are deemed by the Captain to be necessary, they are to inform him that they cannot be made without obtaining the special sanction of the Admiralty.

3. In such a case application is to be made by him immediately through the proper channel, with all necessary explanations, but such applications after commissioning, are to be avoided as much as possible.

524. Hastening of Equipment.—When a ship is first commissioned, as well as at all other times, the Captain is to be very diligent in getting the ship ready for sea, or for any other service ordered; he is to inspect continually and forward, so far as he is able, all work on board; and he is to report daily to the Commander-in-Chief the progress made and the state of the ship. If it is found necessary to extend the date originally fixed for being ready, he is forthwith to report the reasons by letter to the Commander-in-Chief for the information of the Admiralty, and in the event of there being any neglect or delay in her fitting on the part of the dockyard he is to represent the same, when no Senior Officer is present, to the Superintendent or to the Admiralty as circumstances may require.

2. Local Regulations, &c.—He is to make himself acquainted with the regulations of the dockyard, victualling yard, gun wharf, etc., in respect of all

matters necessary for his guidance, and he is to co-operate with the heads of all the public departments in the furtherance of the service.

525. Provisioning.—He will take on board such quantities of provisions as may be considered necessary, having due regard to the service and station on which the ship is to be employed, but the quantities are not to be less than the minimum, for the several natures of provisions, given in Article 1705, and the stocks of these articles are so far as possible to be kept up to this limit throughout the period of the commission.

2. If it is considered desirable to take on board as much provisions as can be conveniently stowed, the proportion of each kind is to be regulated by the average consumption so far as it can be estimated from general experience.

526. Quartering Officers and Men.—As early as possible after commissioning he is to make arrangements for quartering all the officers and men of the ship, including marines, as laid down in the Gunnery Manual.

527. Armament Ready for Use.—The Captain is to take care that the armament is all on board, and, whether in peace or in war, that everything is kept ready for immediate use.

SECTION II.—FIGHTING EFFICIENCY.

528. Readiness for War.—When at sea the Captain is at all times to keep the ship in readiness for war, and in time of war he will every evening before dark cause the quarters to be cleared and every other arrangement made for a night action to prevent surprise by a better-prepared enemy.

2. When at anchor in any harbour or roadstead he is, especially at night, to be constantly and fully prepared to repel any attempt of an enemy to board or to destroy the ship by torpedoes or otherwise.

529. Approaching Foreign Ships.—He is not to approach a foreign ship-of-war at any time without being prepared to defend his ship in case of necessity; but in taking all proper precautions he is to give no reasonable cause of offence to such foreign ship by exhibiting any outward marks of preparation.

530. Night Quarters.—The Captain is to exercise the crew by night at general quarters once every three months, at a time not earlier than 10 p.m.

Ships newly commissioned are not to carry out night firing until the guns' crews are sufficiently trained, and have been exercised for this purpose in the daytime, to show the ship's company clearly what would be required at night.

531. Gunnery and Torpedo System.—He is to take care that the systems of gunnery, of torpedo and of drill laid down in the current issues of the Gunnery Manual, in the Torpedo Manual, in Rifle and Field Exercises for the Navy and in gunnery and torpedo drill books are strictly carried out; he is to allow no deviations whatever therefrom, unless compelled to do so owing to special fittings or peculiarities in the armament, but any alterations that his experience or that of the Gunnery and Torpedo Lieutenants suggest as likely to be improvements may be submitted to the Admiralty.

SECTION III.—EXERCISES AND INSTRUCTIONS AS TO ARMAMENTS AND MAGAZINES.

532. Drills and Exercises.—He is to take care that the prescribed drills and exercises, as laid down in the Gunnery and Torpedo Manuals and in the

annual reports (forms S. 285, S. 285*a*, S. 303 and S. 303*a*), are carried out, and he is to see that the officers and instructors adhere strictly to the established exercises. General quarters should take place once a week.

2. Use of Ammunition, &c.—He will take care that the officers and men are carefully instructed in the description; and use of all the ammunition, &c., supplied to the ship, and that the details of their action and application are periodically shown and explained to them by the Instructors.

533. Practice Expenditure.—The Captain is to cause the quantities of ammunition and stores specified in the Gunnery and Torpedo Manuals as allowed for practice to be expended according to the instructions therein laid down.

2. He is not to suffer the quantity of ammunition to be reduced below two-thirds of the proportion of each description allowed to the ship.

534. Accident to Armament, &c.—He will report to the Commander-in-Chief for the information of the Admiralty any accident which may happen to the armament, arms, or ammunition of the ship, as provided for in Article 895.

535. Reports, &c., on Armament and Fittings.—The Captain is to make himself acquainted with the details of the reports of gunnery and torpedo trials and other reports and correspondence relating to the armament and electrical fittings of the ship, and copies of these are to be kept in the Captain's Ship's Book.

536. Opening Magazines.—He is to take care that the main magazines are never opened except by his orders, or by the orders of such officers as he may authorise.

2. When hatches of shell rooms or magazines, necessarily left open for ventilation, are not under the immediate eye of a sentry, one is to be specially placed during the time the hatches are open to prevent the entry of unauthorised persons.

537. Important Keys.—He will cause the keys of the magazines and spirit-rooms and all other important keys in the ship to be kept in a box, having a glass front, supplied for the purpose and provided with two keys; it is to be fixed outside the door of the Captain's cabin, and is to be in the charge of the sentry. In ships where there is no sentry, the box is to be placed inside the door of the Captain's cabin.

2. The keys of the important key box are to be kept by the Captain, who may, at his discretion, place one key under the charge of the sentry. In the latter case, the sentry is to be furnished with a list of persons to whom access to the key box is authorised.

3. The name of each key will be marked distinctly over its hook in the box, so that the absence of a key from its hook will show that the key is in use.

4. A board is to be hung above or below the box, and is to be painted red on one side, with the words "Magazine Open," and black on the other side, with the words "Magazine Closed," and every time the key of a magazine is taken away or returned the board is to be turned accordingly. When the box is placed inside a cabin, this board should be hung up outside in a conspicuous place.

5. When it is necessary to open the box the Gunner, Gunner's Mate, or other authorised person to whom the keys of the magazines, etc., may be entrusted, is himself to obtain the key of the box from the Captain or sentry,

as the case may require. When the purpose for which the keys were removed from the box is accomplished he is carefully to lock the magazine or room, return the keys to the box and the key of the box to the Captain (or sentry).

The person to whom magazine keys are issued is responsible that the indicator board (referred to in clause 4) is turned.

6. When the ship is fitted with a ready-use saluting magazine, the key of this magazine may, at the Captain's discretion, be permanently issued to the Officer of the Watch or the Gunner, care being taken that it is not interchangeable with other magazine keys.

538. Admission to Secret Rooms, &c.—In order to maintain their secret nature, he is to take care that with the exception of—

- (a) Officers and men of His Majesty's Navy,
- (b) Marine officers attached to marine barracks,
- (c) Dockyard officers and workmen acting under the orders of the Admirals Superintendent,

no one be allowed inside the submerged torpedo rooms or transmitting station, or on the fire-control platforms of the ship without the written sanction of the Admiralty, or the approval of the Commander-in-Chief.

2. Wireless Telegraphy Office.—No person except—

- (a) An officer or man of the Royal Navy or Royal Marines,
or
- (b) An officer or man in the civil employment of the Admiralty, whose duties are directly connected with wireless telegraphy or with the execution of duly authorised repairs, is on any account to be allowed inside the wireless telegraphy office, which is to be securely locked when unoccupied.

3. No Communication outside Service.—All details of submerged torpedo tubes, wireless telegraphy and fire-control fittings and arrangements, and the methods of using them, including range finders, are to be considered as of a strictly confidential nature, and information on these subjects is not to be communicated, directly or indirectly, to any persons outside His Majesty's Service.

539. Explosives on Docking.—The Captain is strictly to observe the instructions laid down relative to the removal or otherwise of explosives, in the case of his ship going alongside a dockyard wharf, or into a basin or a dock. See 896 (*Explosives on board Ships*).

SECTION IV. FIRE PRECAUTIONS.

540. The Captain will observe, and cause to be observed by everyone on board, the following regulations against fire :—

1. Naked Lights.—No naked lights are to be used in any part of the ship below decks, except in the usual hand lamps in the engine and boiler rooms.

2. Lights in Confined Spaces.—Lights, other than the fitted electric lights, when used in store-rooms or other confined spaces, except in coal bunkers (see Article 514, *Steam Manual*), are to be in lamp, Pattern 275.

Spirit-room, &c.—No lights or lamps whatever are allowed to be taken into the spirit-room, nor into the store-room specially appropriated for inflammable liquids.

3. Workmen's Lights.—Care is to be taken that all lights which have been used by dockyard or other artificers are properly extinguished.

4. Lights after Rounds.—Only the authorised lights are to be used after the evening rounds of inspection, except by permission.

5. **Officers' Lights.**—Lights are to be extinguished in officers' mess-rooms at the following times :—

Gun-room and warrant officers' mess	}	At sea,	9.30 p.m.
- - - - -		Harbour,	10.0 p.m.
Ward-room	}	At sea,	10.30 p.m.
- - - - -		Harbour,	11.0 p.m.

In sleeping cabins lights should be extinguished half-an-hour later.

Lights beyond the foregoing hours may be allowed with the special authority, in each case, of the Captain on the application of a responsible officer.

6. **Electric Lighting.**—As any danger of fire from electric lighting can only be due to improper fitting of the circuits or neglect of the necessary precaution in working the lights, strict attention is to be paid to the instructions contained in the Torpedo Manual and in any circulars bearing on the subject. No alterations in the circuits fitted by the dockyard are to be made without Admiralty sanction.

The connections of portable lamps in store-rooms and confined spaces are to be unshipped from their sockets when not in use, and the switches of all portable lamps left "off" when done with.

7. **Mineral Oil.**—No mineral oil of any kind other than that specially approved by the Admiralty is to be used for lighting or any other purposes.

8. **Matches.**—Only safety matches are to be allowed on board, and precautions are to be taken in their use and stowage. They are not to be allowed in magazines, store-rooms, bread-rooms, slop-rooms, or holds.

At inspections the inspecting officer is to satisfy himself that proper precautions have been taken to prevent accidents from their use.

9. **Inflammable Liquids, store-room for.**—A special store-room should be appropriated for spirits of turpentine, varnishes and any other highly inflammable liquid which may be specially allowed—and where this cannot be done fittings for the stowage of these inflammable liquids are to be provided in the spirit-room. They are not to be stowed elsewhere.

10. **Issue of.**—They are never to be drawn off from any cask or receptacle anywhere else than on the upper or main deck, and only in daylight, away from any fire, and, if possible, from any light, but if a light is absolutely necessary a safety lamp is to be used.

11. **Bottom Composition.**—The supply of composition for the ship's bottom is to be limited to the small quantity necessary to make good defects at the water-line, and is on no account to be used inside the ship.

12. **Stowage.**—Inflammable liquids are to be stowed and used with special care, and such stores are only to be received and kept on board in approved pattern casks, drums or cans with screw bungs, as specified against each in the list mentioned in clause 15.

13. **For completing Defects.**—No inflammable liquids other than those specified on the Sea Store Establishments are to be received on board for completing defects.

14. **Limit to Inflammable Liquids on Board.**—No inflammable liquids other than those specified on the Sea Store Establishments, and spirits for consumption, are to be received on board except for conveyance, or in accordance with Article 1800, clause 4.

15. **Authority for Conveyance.**—No inflammable liquids other than those included in the list inserted in the Guard Book containing Special Memoranda are to be received on board for conveyance, without special written authority.

16. **Private Inflammable Liquids.**—No inflammable liquid nor any substance of an explosive or dangerous character, nor anything susceptible of spontaneous

ignition is to be on board as private property, without the special sanction of the Admiralty, except the following, which are to be stowed as indicated :—

- (a) Spirits for the use of officers :—If in casks, to be stowed in the spirit-room, and, if in bottles, in the proper store-rooms ;
- (b) Oil for lamps :—To be kept in tanks similar to those provided for this oil as supplied on the Sea Store Establishments ;
- (c) Private ammunition :—Filled cartridges to be kept in the small arms magazine in proper boxes. Gunpowder to be stowed in the magazine in the same way as spare service powder.

17. Report at Evening Quarters.—At evening quarters the responsible persons are to ascertain and report that all tanks, casks, drums and cans containing inflammable liquids in use are in good condition, do not leak, and are stowed in their proper places with their taps and bungs properly turned off or screwed down.

18. Oil, Tallow, Cotton Waste and other wipings are to be kept in the iron tanks supplied for the purpose which should be placed as far from the boilers, or from any high temperature, as possible. Cotton waste and other wipings which are saturated with oil or grease are to be destroyed immediately after use.

19. Ventilators.—All ventilators are to be periodically examined to guard against accumulations of rubbish in them.

20. Phosphide of Calcium Lights, for night life buoys and for Whitehead torpedoes, etc., are always to be kept in the boxes provided for them, which are not to be stowed in the magazine ; they are to be kept in a store-room where they are not likely to ignite by being damaged and coming into contact with water. Any leak in the cases will be readily detected by the strong odour of phosphorus it will emit. Immediate attention should be given to this, and, if damaged, the case should be thrown overboard.

21. Acids are not to be kept near any substance or article of an easily inflammable character, nor where they can damage other stores.

22. Engine Department.—The special precautions against fire which are applicable to the engine and boiler rooms, and to coal and the coal bunkers, will be found in detail in the Steam Manual, and are to be strictly observed.

23. Notices.—Printed copies of this Article are to be hung conspicuously on the mess decks and in engine-rooms and officers' quarters.

541. Fire Stations.—The Captain will establish proper fire stations and regulations for the guidance of the officers and men, in case a fire takes place in the ship, either during " Action " or at any other time ; in doing this he will be guided by the Admiralty Watch Bill and Gunnery Manual at the time in force.

2. He will cause copies of the drawings showing the position and lead of all pumps, pipes, cocks and valves connected with the fire service and flooding arrangements of the ship to be hung in some conspicuous position for the use of the officers and men.

SECTION V. REGULATIONS FOR CLOSING WATER-TIGHT DOORS.

542. The Captain will take care that the following rules relative to closing water-tight doors and valves are strictly observed :—

The signal for closing water-tight doors is to be given in all ships by continuous short sharp blasts on the fog-horn. In every ship and vessel a fog-horn is to be kept ready for use at a moment's notice, both by day and night in such a position as will ensure its being heard at all stations. In large

vessels, or in those of peculiar construction, it may be necessary, for this purpose, to place more than one, in different parts of the ship.

2. **When to be closed.**—In every ship and vessel, as soon as the anchor is off the ground, all hatches, doors and valves, automatic or otherwise, below the armoured deck, are to be closed by hand, and not opened until the anchor is let go again, except in the following cases :—

(a) For purposes of ventilation for half-an-hour in the day, or for so long as is considered absolutely necessary by the Captain.

(b) In parts of the ship which it is absolutely necessary to keep constantly ventilated, such as where men are employed or sleeping.

In both the above cases men should be specially stationed to close by hand, when required, all openings which are left open by necessity.

3. **At sea,** doors are to be kept closed in the engine-rooms and stokeholds with the exception of the bunker doors in each stokehold from which the coal is being worked, and one door between each two bunkers.

4. The instructions contained in the preceding clause as to closing of doors in the engine-room department at sea are to apply for the present to the following classes of ships only :—

BATTLESHIPS,

CRUISERS.

“Dreadnought.”

“Invincible.”

“Lord Nelson,”

“Minotaur,”

“King Edward VII,”

“Duke of Edinburgh,”

“Bulwark,”

“Drake,”

“Duncan,”

“Devonshire,”

“Triumph,”

“Monmouth,”

“Canopus,”

“Cressy,”

and any future ships.

5. In ships, other than the above, the doors referred to may be opened at sea, provided that men are stationed to close them at once, if required, deck hands being employed for this duty when the circumstances render this necessary.

All bunker doors, however, other than those from which the coal is being worked, are to be kept shut.

543. **Precautions in Action.**—In action, at general quarters, or in a fog, when water-tight doors would be closed generally, certain doors such as magazines, ammunition passage doors, etc., will have to be opened, but men who are working in these spaces are to be told off to be responsible for closing the doors and hatches in case of collision or damage to the ship. Special means are to be provided for conveying the orders for closing all such doors in the most expeditious manner possible.

Thus, at sea, ships will be under the same conditions in regard to water-tight doors as if going into action, except that the magazines, etc., will be closed.

2. **The collision bulkhead** is always to be kept intact.

3. **Doors, &c., which are to be kept closed.**—All empty water-tight compartments are to be kept closed. Doors or openings which are required for giving the necessary facilities for removing certain parts of the auxiliary machinery should be kept closed and water-tight until required for use.

4. **Gunports, Armoured Doors and Automatic Valves.**—The collision stations are to include the closing of gunports and armoured doors. If necessary, ladders are to be rigged for facilitating traffic on these occasions. The means of closing automatic valves by hand are to be periodically examined in order to ascertain that they are in working order.

544. Test of Water-tight Compartments.—The water-tightness of the compartments of His Majesty's ships is to be tested periodically. Commanders-in-Chief are to order a compartment of each ship to be flooded at least once a year, care being taken that a sufficient head of water is obtained.

If the compartment selected is a small one, such as a wing compartment or small passage, no previous notice should be given, but if it is a large one, notice should be given and due precautions taken to remove any stores or fittings liable to damage, and opportunity should be taken of the ship being in dock on the blocks, but with the dock full of water.

If the compartment tested should not be found water-tight, full investigation is to be made of the cause, and a report forwarded.

2. Officers in command of His Majesty's ships are to pay constant attention to the care of all water-tight fittings, so that the efficiency of the ships may not be impaired through any defect in the water-tightness of the compartments.

3. **Inspection.**—Whenever ships are inspected, inspecting officers are to satisfy themselves that the condition of the water-tight compartments, fittings, &c., is satisfactory, and that the periodical tests have been properly carried out.

545. Practice in closing Water-tight Doors.—The Captain is to pay the strictest attention to the necessity of frequently exercising the crews in closing water-tight doors without previous warning, in order that the fullest advantage may be derived, in case of need, from the means provided for the protection of ships from the risks incident to collision or fire, and a record of such practice is to be inserted in the log.

2. **Stations.**—In every ship men are to be detailed whose duty it will be when the fog-horn sounds, to proceed with all speed and close the doors to which they are severally appointed. This is to be a peremptory arrangement in all ships, and the Captain is to take special care that the numbers of men so detailed shall be sufficient to provide for the casualties from sickness and other causes of absence.

3. All water-tight doors are to be kept clear for immediate closing. No fitting of any kind is to be allowed which will require to be removed before the doors can be shut.

546. Charge of Water-tight Doors.—Water-tight doors, which include horizontal trap or flap doors as well as vertical hinged doors between decks, armoured hatches, are in the charge of the Engineer Officer, who is responsible for their efficiency, and for their being closed when not in use.

2. **Examination of Cocks, Valves and Slides.**—Cocks, sluice-valves and water-tight slides in connection with water-tight compartments and ventilation, and water-tight doors, armoured hatches and their securing arrangements are to be examined and worked at least once a week, under the directions of the Engineer Officer, to see that they are in proper and efficient working order.

3. **Artificial Ventilation.**—In ships with artificial ventilation the various water-tight cocks and slides which can only be worked below the water-line are to be carefully closed immediately after the ventilating fans have ceased to work, so that, in the event of accident, the water shall be prevented from passing from one compartment into another.

547. Letters on Water-tight Bulkheads, etc.—The distinguishing letters of water-tight bulkheads and doors, as shown in the drawings furnished by the dockyard (Article 950), are to be painted on them in prominent positions and in conspicuous characters, and when necessary the lettering is to be renewed so that the letters may at all times be readily distinguishable.

SECTION VI. SMOKING REGULATIONS.

548. The following regulations with regard to smoking are to be observed in all His Majesty's ships :—

1. **Appointed Places.**—The Captain will appoint the places in the ship where during the prescribed hours the officers and ship's company are to be permitted to smoke, subject to the approval of the Commander-in-Chief at every inspection, but no smoking is to be allowed below the gun-deck, except in the cabins of Flag Officers and Captains, or in smoking rooms authorised by the Admiralty.

2. **Regulation Hours.**—The hours when smoking is to be permitted, provided it does not interfere with the work in hand at the time, are :—During the meal hours of the ship's company, and, as regards the officers, until 8.55 a.m. In the evening, after quarters in harbour, for officers, till 11 p.m. ; ship's company, till 9.20 p.m. At sea, for officers, till 9.30 p.m., and for ship's company, till 8.20 p.m.

3. **Sundays and Thursdays.**—On Sundays and also on Thursdays, when it does not interfere with the work going on, or the necessary drills in newly-commissioned ships, smoking may be permitted in the afternoon until the pipe "clear up decks."

4. **Night Watches.**—The Captain may also, at his discretion, permit smoking during the night watches for a period not exceeding one hour in each watch.

5. **Divine Service.**—Smoking is not to be allowed during Divine Service.

6. **In Boats.**—Smoking in the boats of His Majesty's ships is prohibited when on duty, unless such boats are detached on service for any length of time, in which case smoking may be allowed within the hours already prescribed.

7. **Alongside Yards, &c.**—Officers and men of ships alongside dockyards, wharves, or jetties may be permitted to smoke on board at the hours and places sanctioned by the Regulations, but not in ships in docks or basins unless with the written sanction of the Superintendent.

8. **Officers on shore** in uniform are prohibited from smoking in the public streets.

9. **Age.**—No officer or boy under 18 years of age is to be allowed to take up tobacco, nor to smoke either on shore or afloat.

10. All officers and men are to be careful to obey any regulations which prohibit smoking on board ships under dockyard control, in dockyards, ordnance stores, magazines, &c., or while embarking explosives.

SECTION VII. CLOTHING, CLEANLINESS AND HEALTH.

549. **Divisions.**—The Captain is to divide the ship's company, except the marines, into divisions, and is to place a Lieutenant in charge of each division, who is to have under his orders as many Sub-Lieutenants and Midshipmen as the number on board will admit.

He is to take special care that the divisional officers conform in every particular to the directions contained in the Instructions for Lieutenant.

550. **Adherence to Regulation Kit.**—The Captain will take care that the established uniform and regulation kit for petty officers, seamen, and boys is strictly adhered to ; he is not to permit any deviation from the sealed patterns or drawings, and is to require that attention shall be paid to every detail, so that on transfer to other ships men and boys may be spared the expense of alterations.

The numbers of the articles may, however, be exceeded when of the authorised pattern, if they can be conveniently stowed.

2. **Ribbons and Medals.**—He is to see that the men are in possession of, and wear the proper ribbons for, the medals which may have been awarded to them, as noted on their service certificates.

Any cases of missing medals or clasps should be dealt with as shown in Article 1560 (*Replacement of Medals*).

551. Inspections of Clothing and Bedding.—He will cause the men's clothing and bedding to be inspected by the divisional officers periodically, taking care that the inspections are so conducted as not to be unnecessarily irksome to the men. (*See also* Article 620, clause 5.)

2. **Issue of Clothing.**—Facilities are to be provided for the issue of clothing to the men as frequently as is necessary, and the Captain is to satisfy himself that the arrangements are adequate. The issue of clothing to boys is to be regulated so that they may generally be kept clear of debt. The procedure for issuing clothing is shown in Article 1743.

552. Proper and Dry Clothing.—The Captain is to see that the men are properly clothed in the established uniform, according to the nature of the climate in which they may be serving; that they are generally clean in their persons and dress, and that they are never permitted to remain in wet clothes, nor sleep in wet bedding, when it can be possibly avoided.

2. **Bedding.**—The bedding is to be aired once a week when the weather will permit it, each article being exposed separately to the air. Twice in every year the blankets are to be washed with soap, in warm water, and once a year the bed tickings are to be washed and the hair beaten and teased.

553. Beards and Moustaches.—The Captain is to permit all the officers and men of the ship, including the Royal Marines, to wear beards and moustaches if they so desire.

When the permission is taken advantage of the use of the razor is to be entirely discontinued, as moustaches are not to be worn without the beard, nor the beard without moustaches, except in the case of officers' stewards and cooks, and marines, who, whether afloat or ashore, may wear their beards and moustaches or moustaches only, as each may elect.

2. The hair of the beard and moustaches or whiskers is to be kept well cut and trimmed. The Captain is to give such directions as may seem to him desirable upon these points, and is to establish, so far as practicable, uniformity as to the length of the hair, beards, moustaches or whiskers of the men.

554. Cleanliness, Ventilation, etc.—The Captain will use his best endeavours to ensure that cleanliness, dryness and good ventilation prevail throughout the ship; that all compartments are kept dry, and that the drains are frequently flushed and maintained in good order, also that all ventilation pipes and fittings are efficient and ready for use.

He is to take every means to ensure a thorough natural circulation of air throughout the ship at all times, subject to the regulations in regard to the water-tightness of compartments, and he is frequently to examine the ship in company with the Medical Officer, and when any part is found to be not perfectly clean or free from obnoxious smells, he will cause a thorough examination to be made, so as to detect the cause and remove whatever may tend to engender disease.

2. He is to cause an officer to inspect all parts of the ship below every morning, and to report to him whether they are in a clean and well-ventilated state or otherwise.

3. He will take care that such parts of the ship below as are usually dis-tempered are re-coated every six months or as often as may be necessary.

4. If the weather should prevent the ports from being opened for a considerable time, fires are to be lighted in the stoves and windsails freely used, so that the mess decks and flats may be kept as dry and airy as possible.

5. **Poisons.**—No poison or poisonous acid is to be used to clean mess traps ; nor is virus or poison to be used for the extermination of rats without the prior concurrence of the Medical Officer.

555. Washing Facilities.—He will take care that the officers and men are permitted to avail themselves of the special fittings provided in the ship for personal ablutions ; that as much fresh water as practicable is issued for the purpose ; that the bathroom, when so fitted, is kept supplied with both hot and cold water ; that it is open for use every evening after quarters ; and that proper times are appointed for men to wash their persons so that it may be part of the daily routine.

556. Bill of Health.—The Captain will take care before the ship sails from a home or colonial port for any foreign port, to obtain a bill of health from the proper officer of Customs.

SECTION VIII. LOGS, REGISTER AND SIGNAL BOOKS, &c.

557. Ship's Log.—The Captain is to examine the ship's log book every day after noon, in order to see that it has been properly kept, and at the end of every 12 months he is to receive the log book from the Navigating Officer in a complete state, and to give that officer a receipt for it.

2. **Deck Log.**—He is frequently to examine the deck log book to ascertain that the officers in their respective watches have entered with accuracy, and according to the instructions, all the particulars required to be recorded.

3. **Night Order Book.**—When the ship is at sea, and at such other times as he may think necessary, the Captain is to leave his orders for the night in the book supplied for the purpose.

558. Engine-room Register.—The Captain is to inspect the engine-room register every day soon after noon, taking care to satisfy himself that all the information required is fully and properly noted, so that a complete record of work done and changes made may be preserved.

559. Signal Log.—The signal log is to contain an accurate record of all visual and sound signals addressed to, or made by the Ship, with the exception of wireless telegraphy signals which are to be recorded in the wireless telegraphy log.

2. A list of the ships in company is to be entered in the log for each day, and the arrivals and departures noted in the "Remarks" column for the 24 hours.

3. In the "Remarks" column should also be noted, so far as can be, all ships-of-war passed or met with, salutes fired, land, lights or lighthouses sighted, and any other observations of interest made by the signalmen which are deserving of record.

4. The Captain is to select an officer or other competent person to keep the log, and is to inspect and initial it once a week. It is also to be examined by the officer who inspects the ship.

5. **Disposal of Signal Logs.**—The signal log book, when filled up, is to be kept until the ship pays off, and is then to be sent to the Deputy Cashier-in-Charge, Royal Victoria Yard, Deptford, to be kept for record. Each log should be labelled on the back with the name of ship and date before being sent in.

Signal logs of flagships will be preserved for five years, and other signal logs for three years. At the end of these respective periods they will be destroyed.

560. Safe keeping of Signal Books.—The Captain is responsible for the safe keeping of the signal books, and is to appoint a convenient place for the box in which they should be kept when not in use. Every care is to be taken in the treatment of the signal books; they are not to be exposed to the weather, and at the end of each watch the Officer of the Watch is to satisfy himself that they are correct.

SECTION IX. INSTRUCTION OF OFFICERS.

561. Course of Instruction.—The course of instruction to be observed in the ship as laid down from time to time is to be diligently pursued, under the inspection of the Captain, during the whole period of the commission. See **328** and Appendix X., Part I. (*Instruction of Midshipmen*). Whenever possible, the Captain is to detail a Lieutenant from the ordinary complement who is to be responsible to him for the general arrangement of the Midshipmen's instruction.

2. **Midshipmen.**—Subject to the Captain's approval, the Lieutenant will arrange their time tables in consultation with the Naval Instructor and other instructing officers, so as to permit of their school and other training proceeding continuously in the various subjects with as little interruption as possible.

3. He will generally watch the progress of each junior officer in every department, and will see that advantage is taken of any opportunities that may offer for assisting in or witnessing any work of special interest which may be in progress. If a Midshipman should be backward in any particular branch he should arrange his work individually, with a view to making good the deficiency before the examination. Any special degree of success in progress will be noted in favour of the Lieutenant.

4. **Midshipman's Journal.**—He will see that the journal of each Midshipman is properly kept according to the instructions contained therein. The Captain is to have the journal produced for his inspection from time to time, and is to initial it at each inspection.

5. **Progress Book.**—A progress book (S. 398) recording the instruction given to, and the progress made by Midshipmen, is to be kept in every ship, by the officer appointed to supervise the general instruction.

6. An extract from the progress book, with a statement of his progress and the marks he obtained at the last examination, is to accompany each Midshipman on going to another ship, except when going to be examined for the rank of Lieutenant.

562. Steam Instruction.—The Captain will appoint one of the engineer officers to carry out the Steam Instruction of such of the commissioned officers of the Military Branch as may desire to avail themselves thereof, and from time to time he is to ascertain the progress made by these officers in this important branch of knowledge.

563. Opportunities for Instruction.—The Captain is to take advantage of all opportunities afforded by the service upon which the ship is employed to cause the officers whom it may concern to be instructed in manœuvring the ship, signalling, pilotage, surveying, handling boats under all conditions, and in such other branches of knowledge as will add to their professional efficiency.

SECTION X. GENERAL INSTRUCTIONS.

564. Machinery and Boilers.—The Captain will pay the most careful attention to all matters connected with the preservation of the machinery and boilers, and he will at all times, except in cases of extreme urgency, take care that the fires are lighted sufficiently early to prevent injury to the engines and boilers from getting up steam too quickly.

565. Engine-room.—The Captain is to visit the engine-room at least once in every 24 hours.

566. Defects.—The Captain is to keep the ship as free from defects, and as ready for service, as the means on board will permit.

2. He is to cause the artificers and artisans of the ship to repair all such defects, including those of guns, mountings, torpedoes and their discharges, and other naval ordnance stores, as may be within their means, in order that on arriving in port as little assistance as possible may be required from the dockyard or other establishments. For detailed list of defects to be made good by ship's staff, *see* "Memorandum of Instructions to Sea Stores Establishment," *also* Home Dockyard Regulations, Article 676.

A weekly return (form S. 163) is to be rendered to the Captain in all ships in commission, except torpedo boat destroyers and torpedo boats, by the Executive and Engineer Officer, of the employment of artisan and engineer ratings respectively, showing the defects made good and any new defects which may have been developed. This return is not to be rendered in war time, or by vessels which are commissioned temporarily for manœuvres.

3. No proposals are to be made for any alterations that would not add to the efficiency of the ship.

567. Boats.—The Captain is to take care that all the boats of the ship are kept efficient and ready for any service at the shortest notice, and that the men are properly stationed for getting them out or in, and exercised in manning and arming them.

2. He is to cause the special regulations in Article 645 to be observed, with the view of preserving the non-sinking properties of steam and other boats which are fitted with air-cases.

3. He is to take care that the instructions in regard to boats contained in the signal manual, boarding book, and boats' signal book, as well as any other instructions that he may have received or issued on the subject, shall be known and observed by the officers and men.

568. Losses of Stores.—The Captain is to report for the information of the Admiralty, in detail, and by the earliest opportunity, whenever any gun, boat, anchor, or any other valuable or important stores are lost, or any mast, yard, or spar is materially injured, or whenever any accident of a serious nature occurs to the ship's hull, machinery, or boilers.

2. **Accidents and serious Defects.**—When any accident happens which causes entire or partial disablement of the ship for service, or when any serious defect is discovered in the hull, machinery, or boilers, the cause of which is not clear, the senior officer present should direct an inquiry to be at once held as to the cause of the accident or defect, and a full special report with evidence, finding, and sketches should be forwarded to the Admiralty. Pending the inquiry, the defective parts are, if it can be done without inconvenience to the Service, to be left as nearly as possible in the condition in which they were found immediately after the accident occurred or the defect was discovered.

3. Contact with Floating or Sunken Objects.—In the case of a ship coming into contact with floating or sunken objects, or with wharves or piers, the facts are to be fully stated, with a view to a careful examination being made of the plating affected, in case it should seem to be necessary. *See 1104 (Ships entering Docks or Basins).*

569. Working Parties.—The Captain will take care that detached working parties are, when practicable, placed in charge of a commissioned officer, with a proportion of subordinate and petty officers to assist him. When marines form part of it, a non-commissioned officer is to accompany them if possible. The officer in charge is on no account to quit the party to follow his private affairs, nor is he to allow any person under his orders to do so, and he is to conform to the regulations of the establishment in which he may be employed at the time.

2. Arrangements are always to be made for men in working parties, or employed out of the ship, to return to their dinners at the usual time, as no men should be absent from the ship during the meal hours except in cases of necessity. Working parties for the shore are on all ordinary occasions to breakfast before being sent away from the ship.

570. Reporting Proceedings.—The Captain is by occasional and proper opportunities to send particular accounts of his proceedings to the officer under whose orders he may be placed, or if not under the orders of any officer, to the Admiralty. He is to report all circumstances that have occurred, and all intelligence he may have obtained worthy of notice.

2. Important Intelligence.—If the Captain should in time of emergency obtain intelligence which he may think necessary to send to his Commander-in-Chief or to any ambassador or minister, squadron or ship, army or fortress of His Majesty or his allies, and which he is unable otherwise to communicate, he is to hire for the purpose on the most reasonable terms possible such a fit private vessel as he is able to procure.

He is to make an agreement in writing with the owner, or with the master, if the owner is not present, in which is to be particularly specified all the service the vessel is to perform, and the rate at which she is to be paid for performing it.

He is only to take such a step if the intelligence is of such urgent consequence as to justify the expense, and he is to be extremely careful to whom he entrusts the conveyance of the actual despatches.

571. Port or Station Orders.—On commissioning, and during the commission on arrival from sea, the Captain will take care to obtain or complete from the office of the Commander-in-Chief or Senior Officer, his copies of the standing orders of the port or station, and ships abroad falling in with each other are to compare and correct to the latest date, the Admiralty or station orders they may each have received, the Senior Officer being careful that this is done.

572. Charge of Ship.—The Captain is not to entrust the charge of the ship when under way to any officer, whether confirmed or acting, or to any other person, unless he has satisfied himself that such officer or person is acquainted with the regulations for preventing collisions at sea.

2. The Captain is never to allow an officer of a foreign navy, who may be borne as a supernumerary, to be placed in charge of a watch.

573. Collision with Merchant Ship.—The Captain, in every case of collision between his ship and a merchant vessel, in addition to his special report—which

in the United Kingdom should be by telegraph, and should include a statement as to where the merchant vessel, if in default, is to be found, and up to what date—is to transmit, without delay, statements in detail from such of the officers and crew as he may consider desirable, as to the circumstances of the occurrence, and especially as to the following points, so far as they may be applicable to the case :—

- (a) The time and place of the collision.
- (b) The name and owner of the merchant ship.
- (c) The force and direction of the wind.
- (d) The state of the weather.
- (e) The state and force of the tide.
- (f) Whether His Majesty's ship was at anchor or under way; if under way, the course and speed to be stated.
- (g) The time when the other vessel was first seen.
- (h) The lights, if any, carried by His Majesty's ship.
- (i) The distance and bearing of the other vessel when first seen.
- (j) The lights, if any, of the other vessel which were first seen.
- (k) Whether any lights of the other vessel, other than those first seen, came into view before the collision.
- (l) What measures were taken on board His Majesty's ship, and when, to avoid the collision.
- (m) The parts of each vessel which first came into contact.
- (n) Whether either ship was in charge of a tug or pilot.
- (o) Whether blame is attributable, and, if so, to whom, and to what extent.
- (p) An approximate estimate of the cost of making good the damage done to either or both ships.

Under Section 688 of the Merchant Shipping Act, 1894, power is given to detain any ship at fault, that has caused injury to any of His Majesty's ships, or to any property of His Majesty, and therefore the special report, mentioned at the commencement hereof, should contain all particulars necessary to enable the Admiralty to place the matter at once in the solicitor's hands, if thought desirable.

It is to be observed that, except in extreme cases, to save life or to avert further serious damage to ship or cargo, no steps should be taken to effect repairs, nor anything done that may be construed into an admission of liability, until orders from the Admiralty have been received.

574. Derelict Vessels.—Should any of His Majesty's ships fall in with any water-logged vessel abandoned at sea, which constitutes a danger to navigation, the derelict is to be examined, and unless the cargo is composed of such large baulks of timber as would themselves become a danger if released, or the position of the wreck is such as to make it probable that she may soon be towed into port, every effort is to be made to sink or to otherwise destroy her.

2. Officers in command are to report by telegraph to the Admiralty from the first port of call, the position of any derelict vessel which may have been sighted during the voyage.

575. Officer's Grave Illness.—Whenever an officer's illness gives cause for grave anxiety, a report is to be telegraphed without delay to the Admiralty, who will take steps to inform the relatives. Should the Commander-in-Chief not be present, the telegram is to be despatched direct to the Admiralty by the Captain of the ship, or the Principal Medical Officer of the hospital or hospital ship, as the case may be.

2. **Deaths.**—The death of an officer, man, or boy, together with the cause of death, and in the case of a man or boy the rating and official number, is to

be reported by telegraph to the Admiralty. When the death occurs at a Royal Naval hospital or sick quarters, the Principal or Senior Medical Officer is to forward the telegraphic report, but in all other cases the Commanding Officer of the ship on whose books the man is borne is to forward this report. In the case of an officer, the Commander-in-Chief is also to be at once informed.

3. The Captain will also report without loss of time on form S. 1121 direct to the Admiralty, as well as to the Commander-in-Chief, the death of any officer, man, or boy who is borne on the books of the ship, for pay (including cases referred to in Article 1427), for victuals, or, as provided for in Article 601, for discipline only, whether the death occurs on board or elsewhere, taking care also that in the case of a man or boy the death is at once communicated by letter to his nearest relatives or friends. See 1857 (*Deaths to be recorded in Log and reported to Registrar-General of Births, Deaths, and Marriages*).

4. Telegrams which may be sent from a ship in the above cases direct to the relatives must be considered as private messages and paid for accordingly.

5. **Officers or Men Drowned.**—In cases of drowning, when the body is not recovered at the time, particulars of the occurrence, with a full description for purposes of identification, are to be forwarded to the District Captain of Coast Guard concerned at home, or left with the consular authority abroad. Form S. 243, altered as necessary, should be used for the purpose.

576. **Accidental Deaths.**—In the event of the accidental death of, or serious bodily injury to, an officer or other person belonging to His Majesty's Navy and borne on ship's books, the circumstances are to be at once investigated by a court of inquiry composed of members specially qualified to deal with any technical questions involved.

2. The court is to be convened by the senior officer present under the provisions of Article 703. It is to sit with closed doors, and no part of the report or of the proceedings is to be divulged without the sanction of the Admiralty, except on foreign stations, when the senior officer present may use his discretion in the matter.

3. The minutes and proceedings are to be forwarded to the Admiralty with as little delay as possible, a copy being sent to the Commander-in-Chief in the case of ships detached from the flag.

577. **Inquests.**—When it may be necessary to hold an inquest in England, Wales or Ireland touching the death of any person on board and belonging to a ship, the Captain will acquaint the coroner, within whose jurisdiction the ship may be, with all the circumstances of the case, care being taken to have all the witnesses in attendance at the time the coroner may appoint for holding the inquest. In no case will any officer of the fleet, on actual service and full pay, be called upon to serve as a juror on these inquiries.

If any person on board of or belonging to a ship is killed by accident or dies suddenly in Scottish waters, information should be given to the local Procurator Fiscal who is charged with the duty of collecting evidence for the information of the Crown Authorities. A public fatal accident or sudden death inquiry may be ordered, and if so intimation as to time and place will be made by the Sheriff Clerk.

2. In order that the Admiralty may, if possible, be legally represented at the coroner's inquest or, in Scotland, at the public fatal accidents and sudden deaths inquiry, the Captain will immediately acquaint—

- (a) if in England—the local agent of the Treasury Solicitor, or, if there is no local law agent and if time permits, the Admiralty.
- (b) if in Scotland—the legal adviser to the Admiralty in Scotland.
- (c) if in Ireland—the Treasury Solicitor in Ireland.

3. The legal representative's report of the inquest or fatal accidents and sudden deaths inquiry is to be forwarded to the Commander-in-Chief for the information of the Admiralty. In cases where the Admiralty was not legally represented, the Captain is to furnish a report.

578. Messes.—The Captain is to take care that all the messes are conducted in an orderly manner, and as a rule so economically as to be within the means of every member. He is to see that the Regulations as to the use of wine and spirits, and for the adjustment and payment of mess debts, are strictly complied with.

2. **Mess Accounts.**—If the Captain should discover from any of the books or mess statements brought before him, or from the audited accounts or by any other means, that excess, extravagance, or irregularity has occurred, either in the case of any mess generally or in that of individual officers, he is to give such directions as he may think proper in order to prevent a repetition of it, and, if necessary, report the matter to the Commander-in-Chief.

Wine Bills.—In particular he is to limit or stop any wine bills which he may consider excessive or extravagant, having regard to the description of liquor consumed and the amount of hospitality exercised.

3. **Canteens.**—If he permits a canteen to be established on board he is to give special attention to the system upon which it is formed, and the regulations drawn up for its control, as directed in Articles 855 to 859.

SECTION XI. LETTERS AND MAILS.

579. Postman.—The Captain is to take care that a trustworthy non-commissioned or petty officer is selected to do duty as postman, to whom he will give authority to receive all letters from the post office, and to sign the necessary receipts for all registered letters.

2. **Letters arriving.**—On the arrival of the letters on board they are to be delivered to the Executive Officer, who will entrust them to the Master-at-Arms for distribution. Letters addressed to persons no longer serving in the ship are to be re-addressed and forwarded, or returned to the post office authorities without delay. If returned to post office authorities, the reason of non-delivery must in every case be endorsed upon the cover by the Master-at-Arms.

3. **Registered Letter Book.**—A book is to be kept by the Master-at-Arms, form S. 568 (at depôts, form B. 46), in which all registered letters are to be inserted. This book is to be certified by the postman, and all such letters are to be signed for on delivery by the parties to whom they may be addressed.

580. Registered Letters sent.—At Home, all letters sent from a ship to a post office to be registered are to be given to the Master-at-Arms, to be recorded by him and signed for by the postman, who, on his return to the ship, is to hand the post office receipts to the Master-at-Arms, for delivery to the senders of the letters in question.

2. Abroad, letters intended for registration, which are sent in the ship's bag, should be made up in packets marked "Registered Letters," and should be accompanied by a list. This list, in which the addresses and destination of the letters are to be entered, is to be prepared in triplicate, one copy being retained on board and two copies enclosed in an envelope marked outside "Registered Letter List" and tied to the outside of the packet of registered letters. When more than one list is used, the lists should be numbered consecutively and the total number of registered articles should be entered on the last list, which should be marked "Final." When only one list is used this list should also be marked "Final." One copy of the list will be retained at

the post office at which the mail is opened, and the other copy will be returned as a token of receipt to the ship in which the letters originated. In the absence of printed forms the list may be prepared on ordinary sheets of paper, each sheet to be headed :—

List of Registered Letters from H.M. Ship “ ”
at (Date)

When no registered letters are forwarded in the bag, the list should nevertheless be sent in duplicate, marked “nil.”

A receipt on the form supplied for the purpose, in each case, is to be given on board His Majesty's ships to the sender of a registered letter when handed in for posting.

3. Registered letters sent from England to His Majesty's ships on a foreign station, which may be undeliverable, should not be re-posted on shore, but should be returned to England by the next mail enclosed in the registered packet and accompanied by the original list sent to the ship.

581. Letter Bags for Home.—The Captain will take care that the bags containing letters for England are directed as follows :—

From His Britannic Majesty's Ship “ ”
at
For the Post Office, England.

582. Letters to Foreign Stations.—Separate bags are made up for each of His Majesty's ships on foreign stations, and such registered correspondence as there may be for each ship is enclosed in the several bags and entered on a “Letter Bill,” which is also enclosed in each bag, and which is to be signed by the senior Executive Officer who opens the bag, and promptly returned to the Sub-Controller, Foreign Branch, General Post Office, by the first home-ward mail, not in an envelope, but so folded that the printed address on the outside may be visible. No postage need be paid on these forms.

2. **Registered Letters received.**—The officer who signs the “Letter Bill” is responsible for the distribution of the registered letters, and should be careful to obtain a receipt from the persons to whom they are addressed in the column provided for the purpose.

3. **Unpaid Postage.**—In cases where insufficient postage has been prepaid on a letter, the amount of the deficiency marked on the letter should be recovered from the recipient. These sums are to be collected by the Master-at-Arms and handed to the Accountant Officer who is to debit himself with the amount in his current cash account, as an extra receipt, under the head of “His Majesty's Postmaster-General, Unpaid Postage recovered.”

The debit in the cash account is to be supported by a voucher, made out on a form supplied by the Admiralty (Accountant-General).

4. In all cases of disputed charges the amount charged should be paid, and the covers of the letters sent to the General Post Office with the letter bills, in order that an explanation may be furnished.

SECTION XII. ANCHORS AND CABLES.

583. Chain Cables.—The Captain is to attend most carefully to the state and preservation of the chain cables to ensure every precaution being taken to keep them from undue wear or corrosion, and he is to see that the Navigating Officer and the Boatswain pay the same attention to this very important subject. See 1829 to 1833 (*Surveying and Testing Cables*).

584. Cables Cut or Slipped.—The Captain is never to cut or slip a cable while there is a possibility of weighing the anchor, except in a case of emergency, such as chasing an enemy or for the safety of the ship, but if necessary to do so, or if the cable is parted, he is to use his utmost endeavours to recover it and the anchor, immediately the weather and other circumstances admit of the attempt being made. If the ship should be sent to sea, the Senior Officer left at the anchorage is to recover them if possible.

2. Loss of Anchor or Cable.—If an anchor or cable should be lost in any harbour or roadstead, or if an attempt made to recover it should prove unsuccessful, the Captain is to report it to the Admiralty through the Commander-in-Chief, if under the orders of one, and also to the Superintendent of the nearest dockyard, detailing the circumstances in which the loss occurred, and transmitting a plan of the harbour or roadstead on which is marked, as near as possible, the spot where the anchor is supposed to lie, giving also any cross marks or the bearings and distances of the nearest points of land that may have been taken from the spot.

3. He is to leave similar full written particulars with the Consul or other chief British authority at the place, for the guidance of the Captain of any of His Majesty's ships calling there, who, if consistent with his orders, is to endeavour to recover the lost articles.

585. Report of Loss.—On every occasion of the parting of a cable or the loss or breakage of an anchor, a report, on form S. 541, is to be at once made to the Admiralty through the Commander-in-Chief, giving full information as to the cause of the parting or breakage and the circumstances in which it occurred.

586. Precautions as to Moorings.—When lying at moorings he is to take care to observe every precaution with regard to them which the Captain of the Dockyard may think necessary, and he will see so far as he is concerned that no moorings of any description are laid down at any of His Majesty's naval ports without the permission of the dockyard authorities.

SECTION XIII. PAYMENTS, CASH AND STORE ACCOUNTS AND SURVEYS.

587. Precautions as to Payments.—The Captain, whenever payments are to be made, is to be careful that they take place at regular hours, and that all persons who are to be paid are in attendance so far as practicable. See 1602 (*Payments in General*).

2. Miss-muster Payments.—He is to give all necessary facilities for miss-muster payments, removing any causes for money transactions being conducted except by strict Service methods, and is to ensure that form S. 6 is kept conspicuously exhibited on the notice boards and in the pay office of the ship. See 1332, clause 4 (*Officers authorised to receive and disburse Public Money*).

588. Cash Account and Balances.—In regard to the cash account and cash balances he will observe the following regulations:—

1. Counting Balance.—He, or two or more officers specially appointed by him on each occasion, when the proper time arrives, will count the balance of the public money in the Accountant Officer's charge, and compare it with that shown by the cash book, viz. :—

(a) At uncertain periods, but once at least in each quarter.

(b) On the last day of each month, after all payments for the month and quarter have been made or on the first day of the succeeding month before any transactions have taken place.

- (c) On paying off, except when abroad, and the instructions contained in Article 1133 are consequently carried out.
- (d) On the supersession of the Accountant Officer, or on his being relieved of his duties, from illness or any other cause.

2. The following instructions show the procedure to be followed by the examining officer in conducting the verification of the Paymaster's money balances on board His Majesty's ships, but they are not intended to relieve the examining officer of any responsibility for the thoroughness or correctness of his examination, or to prevent him from adopting any additional precautions he may consider necessary:—

- (a) With the exception indicated in Article 1654, the examining officer should have before him, at one and the same time, the whole of the cash, postal orders, postage stamps, &c., on board, with the bank certificate of balance in the case of a ship allowed to have a banking account, together constituting the balance of public money in the hands of the Accountant Officer, and also the cash constituting the balances on any other accounts entrusted to the Accountant Officer either under these Regulations or otherwise with the approval of the Commanding Officer (*e.g.*, moneys deposited for custody under Article 1639, *Canteen Funds*, under Article 857, *Canteen Ship's Fund, Mess, Wine, Sports, and Band Funds, &c.*). After satisfying himself that these balances are correct and in accordance with the record thereof in the cash balance book he is to countersign the latter book in the space provided (Article 1666). The statement required by Article 858, showing the amount of canteen, &c., money on hand is also to be produced for inspection at the time, and with the cash, &c., should remain in the presence of the examining officer till the verification of the balance has been completed by him and the certificate signed. In the case of mess and any other accounts which are only audited quarterly (Article 846) the balance found to be due as the result of such audit is, as soon as the audit is completed, to be compared with the cash balance thereon, verified by the examining officer, and recorded in the cash balance book, any discrepancy being reported to the Commanding Officer.
- (b) Bank notes, postal orders, &c., should be counted in detail, and loose cash either counted, measured in pay trays, or weighed, if there be means at hand, as may be considered necessary or desirable.
- (c) Bags of gold should be opened and counted, but bags of silver and copper, sealed up by bankers or other responsible persons, may be taken at their marked contents, should the examining officer be satisfied on a close inspection that they have not been opened or otherwise tampered with, subject, however, to his opening and verifying the contents of one or more bags, which he will himself select.
- (d) Money conveyed in cases, boxes, or bags, for a yard or for another ship, &c., which may form part of the Accountant Officer's balance, may be taken at its marked value, unless the examining officer should see any reason to suspect that any such case, box, or bag has been opened, or otherwise tampered with.

3. **Monthly Examination of Cash Account.**—On the last day of each month he will examine, or cause the before-mentioned officers to examine, the cash account for the month, and in so doing the vouchers or other necessary documents in support of the debits and credits are to be inspected, and the amounts compared with the several entries in the cash account, and the balance of public

money, as shown in the Account, is also to be compared with the balance actually found, and the account and certificates signed as required by Article 1670. Should any corrections be necessary, they are to be made in red ink, and initialled by the Captain or by the examining officers, and a detailed statement is to be forwarded to the Commander-in-Chief for the information of the Admiralty.

4. Transmission of Cash Account, &c.—Within the first ten days of each month the cash account of the preceding month is to be delivered open by the Accountant Officer to the Captain, who will give him a receipt for it. The Captain is to sign it and fill in the summary form S. 452, with his own hand, noting the date and the position of the ship at the time. The cash account and summary are to be retained in the Captain's own possession until the first opportunity that offers of forwarding them. The Captain will personally transmit the account and summary under separate covers to the Accountant-General as soon as possible, appending to the summary a certificate on form S. 452*a*, of the cash balances, other than that due on the public account, verified in accordance with clause 2 (*a*) of this Article, and the statement required by Article 858. When despatched he will notice in his letter-book the date, and by what conveyance, he personally forwarded them.

5. Paying-off Abroad.—Should the ship be paid off abroad, he will take care that the cash book, cash account, and vouchers are promptly completed by the Accountant Officer, and he will personally forward them to the Accountant Officer selected by the Flag or Senior Officer, in order that they may be immediately examined in the manner prescribed by Article 1133, before the cash account and vouchers are transmitted to the Accountant-General.

6. Balance on Supersession, &c.—On the supersession or relief of the Accountant Officer, or on paying off at home, he will see that the balance due to the Crown has been duly taken on charge, noting to whom it has been actually transferred.

589. Demands for Money.—The regulations to be observed by the Captain in approving demands for the supply of money for the public service are laid down in Article 1638, and those for remittances in Article 1650.

590. Payments made under the Captain's authority for services not immediately connected with the Accountant Officer's duties, will be allowed on the production of satisfactory vouchers, but the amounts will be charged against the Captain should there be any irregularity or deficiency in the vouchers attributable to him, or should he have sanctioned an excessive or improper expenditure.

591. Accounts of Officers in charge of Stores.—When Officers in charge of Stores are ordered to be discharged, the Captain is to satisfy himself that their accounts have been kept in accordance with the Regulations and are complete. Should this not be the case the Captain is to report the circumstances for the consideration of the Admiralty. In the event of an officer who is required by the Regulations to keep a log-book or journal having failed to do so, the same course is to be adopted.

592. Officers' Receipts before sailing.—Before sailing, or on being ready for service ordered, the Captain is to take care that the respective officers in charge sign the necessary receipts for supplies obtained and procure receipts for stores returned.

593. Surveys.—The Captain's approval is required to all Surveys connected with the ship he commands, except surveys upon invalids; he is to deal with

or report any partiality or injustice on the part of the surveying officers that may come to his knowledge, and, should he dissent from the recommendations, he is to state his reasons either on the report or by separate letter.

594. Death or Removal of Accountant Officer.—The Captain will take care, on the death of the Accountant Officer, or on his removal from any cause, that the necessary steps are taken for an immediate survey on the public money, and all stores in his charge. See 1343, 1344 (*Death or Incapacity of Accountant Officer*), and 1642, clause 4 (*Keys of Money Chests*).

SECTION XIV. DISCHARGE OF OFFICERS AND MEN.

595. Applications for Discharge or Transfer.—The Captain will bear in mind that no application for the discharge or transfer of an officer from his ship, nor for such lengthened leave of absence as might render his return improbable will be entertained unless he shall certify on the application that he is satisfied with the conduct of such officer; and he is also to certify in every application for survey on an officer, as well as for his discharge or transfer, that the request is not made for the purpose of removing the officer from the ship in consequence of any misconduct.

2. Exchanges.—When application is made for the discharge of officers, men, or boys (form S. 222), or for their exchange from one ship to another, the Captains of the respective ships, on forwarding such applications to the Commander-in-Chief, are to state that they have no objection to the request being complied with; if, however, they have objections, they are to be specified. See 1347, clause 3 (*Officer delayed in Hospital*).

596. Officers absent, Ship about to sail.—If any officers should be absent from the ship, when the Captain receives orders to sail, or to hold himself in readiness to sail, from a home port, he is to report, on form S. 219, their names for the information of the Admiralty, with such particulars as he may be able to furnish, so that, if necessary, other officers may be appointed in their stead.

597. Discharge from Ship.—He is not to discharge any person from the ship's books without the authority of the Admiralty or of his superior Officer, except for one of the following reasons, namely:—death, desertion, transfer to some other ship, discharge from hospital after being invalided from the Service, discharge to half-pay on supersession, or dismissal by sentence of court-martial; and, at home, discharge to shore on expiration of continuous service engagement in cases where the men have not completed time for pension.

598. Special Service Men unfit for R.F.R.—The case of any special service man entered before 1st October 1908, who on account of unsatisfactory character cannot be recommended for enrolment in the Royal Fleet Reserve, is to be specially represented to the Admiralty. The case of any man entered on or since that date who is not considered to be in all respects fit for enrolment, is to be reported to the Commander-in-Chief of his port division for decision, whether the man is serving at home or abroad.

599. Men in Hospital on sailing.—Petty officers, seamen, marines, and boys, belonging to sea-going ships, if in hospital or sick quarters at home, when the ship is about to sail for foreign service, or for a cruise of any length, are to be transferred to the books of the general dépôt or receiving ship at the port nearest to the hospital or sick quarters, the vacancies so occasioned being filled up before the ship sails. See 1600 (*Pay Ticket*).

2. On the discharge of such men to the general depôt, or receiving ship, care is to be taken in the case of those men who are still borne for wages, that the date on which they were checked to hospital is noted on the transfer list in addition to the other particulars required by the form, so that all requisite abatements on account of allotments, hospital stoppages, &c., may be duly charged, and that the men may be D.S.Q. at the proper time.

3. The Captain is to acquaint the Principal Medical Officer of the hospital, by letter, of the date when, and the name of the ship to which, such men and boys have been respectively discharged, so that the necessary notations may be made at the hospital.

4. When men and boys are dealt with under clauses 1 and 2 of this Article, their service certificates are to be sent to the depôt, or receiving ship, as the case may be. If it subsequently becomes necessary to invalid them out of the Service, their certificates are to be sent to the hospital, in time for the survey.

600. How borne when discharged from Hospital.—Petty officers, seamen and boys who may be left in hospital when the ships to which they belong sail from England, are, when sent from the hospital to the depôt, to be borne for disposal, with the exception of officers' stewards and cooks, and non-continuous service band ratings, who are, if so entitled, to be dealt with as laid down in Article 1426, prior to their discharge to the shore, or they may be further retained if a written request has been received from the Captain of their last ship to the effect that when discharged cured from hospital they may be sent to rejoin her. Marines are to be sent to the nearest divisional headquarters.

601. Persons in Hospital, how borne.—All officers, seamen and boys who may be patients in home hospitals or sick quarters under Articles 1396, 1425, and 1426, and who may be remaining there on the completion of the periods for which they may be respectively entitled to pay under those Articles, are, on the completion of such time, to be marked D.S.Q. on the ship's books, and, for purposes of discipline, are to be transferred to a special sub-section of list 17 for "persons in hospital borne for discipline only"; they are to be retained on that list until finally discharged from the hospital or sick quarters. Patients who may remain in hospital after being "invalided" are similarly to be transferred to this list from the date of their being invalide'd.

The foregoing provisions as to entry on a list of persons in hospital borne for discipline only, do not apply to officers who are placed on half pay on the cessation of their full pay, nor to marine officers, commissioned warrant officers, or warrant officers.

602. Discharge by Purchase.—Men and boys serving in the Royal Navy under continuous or special service engagements are permitted, in exceptional cases, to purchase their discharge.

Discharge cannot be claimed as a right, however, and nothing in these Regulations shall interfere with the power of the Admiralty to suspend discharge by purchase at any time, or to refuse discharge in a particular case.

2. Application for the discharge of a man or boy by purchase should be made to his Captain. The Captain is to be careful not to entertain or forward an application without fully satisfying himself that the applicant has good and substantial reasons for seeking the discharge.

3. On the home stations discharge by purchase may be authorised by the Commanders-in-Chief, the Rear Admiral of the Coast of Ireland, and the Admiral Commanding Coast Guard and Reserves, without reference to the Admiralty in the following cases:—

(a) Where the applicant has less than three months' service.

(b) Where the applicant has over six years' service and satisfactory evidence is produced that he has good employment to go to.

A quarterly return is to be rendered to the Admiralty, showing the number of discharges granted under the above authority.

In other cases at home, Admiralty authority is to be obtained.

4. On foreign stations, discharges are not to be allowed, except under pressing circumstances, when the decision will rest with the Commander-in-Chief, or, in his absence, with the senior officer present, if of Flag rank.

In all cases of discharge by purchase abroad, form S. 222, showing the circumstances, is to be forwarded to the Admiralty.

5. **Scale of Payments.**—The following is the scale of payments for discharge from the Service for men and boys, including marines :—

Within three months from date of entry	-	-	-	-	-	10
After three months from date of entry :—						
(a) Boy Artificers and Engine-room Artificers trained from Boy, under four years' service from date of being rated Acting Engine-room Artificer, 4th Class	-	-	-	-	-	30
(b) Others :—						
Boys, and marines under 18 years of age	-	-	-	-	-	20
Men :—						
(i) With less than four years' service from age of 18						24
(ii) After four years' service from age of 18	-	-	-	-	-	18
(iii) After six years' service from age of 18	-	-	-	-	-	12
(iv) After 16 years' service from age of 18						Free.

NOTE.—Service under (a) and (b) must be actual service in receipt of wages, as recorded on the service certificate. Free discharge under (iv), either at home or abroad, is only to be granted with prior Admiralty approval.

6. The above scale applies also to men entered for "Special Service."

7. The amount of any debt due to the Crown at the time of discharge must be paid in addition to the purchase money.

8. As a rule payment of the purchase money will not be required before the discharge has been approved. Men who are sent to a *dépôt* for discharge will pay the money to the Accountant Officer of the *dépôt*.

In any case, however, where the Captain may consider it desirable, he may require or allow the purchase money to be deposited at the time of application, or before sending the man home or discharging him to a *dépôt* after the discharge has been approved.

9. **Kits on Discharge.**—Boys discharged on payment of 10*l.* are not to be allowed to take away the whole of their kit.

Men discharged for 10*l.* are not to be allowed to take away the whole of their kit if they hold ratings allowed a free kit on entry under Article 1738.

It is left to the discretion of Captains to determine the actual articles of clothing to be taken away, but they should only be sufficient to enable the men or boys to return to their homes decently dressed. The articles retained are to be sold in the customary manner for the benefit of the Crown.

603. **Re-entry after Discharge by Purchase.**—One-half of the amount paid for a man's discharge from the navy will be refunded if he is allowed to re-enter the Service within two years of discharge.

2. One-half of the purchase money paid for the discharge of a boy from the navy will be refunded if he is allowed to re-enter within six months. No repayment will be made if the period of absence exceeds six months, whether he re-enters in a man's rating or not.

3. No part of the purchase money paid for discharge from the army will be refunded in respect of entry in the navy and *vice versâ*.

NOTE.—No repayment will be made in respect of enrolment in the Royal Fleet Reserve or re-entry in the navy for non-continuous service.

604. Where Discharged.—Men and boys whose discharge from the navy is due (or has been ordered) in the United Kingdom, are to be discharged to the shore direct from their ships without passing through the depôts, except as stated in clause 2. See 1505 (*Travelling Warrants*).

2. Men who are about to enrol in the Royal Fleet Reserve are to be sent to their depôts for discharge, and are to be enrolled prior to the settlement of their wages and the delivery to them of their service certificates.

SECTION XV. MISCELLANEOUS.

605. Legal Actions.—In case an action is brought in any court of law on a Foreign Station, which has reference to his ship, the Captain will make a full report to his Commander-in-Chief of all the proceedings in the matter, together with all papers connected therewith, for transmission to the Admiralty.

2. In the event of the Captain finding it necessary to institute proceedings against any vessel or property, he will take care that all costs and expenses incurred in any such proceedings are paid either by himself, or by arrangement with the ship's agent.

Captures.—When a capture is made he will forward to the ship's agent all the necessary documents to enable him to claim the bounties or proceeds, if any, to which the captors are entitled, or repayment of any expenses which may have been incurred in their behalf.

606. Legal Assistance.—In criminal cases of such urgency that immediate action is absolutely necessary, legal assistance may be obtained, as follows:—

(a) In England—from the local agent to the Treasury Solicitor.

(b) In Scotland—from the legal adviser to the Admiralty in Scotland; but when an ordinary criminal prosecution requires to be conducted application should be made direct to the local Procurator Fiscal, who undertakes such prosecutions in the public interest.

(c) In Ireland—from the Treasury Solicitor in Ireland.

In every case a report of the circumstances is to be forwarded to the Admiralty.

2. In criminal cases which are not so urgent, and in all other cases, except inquests (*see* Article 577), when legal aid is required, the matter is to be referred to the Admiralty.

607. Treasure Shipped.—The Captain will make a report, on form S. 192, of all treasure shipped, as soon as it is received, as well as in the half-yearly returns. Upon the receipt of freight on treasure he will pay the proportion due to Greenwich Hospital to the Accountant Officer, who is to debit himself therewith in his cash account and transmit with it the vouchers descriptive of the sums received.

608. Arrest of Offenders.—When he has occasion to send on shore in any part of His Majesty's dominions to arrest an offender against the Naval Discipline Act, he is to furnish the person sent on that duty with a warrant, form S. 244, as provided by Section 50 of the said Act. See 804. clause 4 (*Arrest by Naval Warrant*).

609. Deserters from other Ships.—If he should discover in the ship deserters or absentees from other ships, he will forthwith report the particulars to his superior authority, or he will send them to their proper ships, if present, and if the directions of the superior authority for their disposal cannot be obtained without inconvenience. In the event of deserters being discovered from the army, royal marines, or militia, information is to be immediately forwarded to his superior authority as above directed, with a description of their persons and every particular likely to lead to their identification. On foreign stations, if the regiment or corps to which the deserters belong be present, he is also to communicate with the Commanding Officer thereof, and on the offenders being identified, with the permission of his Senior Officer, he is to deliver them up to him; but no such deserters are to be sent to England from ships abroad, without orders from the Admiralty. See 804. clause 7 (*Investigation in case of Deserters*).

610. Rolling and Pitching.—The Captain is to utilize every favourable opportunity of observing the rolling and pitching of his ship, especially if an armoured vessel, under various conditions of wind and sea; and, in order to obtain as much information as possible in regard to the motion of His Majesty's ships, the instructions contained in form S. 561 are to be strictly attended to.

2. A series of observations is to be recorded in return S. 561, at least every six months during a ship's commission. The officers taking the observations are to be detailed at the discretion of the Captain and the return is to be forwarded to the Admiralty on each occasion of the ship paying off.

3. A report of the observations made relating to the rolling and performance of any of His Majesty's ships at sea will be called for by the Admiralty should it be required from a ship at any time other than on the occasion of paying off.

611. Cases of Life-saving.—Cases of extraordinary merit in saving life, which, in his opinion, deserve the Albert Medal or the rewards of the Royal Humane Society, are to be represented through the proper channel, to the Admiralty. Recommendations for the Royal Humane Society are to be made in the form given in form S. 1—Supplement.

612. Watch Quarter, Station and Fire Bills.—The Captain is to cause the established watch and quarter bill and station and fire bill books, which are supplied on commissioning, to be used as far as they are applicable to the ship. Copies of these books (S. 250 and S. 250a) are to be distributed] as follows:—

Two copies of each to the Executive Officer, one for deck use, for the correctness of which he will be held responsible; one copy of each to the senior Lieutenant in ships where a Commander is borne, and to the Gunnery, Torpedo, and Engineer Officer, to the Gunner and to the Master-at-Arms.

These copies are to be considered as belonging to the ship during the period of the commission, and on any of these officers leaving the ship the copy in his charge is to be delivered to his successor.

2. A printed skeleton form of quarter bill is to be filled in and hung up in a conspicuous place on board.

3. **Ship's Steward Ratings.**—Ship's Stewards, Second Ship's Stewards, Ship's Steward's Assistants, and Ship's Steward's Boys are to be stationed at general quarters and fire stations only.

Officers' Stewards, Cooks and Servants are to be excused from the ordinary duties of the ship, but they are to be stationed at quarters and drilled at fire quarters and fire brigade duties.

613. Men Navigating Merchant Ships.—Men sent to assist in navigating merchant ships are to be checked of their pay and provisions, but are to be allowed time towards pension while so employed. Their allotments are not to be stopped; preference, therefore, is to be given to those who have none in force in selecting men for this duty. Arrangements should, if practicable, be made that the men so sent are not to receive wages less in amount than their naval pay and the established navigating extra pay, with all necessary travelling expenses, to enable them to return to the Service. They are to be discharged with pay tickets, in accordance with Article 1599, to the Flag or other ship-of-war nearest to their destination, the Captain of which is to be informed when they may be expected to arrive, and every case of so lending men is to be reported at once to the Admiralty.

614. Customs Officers, Assistance to.—When officers of the Customs arrive on board one of His Majesty's ships in pursuance of their duty, the Captain is to give them every possible assistance in discovering such articles of contraband as may be on board, and is to take care that they are allowed to execute their duty without obstruction or ill-treatment. His Majesty's Commissioners of Customs, on the other hand, engage that their officers will exercise their right of search with discretion, and will only proceed to a detailed and exhaustive search on receiving information which would render such a course desirable.

2. Victualling, &c., of.—If the duty on which the Custom House officers are sent shall require their remaining on board more than one day, the Captain is to order them to be borne as supernumeraries at full allowance, and to be provided with hammocks and bedding, in a screen berth so situated as may best admit of their doing their duty; but government stores of any kind, however small in quantity, are not to be given them, nor to any other person, under any pretence whatever. See 1884 (*Customs Regulations*).

615. Naval Marriage Instructions.—The Captain is to take care that the instructions issued by the Admiralty with regard to the publication of banns of marriage and issue of marriage certificates on board ship are in all respects complied with. See 716-719.

SECTION XVI. IN CASE OF WRECK.

616. Lives, Stores, Books and Papers.—If a ship is wrecked or otherwise lost or destroyed, the Captain will use every exertion to preserve the lives of the crew; and when as many of them as possible have been saved, he is to use his utmost endeavours to save the stores, provisions, and furniture of the ship. He is to give his particular attention to the saving of all books and papers relating to the ship's accounts, that he may be enabled to cause the necessary books to be made out for transmission to the Admiralty, immediately after the court-martial to inquire into the loss of the ship has taken place. Should he find himself unable to comply with these directions, he is immediately to report the cause to the Admiralty, in order that, if judged proper, directions may be given for the books to be made out from the last accounts received in office. He is himself to take especial care to preserve all secret orders, signals, and instructions, or, if necessary, to destroy them, to prevent their falling into improper hands.

2. Disposal and Guarding.—He is to dispose of the crew in the manner most conducive to their comfort and to economy, that the circumstances admit. He is to place sufficient guards over the stores and provisions saved to prevent

their being embezzled, and is to be careful that the wine and spirit are so disposed of that they cannot be tampered with. He is to keep the crew together, and is to be very particular in preserving regular and perfect discipline among them, and in preventing the committal of any irregularities or the giving offence to the inhabitants of the country they are in. Should there be no hope of being assisted by any of His Majesty's ships, so soon as he shall have saved all that can be got from the wreck, he is to hire, on the most reasonable terms, such vessels as are necessary to convey him and all the officers and crew, as well as the stores and provisions, to the nearest port where he may expect to find some of His Majesty's ships, or to a port in England, according to circumstances; observing that, without very sufficient reasons to the contrary, he is always to prefer that course which will be attended with the least expense to the public. Should a sufficient quantity of provisions not be saved, he is to authorise the Accountant Officer to purchase whatever may be required; and should the men be in want of clothes, he is to cause whatever may be absolutely requisite for their comfort to be purchased, and duly charged against them as clothing. Should the ship be wrecked on the coast of a foreign Power in amity with His Majesty, he is to apply to the Governor or chief officer of the place, for such assistance as he may stand in need of, and he is to be particularly attentive in observing and conforming to all the laws and regulations of the country, so long as he shall continue in it.

3. Offer of Assistance.—In case of emergency, when there is not time to obtain the previous authority of the Admiralty, the senior naval officer present before accepting an offer of assistance in raising the ship, saving stores, or for any other service, is to arrange the form or manner in which payment is to be made, and he is to satisfy himself, by independent evidence if possible, that the offer made is fair and reasonable. Should he be unable to arrange such terms to his own satisfaction, he is to make the necessary provision for the matter to be referred to arbitration. See 177 (*Authority of Captain and others*), and 1355 (*Pay to continue*).

CHAPTER XIV.

INSTRUCTIONS TO LIEUTENANTS AND SUB-LIEUTENANTS.

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SECTION I. LIEUTENANT.

617. Preservation of Order, &c.—He is to see that all on board subordinate to him perform their duties with diligence and propriety. He is to check all profane swearing, and improper or obscene language; and all disturbances, noise, or confusion.

618. In time of Action, he will take care that all the officers and men under his command are at their quarters, and do their duty with spirit and alacrity; and that, so far as practicable, all the regulations laid down in the latest *Manual of Gunnery* and in any subsequent additions, are strictly observed.

619. When Officer of the Watch, he is responsible for the safety of the ship, subject, however, to any special orders he may have received from his Captain.

2. Keeping Station.—On every occasion before taking charge of a watch, when the ship is in a squadron, he will see that she is in her station; if out of station, he will not take charge until the Captain has been informed and his order received to take charge. In every such case the bearings and distance of the next ahead and of the Flag, are to be noted in the log book. (*See also* Clause 6.)

3. Approaching Land.—At all times when at sea, so far as practicable, he will keep himself informed of the position of the ship. When approaching land or in pilot water he is to ascertain whether land or lights are in sight, and if not whether any are likely to be seen, and all other particulars which may be of use in keeping the ship out of danger; also that the anchors and cables are clear.

4. General Duties.—After taking charge of the watch, he is to be constantly on deck until properly relieved; he is to see that the watch are alert and attentive to their duties; that every necessary precaution is taken to prevent accident; that when approaching land or pilot water, soundings are obtained with sufficient frequency; and that the ship is as perfectly prepared for battle as circumstances admit. He is to be careful that the ship is properly steered, and that a correct account is kept of her way by the use of the log, and that the notations necessary for navigation are made in the deck log, together with every other occurrence worthy of notice, and all accidents occasioning loss of stores. He is to be careful, if not in a flag ship, that all signals are recorded as the Captain may direct. At the end of the watch he is to sign the deck log book, properly filled up, with his initials; and when the occurrences of the day have been entered in the ship's log book, he will in the same manner place his initials at the end of each watch, in proof that the entries are correct.

5. Subordinate Officers, Night Watches and Lifeboats.—He is to see that the Sub-Lieutenants and subordinate officers are constantly at their posts, and attentive to their duties; when he takes charge at night, and at any other time he may think necessary, he will muster the watch, and the lifeboats'

crew ; and he will satisfy himself that the lifeboats are ready for lowering, that a compass, lantern, and Very's lights are in each of them, and that the boxes supplied for the stern and quarter boats are in them, or at hand.

6. **Keeping Station.**—He is to be extremely careful to keep station with other ships and is to report at once to the Captain if unable to do so.

7. **Signals.**—He will take care that a good look-out is kept for all signals, whether general or to the ship ; that none are answered until made out and understood ; that during the night the flashing apparatus, lanterns, and everything else necessary for making signals are in good order, and ready for instant use, including the signal guns ; and that at sea none but the authorised lights of the ship are visible.

Signal Books.—Signal books, when kept on deck, are to be under the charge of the Officer of the Watch, who is to satisfy himself, on relieving the deck, and on being relieved, that they are in the box provided for that purpose.

8. He is not to make any signal either by day or by night, without authority from the Captain, except to warn ships of immediate danger.

9. **Fog.**—During a fog he is to be most attentive that the " Regulations for Preventing Collisions at Sea " referred to in Article 1041 and in the Signal Manual are very carefully observed.

10. **Important Occurrences.**—He is to inform the Captain, or cause him to be informed, of all strange vessels seen ; of all signals made ; of all changes of rate of speed made by the leader of the squadron or fleet, if in company with other ships ; and in general of all occurrences worthy of notice.

11. **Changing Course.**—He is never to change the course without directions from the Captain, unless to avoid immediate danger.

12. **Look-out Men.**—During the day, when the weather permits, he is to keep look-out men at the mast-head, and, during the night, in their proper stations ; he will frequently caution them to be on the alert, and cause them to be visited ; he will take care at all times to have them sufficiently frequently relieved.

13. **Meeting Strange Vessel at Night.**—If during war a strange vessel is seen in the night, he is to send to inform the Captain whilst he makes such immediate preparations for action as the circumstances may require.

14. **Rounds.**—During the night he is to be careful that the police of the watch go the rounds, and visit every part of the ship each half-hour, to see that there are no irregularities, no unauthorised lights burning, and no unauthorised smoking, and that they report to him the result ; he will also cause a Sub-Lieutenant or Midshipman of the watch to go the rounds frequently during each night watch.

15. He will take care—

(a) **Reports from Carpenter.**—That the Carpenter or one of his mates sounds the well and looks to all the ports which should be barred, at least twice in each watch ; and whenever water ballast is admitted into the ballast compartments, that the Carpenter himself reports the state of the water at 8 a.m., and in the 6 to 8 watch ;

(b) **Gunner.**—That the Gunner or one of his mates examines and reports to him at least once in each watch whether the guns are properly secured ;

(c) **Boatswain.**—That the Boatswain examines the state of the rigging, boats' falls and derrick purchases, and the Carpenter that of the masts, yards, davits, derricks, &c., as necessary, and that they report to him the result.

16. **Instruction of Subordinates.**—He is to take pains to instruct the Midshipmen and the men of the watch, in their respective duties, pointing out any mistakes that may have been made in the discharge of them, and how they should be avoided in future.

17. **In Harbour,** he is to see that the routine duties are carried out on deck ; that a careful look-out is kept on all boats under sail ; that boat Midshipmen always sail their boats when it is possible to do so, to accelerate the duty on which they are employed ; and should the ship be anchored in a tide-way, that a buoy is always ready to be veered astern.

18. **Hawse.**—When the ship is moored, should the hawse become foul, he is immediately to report to the Captain, and cause the Navigating Officer to be informed as well. See 1033, clause 3.

19. **Information to Relief.**—In giving up charge of the watch, he is to be careful to inform his relief of all the orders, whether conveyed by signal or otherwise, which remain unexecuted. If in company with other ships, he is to point out the position of the Commander-in-Chief, of the officer commanding the division to which the ship belongs, and of the ships generally ; he is to inform his relief under what steam they were when last ascertained ; whether the ship is coming up or dropping astern ; and generally he is to give him all information that may serve to enable him to keep station and out of danger.

620. **As Officer of Division.**—He is to be particularly attentive to the division of seamen put under him, keeping a list of their names, ratings and conduct ; he is to see that the subordinate officers in charge of sub-divisions are constant in their attention to their men, and he is to encourage them to perform their duty with strictness, but in the spirit of kindness and thoughtfulness for the comfort of their men, checking them whenever he may observe any tendency to undue harshness or irritating language.

2. **Cleanliness.**—He is to see that his men are at all times as clean as the duties of the ship will allow, and particularly that they keep their persons clean, and that they are properly dressed. He is to take opportunities of examining those who may be habitually careless or dirty ; and to adopt such measures for correcting them, and leading them into better habits, as may be necessary and proper.

3. **Clothing and Bedding.**—He is to see that all clothing and bedding is properly marked, and that accurate lists on form S. 264 are kept of the clothing and bedding in the possession of every man in his division ; should he find that any of them have improperly sold or made away with any of their clothes or effects, he is to report the same to the Captain. With the Captain's approval, when clothing is being inspected, he will take only a few bags at a time, so that it shall not be necessary to detain the whole of the division during the operation.

Medals are to be produced at inspections, and any cases of missing medals are to be reported to the Captain.

4. **Men Joining.**—On the arrival on board of men transferred from another ship, their kits are at once to be placed under the charge of an officer of a division, who is to verify their state and enter them on his division list. See 550 (*Regulation Kit*).

5. **Requisitions for Clothing.**—When initialling the clothing issue notes (Article 1743) for men of his division, he is to satisfy himself that they do not demand any articles that are not necessary for their use and comfort.

6. **Recommendations for Advancement, &c.**—He is to submit to the Captain and to the Executive Officer the names of such men as from zeal and ability in the discharge of their duties may be worthy of advancement, and he is to

encourage and bring forward those who are specially desirous of improving themselves in the knowledge of their duties.

Good Conduct and Misconduct.—He is also to submit the name of any man who by good conduct is, in his opinion, deserving of reward or special indulgence; and, on the other hand, he is to report any man who by his conduct, either on shore or on board, is unworthy of those indulgences, or of being retained in the first-class for leave.

7. Claims for Medals, Badges, &c.—He is to ascertain whether any of the men of his division have claims for medals, clasps, good conduct badges, or arrears of pay or prize money, arising out of service in their present or former ships, and he is to give them his advice and assistance in bringing their claims forward and establishing them in the proper quarter, keeping notes of them as necessary. He is to explain the facilities afforded to them of lodging their money for safe custody by placing it in the savings banks, or of remitting it; and he is to assist them with his advice, when asked, as to the disposal of it.

8. Service Certificate.—He is to see that such men as desire it are furnished with a copy of their service certificates on form S. 537.

621. Officer of the Guard, or Boarding Officer.—When he is Officer of the Guard, or Boarding Officer, he will attend to the directions relative to those duties contained in the boarding book (form S. 554), and, when required to do so, he will make his report on form S. 555 (*Report of Guard*).

622. Instruments.—He is to provide himself with a sextant, telescope, and such other instruments and books, not supplied at the public expense, as are necessary for the purposes of navigation; their condition will be ascertained and reported on at inspections.

2. Reckoning and Collision Regulations.—He is to comply with Article 327, as to keeping a reckoning, and he will make himself thoroughly acquainted with the regulations for preventing collisions laid down in Chapter XXIX.

623. Officer Acting as Lieutenant.—The instructions in this Chapter are to be observed respectively by all officers, of whatever rank, who, under the authority of the Captain, may be called upon to perform duties usually assigned to Lieutenants.

SECTION II. SUB-LIEUTENANT, &c.

624. General Duties.—A Sub-Lieutenant is to be attentive to his duties, and zealous in carrying into effect the several orders and directions he may from time to time receive from the Captain or from other his superior officers.

2. Inferiors.—So far as is practicable, he is to see that all the subordinate officers, and all others of inferior rank to himself properly perform the duties required of them.

3. Mess Duties.—He is at all times to assist in preserving order and regularity in his mess, and when he is senior member he is to take care that any directions the Captain may give as to the expenses of the mess are adhered to.

4. When keeping Watch he is to see that the men do their duty, especially when they are employed on duties requiring attention and vigilance. When the hands are on deck he is to take care that men employed at his station obey orders with silence and alacrity.

5. Journal.—A Sub-Lieutenant is to keep a log book or a journal, which is to contain professional observations on the various places visited in the course of service, and the usual astronomical and other observations, also the daily position of the ship, and the winds, currents, and other like particulars.

The log book or journal should contain track charts, as well as plans and sketches of harbours, and all other information likely to be useful in the future in navigating, or to His Majesty's Service.

He is to produce the log book or journal to the Captain whenever required.

6. Midshipman's Journal.—A journal (form S. 519) is to be kept by each Midshipman during the whole time of his service as such, and is to be produced at the examination for the rank of Lieutenant. [See Article 270, and Appendix X., Part II: (13).]

7. Instruments.—Every Sub-Lieutenant and every Midshipman is to provide himself with a sextant and a telescope, the condition of which is to be reported on at inspections and at other appointed times.

CHAPTER XV.

INSTRUCTIONS TO THE GUNNER, BOATSWAIN, AND CARPENTER.

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SECTION I. THE GUNNER.

625. General Duties.—On first appointment to a ship being brought forward for commission, he will prepare the warrant for the armament and Gunner's stores (should they not be already on board), and, if so directed, he will acquaint the Naval Ordnance Officer when they can be received.

2. He is responsible that the proper proportion of spare gear is on board, and has been tried in place.

626. Relations with Gunnery Lieutenant.—He is at all times to communicate directly with, and attend to the directions of, the Gunnery Lieutenant upon the fitting and working of the guns and magazines, and relative to his duties generally, but he is not the less to be responsible that all the stores in his charge are kept in good order and properly expended.

627. Magazines and Shell-rooms.—He is to make himself thoroughly acquainted with the construction, ventilation, and the flooding arrangements of the magazines and shell-rooms, and assure himself that they are properly fitted, and that the magazines are perfectly dry before ammunition is received. He is especially to ascertain, by close inspection at the flooding inlet in the magazine, that the flooding valve is effectually shut after it has been screwed down, locked, and the deck-plate cover put on.

628. Stowage of Ammunition.—He is responsible for the stowage of all ammunition, and when it is stowed he is to see that the battens and stanchions are in place.

2. When receiving ammunition, he will cause the utmost care to be taken of the cases in which it is packed; and he will take care that the detail of cordite lots is duly received from the issuing magazine.

629. Magazine Precautions.—He is never to allow the magazine to be opened but by himself, a petty officer, or some other trustworthy person. He, or the petty officer in charge, is to be very careful to ascertain that persons who go into the magazine have no matches nor anything else about them which can strike fire.

2. Before the magazine is closed, on each occasion, he will examine and arrange the cases of cartridges which have been opened, and secure all that contain ammunition as before.

3. He will take care to have a sufficient number of keys or spanners near to the cases which require to be opened; and that nothing is stowed in the handing-rooms or magazines except what is actually required for the issue and supply of ammunition.

4. He will immediately report any defects which may exist in the fittings of watertight scuttles, hatches, and doors.

Candle lamps are never, in any circumstances, to be allowed in the magazines or handing-rooms of ships.

630. Guns, Sights, and Mountings.—The Gunner, or in his absence his representative, is frequently to examine the state of the guns, sights and mountings, so that anything defective may be immediately repaired or exchanged; and he or his representative is to personally ascertain every day that the gun sights are correct, and to report to this effect to the Executive Officer at such time as the Captain may direct; also, he is to take care that all other detachable fittings of guns and mountings in his charge, except those kept in locked store-rooms, are seen daily by himself or his deputy, in order that any loss of such stores may be detected and reported without delay. He is frequently to examine the rifles, and all other small-arms, to see that they are kept clean and in every respect perfectly fit for service.

2. When demanding arms to replace those of any previous issue, he will state the number which had been marked by the Naval Ordnance Department on those originally supplied.

631. Pistols.—The pistols supplied to ships are to be kept together in racks near a sentry's post, in such a position that the absence of one of them could be readily observed.

2. The pistols are not to be removed from the racks, except for action, drill, or cleaning purposes, and at such times an Armourer or other fitting person is to be stationed at each rack to superintend their removal.

3. The pistols, when in the racks, are to be secured from removal by a chain passed through their trigger guards, and locked.

632. Blank Cartridges.—He is to personally supervise the preparation of cartridges for blank firing and saluting, to ensure that the several operations are carried out strictly in accordance with the instructions on the subject.

633. Survey after Action.—After an engagement, he will apply to the Captain for a survey on the ammunition and other stores remaining in his charge, that the quantity expended in the action may be ascertained.

634. Tin Boxes of Combustibles.—He is never to allow the hermetically closed tin boxes, in which tubes, fuses, lights, and other combustibles are issued for service, to be opened until required for use, to guard against deterioration from damp or other causes.

635. Arms of parties detached.—When a detachment of seamen or marines shall at any time be sent from the ship, he will make a list of the arms, ammunition, and stores belonging to his department sent with it, which is to be signed by the officer appointed to command the detachment; on the return of the detachment the Gunner, in the presence of the officer who commanded it, is to examine the arms, &c., brought back, and report any deficiencies to the Captain, who, from the statement of the officer, will determine in what manner the articles shall be expended by the Gunner in his accounts.

636. Armourers.—He is to see that the Armourers discharge their duty properly.

2. **Small-arms, &c.**—He is to take care that the small-arm materials and spare parts of arms are constantly inspected, oiled, and kept free from rust, and that the whole of the seamen's rifles are stripped, examined, the parts cleaned and re-assembled at least once in every six months, but oftener if necessary.

3. On receipt of a requisition in writing from the officer or non-commissioned officer in charge of the detachment of marines, he will give directions to the armourer to strip and examine or repair such of the marines' rifles as are specified on the requisition; and on the completion of the work, he will make

a notation to that effect on the requisition, and return it to the marine officer or non-commissioned officer in charge of the detachment.

637. Naval Ordnance Stores in Packages.—Whenever naval ordnance stores are received in packages, he is to verify the contents of the packages with as little delay as possible, reporting any deficiency to the Captain, in order that immediate communication may be made through the proper channel to the Naval Ordnance Depôt from which the stores were received. This correspondence is to be attached to the supply note in support of any alteration of figures thereon.

638. Materials to be used.—He is never, unless specially ordered to do so by the Captain, to use or permit the use of other than the proper materials with which he is supplied, for all purposes in connection with the ammunition and the stores in his charge generally.

639. Register of Guns.—He is to insert in the "Memorandum of Examination" of each gun the number of rounds fired, specifying with or without projectiles and the nature of the explosive of which the cartridge was made up; and whenever the gun is returned into store, this form, properly filled up with the number of rounds fired from the gun previous to being supplied to the ship, as well as when on board, is to be delivered, with notes of all accidents or exceptional occurrences to the gun, to the local naval ordnance officer.

2. These registers or "Memoranda of Examination" are to be kept on board the ship until the guns are finally landed, so that each succeeding Gunner may at all times be perfectly competent to furnish a complete history of every gun in his charge.

640. Manual of Gunnery.—The Gunner will conform with the rules and the system of teaching laid down in the Manual of Gunnery and Drill Books.

641. Lifebuoys and Sea-boats.—The directions respecting the lifebuoys and sea-boats, as laid down in the Handbook on Ammunition, are to be strictly observed.

2. On proceeding to sea and each evening at sea, the Gunner will take care that Very's lights and a pistol, signal lights, &c., are placed in each sea-boat, and will report to the Captain that this has been done.

642. Torpedo Gunner.—If a Torpedo Gunner not doing duty as Gunner of the ship should be borne, the instructions relating to Gunners' duties are to apply to him in so far as they relate to torpedo armament and fittings, to magazines, and to store-rooms for torpedo gear and stores in his charge, including explosives supplied for torpedo purposes.

SECTION II. THE BOATSWAIN.

643. General Duties.—He is to be frequently on deck in the day and at all times day and night when the hands are employed. Assisted by his mates, he is to see that the men severally go quickly on deck when called and do their work well and with alacrity.

2. **Rigging, &c.**—He is responsible that the standing and running rigging, boats' falls and derrick purchases are in a thoroughly serviceable condition, taking care that they are refitted as necessary, and acquainting himself of their state by frequent examination, reporting the result to the Executive and Navigating Officers, so that immediate steps may be taken to refit or replace whatever may require to be so dealt with.

When the ship proceeds to sea he is to see that the anchors are secure, and again on returning to harbour to see that the anchors and cables are ready for immediate use ; he is to keep a sufficient supply of anchor strops for clearing foul anchors and to see on commissioning that the necessary strops for laying out Bower anchor are fitted and ready for use.

He is to report at morning and evening quarters when at sea that the sea-boat is properly secured and ready for immediate service, and to see that all booms and gear on deck are secured for sea, also that the boats and appliances for getting them out are ready for immediate use, and that their sails and rigging are in good order, also that all gear used for coaling is in good condition and so stowed as to be readily provided when required.

3. **Stores.**—He will be guided by the instructions relative to the accounts of the stores in his charge, and keep the necessary books and documents for accounting for their receipt and expenditure, exercising at all times a proper economy in their consumption and care in their safe stowage.

4. **Canvas Gear.**—He is to examine any sails and all canvas gear received on board which are on his charge, and is to take the proper steps to keep all such stores repaired and fit for use, or, replaced if necessary by the dockyard ; he is responsible that none of them may suffer from damp or vermin, and that they are properly tallied and conveniently stowed in the appointed places so as to be at hand when wanted. He is to keep the Navigating Officer informed of these particulars.

5. **On Paying off.**—When the ship is ordered to be paid off, he is to see that none of the rigging is damaged or cut, that all rigging for returning into store is properly tallied, and that the necessary documents relative to the return of stores or their retention on board, as may be ordered, are duly rendered into office.

SECTION III. THE CARPENTER.

644. **On first appointment** to a ship he will inspect very minutely the state of her hull, masts, yards, and all derricks. He will also at all times report at once any defect or deficiency he may discover.

2. **Masts, Derricks, &c.**—He is responsible that the masts, yards, davits, guard rails and ridge ropes are in a thoroughly serviceable condition, and is to make frequent inspections of them for the purpose of informing himself of their state, reporting the result of his inspection to the Executive Officer.

3. **Water Ballast.**—Whenever water ballast is admitted into a ballast compartment of a ship fitted with them, he is to attend when they are being filled or emptied, and to report any sign of stress or weakness in the bulkheads that he may observe. He will examine and report to the Officer of the Watch the state of the water at 8.0 a.m. and in the 6 to 8 watch.

4. **Ports, Scuttles, &c.**—He is to take care that all the ports, scuttles, and their fittings are kept efficient and in good order, and, when barred in, he and his mates are frequently to see to their being properly secured, reporting their condition during each watch to the Officer of the Watch. Also that all upper deck, battening-down fittings to hatchways, sky-lights, &c., are in a thoroughly serviceable condition.

5. **Pumps.**—He is to attend to the rigging of the pumps, care of the hoses, and to the sounding of the well and of the different compartments. He will take care to have always at hand such Carpenter's stores as may be required for their repair. He is to keep all lift pumps where fitted in a serviceable condition.

6. **Wings and Passages.**—He is frequently to examine all wings and passages to see that they are kept properly clear, so that all parts of the ship accessible

through them can be got at instantly if required. He is to assist at all inspections of the double bottoms, wings and spaces, made by the Engineer Officer, and to sign the quarterly report of their condition in conjunction with that officer.

7. **Preservation of Ship.**—He is to take care, so far as in him lies, to keep every part of the structure of the ship and all her fittings in the highest possible state of efficiency, being guided in regard to this by the instructions for the Captain contained in Chapter XXXII. He will report at once to the Captain whenever he is of opinion that any particular repairs or other work should be taken in hand, whether for preservation or to arrest further deterioration. He will take care that all the seams are frequently examined, and when caulking is required, that it is done well.

8. **Fire Precautions.**—He is to be careful to keep the sheathing of the holes through which any funnels pass, in good order, to guard against fire. Also that all special fire appliances supplied to the ship in his charge are ready for immediate use.

9. **Docking Ship.**—He is to be most careful, should the ship be docked for any purpose, to see, himself, that every proper precaution is taken to guard against accidents.

10. **Pumping Systems.**—He is to be thoroughly acquainted with the ventilating, draining, and pumping systems of the ship he is serving in.

11. **Defects.**—He is to keep an accurate account of all defects to hull and boats, as they may be developed, and record the steps taken for their repair either by the ship's staff, or by the dockyard when the ship is taken in hand for refit, taking care that the services of his mates and crew are devoted to maintaining the ship, boats, and fittings in the highest possible state of efficiency.

When ordered to prepare lists of defects he is to be guided by the instructions for the Captain contained in Article 1092. Defect lists should be prepared from the information contained in the record of defects.

645. Steamboats with Air Cases.—The Carpenter is, under the Captain, to carry out the following regulations for preserving the non-sinking properties of any steamboats which are fitted with air cases, viz. :—

- (a) When the boats are not in use, the valves fitted in the upper part of each compartment (when such are fitted), and also in the lower parts, are to be allowed to remain open for draining and ventilation with the view of preserving the air cases.
- (b) Care is to be taken to keep the valves clear of dirt, for which purpose, if necessary, the socket and valve may be removed for cleaning and immediately replaced.
- (c) The boats are to be tested at intervals not exceeding six months, as to their non-sinking properties, as follows :—
 - (i) Steamboats with air cases at their sides and ends are to be tested by filling the air casing compartments only through the valves in the top of the compartment and draining off the water, after the test, through the valves at the bottom. It is important not to fill *all* the compartments on one side of the boat at one time, as the pressure would probably force the fastenings. Alternate compartments only should be filled at one time.
 - (ii) Steam pinnaces with an open well forward, fitted with air cases, are to have these tested by filling the fore well with water.

- (d) Great care is to be taken that the valves at the top and bottom of each compartment are closed on all occasions before the boat is used.
- (e) All the air spaces are to be kept closed whenever the boats are in use, except the foremost and after air space in the larger steamboats in which there are manholes. A bar with a padlock and key is to be fitted to the manhole of the two air chambers to prevent their being used for improper purposes.

646. Keys.—He is responsible for the keys of all cabins and fittings in his charge until they are delivered to the officers who require them. Each officer will then be responsible for his key or keys until returned to the Carpenter; the particulars of each delivery and return are to be entered in a key book, which is to be kept by the Carpenter, and occasionally inspected and approved by the Captain, who will take the necessary steps to ensure the return of all keys to the Carpenter before officers leave the ship.

2. On paying off, the whole of the keys of the cabins and fittings, after they have been proved to belong to the locks, are to be delivered, properly tallied and free from rust, to the Captain of the Dockyard, who will give a receipt for them, which is to be inserted in the Guard Book, with the final accounts. See 1642 (*Keys of Money Chests, &c.*).

647. Artisan Ratings.—Unless otherwise directed, he is to have charge of all artisan ratings, including those lent from other ships, to execute repairs to his own ship, and is to supervise their work. He will report any that are negligent or unskilful, so that their extra pay may be abated. He will also exercise the same supervision over all hired artisans.

648. Stores and Store Accounts.—He will attend to the instructions relative to stores and store accounts, and will exercise proper economy in the consumption of those in his charge.

2. **Inflammable Liquids.**—He is to be specially careful to comply with the regulations respecting the storage and use of inflammable liquids. See 540, clauses 9 to 17 (*Inflammable Liquids*).

CHAPTER XVI.

INSTRUCTIONS TO THE CHAPLAIN AND NAVAL INSTRUCTOR.

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SECTION I. CHAPLAIN.

649. Conduct.—The Chaplain is to be most careful that the morality of his conduct and the propriety and regularity of his manners and conversation are such as become his sacred office, and inspire the officers and the ship's company with reverence and respect towards him.

650. General Duties.—He is to conduct the daily morning prayers, and to perform the duties of the Lord's Day, whether in his own ship, or in any other to which he may be appointed by the Senior Officer, with due solemnity and in such a manner that his hearers may be impressed with devotion; he will be careful to adapt his sermons to their capacity and situation in life, so that his teaching may be at once intelligible and beneficial to them.

2. His attention is directed to that part of Chapter XIX., Section I., which relates to Divine Service.

3. **Naval Marriages.**—He is carefully to observe the instructions laid down by the Admiralty for his guidance with regard to the publication of banns of marriage on board ship. (Articles 716–719.)

651. Holy Communion.—The Chaplain is to take care that opportunities are given for receiving the Holy Communion with regularity, and, when practicable, at least once a month; the Captain, with whom he is always to consult before giving notice thereof, will ensure every proper facility being afforded as to time and place for this service to be held.

2. **Books of Devotion.**—The Chaplain is to have the personal custody of the books of devotion and of the communion plate. See 1726 (*Sacramental Bread and Wine*).

652. Visits to Sick.—He is to be very assiduous in his attendance on the sick, visiting the sick berth daily. Should any man who attends his ministration be dangerously ill, even though he may not request it, he is to go to him, after obtaining the Medical Officer's sanction, to prepare him for death, and to comfort and admonish him, as the state of his mind or other circumstances may make it desirable. His visits to the sick are to be so frequent, that they would not be regarded as in any way betokening that any patients are physically in a dangerous or hopeless state.

2. He is also to visit the sick and others who may require spiritual assistance on board other ships or in hospitals, or elsewhere on shore, where there is no Chaplain.

3. The religious denomination of each man and boy is recorded on his service certificate.

653. Funeral Service.—Whenever a funeral party is ordered from a ship in harbour bearing a Chaplain, the Chaplain of such ship is to accompany it and officiate, if it be the funeral of an officer or man who has died on board, or who was discharged to hospital while actually serving on board, whether as part complement or as supernumerary.

If the death of a Roman Catholic, Presbyterian, Wesleyan, or a member of any other denomination should take place, the officiating minister of the denomination to which the deceased may have belonged is to be communicated with, in order that the funeral service may be conducted by him.

2. The Chaplain of the hospital is to be responsible for all other funerals.

3. The officiating Chaplain or Minister is to make the proper entry in the register, leaving the registrar's certificate, or coroner's order as the case may be, for the information of the Chaplain of the hospital, who is responsible for the correct keeping of the register.

4. Cases not provided for in these Regulations are to be arranged for by the Senior Officer present.

654. Prayer or Consultation.—The Chaplain is to make known to the Captain whenever he shall have ascertained that any men or boys are anxious to be allowed a place of meeting for the purposes of prayer or of consultation with him; the Captain will then cause some suitable place to be appropriated for the purpose, at the time desired or at such times as may seem expedient.

655. Religious Instruction.—He is to instruct in the principles of the Christian religion all such young officers as the Captain shall put under his care, and all the boys in the ship. Every Sunday he is to hear them read, and is to explain to them the Scriptures and the Church Catechism; and he is to be always ready to give such assistance and instruction on religious subjects as may be required of him by any officer or other person in the ship. But he is not to enforce the teaching of the Church of England Catechism on any persons who, being of a different religious persuasion, might object to receive instruction in a creed at variance with their own; neither are they to be obliged to read books to which, on religious grounds, they have an objection; but the Captain will in every instance satisfy himself as to the validity of such objections.

2. He is to give to men and boys, who may voluntarily attend, religious instruction, at such times as the Captain may order to be set apart for the purpose.

656. Supervision of School.—When school is held he is to visit it daily and see that the Naval Schoolmaster, or the person acting in his place, is attentive to his duty and diligent in teaching the boys placed under him and those who may choose to seek instruction from him. He is frequently to examine the progress made by them in secular education, and, at the end of each quarter he is to report the result in writing to the Captain; noting such as deserve commendation or otherwise. He is to examine the school register to see that it is kept in accordance with the provisions of Article 390, and initial it weekly.

2. **School Books.**—He will demand from the Accountant Officer and have general custody of such of the established school books as may from time to time be required for the use of the school, placing them in the immediate charge of the Naval Schoolmaster. The purchase of slates and other school necessities is provided for in Article 1452. When no Chaplain is borne, this duty is to be attended to by the Naval Instructor, or some other officer appointed by the Captain.

657. Moral or Religious Books.—During the period of the commission he may demand books of a moral or religious character which are not included in the ship's library, to the value of 1*l.* for every 100 of the ship's complement, except in harbour ships at home, in which he may demand these books annually to the value of 5*s.* for every 100 of the average numbers of men borne. The

books will be supplied by the Stationery Office on the demand being forwarded through the Captain to the Admiralty. The books issued to sea-going ships under this Article are to be returned to the Chaplain of the Fleet on the ship paying off.

2. The Chaplain of a dockyard or marine division may select moral and religious literature from the list of books drawn up by the Chaplain of the Fleet, and approved by their Lordships, to the value of 5s. a quarter, and demand it through the Admiral Superintendent or Commandant as the case may be. It will be supplied from the Stationery Office.

658. Library.—He is from time to time to inquire into the working of the ship's library, and he will suggest to the Captain any alterations which may appear to him to be likely to promote the free circulation of the books among the ship's company.

659. Scripture Readers.—When the visits of Scripture readers are sanctioned by the Captain, the Chaplain is to take care that they do not circulate tracts of which he does not approve, nor preach, nor perform duties which strictly and essentially belong to the office of an ordained person; he will at once report any infringement of this regulation that may come to his notice. In a ship not bearing a Chaplain, the Captain will take care that this rule is enforced.

660. Allowances.—Chaplains will be paid allowances for lodging, for attending committees, for subsistence while travelling, compensation for losses and extra pay, in accordance with the following scale:—

Under 4 years' seniority	-	-	As Lieutenants above 5 years' seniority.
Over 4	„	„	As Lieutenants above 8 years' seniority.
„ 8	„	„	As Commanders.
„ 15	„	„	As Captains under 3 years.

Chaplains are also entitled to marine servants in accordance with this scale.

661. Unofficial Duty on Shore.—A Chaplain on full pay is not to undertake duty in parishes on shore for which payment is received; but he may assist occasionally, without remuneration, in churches on shore, at such times as may not interfere with his duties in the Fleet.

SECTION II. NAVAL INSTRUCTOR.

662. Duties generally.—He is to use his best endeavours to impart instruction to the pupils placed under him, to advance them in the several branches laid down in these Regulations, and especially to prepare them for their examinations. He is to superintend the observations and the working out of the ship's position every day at sea by those Midshipmen who are not working directly under the Navigating Officer or doing duty in the engine room. He is to assist the specialist officers with the instruction of Midshipmen in the theoretical parts of the various professional subjects. He is to encourage voluntary study and to help those Midshipmen who wish to keep up and improve their educational acquirements.

2. **Specialising Officers, &c.**—He is to assist any commissioned officers who desire to study with a view to specialising, and any warrant officers preparing for special courses.

3. **School and Library.**—When no Chaplain is borne, he is to carry out the Chaplain's duty as regards ship's school and library.

See 342 (*Teaching of French and German*).

„ 561 (*Instruction of Junior Officers and Progress Books*).

„ 1013 (*Care of Charts for Junior Officers*).

CHAPTER XVII.

COURTS-MARTIAL.

PROCEDURE PREPARATORY TO TRIAL.

Where a Specific Charge is made.

663. Application for Trial—Circumstantial Letter.—An application for the trial by court-martial of any person on any charge shall be made as follows: There shall be forwarded to the convening authority through the usual channels a letter, hereinafter called the circumstantial letter, reporting the circumstances on which the charge or charges are founded in the order of their occurrence, and in sufficient detail to show the real nature and extent of the offence; when words constitute the substance of the offence, they are to be fully and exactly set out. The letter is not to refer *in any way* to the previous character or conduct of the offender, nor contain any reference to facts prejudicial to him other than such as bear directly on the charges.

663a. Circumstantial Letter.—It is of the utmost importance that the circumstantial letter should state in the clearest possible terms the details of the facts upon which the charge is based, not only because it is intended to afford to the convening authority the information upon which a decision as to the desirability or not of ordering a court-martial must be based, but also because it is the means by which the accused is informed of the facts which are alleged against him. The charge must be specific in order to give notice to the accused of what he is to come prepared to defend.

ii. **Further Explanations.**—If the complaining officer should desire to enter into further explanations as to his reasons for asking for a court-martial which would necessarily refer to the previous conduct or antecedents of the accused, he should do so verbally or by separate letter to his superior, which must not in any circumstances be laid before the court.

iii. **When Investigation by Captain not Desirable.**—It is undesirable, in cases where the Captain of a ship may be required to sit as a member of a court-martial, that he should himself investigate a complaint, which, on the face of it, may be likely to form the subject of a charge for trial. The investigation in such a case should be undertaken by the Executive Officer, who is to sign the circumstantial letter and letter enclosing the charges, addressing both to the Captain. The Captain shall then forward them to his superior.

iv. On stations where, on account of the small number of ships available, there is difficulty in obtaining the officers necessary to form a court, officers should be particularly careful in this matter, because an objection on the part of the accused to be tried, based on the fact that one of the members of the court had already investigated his case and expressed an opinion upon it, would be admitted by the court, and, no other officer of the necessary rank being available, a court-martial could not be held until another opportunity presented itself.

664. Accompanying Documents.—There shall also be forwarded at the same time as the circumstantial letter a further letter enclosing—

- (a) The charge or charges drawn in accordance with the prescribed forms in the very words in which the offence is described in the section of the Naval Discipline Act under which it falls.

- (b) A list of witnesses for the prosecution.
- (c) A summary of evidence in support of the charges.
And when the offender is below the rank of subordinate officer :—
- (d) A certified extract of all entries of offences and punishments in conduct book, or company conduct sheet in the case of a marine, prior to the date of the offence charged but subsequent to his joining his present ship, and a conduct sheet, or the corresponding part of a company conduct sheet in the case of a marine, with his character assessed from the previous 31st December to the date of the offence with which he may be charged, but excluding all consideration of it.
- (e) A certified copy of the offender's certificate of service.

664a. Scrutiny by Senior Officer.—A Senior Officer is not to forward the above documents to the convening authority until he is satisfied that the foregoing regulations have been attended to.

665. Opportunity to prepare Defence.—An accused person, for whose trial by court-martial an application has been made, shall be afforded full opportunity of preparing his defence, and of free communication with his witnesses, or with any adviser whom he may wish to consult.

2. **Friend of the Accused.**—Unless the person charged desires to conduct his own case, he may have a person or persons to assist him during the trial, whether an officer, legal adviser, or any other person. In case an accused person below the rank of officer should not obtain the help of anyone for that purpose, it is to be considered part of the ordinary duty of the Officer of his division, or detachment if he is a marine, to watch the case in his behalf, and assist him should he desire it. See **678** (*Functions of Friend of the Accused*).

3. In the event of the Officer of the division or detachment being a witness for the prosecution, or unavailable, or ineligible for the duty for any other reason, the Captain is to direct another officer to assist the accused.

Where no Specific Charge is made.

666. Wreck, Loss, Destruction, or Capture.—The convening authority may, subject to any orders from time to time made by the Admiralty, on his own motion issue a warrant in the prescribed form in accordance with the provisions of Sections 91 and 92 of the Naval Discipline Act, convening a court-martial to inquire into the cause of the wreck, loss, destruction, or capture of one of His Majesty's ships.

2. No circumstantial letter shall be necessary, but if the convening authority shall have received from the Commanding Officer, or from the senior surviving officer of such ship, a report of the circumstances of the loss, &c., such report shall be sent with the warrant to the president of the court.

666a. When Survivors considered not to Blame.—A convening authority shall not issue his warrant convening a court-martial, under the provisions of Sections 91 and 92 of the Naval Discipline Act, to inquire into the cause of the wreck, loss, destruction, or capture of the said ship, unless, upon full consideration of all the available information, he shall be of opinion that there is no reasonable ground for thinking that any one or more of the survivors is to blame.

ii. **When considered that Blame is attributable.**—When in any case the convening authority shall, upon full consideration of all the available information, be of opinion that it is probable that any one or more of the survivors is to blame for the wreck, loss, destruction, capture, hazarding, or stranding, of one of His Majesty's ships, the convening authority shall direct the officer

appointed by him to conduct the prosecution, to prepare a circumstantial letter and charge or charges, and shall issue his warrant in the prescribed form for the trial of such one or more of the officers or crew under Sections 2, 5, or 29 of the Naval Discipline Act, as the case may be. See 703 (*Use of Court of Inquiry*).

DUTIES OF THE CONVENING AUTHORITY.

667. As to sufficiency of Charges and Evidence.—When it is proposed to try a person on any charge, the convening authority shall not order a court-martial to assemble until he shall have satisfied himself that the charges are correct and sufficient, and that they are properly framed and carefully drawn up, and until he has also satisfied himself that the evidence, if uncontradicted or unexplained, will probably suffice to ensure a conviction.

2. Warrant to President.—The convening authority shall issue to the officer appointed by him to preside at the court-martial a warrant under his hand in the prescribed form, directing him to assemble a court-martial, and shall, when the court-martial is appointed to try any person on any charge, transmit to the president the circumstantial letter and the charge or charges with the warrant.

667a. Selection of President.—Should the rank of the person to be tried, or the character of the offence charged, be such as require that the court should be composed of officers of standing and experience, the convening authority is to be careful to select as president an officer of such seniority as may ensure the attendance of the officers of the highest rank who may be present with their ships at the place where the court-martial may be ordered to assemble; but should the nature of the offence be such as may be properly dealt with by officers of less experience, he may select any eligible officer to preside whom he may consider most desirable, with reference to the convenience of the Service.

ii. Spare Members.—The convening authority or the Senior Officer, as the case may be, must direct that the two officers next in seniority qualified to sit, or such further number as are likely to be required, shall present themselves as spare members when the court assembles.

668. Appointment of Officiating Deputy Judge-Advocate.—In any case the convening authority, if Commander-in-Chief of any fleet or squadron, may, in the absence of the Judge-Advocate of the Fleet or his deputy, and in default of any appointment in that behalf by the Admiralty, by warrant under his hand in the prescribed form, appoint a person to officiate as deputy judge-advocate at the trial, and shall (except when the trial is to be held under Sections 91 and 92 of the Naval Discipline Act) send him a copy of the charge and of the circumstantial letter, and shall forward to him (or to the president for him) in all cases the documents mentioned in Article 664 (*b*) and (*c*), and in case of the trial of an officer, the list of officers who have been tried by court-martial, or a certified extract therefrom, and in the case of the trial of a person below the rank of subordinate officer, the documents mentioned in Article 664 (*d*) and (*e*).

2. Appointment of Provost-Marshal.—The convening authority, or, in his absence, the senior naval officer present, shall, by warrant under his hand in the prescribed form, appoint a provost-marshal to take the accused into his custody and safely keep him until he shall have been delivered in due course of law.

3. **When to appoint a Prosecutor.**—It is the duty of the Captain of the ship to which the accused belongs in ordinary cases to act as prosecutor, but if for any reason it is undesirable or impossible for the Captain or Executive Officer of that ship to conduct the prosecution, the convening authority shall appoint a competent officer to undertake the duty.

CONSTITUTION AND SUMMONING OF THE COURT.

669. **Constitution and Notice to be given.**—Whenever a court-martial is ordered, such timely notice as may be practicable, and which, as a general rule, should not be less than 24 hours, shall be given in general orders or by signal to the ships present, so that the proper officers may be prepared to attend at the place and hour appointed. The names of the president and of the officers whose presence it is anticipated will be required are at the same time to be made known, and after such notice no officer junior to the president of a rank eligible to sit as a member is to proceed on leave of absence without the express authority of the officer ordering the court-martial, or of the senior officer present.

2. On the morning of the day appointed for the court-martial to be held, the Commander-in-Chief or senior officer present shall send to the president a list of the officers who are eligible and may be required to sit as members, notifying if there be any whose attendance is not attainable by reason of the exigencies of the public service. This list is also to give the names of any officers absent on leave.

3. **Summoning Members.**—The Commander-in-Chief or senior officer present shall, by signal, order the president to make a signal not less than one hour before the time appointed for the court-martial to assemble, summoning the officers junior to himself present at the place where the court-martial shall be held, to sit thereon, which latter signal shall be deemed to be a compliance with Section 58 (16) of the Naval Discipline Act.

670. **Order in which Members shall sit.**—Officers whose duty it may be to attend as members of a court-martial shall sit only in the confirmed rank they hold in the Service, notwithstanding they may be borne on the books of the ships to which they may respectively belong in a superior rank, but Commodores when not acting in conjunction with senior Captains shall sit as Commodores, otherwise as Captains only.

2. Any officer who, on promotion, may not be reappointed in the higher rank by the Admiralty, but who may temporarily retain his appointment in the lower rank, shall sit at courts-martial in the rank from which he was promoted, but senior of that rank; if, however, two or more officers promoted to the same rank and similarly circumstanced be present, they shall sit in the order in which they stood on the official list in their lower rank.

671. **Absence of Member.**—A member of a court who may have been absent during any part of the trial of an accused person can take no further part in the trial, but the court will not be affected except as provided by Section 60 of the Naval Discipline Act.

DUTIES OF THE PRESIDENT.

672. **When officiating Deputy Judge-Advocate appointed by President.**—If the president appoints a person to officiate as deputy judge-advocate, he shall forward to him, with the warrant, a copy of the charge or charges and circumstantial letter.

2. **Responsibility in regard to Accused.**—In every case in which any person is about to be tried on any charge the president shall satisfy himself that the accused has been furnished, at the earliest possible moment, with a copy of the charge sheet and of the circumstantial letter, a list of witnesses for the prosecution, and a notice that it is competent for him to give evidence on his own behalf.

3. **When less than 24 hours' Notice.**—If, in pressing circumstances, where delay would be very inconvenient to the public service, the above-mentioned documents shall not have been furnished to the accused 24 hours before trial, this fact shall be recorded in the minutes of the proceedings, together with a statement of the pressing circumstances which prevented their being so furnished.

4. **In case of Mutiny.**—Notwithstanding anything herein contained, in the case of mutiny the trial may take place immediately after the commission of the offence.

5. **Appointment of Officer of Court.**—The president shall appoint an officer to be officer of the court, and shall give him such orders as may be necessary for the due transaction of the business of the court.

6. **Responsibility as to Court and Trial.**—The president shall be responsible for the due constitution of the court and for the trial being conducted in accordance with the provisions of the Naval Discipline Act in force for the time being, with the general orders framed thereunder, and with any supplementary orders given by the Admiralty.

7. **Questions to Witnesses.**—In the event of there being no prosecutor, the court and the judge-advocate shall ask such questions of the witnesses as may be necessary to bring the whole case fully before the court.

DUTIES OF THE JUDGE-ADVOCATE.

673. **Duty to Accused and to Prosecutor.**—The judge-advocate shall give notice in writing to the accused of the time and date of the trial, and that it is competent for him to give evidence on his own behalf. He shall also cause the accused to be furnished with a copy of the charges, circumstantial letter, the list of witnesses for the prosecution, and, if the prosecutor should at a later stage desire to call any further witnesses, the judge-advocate shall give the accused immediate notice of his intention to do so. He shall also inform the accused that any witnesses whom he may desire to call shall be summoned on his behalf, and shall inform the president that he has performed these duties. The judge-advocate shall inform the prosecutor of the date and time of the court-martial and request him to forward certified copies (in case of an officer) of any of the documents mentioned in Article 698 (a) (ii), and (in the case of a person below the rank of subordinate officer) of the documents mentioned in Article 698 (b) (i). He shall also forward to the prosecutor a copy of the charges if the charges submitted have been amended by the convening authority.

2. **Attendance of Witnesses.**—The judge-advocate shall take the necessary steps to procure the attendance of the witnesses whom the prosecutor or the accused may desire to call, and whose attendance can reasonably be procured, serving them with a summons in the prescribed form under Section 66 of the Naval Discipline Act. Should it appear that any witness has been summoned without due cause, the person requiring the attendance of such witness may, at the discretion of the Admiralty at home, or Commander-in-Chief abroad, be required to refund the cost of such attendance.

Expenses of Witnesses.—Without prejudice to this provision, the payment of reasonable expenses of the witnesses not subject to the Naval Discipline Act, who may have been summoned to give evidence at a court-martial, shall be made by the judge-advocate, who shall be repaid under the direction of the president by the Accountant Officer of the Flag or Senior Officer's ship at the port where the court-martial may be assembled; and the judge-advocate shall report to the Secretary of the Admiralty the particulars of all such payments when the minutes of the proceedings are forwarded or as soon after as may be.

3. Duty to Prosecutor and Accused.—At all times after the judge-advocate has been appointed, the prosecutor and the accused shall, if they ask for it, be entitled to his opinion on any question of law relating to the charge or trial, subject, should he be in court, to the permission of the court.

Defect in Charge or Constitution.—Whether consulted or not, he shall inform the convening authority and the court of any informality or defect in the charge, or in the constitution of the court.

4. Advice to Court.—The judge-advocate shall, whether his opinion is asked or not, advise the court to the utmost of his knowledge and ability, not only on questions relating to naval law and to the procedure of courts-martial, as they arise, but also on every question of doubt or difficulty with reference to common and statute law, to the law and rules of evidence, and to the rules and regulations of the Service generally.

Any information, advice, or opinion, given to the court on any matter before it, shall be entered in the proceedings, if he, or the court, desire it.

5. Impartiality and Protection of Accused.—The judge-advocate shall maintain an entirely impartial position. He shall not act as prosecutor. He shall take care that the accused does not suffer any disadvantage in consequence of his position or of his ignorance, or of his incapacity to examine or cross-examine witnesses, or of any other cause, and for that purpose, with the permission of the court, he may call witnesses and put such questions to any witness as may appear necessary to elicit the truth.

6. Minutes.—The judge-advocate shall be responsible for the due recording of the minutes in the prescribed form. He, or the shorthand writer, shall take down in writing and number consecutively the questions put to, and the answers given by, each witness, and shall read the same in the hearing of the witness, when required to do so, in order that any mistake may be corrected. No erasures are to be made in the minutes, and all corrections or interlineations are to be verified by his initials.

PROCEDURE AT THE TRIAL.

674. Place of Courts-Martial.—Courts-martial shall be assembled and held in the convenient part of the ship, and shall be public, and all persons, except such as may be summoned to give evidence, shall be admitted.

675. Opening Court.—As soon as the court has been assembled the accused shall be brought in and the prosecutor and audience admitted. The judge-advocate shall read the warrant for assembling the court and the names of the officers whose attendance is stated in the list furnished under Article 669, clause 2, not to be attainable, together with the reasons for their absence.

2. Objections by Prosecutor.—The judge-advocate shall read the names of the officers composing the court, and shall ask the prosecutor whether he objects to any of them.

3. Objections by Accused.—If the prosecutor shall have made no objection or after any objection made by the prosecutor has been disposed of, the judge-advocate shall ask the accused if he objects to any member of the court.

The following provisions shall apply to the case of objections both by the prosecutor and the accused.

4. No Objection to Judge-Advocate.—Neither the prosecutor nor the accused can object to the judge-advocate.

5. Any member may be objected to on any ground which affects his competency to act as an impartial judge.

6. Objections to Members shall be decided separately, that to the officer lowest in rank being taken first. All the other members, whether objected to or not, shall vote as to the disposal of the objection.

7. When Allowed.—On an objection being allowed, the member is at once to retire, and his place is to be filled up before an objection against another officer is considered.

8. Objection to President.—Should the president be objected to, and the objection be allowed, the court is to adjourn until a new president has been appointed by the convening authority.

9. Member summoned as Witness.—Should a member be objected to on the ground of being summoned as a witness, and should it be found that the objection has been made in good faith, and that the officer is to give evidence as to facts, and not merely as to character, the objection should be allowed, whether made by the prosecutor or by the accused. Should, however, it be found that the officer was summoned to give evidence without a sufficient cause, and merely to disqualify him from sitting, the court is to exercise its discretion in regard to allowing the objection.

676. Objection to Constitution.—The judge-advocate shall then ask the accused whether he has any further objection to make respecting the constitution of the court. Should he raise any objection, it shall then be decided by the court.

2. Court and Judge-Advocate sworn.—If the accused should have no further objection to make to the constitution of the court, the members and the judge-advocate shall then take the oaths in the manner prescribed by the Naval Discipline Act.

677. Commencement of Trial.—The trial shall commence by the judge-advocate reading the charge and the circumstantial letter.

678. Friend of the Accused.—A person assisting an accused person may advise him on all points, may by permission of the president, *but not otherwise*, on behalf of the accused examine and cross-examine witnesses other than the accused himself, may in every case, however, suggest to the accused questions to be put to witnesses, and may read the accused's defence or statement in mitigation of punishment, but he is not to address the court.

679. Procedure on Plea of Guilty.—The accused shall not be called on to plead to the charge or charges, but should he voluntarily plead guilty, his plea is to be recorded on the minutes. If the accused pleads guilty, he shall be deemed to have admitted the accuracy of all the material statements contained in the circumstantial letter. In such a case, before the court proceeds to deliberate on the sentence, the accused may make a statement in mitigation of punishment; if written, it must be signed by himself, and shall be read to the court, and attached to the proceedings. Should this statement, in the opinion of the court, amount to a plea of "Not Guilty," or should the court be satisfied by such statement, or by any other means, that the accused does

not understand the effect of a plea of "Guilty," or should the court be of opinion that the circumstances of the case are such that the proper sentence cannot be awarded unless the facts are investigated, such plea of "Guilty" is not to be accepted, but the trial is to be proceeded with as if the accused had not pleaded. If, however, the statement is, in the opinion of the court, not inconsistent with a plea of "Guilty," and if the court is satisfied that the accused understands the effect of such a plea, and that no further investigation is required, such plea is to be accepted.

680. Calling of Witnesses.—If the accused does not voluntarily plead guilty, or if his plea of guilty is not accepted, the trial shall proceed, and the witnesses for the prosecution shall be called. No witness whose name was not included in the original list of witnesses shall be called by the prosecutor, unless the judge-advocate has given notice to the accused that he intends to call such witness. See 686, clause 5 (*Additional Witnesses*).

681. Interpreter.—At any time during the trial, should the court think it necessary, or should either the prosecutor or the accused request it on any reasonable ground, an impartial person shall be employed to act as interpreter, and sworn in due course.

2. **Shorthand Writer.**—At any time during the trial, should the court think it desirable, an impartial person or persons may be employed to act as shorthand writer, and duly sworn.

682. Objection to Interpreter or Shorthand Writer.—Before a person is sworn as interpreter or shorthand writer the accused should be informed of the person whom it is proposed to employ, and may object to such person as not being impartial; and the court, should it think such objection reasonable, shall not swear that person as interpreter or shorthand writer.

2. **Reading over Notes.**—If a shorthand writer is employed, the evidence given by a witness shall, when required by the court or the witness, be read over to him by the shorthand writer before the witness leaves the court.

3. **Transcript.**—The transcript of the shorthand writer's notes, made and signed by him, and certified as such by the judge-advocate, shall constitute the original proceedings of the court.

682a. Disposal, &c., of Notes and Transcript.—In order to prevent any unauthorised publication of the proceedings, the transcribing of the notes is to be made under the supervision of the judge-advocate, and only one transcript is to be made, unless otherwise ordered by the court, and the notes when transcribed are to be delivered with the transcript to the judge-advocate, and are to accompany the proceedings when sent to the Admiralty.

683. Manner of administering Oath.—No witness shall be examined until he has been duly sworn. Except as hereinafter provided, the oath shall be administered in the following manner:—

The person to be sworn shall take a book containing the Old or New Testament, as the case may be, in his right hand unglved and shall distinctly and solemnly repeat after the judge-advocate the words of the oath, and after saying the words "So help me God," shall reverently kiss the book.

2. **Forms of Oath.**—Except as hereinafter provided, all persons shall be sworn on the New Testament; the forms of oath to be made use of shall be as follows:—

For a Witness:—

I, A.B., do most solemnly swear that in the evidence I shall give before

the court on the present trial, I will, whether it be favourable or unfavourable to the accused, declare the truth, the whole truth, and nothing but the truth ; so help me God.

For the Accused :—

I, A.B., do most solemnly swear that the evidence I shall give on my own behalf shall be the truth, the whole truth, and nothing but the truth ; so help me God.

For a Shorthand Writer :—

I, A.B., do most solemnly swear that I will truly take down, to the best of my power, the evidence to be given before this court-martial, and such other matters as I may be required, and, when required, will deliver to the court a true transcript of the same ; so help me God.

For an Interpreter :—

I, A.B., do most solemnly swear that I will, to the best of my ability, truly interpret and translate, as I shall be required to do, touching the matter before this court-martial ; so help me God.

3. **If a Jew.**—The invocation in the case of a Jew shall be “So help me *Jehovah*,” and he shall be sworn on the Old Testament.

4. **Scottish form of Oath.**—If any person to whom an oath is to be administered desires to be sworn with uplifted hand in the Scottish manner, he shall be thus sworn :—

He shall stand with his right hand raised above his shoulder and shall slowly and distinctly repeat the following words after the judge-advocate :—

I swear by Almighty God as I shall answer to God in the last great day of Judgment that

proceeding with the words of the oath prescribed, omitting the words of invocation and not making use of any book.

5. **Affirmation.**—Any person upon objecting to be sworn on the grounds that he has no religious belief, or that the taking of an oath is contrary to his religious belief, may make his solemn affirmation as follows, slowly and distinctly repeating the words after the judge-advocate :—

I, A.B., do solemnly, sincerely, and truly declare and affirm that
and then proceed with the words of the oath prescribed, omitting the words of invocation and not making use of any book.

684. **Other forms of Oath.**—In all cases where the above forms of oath are not binding on the conscience of the person to be sworn, such person shall be sworn in such form as he may declare to be binding on his conscience.

THE EXAMINATION OF WITNESSES.

685. **Presence of Witnesses in Court.**—Witnesses must not be present in court during any part of the proceedings, unless by permission of the court, except when under examination, and except when the court re-opens for reading the finding and the sentence.

2. **Prosecutor as Witness.**—The prosecutor is a competent witness ; but when there are other witnesses to the facts, his evidence shall be taken first. He may be recalled for examination, or re-examination, by the court, or for cross-examination by the accused, during any part of the proceedings, but not for the purpose of giving evidence of any additional fact in support of the case for the prosecution.

3. **Members of Court as Witnesses.**—A member of the court, whether previously objected to or not by either side, is not necessarily disqualified

from being examined as a witness should it be found in the course of the proceedings that he can give material evidence.

686. Examination of Witnesses.—The examination of all witnesses shall be oral, and, except in the case mentioned in Article 687, shall be taken in the presence of the court. Unless a strong reason to the contrary exists, the evidence of witnesses shall be taken at one examination in regard to all the charges.

2. Order of Examination, &c.—The examination of all witnesses shall be conducted as follows: First, they shall be examined by the person calling them; after which, they may be cross-examined by the opposite party, should he desire to do so; then re-examined by the person calling them, but only on matter arising out of the cross-examination; and, finally, examined by the court and judge-advocate.

3. Postponement of Cross-examination.—On the application of the accused the court shall allow his cross-examination of a witness to be postponed, unless it should appear that the request had been made for the purpose of obstruction.

4. Questions by Court and Judge-Advocate.—In addition to exercising the right of examination above conferred, the court and the judge-advocate may put questions to any witness at any period of his examination for the purpose of elucidating any answers previously given by him.

5. Recall of Witness and calling of Additional Witnesses.—The court, and the judge-advocate with the consent of the court, may at any time during the trial recall a witness; and may before the accused gives evidence, or is called on for his defence, also call and examine any other person touching the matter in question, whose evidence the court may deem necessary for the furtherance of the ends of justice. After the close of the case for the defence, they may call and examine any other person whose evidence the accused may show to the court to be material in his behalf, or any medical officer whose professional opinion as to the accused's condition the court may desire to have.

6. When Prosecutor must call Witnesses.—The prosecutor is not bound to call all the witnesses whose names are on the list given to the accused, but he shall call such of them as the accused may desire to be called, in order that the accused may cross-examine them, if he wishes to do so. Such witness or witnesses shall be called before the prosecution is finally closed.

687. Witness unable to appear.—If any material witness should be in hospital, or otherwise unable from sickness to appear before the court, the court shall adjourn, and his evidence shall be taken on oath before a magistrate or consul, in the presence of the judge-advocate, of the accused, of the accused's adviser, should there be one, and of the prosecutor; and full opportunity shall be afforded of cross-examining the witness. The judge-advocate shall take down the evidence, as in the case of other witnesses, and on his return to the court shall lay before it the evidence which has thus been taken, and shall attach it to the minutes.

688. Question objected to.—Should a question proposed be objected to, the opinion of the court shall be taken, and the question shall be admitted or rejected as the majority may decide. The fact of the objection being made, the ground thereof, and the decision of the court shall be recorded in the minutes.

689. Prevarication by Witness.—If at any time it appears to the court that any witness is prevaricating in his evidence or behaving with contempt, the president shall warn the witness that under Section 66 of the Naval Discipline Act he is liable to imprisonment or detention for such prevarication or contempt.

The fact that this warning has been given shall be recorded in the minutes of proceedings.

DIRECTIONS AS TO EVIDENCE IN SPECIAL CASES.

Charges of Loss, Stranding, or Hazarding H.M. Ships.

690. Special Directions.—If a court-martial should be ordered to inquire into the loss, stranding, or hazarding of a ship, or to try a charge arising therefrom, the following points in addition to the customary investigation, are to be attended to when practicable:—

- (a) **Documents to be Produced.**—The ship's log book and deck log book; the last table of compass deviations; the subsequent observed deviations of the compass at sea, and the compass journal, as directed in Article 1004; the Captain's night order book; the Navigating Officer's note-book and work-book; and the chart or charts and sailing directions by which the ship was navigated are to be produced.
- (b) **Procedure by Court.**—The court shall ascertain whether the proper chart and all hydrographical notices bearing on the case had been supplied, and, if so, whether they had been used; whether the position of the ship had been fixed, if at sea by means of observations at noon and at any later time, if in sight of land by means of fixes by the land; if not, when it was last ascertained so correctly that reliance should have been placed on it; and whether the courses steered by standard compass, and the distances run between the time when the position of the ship was last correctly ascertained and that of the occurrence, were noted in the deck log book. The court shall also examine the compass journal to ascertain the degree of reliance that can be placed on the deviations of the standard compass.
- (c) **Ship's Reckoning.**—The court shall direct one or more navigating or other competent officers of ships present to work up the ship's reckoning from the log and the Navigating Officer's note-book and work-book (Article 1028), and the rough and fair engine-room registers, from the time when her position was last accurately ascertained (or from such a time and with such details as the court may require) to the time of her taking, or being in danger of taking, the ground; the result is to be delivered to the court, attested by the signature of such officer or officers, and to its accuracy he or they are to be sworn and to be subject to cross-examination. The positions of the ship, so determined, are to be laid off on the chart by which she was navigated, and also the determined position when ashore or in danger, as noted in the log book. The rate and direction of the current and of the tidal stream, and the time of tide should also if possible, be ascertained, stated, and equally verified on oath.
- (d) **Documents to accompany Minutes.**—These documents, viz., the result and the chart, as well as an attested copy of the ship's log book and the engine-room register, commencing from at least 48 hours before the ship took the ground or was in danger, if so long from a known anchorage, are to accompany the minutes.
- (e) **Inquiry as to Soundings.**—The court shall inquire whether the regulations contained in Article 982, with regard to the use of the sounding machines and hand leads, were carefully observed.

690a. Documents admissible in Evidence.—Sailing directions and similar documents which are issued officially for the information of the Fleet are

admissible in evidence for or against persons whose duties require them to be conversant with their contents.

ii. At courts-martial held under Sections 29 or 92 of the Naval Discipline Act, affidavits or statutory declarations made by officers or others having special local knowledge of navigation, may by permission of the court be put in evidence by the person or persons on trial, but not by the prosecutor. It should, however, be borne in mind that such statements have not been tested by cross-examination.

691. Examination of Officers working out Reckoning.—The examination of the officer or officers, who have been directed to perform the duty mentioned in Article 690 (c) is to be limited to ascertaining the accuracy or inaccuracy of the document thus laid before the court.

Charges of Drunkenness.

691a. Definition of Drunkenness.—In cases of trial on a charge of drunkenness, where conflicting or indecisive evidence is given, it may sometimes be very difficult to arrive at a satisfactory conclusion. The proper meaning to be attributed to the word "Drunk" in such a charge is this—that through the intoxicating effect of liquor, the accused was unfit to be entrusted with his duty. On the one hand, it is not necessary for the prosecution to prove that the accused was through liquor in any extreme condition; nor is the accused necessarily entitled to an acquittal by showing that on the occasion in question he could, or actually did, do some particular duty without manifest failure. If, upon consideration of all the evidence, the court comes to the conclusion that he was, through the intoxicating effect of liquor, unfit to be entrusted with his duty, they should find him guilty of the charge. If, on the other hand, in the opinion of the court, it is not satisfactorily proved that the accused was, through the intoxicating effect of liquor, unfit to be entrusted with his duty, then, notwithstanding they may infer from the evidence that he had drunk more than usual, they ought to acquit. It is not considered there is any offence of the same class as drunkenness involving a less degree of punishment so as to admit of a modified finding by the court under the general power given by Section 48 of the Naval Discipline Act.

When Medical Opinion desirable.—The responsibility for deciding in the first instance in cases of alleged drunkenness whether an officer or man is in a fit state to perform his duties rests with the Commanding Officer; but in a case of this nature, should there be any doubt as to the reason of the accused's condition, it is desirable that the opinion of the Medical Officer should be obtained at once. Otherwise a plea of sickness might be brought forward at the court-martial or other later investigation, and the omission of this precaution may be taken advantage of by the accused, with the result that a guilty person may escape the punishment due to his offence.

Charges of Striking.

ii. **Medical Evidence.**—In charges of striking or using violence the evidence of the Medical Officer must very often be of the most material assistance to the court in determining where the truth lies in a considerable body of absolutely conflicting evidence, and it is undesirable that his being called or not should be left to the chance of the accused asking for his evidence. As a general rule, therefore, in all such cases where the accused or the person struck has been attended by the Medical Officer of the ship, the prosecution should call the latter as a witness.

Inadmissible Evidence.

iii. **The “ Summary of Evidence ”** which is supplied to the judge-advocate is not in any circumstances to be brought by him or the prosecutor to the attention of the court.

iv. **An Admission or Confession** made at the preliminary investigation is admissible in evidence provided that when at the preliminary investigation the accused was asked whether he wished to make any statement he was warned that it might be given in evidence against him.

v. **Statements at Preliminary Investigation.**—Evidence is not to be given by the prosecutor of statements made by the witnesses at the preliminary investigation, unless such statements lead up to a confession or denial on the part of the accused; but this instruction must not be construed so as to prevent witnesses being cross-examined with the object of showing that the evidence given to the court is inconsistent with the statements made at the preliminary investigation.

vi. **Antecedents of the Accused.**—No statement relating to misconduct on the part of the accused, other than that with which he is charged, is to be made to the court before the finding, it being generally contrary to the recognised procedure of courts of justice for the prosecution to urge the previous bad conduct of the accused as an element in determining the question of his guilt; such conduct is only taken into consideration when punishment is being awarded. In cases in which the previous conduct of the accused may be admissible in proof or in disproof of the charges, it is open to the prosecution or to the defence to adduce evidence which may be rebutted or cross-examined upon in the course of the trial.

vii. **Circumstantial Letter.**—No portion of the circumstantial letter shall be accepted as evidence of the facts stated therein, except in case of the accused pleading guilty.

viii. **Court of Inquiry.**—Neither the minutes of a court of inquiry nor any confession, statement, or answer to a question made or given thereat shall be admissible as evidence against the accused, unless the charge is one of making false statements before such court.

THE DEFENCE.

692. **Time for Preparation.**—The prosecution being closed, and the witnesses, if any, called by the court, having been examined, the accused shall be called on for his defence, and shall, on his application, be granted a reasonable time for the preparation of the same. The court shall adjourn during that time, and may adjourn again from time to time on the application of the accused if he shall satisfy the court that the time granted him has not been sufficient for the due preparation of his defence.

692a. **Latitude allowed.**—The president must take care that considerable latitude is allowed to the accused in making his defence. He may caution the accused as to the irrelevance of his defence, but should not stop him, unless he should persist in disregarding the caution given to him.

693. **When to be made.**—The accused’s statement in defence may be either oral or in writing; if oral, it shall be recorded in the minutes as nearly as possible in the accused’s own words; if in writing, it shall be signed by him, and attached to the minutes. Such statement shall be made or read, if the accused elects to give evidence and is the only witness for the defence, immediately after he gives evidence; in all other cases, after the close of the case for the prosecution, and before he himself gives evidence.

2. **Criminal Evidence Act.**—The Criminal Evidence Act, 1898, is hereby, pursuant to Section 6 (2) (a) of the said Act, applied to naval courts-martial.

3. **Witnesses for Defence.**—The accused shall produce his other witnesses for the defence after he has given his own evidence; but should the accused not have applied to be examined as a witness, he is to be called on to produce his witnesses after he has made his statement in defence. The witnesses for the defence shall be examined, cross-examined, and re-examined as mentioned in Article 686, clause 2.

4. **Accused's right to reply in certain cases.**—The accused may, with the consent of the court, after the conclusion of the evidence, deal with any discrepancies between his evidence or statement and the evidence of the witnesses called by him, and comment on any new fact that may be elicited during the examination of his witnesses.

5. **Courts-Martial under Sec. 92 of N.D.A.**—In applying the above provisions to the case of a court-martial held under Section 92 of the Naval Discipline Act, they shall be construed as if the words "any officer or member of the crew of any of His Majesty's ships wrecked, lost, captured, or destroyed, against whom any allegation has been made," were substituted for the word "accused."

AMENDMENT OF THE CHARGE.

694. If at any time in the course of a trial after the court has been sworn, but before the accused's guilt or innocence has been determined, the court shall be satisfied that there is a variance between the charge or charges and the evidence adduced in support thereof, and shall consider that such variance is not material to the merits of the case, and that the accused cannot, by the amendment of the variance, be substantially prejudiced in his defence, it may direct the judge-advocate to amend the charge or charges, adjourning, if the court deem it necessary, for a reasonable time, to enable the accused to meet the charge or charges so amended. All such amendments shall be noted in the minutes, and shall be verified on the original documents by the signature of the president.

ASCERTAINING OPINION OF THE COURT.

695. In taking the opinion of the court upon all questions the junior member shall vote first, and then the other members, in order of seniority to the president, all voting orally, and the votes of the majority, except for judgment of death (which is specially provided for by Section 53 (2) of the Naval Discipline Act), shall decide the question. Should the members disagree upon any question, and on a division the votes be equal, the construction most favourable to the accused shall prevail. See 699 (*Voting on Sentence*).

THE FINDING.

696. When the evidence has been closed the accused shall be removed, and the prosecutor and bystanders ordered to withdraw. The court shall then consider the matter in evidence before it, and the judge-advocate, if so directed by the court, shall draw up such questions as shall be agreed upon, whereon to form a determination in regard to the innocence or guilt of the accused. The judge-advocate shall then draw up the finding.

2. **Signatures.**—The finding shall be signed by every member of the court by way of attestation notwithstanding any difference of opinion there may have been among the members, and be countersigned by the judge-advocate.

697. Reading of Finding.—The court shall be re-opened, the accused brought in, and the judge-advocate, by direction of the court, shall read the finding.

698. Guilty.—If the accused is found guilty, the court, before awarding punishment, in addition to any oral evidence of general character that may be adduced, shall take into consideration the following documents which shall be read in open court :—

(a) *In the case of an officer*—

- (i) Any entries against him in the list of officers who have been tried by court-martial.
- (ii) Any previous entries against him in the log of the ship to which he may have belonged when the offence or offences for which he is being tried were committed, and also any documents, other than such entries in the log, of the nature of a definite censure by superior authority for a definite offence ; which log and documents the prosecution is to produce.
- (iii) Any certificates or other documentary evidence of character which the accused may produce.

(b) *In the case of a person below the rank of subordinate officer*—

- (i) The entries against him in the conduct book, or company conduct sheet in the case of a marine, prior to the date of the offence charged, but subsequent to his joining his present ship.
- (ii) His certificate of service.
- (iii) His conduct sheet, or the corresponding part of a company conduct sheet in the case of a marine, with character assessed from the previous 31st December to the date of the offence for which he may be under trial, but excluding all consideration of it.

THE SENTENCE.

699. Voting.—The court shall then be cleared, and the members shall consider and determine on the punishment proper to be inflicted in conformity with the finding. All the members of the court, whether they have voted for an acquittal or not, shall vote on the question of what punishment is proper to be awarded for the offence of which the accused has been found guilty. In the event of the votes varying so considerably as not to give an actual majority in favour of the award of any given punishment, the president shall call on the members to revise their votes.

2. Notations of conduct of Witnesses, &c.—If the court should desire to draw attention to the conduct or manner of giving evidence of any witness, an entry to that effect should be made on the minutes after the sentence, of which latter it is not, however, to form any part, unless sentence is passed on such witness under Section 66 of the Naval Discipline Act.

3. Other Representations.—Except as above, all representations which the court may desire to make with reference to matters arising out of the court-martial are to be made the subject of a separate letter signed by the president before the court has been dissolved, and are not to form part of the recorded proceedings of the court.

699a. Courts-martial are recommended—

- (a) **Corporal Punishment.**—Not to include the award of corporal punishment or birching in any sentence. In the event of a court-martial awarding such punishment,* it is not to be carried out without the previous approval of the Admiralty.

* The infliction of corporal punishment is at present suspended.

- (b) **Imprisonment.**—Not to award imprisonment when the offender will be retained in the Service, except as provided in sub-clause (c).
- (c) **Detention.**—Not to award detention when several sentences of detention have previously been served without effect, nor in parts of the world where there are neither naval nor military detention establishments in which the offender can be confined.
- (d) Not to award detention when the offender will not be retained in the Service.

ii. **Solitary Confinement.**—Sentences of imprisonment are not to direct that the prisoner shall be kept in solitary confinement.

iii. **Placing Officers at bottom of List.**—No officer is to be sentenced to be placed permanently or for a specified period at the bottom of the list of his rank, but this regulation is not to prevent an officer being sentenced to be placed at the bottom of the list, allowing him to rise from the date of the court-martial.

iv. **Effect of deprivation of Seniority.**—The sentence of a court-martial placing an officer at the bottom of the list of his rank will involve the loss of all previous time of service in that rank; so also when the sentence of a court-martial may take away any seniority from an officer, it will thereby affect his full and half or retired pay, or pension, in cases where the same depend upon seniority; and it will carry with it the loss of the benefit of the service included in the seniority forfeited in cases where the full, half or retired pay, or pension, depend upon actual service; but although the time will be forfeited, it will be considered as service in reference to compulsory removal from the active list.

v. **Dismissal with Disgrace.**—Whenever an option is left by the Naval Discipline Act, the sentence of dismissal with disgrace from His Majesty's Service should, as far as possible, be reserved, in the case of officers, for the punishment of offences of a disgraceful nature, which render the offenders utterly unfit to serve His Majesty again in any naval, military, or civil service, or to associate with officers and gentlemen.

Great discrimination should be exercised in awarding this sentence to petty and non-commissioned officers, seamen and marines, in order to prevent the sentence from losing its effect by being used as a punishment for offences which are not, according to the custom of the Service, regarded as "disgraceful."

Dismissal and Forfeitures.—A court-martial has always the power to sentence an offender to dismissal from His Majesty's Service, without, however, sentencing him to dismissal from His Majesty's Service "with disgrace" (except in the case of an officer convicted on a charge drawn under Section 28 of the Naval Discipline Act of cruelty or of any scandalous or fraudulent conduct, in which case the offender must be dismissed with disgrace from His Majesty's Service). The court also has power, under Section 52 (10) of the Naval Discipline Act, to award the whole or any part of the forfeitures which, under Section 53 (6) of that Act, accompany dismissal with disgrace.

700. Drawing up Signature and Pronouncement of Sentence.—The judge-advocate shall draw up the sentence in the prescribed form; it shall be signed by every member of the court by way of attestation, notwithstanding any difference of opinion there may have been among the members, and shall be countersigned by the judge-advocate. The court shall then be re-opened, and the accused brought in, and the judge-advocate shall, by direction of the court, pronounce the sentence. The accused shall be removed and the court dissolved.

2. **Report to Commander-in-Chief.**—As soon as the court has been dissolved, the president is to wait upon the Commander-in-Chief or Senior Officer with a letter reporting the finding and the sentence of the court-martial.

3. The Commander-in-Chief or senior officer present, before he takes any step to give effect to the sentence, either by issuing his certificate for the keeping of the accused in penal servitude or warrant for his imprisonment or detention, or otherwise, shall satisfy himself, by a careful examination of the minutes of the proceedings, that no fatal error has been committed in the conduct of the court-martial, calculated, in his opinion, to invalidate the finding of the court-martial. If he should doubt the correctness of the finding, in fact or in law, or the legality of the sentence, he shall suspend the execution of the sentence pending reference to the Admiralty. See 701a, clause viii. (*Cases of Doubtful Legality*).

EXECUTION OF SENTENCE.

700a. **Death.**—When sentence of death is to be executed upon any criminal, notice shall be previously given from the ship by a signal, and by firing a gun, upon which the Captains of all ships present shall summon their ships' companies upon deck to witness the punishment, and shall make known to them the crime for which it is about to be inflicted.

ii. **Penal Servitude.**—If a court-martial awards a sentence of penal servitude, a certificate for the keeping of the prisoner in penal servitude must be issued either by the Admiralty, the Commander-in-Chief, or the officer ordering the court-martial. The senior officer present, unless in command of the station, or unless he ordered the court-martial, has not any authority to sign such certificate. When the necessary certificate has been issued the prisoner is to be sent to the civil prison nearest the port where he is convicted or disembarked.

iii. **Warrant for Imprisonment or Detention.**—The Admiralty, or the Commander-in-Chief, or the officer ordering the court-martial shall in every case issue a warrant in the prescribed form for the imprisonment or detention of the person sentenced. By virtue of Section 74 (2) of the Naval Discipline Act, such warrant may, in cases where by reason of a ship being at sea or off a place at which there is no proper place of confinement, direct that the offender shall be sent to the lawful place of confinement named therein, and that the period of his sentence shall commence on his arrival there, subject to a deduction from his sentence of any time during which he has been kept in confinement in respect of the said sentence. The senior officer present, unless in command of the station or unless he ordered the court-martial, has not any authority to sign such warrant.

iv. Every person upon whom a sentence of penal servitude, imprisonment or detention has been passed shall be kept in naval custody until the certificate or warrant mentioned above has been issued. See 732 (*Naval Custody*).

v. **Change of Place of Imprisonment or Detention.**—Where the Commander-in-Chief considers it desirable that a prisoner or person under detention should be sent to England to complete his sentence, he shall issue his warrant for that purpose. In such case the warrant must be forwarded to the Admiralty when the offender is sent to England, in order that an attested copy of it may be made as the authority for the governor or other officer in charge of the place of confinement to which the offender is transferred to receive and detain him.

vi. **Discharge from Prison or Detention.**—Where it is desired under the provisions of Section 78 of the Naval Discipline Act to discharge from custody an offender undergoing a sentence of imprisonment or detention, or to direct

that he shall be delivered over to naval custody for the purpose of being brought before a court-martial, either as a witness or for trial or otherwise, a warrant shall be issued for that purpose. This warrant can only be issued by the Admiralty or the Commander-in-Chief on a foreign station in the case of an offender undergoing a sentence of imprisonment or detention inflicted by court-martial, but may be issued by the Commanding Officer of the ship in the case of an offender sentenced by him.

DISPOSAL OF MINUTES OF PROCEEDINGS.

701a. Documents to accompany.—The original minutes of the proceedings are always to be accompanied by the original documents which were taken into consideration of the court, or an attested copy, or extracts from them.

ii. **Mode of making up.**—In making up the proceedings the sheets are to be securely fastened together and numbered consecutively.

iii. **Order of Documents.**—All documents which accompany the minutes of proceedings of naval courts-martial (such as the warrant for holding the court, the charge sheet, the circumstantial letter, the accused's defence or statement in mitigation of punishment, the copies of the accused's certificates, the conduct sheet, or copy of company conduct sheet, the extract from the conduct book, the original shorthand writer's notes and the transcript thereof, &c., &c.) are, if possible, to be inserted in their proper places in the minutes, in sequence with the record of what has gone before, so that the whole may be read in the exact order in which everything took place in court.

iv. In order to do this, it will frequently be found necessary to leave part of a page blank, in which case a line should be drawn transversely from left to right across the vacant space.

v. **Sending original Minutes to Admiralty.**—If the senior officer present should deem it expedient to send the original minutes of the proceedings direct to the Admiralty, the judge-advocate shall make a transcript of these documents and send it through the senior officer to the Commander-in-Chief; but in cases where the Commander-in-Chief may be required to carry the sentence into execution, the original proceedings are to be sent to him in the first instance, for transmission to the Admiralty in due course.

vi. If the sentence, or any portion of it, should have to be carried into effect in England under the authority of the Admiralty, the original minutes should invariably be sent in time to get there before the person under sentence.

vii. **Separate Minutes.**—The minutes of each particular court-martial are to be forwarded separately, except when more than one court may have been necessary for the trial of several persons for participation in one and the same offence.

viii. **Cases of Doubtful Legality.**—The Commander-in-Chief shall in every case point out to the Admiralty any portion of the sentence, or of the proceedings generally, which may appear to him of doubtful legality. See 700, clause 3 (*Legality of Sentence*).

ix. **Commander-in-Chief's Observations.**—The proceedings of a court-martial are to be forwarded to the Admiralty in a docket sheet, filled up in the prescribed form, any observations which the Commander-in-Chief may wish to make being written in the place for "Report or Submission."

CHAPTER XVIII.

COURTS OF INQUIRY AND NAVAL COURTS.

702. Duties and Powers.—The duties of a court of inquiry depend on the instructions which the authority ordering the court may think proper to give. The instructions should always be in writing.

703. Use of Court of Inquiry.—A court of inquiry may be used by any officer in command of a fleet or squadron, station, or division of a station, to enable him to arrive at a correct conclusion on any matter upon which he requires to be thoroughly informed, or upon which there may be a question whether it should form the subject of a court-martial.

2. A court of inquiry has no power to award any punishment; it can only recommend. It may, however, be invested with any power, not exceeding that of the convening officer, which may be necessary for the proper conducting of the inquiry, such as calling before it naval witnesses and requiring the production of official papers. It may be re-assembled as often, and with such alterations in its composition as may be directed.

3. It is not a judicial body; it has no power to compel the attendance of civilians as witnesses, nor to examine on oath.

4. It may be required to examine witnesses and record their evidence, without being required to give any opinion; no one before it charged with any offence is bound to make any statement or answer any questions.

5. Members of a court of inquiry are not disqualified to sit on a court-martial upon the same subject-matter, because they have so acted, but they may be objected to, and the objection allowed by the court, and this contingency is to be considered in selecting the members. So far as may be practicable and consistent with a due regard to this contingency, the president and members should be senior to the person whose conduct is under inquiry.

6. A court of inquiry, unless otherwise ordered, shall sit with closed doors.

7. The person concerned in the result of the inquiry should be present during the whole time that witnesses are being examined, but should he object or refuse to be present, the proceedings are to be carried on in his absence, except in the case provided for in Article 776, clause 3 (f).

8. With the exception provided for in Article 776, clause 3 (f), no person is to be present in the character of a prosecutor, nor is any friend or professional adviser to be allowed to assist any person concerned in the inquiry.

9. Every person about to make a statement or answer a question likely to incriminate himself should be cautioned by the court that what he is about to state may be made use of against him. All such cautions should be recorded in the minutes.

10. If the inquiry should have reference to the loss or hazarding of a ship, the course directed by Article 690, with the exception of taking evidence on oath, is to be pursued.

11. The minutes of the proceedings are to be signed by all the members, and forwarded by the president to the authority ordering the inquiry. In case of difference of opinion on any material point among the members, the grounds of difference are to be fully stated.

704. Disposal of Proceedings.—The proceedings are in all cases to be sent to the Commander-in-Chief, who, in the absence of special directions, will exercise his discretion as to forwarding them to the Admiralty.

705. Caution as to use of Proceedings at Court-Martial.—The proceedings of a court of inquiry should not be produced before a court-martial, though they may be used by the judge-advocate when necessary.

NAVAL COURTS.

706. Instructions to Officers.—Officers are to be guided in regard to naval courts by the instructions relating thereto issued by the Board of Trade, and approved by the Foreign Office and the Admiralty.

2. Expenses.—When there is no British consul at hand the senior naval officer present will order the expenses of such courts to be paid by the Accountant Officer of a ship-of-war on a certificate signed by the president of the court to the effect that the persons named thereon have performed the duties devolving upon them respectively and are entitled to be paid in accordance with the Regulations. The order and certificate with the receipts attached are to be transmitted as vouchers to the cash account of the Accountant Officer.

CHAPTER XIX.

DISCIPLINE.

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SECTION I. CHAPLAIN, DIVINE SERVICE, &c.

707. Sunday Work.—The ship's company is not to be employed on Sundays in any work or duty other than that which may be strictly necessary for the public service.

708. Respect to Chaplain.—The Captain is to take care that the Chaplain is treated at all times by the officers and men with the respect due to his sacred office, and that he is not required to perform any executive duties in connection therewith, so that nothing may interfere with his being regarded as a friend and adviser by all on board.

709. The Captain is to take care—

- (a) **Divine Service.**—That Divine Service is performed every Sunday according to the Liturgy of the Church of England, and a sermon preached, unless otherwise directed by the Senior Officer present, and if the duties of the ship and the state of the weather do not absolutely prevent it. The Captain and all officers and men not on duty are expected to attend this service, unless permission to be absent has been formally obtained on the ground of religious scruples;
- (b) **Morning Prayers.**—That on every week-day after morning quarters or divisions short prayers from the same Liturgy are read;
- (c) **When Chaplain absent.**—That when no Chaplain is on board, the best arrangements practicable are made to give effect to these instructions as to Divine Service and Morning Prayers.

710. Ships without Chaplains.—When two or more ships are together, the Senior Officer is to make arrangements for the attendance at Divine Service on Sundays of officers and men of the Church of England belonging to ships or transports present which are without Chaplains; for this purpose the whole of the Chaplains present will be at his disposal; he will arrange the hours and the ships in which Divine Service shall be performed in such a manner as to bring the men together in large congregations on board a few ships, rather than that more numerous separate services should be held at less convenient hours.

711. Roman Catholics, Presbyterians, Wesleyans, and others who entertain religious scruples in regard to attending the services of the Church of England, are to have full liberty to absent themselves from these services. When no opportunity offers for them to attend their own places of worship they are to be allowed to remain in their mess places or in such part of the ship as may

be appointed by the Captain, who will take care that the place appointed is so situated as not to give the appearance of their being obliged to form part of the congregation.

712. Landing for Divine Service.—The Senior Officer will take care that whenever the opportunity occurs and the weather permits, every facility is given to officers and men who are not members of the Church of England, and who can be spared from their duties on board, to attend Divine Service on Sundays at their respective places of worship on shore.

2. Whenever he ascertains or is informed by a minister of any denomination other than the Church of England what is the place and hour of Divine Service, or whenever he may learn that a particular minister has been appointed to attend the men of his denomination, he is to make it generally known.

3. He will take steps to ensure proper order and decorum being observed by each party attending such services, that officers and petty officers sent in charge of boats and of each ship's party are, when practicable, of the same denomination as the party, and that all men return to their ships unless they have leave to remain ashore. Returns of the numbers so sent are to be forwarded to the Commander-in-Chief on form S. 157.

4. **List of members of various Denominations.**—A nominal list of Roman Catholics, Presbyterians, Wesleyans, and other denominations is to be kept on board every ship, and will be open at any time to the inspection of the respective ministers when they come on board.

713. Visiting the Sick.—The Senior Officer will also arrange for the attendance of Chaplains upon the sick and others requiring spiritual assistance in ships without Chaplains, as well as in hospitals, sick quarters, and prisons, where the ministrations of clergymen are not provided for, and he will endeavour to afford the same benefits to men of other denominations.

714. Duties of Ministers.—The following duties in regard to the men of their denomination will be expected from those ministers who are in receipt of a fixed salary:—

- (a) To conduct Divine Service at the appointed time and place.
- (b) To give religious instruction to the boys in the training ships, and to the children in the marine schools.
- (c) To visit the sick.
- (d) To officiate at Funerals.
- (e) To visit at convenient times, as he may think desirable, those of his people who are in ships in harbour, naval barracks, or married quarters, and, at the discretion of the Commanding Officer, those in cells and prison.

2. Every facility is to be given to an officiating minister to visit sick members of his flock in hospitals and in the sick berth on board ships.

In the event of any such sick person being dangerously ill or of his having received injuries from which he may not recover, the Medical Officer is to inform the Commanding Officer, who will cause the minister of the denomination to which the man may belong to be informed without delay, and will give him every possible facility to visit the patient.

So far as the discipline and convenience of the Service will allow, officiating ministers are also to be afforded facilities for visiting their people in ships and barracks, and for instructing the young.

715. General Instructions.—Commanders-in-Chief, officers in command of stations, and Captains will, so far as practicable, make arrangements for carrying out the foregoing Regulations at the several ports used by His Majesty's

ships; when no such arrangements have been made, or, if made, when they are inapplicable to the actual circumstances, the Senior Officer present is to make fitting and timely arrangements so that the largest possible number from each ship may have the benefit of Divine Service conducted by ordained or authorised ministers.

716. Naval Marriages Act—General Instructions.—The passing of the Naval Marriages Act, 1908, has thrown upon naval chaplains and officers commanding His Majesty's ships the duty of publishing the banns of marriage of officers, seamen, and marines borne on the books of His Majesty's ships at sea, and has also thrown on Commanding Officers certain of the duties of registrars of marriages with regard to the receiving of notices of marriages which are intended to be contracted without the publication of banns and the duty of giving certificates to enable such marriages to take place.

These duties must be performed strictly in accordance with the law as contained in various statutes, including the Naval Marriages Act, 1908.

The instructions in Articles 716 to 719 are intended to guide them in the performance of these duties.

2. The duties to be performed are, in nearly all cases, of a quite simple character: consisting merely of the publication of banns, or of notices of marriage, and the giving of certificates. Forms S. 570 to 574 inclusive are to be used in this connection.

3. In this and the following Articles attention has been drawn to some of the complicated provisions of the statute law in order that Commanding Officers may know how to act in the possible event of objections being made to intended marriages—events which are not at all likely to occur in practice.

4. Wales is for the purpose of marriage law part of England, and the forms for England are to be used when the marriage is intended to be solemnised or contracted in Wales.

5. **Shore Establishments and Harbour Ships.**—The procedure under the Naval Marriages Act is not to be used in the case of men serving in shore establishments or in ships permanently stationed in harbour.

6. **Alternative Procedure, England and Wales.**—A marriage after publication of banns, when it is to be solemnised in England or Wales, may only take place according to the rites of the Established Church. When the marriage is to be contracted by certificate of a superintendent registrar the publication of banns may not be resorted to, and the procedure by way of notice of marriage must be adopted. (See 718.)

7. **Scotland.**—When the marriage is to be solemnised in Scotland, it is immaterial whether the contracting party on board ship resorts to publication of banns or to notice of marriage. It is likewise immaterial in Scotland whether the woman resorts to proclamation of banns in the parish church or obtains publication of notice of marriage, pursuant to the Marriage Notice (Scotland) Act, 1878, either method being equally available, irrespective of that adopted on board ship by the other contracting party to the intended marriage.

Such marriage may be solemnised, or celebrated, by ministers and priests of all churches and of all denominations without exception, or by any other persons entitled to celebrate marriages in Scotland, but a minister of the Church of Scotland is not obliged to perform the ceremony unless both parties have proceeded by publication of banns.

8. **Ireland.**—A marriage after publication of banns, when it is to be solemnised in Ireland, may only take place according to the rites of the Church of Ireland and between parties both of whom are Protestant Episcopalians,

or when the marriage is to be solemnised in a certified Presbyterian place of public worship and between parties both of whom are Presbyterians.

When the marriage is intended to be contracted or solemnised in Ireland by the licence or certificate of a district registrar of marriages, the publication of banns may not be resorted to and the procedure by way of notice of marriage must be adopted.

717. Request for publication of Banns.—The officer, seaman, or marine, who desires to have his banns published should be required to fill up and sign the form of request for publication of banns (S. 571). It should be pointed out to the person requesting publication that it will be necessary for the banns to be published also in the church of the parish where the woman resides, whether in England, Wales or Scotland, or else, in Scotland, that she should duly publish a notice of marriage pursuant to the Marriage Notice (Scotland) Act, 1878. In Ireland it is necessary that banns should also be published in the church of the parish where the woman resides and where the marriage is to be solemnised, or in the certified Presbyterian place of public worship frequented by the congregation of which the woman is a member and where the marriage is to be solemnised, and the applicant should be asked whether the woman understands and agrees that the marriage is to be after publication of banns and to be solemnised in the church of the parish where she resides, or in such Presbyterian place of worship as aforesaid, as the case may be.

2. The Chaplain (or, if there is no Chaplain, the officer commanding the ship) must then proceed as follows:—

- (i) **Banns of Marriage Book.**—He must enter particulars of the banns in the banns of marriage book (form S. 572).
- (ii) **Publication of Banns.**—He must publish the banns from the banns book on three successive Sundays at morning service on board ship. This should be done immediately after the second lesson in accordance with the Rubric prefixed to the Office of Matrimony in the Book of Common Prayer.
- (iii) **Entry of Dates.**—After the third publication of the banns he must fill in in the banns of marriage book the dates when the banns were published, and must sign the entry in the book.
- (iv) **Certificate of Publication.**—He must then (unless the banns have been forbidden) fill in a form of certificate of publication of banns which will be found printed in the banns of marriage book, and perforated so that it can be torn out, and must hand the certificate to the party at whose request the banns were published.
- (v) **When Banns forbidden.**—If the banns have been forbidden on any of the grounds on which banns may be forbidden, no certificate should be given. The grounds upon which banns may be lawfully forbidden appear to include the following:—
 - (a) That either of the parties to the intended marriage has a husband or wife living at the time.
 - (b) That the parties to the intended marriage are related within the prohibited degrees of consanguinity or affinity;
 - (c) That the man is under 14 years or the woman under 12 years of age;
 - (d) That either of the parties is an idiot or a lunatic;
 - (e) If either of the parties is under 21 years of age the banns may be forbidden by the parent or guardian of either of them.

718. Notices of Marriage.—The officer, seaman, or marine who desires to give notice of marriage must do so on one of the forms S. 570–570b:—

- (i) **Form to be used.**—Form S. 570 is to be used when the marriage is to be contracted in England or Wales, form S. 570*a* when it is to be contracted in Scotland, and form S. 570*b* when it is to be contracted in Ireland.
- (ii) **On receiving Notice.**—The officer should satisfy himself that the party giving the notice has read and understands the declarations which are annexed to the notice, and should see that the particulars required by the form used are given. He should strike out such parts of the form as are inapplicable (as directed by the marginal notes of the form).
- (iii) **Divorced Persons.**—If the man or the woman has been previously married and the marriage has been dissolved by the Divorce Court, the condition of the party should be described as follows:—
 (a) In the case of the man, he should be described in column 2 as “the divorced husband of _____, formerly spinster” (or “widow,” as the case may be);
 (b) In the case of the woman, she should be described in column 1 thus: “Ann Jones, formerly Brown, spinster” (or “widow”), and in column 2 as “the divorced wife of _____”
- (iv) **Consents required.**—It will not be necessary for the officer to satisfy himself that in cases where the consent to the marriage is required by law such consent has been given, but he should see that the person giving notice makes the proper declaration. The persons whose consents to marriage in England or Ireland are required in the case of a person under 21 years of age, not being a widower or a widow, are the following:—
 (a) The father if living;
 (b) If the father be dead, the guardian or guardians lawfully appointed or one of them;
 (c) If there is no guardian or guardians, the mother if unmarried;
 (d) If there is no mother unmarried, the guardian or guardians of the person appointed by the High Court, if any, or one of them;
 (e) If there is no such person authorised to give such consent, no consent is required, and in that case the declarant will declare as in the form that there is no person whose consent is by law required.
- (v) **Signing Notice.**—The form must be signed by the party giving notice in the presence of the officer, who must also sign it as witness.
- (vi) **Information to Person giving Notice.**—The officer should point out to the person giving notice that it will be necessary for the woman to give notice to the Superintendent Registrar (in England or Wales), or the Registrar (in Scotland), or District Registrar (in Ireland) of the district where she dwells; or at the option of the woman, if the marriage is to take place in Scotland, to have the banns proclaimed in the church of the parish where she resides.

2. **Entry in Marriage Notice Book.**—The Commanding Officer must then enter a copy of the notice in the marriage notice book (form S. 574), by filling in the appropriate form according as the marriage is intended to be contracted in England, Scotland, or Ireland.

3. **Marriage Notice Book.**—The marriage notice book is to be open at all reasonable times, without fee, to all persons desirous of inspecting the same.

The book should be kept by the Commanding Officer, and application should be made to him by any person desirous of inspecting it.

4. **Filing Notice.**—The Commanding Officer must file the original notice and keep the same with his official papers, and it will be returned to the Admiralty with them in due course.

5. **Form of Public Notice.**—The Commanding Officer must, on the same day on which he enters the notice, affix a public notice of the marriage in some conspicuous place in the ship:—

- (i) If the marriage is intended to be celebrated in England or Ireland, the public notice should be an exact copy of the original notice (for which purpose one of the printed forms S. 570–570*b*, may be used) ;
- (ii) If the marriage is to be in Scotland, public notice must be given on form S. 570*c*.

6. **Irish Marriage.**—If the marriage is to take place in Ireland, the Commanding Officer must also, as soon as practicable after receiving the notice, do as follows:—

- (a) If the marriage is to take place in a church, chapel, or place of worship (and the parties are not Quakers or Jews), he must send, in a registered letter, a copy of the notice authenticated by his signature (for which purpose form S. 570*b* may be used) to the minister of the church, chapel, or place of public worship stated in the notice as that in which the marriage is intended to be solemnised, and a similar notice to the minister of the church or place of public worship which the woman usually attends ;
- (b) If the marriage is to be according to Jewish rites or in a meeting-house of the Society of Friends, he must send a copy of the notice by registered post to the registry office of the Society of Friends or Secretary of a Synagogue by whom the marriage is to be registered ;
- (c) If the marriage is intended to be contracted in the office of the Registrar, and there is not any minister of the church, chapel, or place of worship which the woman usually attends, and the parties are not Jews or Quakers, the Commanding Officer must, at the expense of the party who gave the notice, cause a copy of the notice to be published once at least in two consecutive weeks, as soon as practicable after he has received the notice, in some newspaper circulating in the district in which the marriage is intended, or, if there is not any newspaper circulating in such district, in some newspaper circulating in the county in which the district is situate.

7. **Period for which exhibited.**—The public notice must remain affixed for 21 days in the case of a marriage intended to take place in England or Ireland, and for seven days in the case of a marriage intended to take place in Scotland.

8. **Objections.**—At any time before the issue of a certificate the issue of the certificate may be “forbidden” or “objected to”:—

- (a) **English and Irish Marriages.**—In the case of an English or Irish marriage any authorised person may forbid the issue of a certificate by writing the word “*Forbidden*” opposite the entry of notice of marriage in the marriage notice book, and signing his or her name and place of abode, and his or her character in respect of either of the parties by reason of which he or she is so authorised.
- (b) **Scotch Marriage.**—In the case of a marriage which is intended to take place in Scotland, objections can only be made in writing signed by the person taking the objection. The person taking the objection must appear personally to lodge it with the officer, and must in his presence make and subscribe a declaration in the following form,

which the officer must endorse on the written statement of objections:—

“ I hereby solemnly declare that the facts as stated by me in the written statement of objections to the marriage intended between _____ and _____ on which this declaration is endorsed are true to the best of my knowledge and belief, and I make this declaration knowing that if the declaration is false I expose myself to the penalties of perjury.

“ (Signed) OBJECTOR.”

“ I certify that this declaration was made before me and subscribed in my presence this _____ day of _____, in my office.

“ Commanding Officer of H.M.S. ‘ _____ ’ ”

9. Objections—How dealt with.—The officer must deal with the objections in the following way:—

- (a) If the objections do not set forth a legal impediment to marriage, but relate to some formality or statutory requirement merely, the officer may direct the notice to be amended and a certificate granted thereon without republication of the notice if he shall see fit, or to be cancelled if he shall see fit, in which case a fresh notice of marriage may be given.
- (b) If the objection is that the persons intending to contract marriage are within the forbidden degrees of consanguinity or affinity, or are both or either of them already married, or are both or either of them not of marriageable age, or are from any other legal incapacity disqualified to give such consent as is necessary for marriage, and generally where the objection sets forth any legal impediment to a marriage, the officer must suspend the issuing of his certificate until there is produced to him a certified copy of a judgment of a competent court of law to the effect that the parties are not in respect of the said objection disqualified from contracting marriage.

10. Issue of Certificate.—If the issue of the certificate has not been forbidden or objected to, the Commanding Officer must after the expiration of the period of 21 days (English or Irish marriage), or seven days (Scotch marriage), issue a certificate in one of the forms prescribed by the Admiralty (forms Nos. S. 573–573*b*), using the appropriate one according as the marriage is to be in England, Scotland, or Ireland. He will fill up and sign this certificate and hand it to the person who gave the notice of marriage.

719. Penalties.—The various enactments and the Order in Council impose penalties for offences under the Acts. It is not necessary to call attention to these in detail. It is sufficient to point out that the Commanding Officer must be careful to carry out his duties punctiliously, and he should warn officers, seamen, and marines giving notice of marriage that they are liable to the penalties of perjury if they wilfully make any false declarations or sign any false notice of marriage.

SECTION II. DISCIPLINE GENERALLY.

720. Captain—General Instructions.—The Captain will at all times and in all circumstances show an example of respect and obedience to his superiors, of unremitting attention to his duty and of cheerful alacrity in performing it. He will see that all the officers obey the several instructions which are addressed

to them, or which, when of a general purport, concern them. He will correct or report to his superiors any reprehensible conduct on the part of those under his command. He will notice their conduct and abilities in order that he may be enabled to give them the testimonials they deserve, or, if called on, to make correct reports of their merits. While upholding the legitimate authority of all the officers under his command, he will check by timely reproofs any tendency he may notice to abuse of power, recommending by his example that firm but conciliatory manner of conducting duty, which is the surest way to gain the respect and confidence of the men.

721. Salutes to Superiors, Army or Navy.—Every officer and man on meeting, passing, or addressing his superior officers, knowing them to be such, is to pay them the accustomed marks of respect, whether they are attached to the same ship or not, and whether afloat or on shore; and officers and men of the Royal Navy are to pay the customary mark of respect to such officers of the army, when in uniform, as are entitled to be saluted by officers and men of corresponding rank in their own Service.

722. Arrest.—If an officer should disobey orders or otherwise misbehave he may be placed in arrest, and a report of the particulars of the offence shall be transmitted by the Captain to his superior authority as soon as possible. But if the Captain should be induced from any circumstances to release him from arrest, and to withdraw or allow to be withdrawn the charge against him, such officer is to return to his duty without prejudice to the future investigation of any complaint which he on his part may make relative to such arrest.

If the Captain or other superior officer should consider the cause for placing an officer in arrest to be of such a nature as to necessitate its being brought before a court-martial, but circumstances of the Service should render it necessary that the officer in arrest should be released without the withdrawal of the charge against him, he may so release him, and the officer shall return to his duty accordingly, without prejudice to his future trial or to the inquiry into the charge on which he was placed in arrest.

2. Unnecessary Restraint.—When an officer or man is placed in arrest, the Captain is to take care that no more restraint is put upon his personal liberty than the discipline of the Service requires and the nature of his offence may render expedient. Arrest is not a punishment but is a means adopted to ensure the safe custody of an offender until he can be adequately dealt with. See **173** (*Authority of Commanding Officer*), and **732** (*Naval Custody*).

3. Offenders sent to Hospital.—Persons waiting trial for a serious offence, by court-martial or otherwise, and offenders waiting transfer to prison, &c., are not to be sent to hospital without the sanction of the Senior Officer.

When so sent, the Principal Medical Officer of the hospital is to be informed that they are to be considered as under arrest. Such officers or men are not to be brought forward for survey without the special directions of the Commander-in-Chief at home or of the Senior Officer present abroad.

4. When a survey is held under such directions the result is to be specially reported to the authority ordering the survey, who will, subject to the provisions of clauses 5 and 6, decide as to the disposal of the person concerned.

5. The Senior Officer shall in no case, in consequence of the report of the surveying officers, authorise any step which will result in an accused person escaping trial unless the surveying officers shall certify that the accused's mental condition at the date of the alleged offence was such that he was not responsible for his actions, or that the accused's physical or mental condition is such that even the fact of being tried, apart from any sentence that might be awarded, would be likely permanently to impair his health.

6. The Senior Officer shall in no case, in consequence of the report of the surveying officers, authorise any step which will result in a person under sentence of imprisonment or detention escaping the residue of his sentence, unless the surveying officers shall certify that the offender is medically unfit to undergo even a modified prison or detention routine, as the case may be. If such medical certificate is furnished the offender may be invalidated from the Service, but care is to be taken that the award is duly entered in his certificate and elsewhere as may be necessary. The medical certificate is then to be forwarded to the Admiralty in order that the residue of the sentence may be formally remitted.

723. Men placed in the Report.—The leave of petty officers and men is not to be stopped when they are placed in the report, unless they are placed there for any of the offences named in Article 768, clause 2 (a) to (i) inclusive.

724. Logging Offences.—If the Captain should consider an offence committed by an officer to be of such a nature as to necessitate its being recorded with a view to future reference under the provisions of Article 698, sub-clause (a) (ii), he is to cause the facts to be entered in the log, and the statement which is logged is to be read by the officer, who is to sign his name to it as evidence of his knowledge of the entry.

725. Misconduct of Officers.—Officers who have been guilty of misconduct or neglect of duty, or have unfitted themselves for active service by irregular and imprudent conduct, will be dealt with under the powers of the Admiralty defined in Appendix XI.

726. Duelling being forbidden by the Regulations, every officer of the Fleet who becomes aware of the intention of other officers to fight a duel, or has reason to believe that such is likely to occur from circumstances that have come within his observation or knowledge, is hereby ordered to take every measure within his power to prevent such duel, having recourse, if necessary, to his Captain.

2. Every officer of the Fleet is hereby ordered, in no manner or degree to evince dissatisfaction with or to upbraid another officer for refusing, or not sending, a challenge; and all officers are enjoined neither to reject nor advise the rejection of a reasonable proposition for the honourable adjustment of differences that may have occurred.

3. Any officer of the Fleet who may be called upon to act as second or friend to an officer intending to fight a duel, is to consider it to be his imperative duty, and he is hereby ordered, strenuously to exert himself to effect an adjustment between the adverse parties on terms consistent with the honour of each, and should he fail, owing to the determination of the offended parties not to accept honourable terms of accommodation, he must be guided by the first clause of this Article.

4. As obedience to orders is the essential and governing principle of the Naval Service, those officers may rest assured of the support and approbation of the Admiralty, who, having had the misfortune of giving offence to or having injured or insulted others, shall frankly explain, apologise, or offer redress for the same; or who, having received offence, injury, or insult from another shall cordially accept frank explanation, apology, or redress for the same; or who, if such explanation, apology, or redress is refused to be made or accepted shall submit the matter to be dealt with by the Captain or senior officer present; and every officer who shall act as herein directed and consequently refuse to accept a challenge, will be deemed to have acted honourably

and to have evinced a requisite obedience not only to this order but also to the pleasure of the King.

727. Sleeping out of Ship.—If the Captain should sleep out of the ship, the Executive Officer is not to be absent from the ship on the same night unless by special permission of the senior officer present. No officer is to remain out of his ship for the night without the previous sanction of the Captain or of the Commanding Officer.

728. Privileges of Petty Officers.—All petty officers, leading seamen, and non-commissioned officers of marines are to be granted every reasonable indulgence. They are to be made to feel that confidence is reposed in them, and are to be treated with the consideration which is due to the positions of trust which they hold.

2. The prefix "Chief Petty Officer" or "Petty Officer," or the corresponding prefix in the case of the non-seaman classes, is to be used by all ranks when addressing, or speaking of, men holding those ratings.

3. On all occasions of men falling in, the petty officers are to be kept separate from the lower ratings, and when classes of instruction are formed the petty officers are to be classed up by themselves.

4. Chief petty officers and petty officers are to be shown on the ship's ledger distinct from lower ratings. The separation is to be made by classes (Seaman, Stoker, &c.), and the petty officers are to be shown on separate sub-divisions of their present lists.

5. Petty and non-commissioned officers are not to be mustered in and out of the ship unless for some special reason, nor are they to undergo personal search by the police unless the Executive Officer or the Captain, for a special reason in any particular case, shall order otherwise.

Separate lines are to be appropriated for hanging their clothes and hammocks, and their hammocks are to be stowed together in a part of the netting reserved for them.

Chief petty officers, petty officers, leading ratings, and non-commissioned officers, Royal Marines, dressed in the established uniform are allowed to pass dockyard and victualling yard gates, and may also pass out parties of men.

6. It is the duty of petty officers to preserve order and regularity wherever the crew or any portion of them may be employed, and this responsibility rests upon them whenever they are with the men, whether on duty or otherwise.

729. Articles of War.—The printed sheets containing so much of the Naval Discipline Act as relates to the punishment of offences, viz., the Articles of War, are to be displayed in an accessible part of the ship, for the information of the ship's company, to whom this portion of the Act is to be read quarterly, together with the last return of courts-martial received from the Admiralty.

730. Naval Ratings in Military Detention Barracks.—In the event of a naval rating who is undergoing sentence in a military detention barrack committing an offence too serious to be dealt with under the rules for military detention barracks, the matter will be reported to the Commanding Officer of the ship on whose books the man is borne, in order that he may be dealt with under the Naval Discipline Act. Members of the staff of military detention barracks are not the superior officers of naval ratings, and charges of insubordination should in such cases be drawn under Section 43 of the Naval Discipline Act.

2. In deciding how to deal with the case, the Commanding Officer will bear in mind that before the accused can be tried he must be removed from the detention barrack. (*See Section 78, Naval Discipline Act, as to effect of such*

removal, and Section 73, *Naval Discipline Act*, as to effect of any sentence passed by court-martial on a man serving a court-martial sentence.)

3. An escort should be sent to remove the accused from the detention barrack, and, if his original sentence has not expired, should be furnished with an order in writing, under Section 78 of the *Naval Discipline Act*, directing—

- (a) If the offender is to be dealt with summarily, that he be discharged;
- (b) If the offender is to be tried by court-martial, that he be delivered over to naval custody for trial.

731. Discharge from Prison or Detention.—If a prisoner or person under detention should be discharged under the provisions of Section 78 of the *Naval Discipline Act*, such discharge shall be held to remit all that portion of his sentence that may be unexpired at the date of such discharge, except in the case of his discharge to naval custody for the purposes specified in the latter part of the said section. This power should, however, be used with great discretion, and should not be exercised except where the services of offenders are required in emergency, or when the ship to which they belong is on the point of sailing from the port, and even in this latter case an offender should not be discharged when it is likely that at the end of his sentence there will be a ship present in which he can be received, and from which there would be a probability of his rejoining his proper ship within a reasonable time. Neither should this power be exercised when the length of an offender's sentence renders it possible to transfer him, either in his own or some other ship, to a place of confinement in England to complete sentence, or to some other place of confinement abroad, from which there would be greater facilities for sending him back to his own ship at the expiration of his sentence. Such cases should be dealt with under Section 75 of the *Naval Discipline Act*, and in each case of transfer a Transfer Form (S. 550) is to accompany the offender.

2. When abroad, if an offender should be discharged to a ship from prison, or from a detention establishment, before the expiration of the term of his sentence, a note is to be made in the "Remarks" column of the ledger, stating under which section of the *Naval Discipline Act* he has been received on board, *i. e.*, whether as an offender on passage for transfer to another place of confinement under Section 75 of the Act, or, as specified in the first paragraph of clause 1 of this Article, under Section 78.

732. Naval Custody.—The Captain is responsible for the safe-keeping of every person, offender, or prisoner, on board, who is placed in naval custody.

Such custody may be open or close, according to the circumstances of each case and at the discretion of the Captain, it being clearly understood that open custody only involves such restraint as may be necessary for safe-keeping, whereas close custody involves deprivation of all liberty, continuous supervision, and is equivalent to confinement in the sense in which it is used in Article 763, clause 4.

2. Prisoners, &c., on Passage.—Persons under sentence of imprisonment or detention while on passage in His Majesty's ships are not to be called upon to do duty except in cases of emergency. They may be dealt with as prisoners at large, that is, kept in open custody, when the circumstances will permit, but they are to be subject to restraint or confinement whenever their safe custody or any misconduct on their part may render it necessary. (See 756, sub-clause (d), (*Confinement for noise or violence*).

733. Visits and Letters of Offenders under Sentence.—Offenders who may be in naval custody while undergoing a sentence of penal servitude, imprisonment, or detention, are, so far as possible, to be subjected to the following

rules based on those laid down for naval prisons and naval detention quarters.

- (a) They are not to be allowed to communicate by letter with any person nor to receive any letter or visit without permission from the Admiralty, or the Commander-in-Chief on a foreign station.
- (b) Any letters written by or to them with such permission are first to be read by the Captain of the ship. Other letters addressed to them should be forwarded to the Governor or other officer in charge of the establishment to which they are committed for delivery to them on discharge.
- (c) Any visit allowed to them must take place in the presence of an officer or the Master-at-Arms.
- (d) Prisoners and persons under detention who are transferred in naval custody from one place of confinement to another may be allowed any privileges as regards visits or letters earned by them under the regulations of the establishment from which they have been removed.

2. Such measures are to be taken in His Majesty's ships to enforce these rules as circumstances will permit, and no departure from them should be allowed unless in exceptional cases when the Captain is to act according to his discretion, reporting the fact and the special reasons which influenced him to the Commander-in-Chief.

734. Private Firearms.—No person below the rank of officer is to carry private firearms, or to keep such arms in his personal care on board His Majesty's ship, or in any naval establishment.

The Commanding Officer may grant permission for any man below the rank of officer to possess private firearms for use in competitions, but such weapons are to be kept in a place of safety, and only temporarily issued under proper safeguards.

735. Trafficking.—No sort of beer, wine or spirituous liquor is to be sold on board by any person, nor is any person belonging to the ship to sell articles of any other description to the ship's company, without the written sanction of the Captain; and all loan, transfer, gift, or barter of spirit or intoxicating drink is prohibited on board.

Men are not to be allowed to sell, exchange, nor in any manner to dispose of their clothes or bedding without the permission of the officer of their division.

2. Men may be permitted to sell a portion of their clothes during the last month of their active service engagements only, but in any case they must retain one duck suit and the articles comprising the regulation kit required by men enrolling in the Royal Fleet Reserve.

736. Smuggling Spirits on Board, &c.—By Act of Parliament, 16 & 17 Vict. cap. 69, any person who shall, without the previous consent of the Commanding Officer, bring on board any ship any spirituous or fermented liquor, or shall approach or hover about such ship for the purpose of bringing on board, giving or selling spirituous or fermented liquors without the previous sanction of the Commanding Officer, or shall approach or hover about any such ship for the purpose of aiding any officer, seaman, or marine in His Majesty's Service to desert or improperly absent himself from his ship, is liable to a penalty not exceeding 10*l.*, and any officer, petty officer, or non-commissioned officer, with or without a warrant may, under the 12th Section of the Act, apprehend any offender or person so acting, and may take him or cause him to be taken before a Justice to be summarily dealt with, care being taken to follow strictly the provisions of the statutes.

2. **Assisting, &c., Deserters.**—Persons not otherwise subject to the Naval Discipline Act are also punishable under Sections 25 and 26 of that Act for assisting or persuading men to desert or improperly absent themselves.

737. Women on Board or on Passage.—Neither the wife of any officer nor of any man, nor any other woman is to be allowed to reside on board nor to take passage in a ship except with the express permission of the Admiralty, or, abroad, when time and circumstances do not admit of a reference home, by the permission of the Commander-in-Chief.

2. This authority may only be exercised by a Commander-in-Chief abroad when the ship is about to make a direct passage from one port to another and back, but on no account is it to be exercised when ships are cruising for practice or for evolutionary purposes, and every case is to be specially reported to the Admiralty.

3. Whenever a Senior Officer, on the formal requisition of an ambassador, minister, chargé d'affaires, or consul, or of the Governor or Lieutenant-Governor of a colony, may receive or order to be received any woman for passage, he will report the circumstance to his Commander-in-Chief for the information of the Admiralty.

The Captain will include in his quarterly return of passengers the name and particulars of every woman embarked for passage as provided for by form S. 176.

738. Landing Rations, &c.—Provisions or stores are not to be issued on shore or taken out of the ship for any other purpose than for victualling portions of the crew when absent on duty or on other public service, and are not to be considered as having become private property, except as provided in Article 1687.

2. Whenever it may be necessary for officers or others to take their provisions on shore when proceeding on duty, the Captain will furnish a pass showing the names of the persons in whose favour it is issued, and the exact quantity of provisions allowed for their consumption.

3. When provisions or clothing are sent out of the ship, they must invariably be accompanied by written passes (form S. 263), signed by the Accountant Officer or Assistant Paymaster, and approved by the Commanding Officer, showing the quantities and the date.

4. Passes will be valid for the quantities and date for which issued, and must be produced when required for the information of any police officer or constable or any person acting under the Customs or Revenue Laws.

739. Passengers, Offences by.—The following Regulations are to be observed with reference to the 89th Section of the Naval Discipline Act :—

- (a) Any person, although not belonging to His Majesty's naval or military services, who, while on board one of His Majesty's ships as a passenger, shall commit any offence against the good order and discipline of the Navy, may be placed under such restraint, by the officer in command of the ship in which he has embarked, as the offence or offences committed by him may appear to justify or render necessary, and the officer who has occasion to place any such passenger in arrest shall take the earliest opportunity that presents itself of reporting the circumstances to the first Senior Officer he may fall in with, in order that it may be determined, after due investigation, whether the alleged offender shall be released from arrest, or continue in arrest until the termination of the voyage for which he is embarked, or whether he shall be transferred to some other ship; but passengers who shall be guilty of the offences specified in the 6th and 13th

Sections of the Naval Discipline Act shall be tried by naval court-martial, and punished according to the provisions of the said Act.

- (b) If any passenger while on board one of His Majesty's ships shall commit any criminal offence, punishable by the laws of the United Kingdom, he may also be kept under such restraint as is necessary until an opportunity shall offer of delivering him over to a civil tribunal competent to try him for the same.

Officers, petty officers, seamen, marines, and boys, who, upon being invalidated or discharged, may be ordered or permitted to take passage in any of His Majesty's ships, and persons sentenced under the Naval Discipline Act, so long as they are borne on the books of the ship in which they are embarked as passengers, shall be deemed to be persons in and belonging to His Majesty's Navy, and shall be subject in every respect, according to their several ranks and ratings, to the Naval Discipline Act in force in so far as that Act relates to the trial and punishment of offenders.

SECTION III. GOOD CONDUCT BADGES.

740. Number and Date of Award.—Badges for good conduct not exceeding three in number are to be conferred on men entitled by their ratings to hold them.

All men granted badges are entitled to the good conduct pay attached to them except in the case of honorary badge ratings.

Badges are to be granted when they become due, whether the man applies for the award or not.

For the details of badge ratings, see Appendix XV., Part I. (index and column 3).

741. Qualifying Service.—The following periods of service will be required to qualify for the award of a badge :—

For one badge	-	-	-	-	-	-	-	3 years.
For two badges	-	-	-	-	-	-	-	8 "
For three badges	-	-	-	-	-	-	-	13 "

2. The whole of a man's service in the Royal Navy may be counted as qualifying service, with the following exceptions :—

- (a) Time served in the rating of Boy of any class or before attaining the age of 18 years.
- (b) Time in the second class for conduct.
- (c) Time for which the character of "Indifferent" has been awarded.
- (d) Time prior to desertion unless the R. or R.Q. is removed.
- (e) Time prior to absence from the Service for five years or more, except as provided by Article 368 in the case of men invalidated.
- (f) Time for which pay is not allowed; for example, time lost through imprisonment, detention, cells, or civil custody, on account of D.S.Q., or during which a man has been out of the Service for any cause.

3. **Two years' "Very Good" Conduct.**—During the two years of actual service in receipt of wages immediately preceding the award of a badge, a man's conduct, in the opinion of his Captain, must have been uninterruptedly "Very Good"; he must have conducted himself with sobriety, activity, and attention, and have been in the first class for conduct. Conviction by the civil power, or an order under the Probation of Offenders Act, may be regarded as breaking the continuity of this "Very Good" conduct if this is recommended by the Captain and approved by the Commander-in-Chief or other Flag Officer whose flag is flying to whom reference can most conveniently be made. See 1187, clause 5 (*Royal Marines*).

A second or third badge is not to be awarded unless during the same period as above the man's conduct has been uninterruptedly "Very Good," and the preceding badge has been in his possession continuously; except in the cases of awards made on account of service in non-badge ratings allowed to count under Article 742, or on the removal of R. or R.Q. under Article 744; in these cases two or more badges may be awarded together or at less intervals than two years.

4. Method of Reckoning.—The period of two years of "Very Good" time required by clause 3 is to be reckoned without reference to "V.G." or other assessed character on the service certificate, except "Indifferent." For example, the latter part of a year for which "Good" or "Fair" is awarded may be counted; but although a man may have been given "V.G." character for two years, it is within the discretion of the Captain to disallow any part of this time served under his command, a higher standard of conduct being required for good conduct badges than for the "V.G." character.

5. In the case of a man who joins from another ship, "Very Good" time for badge purposes is to be reckoned from the date entered on his conduct sheet.

NOTE.—In reckoning service towards badges, care should be taken that the same period of time forfeited is not deducted more than once; for example, under "Cells" and 2nd class for conduct or 2nd class for conduct and "Indifferent" character.

742. Time in Non-badge Ratings.—Subject to the foregoing conditions, time served in other than badge ratings is to count towards badges when men attain badge ratings, provided that their character has been "Very Good"—

- (a) For the last two years, if claiming one badge.
- (b) For the last four years, if claiming two badges.
- (c) For the last six years, if claiming three badges.

743. Men Rejoining within Five Years.—Men within five years of their discharge who rejoin the Navy in badge ratings or in non-badge ratings are to resume the good conduct badges and the position, in regard to further badges, which they held when they quitted the Service. But those re-entering in non-badge ratings are not entitled to further badges until they attain badge ratings.

744. Deserters and Others.—Recovered deserters, unless the R. or R.Q. is removed, men who rejoin after an absence of five years, and men allowed to re-enter after dismissal as warrant officers, are to be considered in respect of badges as fresh entries from the date of their return to the Service. *See 368 (Re-entry after Invaliding).*

On removal of R. or R.Q.—In the case of a recovered deserter, on the R. or R.Q. being removed, the number of badges previously worn, and any further badges for which the man may be eligible according to his total service, may be granted from the date of the order for the removal as though the notation had never stood against his name.

745. Pensioners, when allowed to serve, are to resume their badges and position, on rejoining within five years, provided they do not receive their pensions. When allowed to receive their pensions they may wear the badges they had earned, but they will not receive the pay for them.

746. Pensioners, when called out, may wear the same number of badges and receive the same good conduct pay as when pensioned, without reference to the time that may have elapsed since they last served.

2. Should any such pensioner not have been in possession of three good conduct badges when pensioned, his previous service towards a further badge,

as well as his service as pensioner, including any service under Article 745, will be allowed to reckon towards further badges, in accordance with the foregoing Articles.

3. Payment for badges awarded after being pensioned depends on whether the rating held by the Pensioner is one that entitles the holder to be paid good conduct pay.

747. Marines entering as Seamen.—Men who have served in the Marines and who enter the Navy in badge ratings, or in non-badge ratings, within five years of their discharge from the Marines, are to resume the badges which they held on discharge, provided that the maximum number of badges resumed does not exceed three. Such men as are not entitled to that number are to count their marine time towards the restoration of forfeited badges, and towards fresh naval badges, as though it had been naval time; but those entering in non-badge ratings are not entitled to further badges until they attain badge ratings.

748. Army Service.—Men, whether Army pensioners or not, who join the Navy within five years of their discharge from the Army, and acknowledge their former service, will be allowed to reckon towards the acquisition of naval badges any "Very Good" time, not exceeding four years, which may have been served in the Army, provided that such service was continuous and immediately preceded their discharge.

2. Men invalided from the Army who are allowed to enter the Navy may reckon their army service without limitation as to its length or as to the break between the two services.

749. Time in Colonial or Merchant Vessels.—A man who has served in British or colonial government or merchant vessels, before entering the Royal Navy, will be allowed to count any such time towards badges up to but not exceeding two years, provided that—

- (a) His conduct from first entry in the Navy, to the date of receiving his first badge, has been "Very Good";
- (b) The said British or colonial ships have been duly registered;
- (c) Had the service been rendered in the Royal Navy in a similar capacity, it could be so counted.

2. Service rendered in such government or merchant vessels before the man attained the age of 18 will not be counted towards badges, and should he have been awarded a character inferior to "V.G." during his service the time prior to such award will not be reckoned.

3. A man shall not receive his first badge until a detailed statement on form S. 1329 of the service claimed by him has been sent to the Accountant-General of the Navy, and verified in office.

4. If, owing to misconduct in the Royal Navy, a man shall have obtained no advantage from his non-naval service in regard to the date of the award of his first badge, he will not be allowed to derive any subsequent benefit from such service.

5. Time served in British or colonial merchant vessels after discharge from the Navy is not to count on re-entry into the Navy.

6. Time served in foreign vessels is not to count towards badges.

SECTION IV. GOOD CONDUCT MEDAL AND GRATUITY.

750. Men entered before 1885.—Men holding any of the ratings specified as eligible for these awards in Appendix XV., Part I., who entered the Service

prior to 1st January 1885, and to whom they are still applicable, may be recommended for the good conduct medal and gratuity under the following special rules. Pensioners coming under these conditions who return to the Service within five years of their being pensioned, may be recommended for the medal, but not for the gratuity.

2. Conditions for Medal.—To entitle a man to a medal—

- (a) He must have served for 10 years with continuous "Very Good" character, and must never previously have been awarded a character below "Very Good," unless for a period not exceeding one year in his first five years reckoning for pension ;
- (b) He must have been recommended for it on his service certificate for the three consecutive years immediately preceding his application ;
- (c) He must be recommended for it by the Captain under whom he is serving when he becomes eligible.

3. Recommendations for Award.—After a man has been awarded seven years of such continuous "Very Good" character as will under these Regulations count towards the medal, and should his character continue to be "Very Good," the Captain will add to the character of "Very Good" given on his service certificate, whenever he is required to record it, the letters R.M. (Recommended for medal), if he should consider him deserving thereof from his invariable "Very Good" conduct and exemplary manner of performing his duties. After 12 years of such "Very Good" character, the Captain will in like manner add the letters G.R. (Gratuity recommended).

4. Ineligibility.—Desertion, reduction to the second class for conduct, imprisonment, detention, or the award of character less than "Good" during any portion of the time which reckons for pension, shall render a man absolutely ineligible for medal or gratuity, except as provided for in clauses 5 and 6 of this Article, and clause 4 of Article 751.

5. Exceptional Cases.—In order not entirely to exclude from the honour of a medal a man who may have committed himself in the early years of his service reckoning for pension, but who may have since become a "Very Good" character, the Admiralty will consider, with reference to the grant of a medal without gratuity, the case of any man who can show 15 years of continuous "Very Good" character, and who has been recommended as prescribed in clause 2, sub-clause (b), of this Article, notwithstanding anything he may have done or any character which may have been awarded to him, except "Bad" or "Indifferent," in his previous service.

6. Exemplary Conduct in Action.—The Admiralty will also consider the case of any man who would be excluded under the foregoing regulations, but who may be specially recommended on account of his having shown highly exemplary conduct in action or otherwise ; in such cases, however, a gratuity will not be awarded.

7. Continuance of Service.—It must be distinctly understood that medals are only granted on the condition that the recipients continue to serve for long-service pension, unless invalidated ; and that, in the event of a man who has been granted a medal declining to go on serving to complete such time, he shall surrender the medal on his discharge, unless he has completed 15 years of service reckoning for pension, in which case he may retain it.

8. Conditions for Gratuity.—To entitle a man to a gratuity—

- (a) He must have served for 15 years with continuous "Very Good" character, and must never previously have been awarded a character below "Very Good," unless for a period not exceeding one year in his first five years reckoning for pension ;

- (b) He must have been awarded the medal and have never forfeited it ;
- (c) He must have been recommended for the gratuity on his service certificate for the three consecutive years immediately preceding his application ;
- (d) He must have been continuously awarded the character " Very Good " since he received the medal ;
- (e) He must have completed time for long service pension unless previously invalided, and must be recommended for the gratuity by the Captain under whom he is serving at the time of application.

9. **The Scale for Gratuities** shall be as follows :—

	£	s.	d.
Chief petty officers having served as chief and first class petty officer (O.S.), or petty officer (N.S.), for not less than 10 years — — — — —	20	0	0
Petty officers (N.S.), having served as such, or as first class petty officers (O.S.), for not less than 10 years	15	0	0
Second class petty officers (O.S.), with 7 years' service as such, or men of leading seaman rank with over 3 years' service as such, and 7 years'* subsequent service in that capacity — — — — —	10	0	0
Leading seamen, having served as such for not less than 5 years — — — — —	7	0	0
Able seamen and others — — — — —	5	0	0

10. **Lower Rates, when payable.**—In cases where the man recommended may not have served the full period to entitle him to the gratuity applicable to his rating, he shall receive such lower rate, with reference to his combined service in several capacities, as in the opinion of the Admiralty it may be proper to award him.

11. **Gratuity to Widow.**—If a man should die before receiving the gratuity to which he may be entitled, it will be paid to his widow, or next-of-kin if dependent upon him, provided he shall have completed time for long-service pension.

12. Clauses 6, 8, and 15 to 22 of Article 751 are applicable to men who joined the Service before 1st January 1885.

751. **Entries during and since 1885.**—Men holding any of the ratings specified as eligible for the good conduct medal in Appendix XV., Part 1., who entered the Service after 31st December 1884, may be recommended for the award under the following rules :—

NOTE.—This also applies to all boys who were under the age of 18 on 31st December, 1884.

2. **Qualifications for Medal.**—To entitle a man to a medal—

- (a) He must have served for 15 years with continuous " Very Good " character, and with previous character not inferior to " Good," in service reckoning for pension.
- (b) He must have been recommended for the award by his Captain on his service certificate for the three consecutive years immediately preceding his application.
- (c) He must be recommended by the Captain under whom he is serving at the time of application.

3. **Notation of Recommendations.**—After a man, eligible for a good conduct medal under clause 1, has been awarded 12 years' continuous " Very Good "

* In the case of ratings who are required to pass a qualifying examination for advancement to Petty Officer, this privilege is not to apply to any time served prior to passing the examination.

character as under these Regulations will count towards the medal, and if his character should continue to be "Very Good," the Captain, if he considers him deserving thereof, is to enter on his conduct sheet or service certificate the notations of the recommendations provided for under Articles 828 and 830, clause 3.

4. **Disqualifications.**—Desertion or reduction to the second class for conduct will render a man absolutely ineligible for the award of a good conduct medal, except one reduction within the first five years of his time, provided that by his good conduct he earned his restoration to the first class within eight months, and that his character for the year in which the reduction occurred was not assessed below "Good." See clause 2 (a).

5. **Special Exceptions.**—The Admiralty will nevertheless consider any recommendation which may be made in special circumstances on behalf of a man who can show 15 years of continuous "Very Good" character, although he may be disqualified for the award of a medal under the ordinary regulations.

6. **Misconduct pending Presentation.**—If a man's conduct should not have been satisfactory during the interval pending the presentation of the medal, it is to be withheld, and the particulars of the case reported to the Admiralty.

7. **Gratuities, Amount and when paid.**—From the date of the award or restoration of a medal, a continuous service man, provided his character is maintained, will commence earning a good conduct gratuity at the rate of 1*l.* a year which is not to be paid until he completes time for pension. If invalidated before completing time for pension he will be paid 1*l.* for each completed year that he has served since the medal was awarded or restored.

Additions and Maximum.—For each year's service in the following ratings after the date of the award of the medal will be added—

To chief petty officer, petty officer (N.S.) and first class petty officer (O.S.) — — — — — — — —	£	s.	d.
	2	0	0
To second class petty officer (O.S.) and men of leading seaman rank, with over 3 years' service as such* — — — —	1	0	0
To leading seaman, except as above — — — —	0	10	0
until the maximum is reached, which will be, for a—			
Chief petty officer, petty officer (N.S.) and first class petty officer (O.S.) — — — — — — — —	15	0	0
Second class petty officer (O.S.) and men of leading seaman rank, with over 3 years' service as such* — — — —	10	0	0
Leading seaman, except as above — — — —	7	10	0
Able seaman — — — — — — — —	5	0	0

8. If it is desired that men who have received medals should also be given gratuities, separate application must be made for the latter on the men becoming eligible for the award.

9. **"Good" Character after grant of Medal.**—If a man is awarded the character of "Good," instead of "Very Good," after the grant of a medal, the period of service during which the character of "Good" is awarded will not count for increase of gratuity, notwithstanding that he may not have been deprived of the medal.

10. **Effect of deprivation of Medal.**—If a man is deprived of his medal, he will lose all claim to gratuity; in the event of the medal being restored before he is pensioned, not more than the lowest scale of gratuity, viz., 5*l.*, will be awarded.

* In the case of ratings who are required to pass a qualifying examination for advancement to Petty Officer, this privilege is not to apply to any time served prior to passing the examination.

11. **Gratuities of Invalids.**—If a man is invalided after having been awarded the medal, and before completion of the full time for pension, he will be awarded the amount of gratuity in accordance with clause 7 of this Article.

12. **Gratuities of Dead Men.**—If a man should die after the award of his medal, any gratuity to which he may be entitled will be paid to his widow, or next-of-kin if dependent upon him.

13. **Voluntary Discharge.**—Any man voluntarily quitting the Service before being entitled to a pension will not be entitled to a gratuity.

14. **Men who re-engage.**—In cases where men who have completed time for pension re-engage for a further period of service, and are not at the time of re-engaging entitled to the maximum gratuity, such further service may count towards it, provided they in all respects comply with the Regulations.

15. **Second Payment on Account.**—Men who have been paid the gratuity for which they are eligible at the date of completing time for pension, and who subsequently become eligible by further service for a higher rate of gratuity, may be paid the difference between the amount they have already received and such higher rate. But in no case will more than two payments on account of good conduct gratuity be made to the same man.

16. **Recovery on Discharge.**—In the case of a man who has been paid a gratuity on completing time for pension, and whose pension is not secured to him under Article 1946, clause 2, the gratuity paid will be recovered from his naval pension if he misconducts himself during subsequent service and becomes ineligible for the award on final discharge.

17. **Recommendations withheld.**—In all these cases if the Captain should see fit to withhold the required recommendation for medal or gratuity he will fully record in the conduct book his reason for so doing, and draw a line across the "R.M.G." column of the man's service certificate or the corresponding column of his conduct sheet (form S. 239a).

18. **Service to reckon.**—No service can reckon for medal or gratuity which does not reckon for pension, but Officers' Stewards and Cooks who have not performed the necessary service in seagoing ships to qualify for pension under Article 1934, clause 4, will not be debarred from an award of the medal, if otherwise eligible.

19. **Imprisonment by Civil Power.**—Imprisonment by the civil power shall not prejudice a man's claim to a medal or gratuity, unless it shall have been so directed by the Admiralty if the man was serving at home at the time or by the Commander-in-Chief if abroad.

20. **Breaks in Service.**—A break in service not due to desertion, dismissal, sentence of imprisonment or detention, or other misconduct on the man's part, will not be considered as breaking the continuity of his "Very Good" character or of recommendations for medal or gratuity, provided that he rejoin within five years, or, if invalided, so soon as the state of his health permits.

21. **Recommendations to Admiralty.**—Names of men recommended for medals and gratuities are to be transmitted to the Admiralty so soon as the men become eligible for them, on form S. 218, accompanied by their service certificate, by the Commanders-in-Chief and Senior Officers at home and abroad and by the District Captains of Coast Guard; and when the approval of the Admiralty has been received the medals are, if possible, to be presented before the ship's company by the Captain of the ship.

22. **Coast Guard.**—The foregoing Regulations for the award of good conduct medals and gratuities apply to the Coast Guard afloat and on shore.

SECTION V. SUMMARY PUNISHMENTS.

Punishments Generally.

752. Power to award.—The Captain is authorised to award, under the prescribed conditions, the several punishments given in Table II., Article 757, subject in the case of No. 1, "Dismissal with Disgrace," or No. 5, "Dismissal from His Majesty's Service," to the approval of the Admiralty at home or of the Commander-in-Chief abroad; he is responsible for all punishments inflicted in the ship; that none are awarded or inflicted other than those authorised by Article 757, which are established by the Admiralty under the powers conferred by the Naval Discipline Act; and that no officer or other person shall order any punishment, except the Executive Officer, the Officer of the Watch or Day, the Engineer Officer specified in Article 753, clause 1 (e), the Marine Officer, and the officer in command of any troops on board, if the Captain should have seen fit to delegate to them, or to any of them, the authority to punish within the prescribed limits, which is provided for in the following Articles.

2. Punishments requiring warrants are not to be inflicted by officers in command below the rank of Commander without the approval of an officer of or above that rank, except in time of war or in the case of ships abroad on detached service for long periods. The Commander-in-Chief or Senior Officer will give such directions as may be necessary to carry this into effect.

3. Tenders, Boats, or Men detached.—When a tender is absent from the ship to which she is attached, or ship's boats are away on detached service, summary punishments, whether by warrant or otherwise, may be awarded by the officer in command of such tender or the officer in command of the ship's boats, without previous reference to the Captain; and the order of such commanding officer on form S. 245 shall be a sufficient warrant for sending an offender to a place of imprisonment or detention, there to undergo his sentence, and, until he reaches such place of imprisonment or detention, for keeping him in naval custody, or, in the case of a person sentenced to imprisonment, in any civil prison or place of confinement. In like manner, the power of awarding summary punishments may be exercised by the officer in immediate command of seamen and marines on detached service on shore without previous reference to the Captain, provided, in the case of marines, that they have not been made subject to military law by an order under the Army Act. In all the above cases, the punishments awarded are to be reported to the Captain and duly recorded in the books and returns of the ships to which the men belong.

4. Should the Captain of a ship or establishment, to which tenders are attached and are in company, be away for such length of time as to cause an undesirable delay in investigating complaints, he may delegate to the officer next in seniority to him, whether borne part complement or additional, the power of dealing with offenders in the vessels under his orders.

753. Delegated Authority to punish.—The Captain may delegate to the under-mentioned officers, when and so long as he may see fit, authority to award the following punishments specified in Table II., Article 757:—

(a) The Executive Officer if a Commander—

No. 10, for the whole period.

No. 11, for 24 days.

No. 15, to the full extent.

(b) The Executive Officer if a Lieutenant—

No. 10, for 7 days.

No. 11, for 14 days, but not to apply to petty or non-commissioned officers.

No. 15, to the full extent.

(c) The senior commissioned officer of Royal Marines—to marines for military offences connected with guards and clothing, and in the case of Royal Marine Band ranks, offences connected with band duties, instruments and clothing, but not with reference to the general duties of the ship:—

No. 10, for 7 days.

No. 11, for 14 days, but not to apply to non-commissioned officers.

No. 15, to the full extent.

No. 17, to the full extent.

These punishments, when awarded, are always to be reported to the Captain and to the Executive Officer.

(d) The Officer of the Watch, or Day, if a Lieutenant—

No. 15, for 1 day.

(e) The Senior Engineer, or the Engineer Officer, if only one is borne, provided, in either case, that he is not below the rank of Engineer Lieutenant—to stokers for offences connected with work in their department, but not with reference to the general duties of the ship—

No. 15, for one day.

2. The punishments under (a), (b), and (c) of clause 1 are to be duly entered in the Conduct Book, Daily Record, and Punishment Returns. Those under (d) and (e) are to be entered in a special book signed by the officer awarding them; the book being examined and initialled by the Executive Officer daily and signed by the Captain weekly. This book is to be produced at all inspections.

3. **Officer Commanding Troops.**—The Captain may also delegate to the officer commanding any troops on board the power of inflicting certain summary punishments, as laid down in clause 8 of Article 1213.

754. Investigations into Complaints.—Hasty complaints are invariably to be discouraged. Punishment for mutiny may, however, take place at any time when immediate example is necessary. Investigation of other offences is, when the Service and the circumstances admit, to be deferred until the day following that of the committal of the offence, but no avoidable delay should take place in the investigation of the complaint or in the signing and reading of the warrant. The punishment must be carried out immediately after the warrant is read (see Article 755, clause 3) except as provided by Article 768, clause 4, in regard to sentences of imprisonment or detention. Should an unusual interval elapse between the date of the offence and the reading of the warrant, the cause is to be stated on the punishment warrant and in the daily record of offences. See 723 (*Stoppage of Leave of Men placed in the Report*).

2. **Place of Investigation.**—All complaints are to be fully investigated on the quarter-deck or other suitable place, in the presence of the accuser and the accused, who, as well as their witnesses, are to be heard fully and with impartiality. Should the accused be on the sick list or in a military detention barrack, the investigation may, at the discretion of the Captain, be postponed until the man is fit for duty or discharged from the detention barrack, as the case may be. See 730 (*Offences committed in Military Detention Barracks*).

3. Should an offender be in such a state of health as to be unable to undergo all, or any part, of the summary punishment to which he may have rendered himself liable, and should it appear probable that he will be invalided out of the Service, or remain a considerable time unfit for punishment, the punishment due to his offence is nevertheless to be awarded, and, should it require a warrant, the warrant is to be completed and duly signed and read, in order that by the

non-infliction of the punishment he may not escape the consequences (such as loss of pay, badges, &c.) which accompany the award of certain punishments.

4. **Inconsiderate Punishments.**—Inconsiderate punishments as well as needlessly protracted punishments, should be avoided, and only so much severity resorted to as may be necessary for the prevention of crime or offences, and for the maintenance of proper order and discipline. The magnitude of the punishment should be in proportion to the gravity of the offence and the previous character of the offender, but regard should also be had to any consequences which may arise indirectly as a result of the offence or of the award, particularly in regard to the charges against the offender's wages under Articles 808-810 for offences of absence or desertion, or under Article 1373 for damage to or loss of stores, &c. In cases of repeated offences the effect of gradually increasing a minor punishment until the maximum is reached should be tried before resorting to one higher in the scale.

5. **Excited or Drunken Men.**—All altercations with excited or drunken men are to be avoided; no man under the influence of temper or drink is to be placed in a situation likely to further excite him, and thereby lead him to acts of violence or insubordination.

6. **Warning to Accused.**—In serious cases likely to form the subject of a court-martial, the officer conducting the investigation should bear in mind that a confession made before him by the accused will not be admissible in evidence at a court-martial unless the accused has first been warned that what he is about to say may be made use of against him.

755. **Warrants.**—The Captain, or the officer to whom authority is delegated under the provisions of clause 2, Article 752, when ordering punishments by warrant, is to be very careful that the warrants are correctly drawn up, and that they contain all the required particulars, and also that they bear the signature of the complaining officer, in attestation of the complaint having been made by him.

2. **Previous Offences.**—In the first warrant made out for a man, in any quarter, all his offences during the preceding six months are to be entered; but for his previous time in the ship, only the punishments by warrant, except in the case of corporal punishment,* when every offence committed in the ship must be stated. Should a man be punished by warrant more than once during a quarter, only the offences committed since the date of the last warrant are to be entered, with a reference to the date of such previous warrant.

3. **Duration and Date of Award.**—The duration of every punishment, except in the circumstances stated in Article 769, in respect to imprisonment and detention, is to be reckoned from the date of its award, and such punishments as require a warrant for their execution are to be considered as awarded when the warrant has been read to the offender. As a general rule the reading is to be carried out on the quarter-deck, and should be preceded by the Article of War under which his offence falls. Unless the Captain should think it necessary for the sake of example, the previous offences entered in the warrant are not to be read.

4. **Modification of Sentence.**—Officers, at any time before the warrant is read to the offender, though it may have been signed, are free to modify or even withdraw any sentence if, on further consideration, it should appear to them desirable to do so, obtaining the concurrence of the superior authority who may have approved the proposed punishment.

* NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

756. Special Directions.—In regard to all summary punishments, the following further directions are to be observed :—

- (a) **Suspension on Sunday.**—Summary punishments which are carried out on board except—
 Confinement in cells or under a canvas screen ;
 Stoppage of leave ; and
 Stoppage of grog,
 are to be suspended on Sunday, but that day is to count as part of the period for which any sentence is awarded.
- (b) **Night's rest.**—Men are not to be deprived of their night's rest at sea as a punishment.
- (c) **Irons and Handcuffs.**—The use of irons or handcuffs is to be avoided as much as possible ; the only recourse to them should be for the purpose of ensuring the safe custody of a prisoner, or for mutinous conduct.
- (d) **Gags** are not to be used. Men who are noisy or violent are to be confined in a cell for such time as may be necessary.
- (e) **Stoppage of Pay.**—Pay is not to be forfeited nor are any stoppages of pay and allowances to be made for misconduct, except in cases expressly authorised by statute, or by the regulations of the Service.
- (f) **Applicable Punishment.**—Every punishment inflicted must be applicable to the offence, and to the offender at the time he committed the offence of which he stands convicted.

Tables of Punishments.

757. Suggested Maximum Punishments.—The Captain, and all officers and others to whom they refer, are to observe the directions contained in the following Tables I. and II. :—

TABLE I.—INDEX of OFFENCES suggesting the NORMAL MAXIMUM SUMMARY PUNISHMENT that may in each case be awarded.

- NOTES :—(i) This table is not exhaustive as to offences, and is intended to be merely suggestive. It is only to be exceeded in aggravated cases, or those of continual misbehaviour, when the reasons for doing so are to be stated in the Warrant and Record of Offences.
- (ii) No offences, with the exception of Mutiny, can be summarily dealt with, if they take place in such circumstances as to make them capital under the Naval Discipline Act.

Offence.	Normal Maximum Summary Punishment.
§ a. ABSENCE OR DESERTION.	
I. Desertion - - - - -	4
II. Quitting ship, boat, working party, or other duty, without leave, but not with intent to desert - - - - -	4
III. Absence without leave - - - - -	4
§ b. DECEPTION.	
I. Maliciously making false charges of a nature which, if true, would have rendered the accused liable to No. 1 punishment - - - - -	1
II. Making false charges - - - - -	4
III. Giving false evidence, or prevaricating at investigations, or lying - - - - -	4
IV. Answering call for another man with intent to deceive - - - - -	7
V. Obtaining leave under false pretences - - - - -	7

TABLE I.—Index of Offences—*continued*.

Offence.	Normal Maximum Summary Punishment.
§ c. DIRTINESS AND UNTIDINESS.	
I. Being habitually slovenly and dirty - - - - -	10
II. Committing a nuisance - - - - -	7
III. Not being in proper dress, or being dirty or slovenly in person or dress	10
§ d. DISOBEDIENCE.	
I. Wilful disobedience of orders - - - - -	4
II. Inattention to, or neglecting to carry out orders - - - - -	10
§ e. DRUNKENNESS.	
I. Drunkenness at sea, or on duty - - - - -	4
II. Smuggling liquor on board, or into a boat - - - - -	4
III. Habitual drunkenness - - - - -	4
IV. Drunkenness - - - - -	6
V. Trafficking in, receiving, giving away, playing for, or selling any wine, spirit, or beer - - - - -	6
VI. Drunk or disorderly in streets - - - - -	6
§ f. DUTY, NEGLIGENCE OR AVOIDANCE OF.	
I. Deserting post - - - - -	4
II. Skulking from or neglect or improper performance of important duty	4
III. Skulking from, slack or improper performance, or neglect of common duty - - - - -	7
IV. Not answering muster - - - - -	10
V. Wilfully producing, concealing, aggravating, or feigning any disease or infirmity, to the prejudice of the Service - - - - -	4
VI. Wilfully omitting to detect and report all offenders against the Naval Discipline Act; or wilfully neglecting to assist others in the detection and apprehension of such offenders - - - - -	4
VII. Inattention at drills or exercises - - - - -	10
§ g. GOOD ORDER, OFFENCES AGAINST.	
I. Gambling - - - - -	6
II. Lending money at interest - - - - -	6
III. Making frivolous or vexatious complaints - - - - -	7
IV. Misbehaving at, or neglecting to attend, Divine Service - - - - -	10
V. Making a noise, or talking at quarters or in the ranks - - - - -	10
VI. Spitting about the decks - - - - -	10
VII. Sleeping in the tops, or boats, or other improper places - - - - -	10
VIII. Getting in, or out of, the ports - - - - -	10
IX. Throwing things overboard from improper places - - - - -	10
§ h. HAMMOCKS, CLOTHES, OR BEDDING.	
I. Selling or making away with medals or clasps - - - - -	4
II. Selling or improperly disposing of clothes or bedding without permission - - - - -	4
III. Examining another man's bag or locker - - - - -	7
IV. Using another man's clothes, hammock, or bedding - - - - -	7
V. Sleeping in another man's hammock - - - - -	7
VI. General neglect with regard to hammocks, bags, or clothes - - - - -	10

TABLE I.—Index of Offences—*continued.*

Offence.	Normal Maximum Summary Punishment.
§ i. IMMORALITY.	
I. Indecent assaults, or indecent acts of a grossly immoral character -	1
II. Cursing, swearing, or making use of obscene language - - -	6
§ j. INSUBORDINATION AND DISRESPECT.	
I. Mutiny - - - - -	1
II. Insubordination - - - - -	4
III. Riotous conduct - - - - -	4
IV. Insolence or contempt to superiors - - - - -	4
V. Disrespect towards superiors - - - - -	6
VI. Impeding the police of the ship in the performance of their duties -	4
§ k. MISCELLANEOUS.	
I. Wilfully breaking, wasting, or injuring public stores, or wilfully destroying or injuring the clothes or effects of persons in the Royal Navy or others - - - - -	4
II. Injuring or wasting public stores through carelessness - - - - -	6
<i>Note.</i> —In either of these cases the amount charged, if any, against the offender's wages under Article 1373, is to be taken into consideration and duly recorded as provided for in that Article.	
III. Culminating offence of a series of small offences - - - - -	7
IV. Maliciously throwing anything from aloft, down hatchways, into engine room, &c. - - - - -	4
V. Negligently hoisting, lowering, throwing or dropping anything from aloft - - - - -	10
VI. Carelessness with respect to arms - - - - -	10
§ l. QUARRELLING, FIGHTING, OR ASSAULT.	
I. Violent assault - - - - -	3
II. Fighting, quarrelling, or assaulting - - - - -	7
III. Using provoking language tending to create bad feeling or disturbance	4
§ m. SENTRY.	
I. Striking or forcibly interrupting a sentry - - - - -	4
II. Interrupting or not obeying the lawful orders of a sentry or using abusive language to a sentry - - - - -	7
§ n. SMOKING AND FIRE.	
I. Negligently using fire or lights - - - - -	4
II. Smoking out of hours or in improper places - - - - -	10
III. Having lights after hours - - - - -	10
IV. Persons under 18 years of age smoking - - - - -	10
§ o. THEFT.	
I. Theft - - - - -	1
II. Receiving stolen goods or money, knowing them to have been stolen	1
III. Fraud or cheating - - - - -	3
IV. Misappropriating public stores or money - - - - -	1
V. Pilfering - - - - -	7

TABLE II.—DESCRIPTION OF SUMMARY PUNISHMENTS allowed by the ADMIRALTY to be awarded to PERSONS subject to the Naval Discipline Act, of and below the Grade of Chief Petty Officer or Non-Commissioned Officer.

Punishment Number.	Authorised Summary Punishments.	Maximum Punishment.	Whether applicable to				Whether Warrants required.	Superior Authority required, if any.	Punishments by which it may be accompanied, if applicable, at the time to the Offender and the Offender.	Explanatory Articles.
			Chief Petty, and Non-Commissioned Officers.	Leading Rates.	Men below Leading Rates.	Boys.				
A.	B.	C.	D.	E.	F.	G.	H.	I.	K.	L.
1	Dismissal with disgrace —	—	Yes	Yes	Yes	Yes	No	C.-in.-C. abroad, Admiralty at home.	Either 2, 3, or 9.	758, 759, 1173.
2	Corporal punishment —	25 lashes	For mutiny only.	For mutiny only.	For mutiny only, except in case of men in 2nd Class for Conduct (See 760)	No (See 799)	Yes	Senior Officer	5, 6, 7, 8 —	760 to 786.
3	Imprisonment —	3 months	Yes (See Note a)	Yes (See clause 2)	Yes, but see 769, clause 2, as to men wearing Good Conduct Badges	Yes	Yes	Senior Officer	5, 6, 7, 8, 11, 12, 13, 20.	767 to 775, and 792.
4	Detention —	—	—	—	—	—	—	—	—	—

NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

NOTES (a).—By Section 23 of the Naval Discipline Act, imprisonment or detention for absence without leave is limited to ten weeks; but see 792.

(b).—Chief petty officers, petty officers, or non-commissioned officers of Royal Marines may be awarded imprisonment or detention for desertion only, but those who cannot be disgraced may be awarded either punishment for the offences enumerated in Article 769, clause 1.

	Dismissal from H. M. Service.	Yes	Yes	Yes	Yes	No	C-in-C. abroad, Admiralty at home.	8, 7, 8, 9	758, 759, 1173.
5	Dismissal from H. M. Service.	—	Yes	Yes	Yes	No		—	758, 759, 1173.
6	Disrating or reduction to the ranks.	—	Yes	—	—	Yes	Flag Officer	{ 7, 8, 11, 12, 13, 14, 15, 20.	776, 1180.
7	Deprivation of good conduct badges, and of good conduct medal —	—	Yes	Yes	Yes	Yes	Flag Officer for Medal.	{ 8, 9, 10, 11, 12, 13, 14, 15.	778, 779, 1188.
8	Reduction to 2nd class for conduct —	6 months	Yes	Yes	Yes	Yes	—	{ 9, 10, 11, 12, 13, 14, 15, 20.	{ 780 to 782, 1183.
9	Solitary confinement in a cell or under a canvas screen on board —	14 days	No	Yes	Yes	Yes	—	{ 11, 12, 13, 14, 15, 20.	783.
NOTE.—Only in the case of those leading rates who cannot be disrated, and then only for the offences enumerated in Article 789, clause 1.									
10	Extra work and drill —	14 days	No	No	Yes	No	—	{ 11, 12, 13, 14, 20.	784.
11	Stoppage of leave —	3 months	Yes	Yes	Yes	No	—	{ 12, 13, 14, 20.	798 to 795.
12	Reduction to 2nd class for leave — —	—	Yes, if not in possession of badges	Yes, if not in possession of badges	Yes, if not in possession of badges	No	—	13, 14 — —	{ 785 to 789, 793, 875.
13	Deductions from pay for leave - breaking and for unfitness for duty from drinking on shore	—	Yes	Yes	Yes	No	—	14 — —	792 to 794.
14	Stoppage of grog — —	30 days (except as provided in 795)	Yes	Yes	Yes	No	—	—	795.
15	Extra work or drill not exceeding two hours a day.	7 days	No	No	Yes	No	—	—	796.
16	Reprimand by the Captain.	—	Yes	Yes	No	No	—	—	797.
17	For Marines. Extra guard	7 days	No	—	Yes	No	—	—	798.

Table II.—Description of Summary Punishments—continued.

A. Punishment Number.	B. Authorised Summary Punishments.	C. Maximum Punishment.	Whether applicable to				H. Whether Warrants required.	I. Superior Authority required, if any.	K. Punishments by which it may be accompanied, if applicable at the time to the Offender and the Offender.	L. Explanatory Articles.
			D. Chief Petty, Petty, & Non-Commissioned Officers.	E. Leading Rates.	F. Men below Leading Rates.	G. Boys.				
18	For Boys only :— Birching on the bare breech.	24 cuts	—	—	—	Yes	See 799	11, 12, 13	799.	
19	For all Boy ratings (including Buglers and Band Boys, R.M., under the age of 18) :— Caring on the breech with clothes on.	12 cuts	—	—	Yes	No	—	11, 12, 13	799.	
20	For Lascars only :— Deductions from pay	5 days	Yes	Yes	Yes	No	—	—	800.	

NOTE.—The power of Commanding Officers to award birching for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

DISMISSAL FROM HIS MAJESTY'S SERVICE WITH OR WITHOUT DISGRACE.

758. Dismissal with disgrace.—This punishment, which is the highest in the summary code, is, as a rule, only to be awarded for offences of a disgracefully immoral character, or for a continued course of misconduct, culminating in some gross act of insubordination, which proves the offender to be a person of such bad disposition or habits as to be unworthy of again serving His Majesty in any capacity. It entails the forfeiture of all pay, head-money, bounty, salvage, prize-money and allowances that have been earned by, and of all annuities, pensions, gratuities, medals and decorations that may have been granted to, the offender.

2. **Dismissal without disgrace.**—If an offender is considered unworthy of retention in His Majesty's Service, but is not deemed deserving of so severe a punishment as dismissal with disgrace, or the offence is not liable to that punishment under the Naval Discipline Act, he may be dismissed from His Majesty's Service.

3. Unless in exceptional cases, no person is to be dismissed with or without disgrace until the various punishments to which he has rendered himself liable have been inflicted on him and found to have no effect in reforming him, nor is anyone to be so dismissed if the Commander-in-Chief should consider it likely that the offender would recover his character if transferred to another ship.

4. **Investigation.**—When either punishment is deserved and is applicable under the Naval Discipline Act, the Captain shall, with the assistance of the Executive Officer and the officer of the offender's division, inquire carefully into the case and fully report the case on form S. 246 to the Commander-in-Chief.

5. **Accompanying punishments.**—The punishments of dismissal from His Majesty's Service, with or without disgrace, may be accompanied by corporal punishment,* imprisonment, or confinement in a cell, provided the offender at the time when he committed the offence, was liable to the penalty.

6. **Authority.**—The order for the dismissal of a person from His Majesty's Service, with or without disgrace, whether accompanied by the punishments referred to in clause 5 or not, must proceed from the Admiralty at home or the Commander-in-Chief abroad, and no punishment is to be inflicted until such decision has been obtained. The reports of inquiry on form S. 246 and form S. 243, are to be forwarded to the Admiralty in every case. See 1616 (*Disposal of Pay Documents*).

7. **Information to men dismissed with disgrace.**—Every person dismissed with disgrace is to be informed of his incapacity to serve His Majesty again in any naval, military, or civil service, and that, should he re-enter the Navy or Marines, he will be summarily discharged forthwith when detected, and further, that any pay that may be due to him, as well as any benefits which may have accrued to him for his services subsequent to such re-entry, will become forfeited. This regulation is applicable to men who have been dismissed with ignominy from the Army or Marines.

8. **Dismissal abroad, or passage home.**—If a person dismissed, with or without disgrace, should desire it, and there is no objection on the part of the local authorities to his landing, he may be dismissed abroad; but should he wish to return home, he may be sent by the first opportunity of a ship-of-war or transport. If sent in a ship-of-war, the Captain is to be informed of his

* NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

offences, and is not on any account to order him to work except in cases of emergency; he is to be victualled in accordance with Article 1682, clause (g), and is to receive no pay in accordance with Article 1358, unless he has been required to work in an emergency. On arrival in England he is to be immediately discharged to the shore. See 1505 (*Travelling expenses*), also 1173 (*Dismissal of Marines*).

759. Disposal of effects.—When any person is dismissed from His Majesty's Service with or without disgrace, or when his services are dispensed with on account of misconduct, such of his effects as are specified in the Uniform Regulations as being strictly uniform (*see Quarterly Navy List*), are to be sold in the same manner as the effects of dead and run men (*see 1631*), and the proceeds are to be credited to his account in the ledger. Before final discharge from the Service any balance due is to be paid direct to the man or dealt with as provided in 1616, clause 3. See 758, clauses 1 and 8; also 1438 (*Recovery of G.C., G.B., &c.*). Medals and decorations forfeited under Article 758 are to be forwarded to the Accountant-General.

2. Exceptions.—Clause 1 does not apply to marines, to men who entered the Service prior to 1st March, 1896, nor to boys in the training ships. The effects of marines are to be returned to their headquarters, and those of men who entered prior to March, 1896, cannot be sold without their consent (*see clause 3*), as they are their private property. Boys in the training ships are to be dealt with under the Training Service Regulations.

3. Consent.—The written consent of men who entered the Service prior to March, 1896, to the sale of their effects, is to be obtained previous to the sale. A similar procedure is to be followed in the case of ratings entered since that date who desire their non-uniform effects to be sold.

CORPORAL PUNISHMENT.

(*See footnote.*)

760. Conditions under which inflicted.—It being requisite for the maintenance of the efficiency, discipline, and even safety of His Majesty's ships-of-war, that the power of inflicting corporal punishment* when absolutely necessary, should be continued, such punishment, under the following conditions, may be inflicted under the responsibility and authority of the Captain, who is, however, to exercise the power vested in him with the greatest discretion and forbearance, compatible with the discipline of the Service:—

- (a) Corporal punishment is never to exceed 25 lashes.
- (b) Except in a case of open mutiny, no corporal punishment is to be inflicted without a warrant in the established form, which must be fully completed 12 hours before the punishment shall take place. See 761, clause 2 (*Warrant*).
- (c) No petty or non-commissioned officer, and no seaman, marine, or other person in the first class for conduct, belonging to a ship, shall be liable to summary corporal punishment except for mutiny, as hereinafter explained.
- (d) No seaman, marine, or other person in the second class for conduct belonging to a ship, shall be liable to summary corporal punishment in time of peace, unless he shall be guilty of—
 - (i) Mutiny; or
 - (ii) Using or offering violence to a superior officer.

* NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

- (e) Corporal punishment is not to be awarded for using or offering violence to a superior officer, should the offence be in its circumstances one that can be sufficiently met by summary imprisonment, and if the offender can within seven days from the date of the offence be sent to a prison in which such imprisonment can be properly carried out ; or if, the offence being aggravated in its circumstances, the offender can within a reasonable time be tried by court-martial.
- (f) In time of peace, summary corporal punishment is not to be awarded in the presence of a Flag Officer or Commodore, for any offence, without his approval.

761. Inquiry before Award.—When the Captain shall receive a complaint against, or observe any misconduct on the part of, any man, for which such man is amenable to corporal punishment,* and he is of opinion that no other punishment which it is in his power to award would be applicable or expedient in the circumstances, then, except in open mutiny, he is to appoint one or more officers to inquire into the particulars of the offence with which the prisoner may stand charged, and having received the report of such officer or officers as to the guilt or innocence of the accused, and after subsequent and full investigation on his own part, he is to act as according to his judgment may seem right.

2. **Warrant.**—If he should determine upon ordering the prisoner to be corporally punished, he is to make out a warrant on form S. 271, in which all the information required is to be clearly and explicitly set forth. (*See footnote.*)

762. In Case of Open Mutiny.—Exceptional power is hereby given to the Captain, or to the Commanding Officer, in the case of open mutiny. When an immediate example is necessary to deter others from joining, any person under the grade of subordinate officer, who shall be guilty of open mutiny, may be summarily punished corporally* ; in such urgent cases neither warrant nor preliminary inquiry by other officers is necessary, but the officer so acting is forthwith to forward, for the information of the Admiralty, a detailed statement of the circumstances which called for such deviation from the general rules in this respect, the degree of punishment inflicted, and all other particulars required by the usual warrant and a duplicate statement is to accompany the quarterly returns.

763. Definition.—By corporal punishment* is to be understood the usual punishment at the gangway ; it is to be carried out according to the custom of the Service, and in the presence of the Captain, the officers and the ship's company, or so many as can be spared from other duties. Every other description of corporal punishment by rope, stick, or any other instrument, is hereby forbidden, with the exception of the authorised caning and birching of Boys.

764. Accompanying Punishments.—Corporal punishment* is to carry with it in all cases :—

- (a) Disrating to a grade below that of Leading Seaman or non-commissioned officer :—
- (b) Deprivation of good conduct medal and badges, and reduction to the second class for conduct.

765. Absence of Captain.—In the casual absence of the Captain, the Commanding Officer is not to order corporal punishment to be inflicted, unless

* NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

the Captain shall be absent on Admiralty leave ; or, if abroad, on leave granted by a Commander in-Chief for a lengthened period. (*See footnote.*)

766. Power of Courts-Martial.—Nothing contained in the foregoing Articles can be deemed to extend to the nullification or abatement of such powers as are vested in naval courts-martial by the Naval Discipline Act, to award corporal punishment to persons under the rank of officer.

IMPRISONMENT AND DETENTION.

767. When to be awarded.—Detention is considered to be a more suitable punishment for naval offenders than imprisonment, and should be awarded in preference to the latter when the offender will be retained in the Service, unless he has already undergone several sentences of detention without effect. Detention should not, however, be awarded in parts of the world where there are neither naval nor military detention establishments in which the offender can be confined.

768. Limits.—Every person below the rank of subordinate officer, with the exceptions specified in Article **769**, who shall be guilty of an offence triable under the Naval Discipline Act, and punishable by imprisonment or detention may, provided the offence is not made capital by the Act be summarily tried and sentenced by the Captain on the punishment warrant (form S. 271) to a term of imprisonment (with or without hard labour) or of detention, not exceeding three calendar months, and, in compliance with the Act, shall be committed to a proper place of confinement by the Captain's order (S. 245). Detention should not in any case be awarded for a period of less than 10 days. The maximum period of imprisonment or detention for absence without leave is by statute limited to 10 weeks.

2. Hard Labour.—Hard labour for the whole or any portion of the period of imprisonment may be awarded, but Commanding Officers, in awarding sentences of imprisonment, are not to direct that the prisoner shall be kept in solitary confinement during any portion of his imprisonment.

3. Solitary Confinement.—Although not awarded sentences involving solitary confinement, offenders will, nevertheless, be liable to be kept in separate confinement, by direction of the Governor of the prison wherein they may be confined, if such action is sanctioned by the rules of the prison.

4. Postponement.—If, by reason of a ship being at sea or at a place at which there is no proper place of confinement, a sentence of imprisonment or detention cannot be duly executed, the officer awarding the sentence may direct in writing on the punishment warrant (form S. 271) that the sentence shall not begin to take effect until the arrival of the offender at some place where there is such a proper place of confinement, when he shall undergo his sentence as if the date of such arrival were the day on which the sentence was awarded, notwithstanding that in the meantime he may have become entitled to his discharge from His Majesty's Service. An offender in such a case is to be conveyed with all reasonable speed to a proper place of confinement and during passage may be kept in open custody, but he is to be subject to restraint or confinement whenever his safe-keeping or any misbehaviour on his part may render it necessary, provided that in accordance with Section 74, clause 2, of the Naval Discipline Act, any time during which he has been in confinement shall be deducted from the term of his sentence. *See 723 (Naval Custody).*

* NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

769. Chief Petty Officers, Petty Officers, &c.—Chief petty officers, petty officers, and non-commissioned officers, Royal Marines, are not to be summarily sentenced to imprisonment or detention, except for desertion; but those who cannot be disrated, as shown in Appendix XV., Part I., may be summarily sentenced to imprisonment or detention for the following offences only:—

- (a) Mutiny or highly insubordinate conduct;
- (b) Desertion, or deserting post;
- (c) Indecent acts of an immoral character;
- (d) Theft or fraud;
- (e) Smuggling liquor into ship;
- (f) Quitting ship, boat, or working party without leave;
- (g) Drunkenness on duty;
- (h) Violent assault;
- (i) Aggravated cases of leave-breaking.

2. Leading Rates.—Leading rates, as shown in Appendix XV., Part I., and men wearing good conduct badges are not to be summarily sentenced to imprisonment or detention, except for the offences enumerated in clause 1.

770. Uniformity in Awards.—In order to secure as much uniformity as possible in the award of sentences of imprisonment or detention by officers in command of His Majesty's ships, such officers, when in the presence of a Commander-in-Chief or Senior Officer, are to submit the punishment warrant (form S. 271) for his consideration and approval before causing the sentence to be read to the offender. (See 755, clause 4.)

2. Selection of Place of Confinement.—The space provided on the warrant (S. 271) for the insertion of the name of the gaol or detention establishment to which the prisoner is to be sent, is to be left blank when in the presence of a Commander-in-Chief or Senior Officer, so that the latter may fill in the blank space at his discretion, according to the accommodation available.

3. Men in ships in home waters sentenced to imprisonment for civil offences who are not to be dismissed or discharged from the Service, and all men in such ships awarded imprisonment for disciplinary offences, are (except when the travelling expenses would be prohibitive, *e.g.*, from the North of England) to be sent to Bodmin Naval Prison, irrespective of the nature of offence or the length of sentence.

In all other cases, men sentenced to imprisonment at home are to be sent to a civil prison; those from Devonport, Portsmouth, and Chatham respectively to the civil prisons at Bodmin, Portsmouth, and Canterbury. These civil prisons should also be used by ships at other ports within a convenient distance, except that men from ships at Portland should be sent to Dorchester civil prison.

4. Men sentenced to imprisonment abroad should be sent to a detention establishment if possible. Should accommodation be insufficient, recourse must be had to civil prisons, but, so far as practicable, these should only be used for men convicted of offences against the ordinary law. Men sentenced to imprisonment or detention for more than nine months should, if practicable, be sent to England to complete their sentences.

5. Men in ships in home waters sentenced to detention are to be committed to the following establishments so far as accommodation is available:—

From the Nore Station.	}	Naval Detention Quarters at Chatham.
From Portsmouth Station.		Naval Detention Quarters at Portsmouth.
From Devonport Station.	}	Naval Detention Quarters at Devonport.

From Ports in Scotland.	} Military Detention Barracks at Stirling or York Castle.
From Ports in Ireland.	

They are to wear their uniform, and take their bags and hammocks with them. Those who will undergo their sentence in a naval detention quarters are to be sent under escort to the Royal Naval Barracks.

771. Gaols Abroad.—The amount of physical punishment involved in imprisonment depends in a great measure on the discipline and dietary observed in the gaols to which the prisoners are committed, and on the climate; it is advisable, therefore, that officers in command should consider these points, especially when they commit offenders to prisons situated out of the United Kingdom.

2. Visiting Gaols.—Commanders-in-Chief or Senior Officers are to obtain information as to the state of the gaols, by directing a Captain to visit them from time to time, with the permission of the civil authorities, and report on them.

3. At Unhealthy Places.—Europeans are not to be imprisoned on shore on the West Coast of Africa, nor in other notoriously unhealthy places, when it can possibly be avoided.

772. A medical officer is to examine the offender previous to his commitment to a prison or detention establishment as the case may be, to ascertain whether he is physically capable of undergoing his sentence, and again on his return to the ship.

773. Committal Order.—The order for imprisonment or detention, being the authority for the Governor or Keeper of a gaol or for the officer in command of the detention establishment to receive and detain an offender, and to release him at the expiration of his sentence, is to be made out with every technical accuracy.

2. Escorts.—A sufficient escort is to accompany each offender sent to confinement, and the Commanding Officer of the ship on whose books the man is borne at the date of release is to take care that arrangements are made for some proper person or persons to be at the place of confinement at the exact time when he may be entitled to his release, to receive and conduct the offender on board; when the sentence expires on a Sunday, the offender is entitled to be released on the Saturday preceding.

774. Consequent Penalties.—A sentence of imprisonment or detention, whether awarded summarily or by court-martial, carries with it stoppage of wages and loss of time during the period of imprisonment or detention; it shall carry with it in all cases where applicable deprivation of good conduct medal and badges, and, further, in the case of a chief petty officer, petty officer or leading seaman, disrating to a grade below that of leading seaman (except as provided for in Article 776, clause 1), and, in the case of a non-commissioned officer of marines when embarked, to a rank below that of Corporal. See 1180 (*Reduction of Non-Commissioned Officers*); and 1938, clause 4 (*Effect of one term of imprisonment or detention on Pension*).

2. Subsistence of Prisoners.—The cost of the subsistence of men in gaol, and the expenses attending their removal to and from the prison, will be borne by the Admiralty; and where no local arrangements for meeting such costs and expenses exist, similar to those that prevail at the principal home ports, the Accountant Officer of the ship to which a prisoner belongs, under the authority of the Captain, and on proper vouchers, is to defray the expenses incurred in the removal of the prisoner, and to pay to the Governor or Keeper of the gaol, if at

home, the amount claimed, provided it does not exceed 1s. a day for each prisoner's subsistence. If abroad, and in the absence of local arrangements, the Captain will order the amount claimed to be paid should he consider it fair and reasonable. In every case the full particulars are to be given in the vouchers.

775. Persons sentenced, how borne.—Persons sentenced summarily or by court-martial to imprisonment or detention are to continue to be borne on ship's books unless they are to undergo their sentence in a civil prison and are also to be discharged direct from the prison to civil life, in which case they are to be discharged from ship's books from the time of arrival at the prison or from the time the order for discharge from the Service is received. With this exception persons under sentence of imprisonment or detention are to be transferred to and borne on the books of—

- (a) the depôt ship, if there is one in the vicinity of the place of confinement ; or if there is no depôt ship,
- (b) some other convenient ship in the vicinity ; or if there is no such ship,
- (c) the flag-ship.

2. Civil Custody.—Men convicted by the Civil Power at home or abroad, whether or not sentenced to imprisonment, and men whose cases have been dealt with by an order under the Probation of Offenders Act, are to continue to be borne on the books of the ship to which they belong unless they will not return to that ship, in which case they are to be dealt with as directed in clause 1.

3. Men from Ships about to Sail.—Three days, at least, before sailing for a foreign station the Captain is to furnish the senior officer present with a report on form S. 219 of the men undergoing imprisonment or detention. Such men may be removed from confinement for the purpose of rejoining their ship, at the discretion of the senior officer, in cases where a very few days of the sentence remain unexpired, or at any time should any serious inconvenience to the Service be likely to ensue. (See 731.)

4. Dismissal after Confinement.—When a man is to be dismissed from the Service at the expiration of his sentence, notice thereof is to be given by the Captain to the authorities at the place of confinement to which he is sent, in order that he may be set at liberty at the expiration of his sentence. See 1505 (*Travelling Warrants and Subsistence*) ; and 1616 (*Pay and Documents*).

DISRATING.

776. Summary Disrating.—Disrating of any person below the rank of subordinate officer may be inflicted summarily by warrant S. 271, but no rating is to be disrated below the limits laid down in column 5 of Appendix XV., Part I., nor lower, either actually or relatively, than the rating in which he first entered.*

2. Chief Petty Officers and Petty Officers.—If a chief petty officer or petty officer or non-commissioned officer, Royal Marines, is charged with an offence which, if proved, would justify his being summarily disrated, the following procedure is to be adopted :—

- (a) A formal and public investigation is to be held by the Captain, a careful summary of the evidence of the witnesses for and against being made at the time in such a way that it can, if necessary, be incorporated in form S. 270 in due course.

* For example: A cooper who entered as second cooper when that rating carried the relative rank of petty officer, second class, if disrated to second cooper, is to be regarded as a petty officer, second class, although a second cooper now ranks only as a leading rate.

- (b) The accused is to have the assistance of an officer belonging to the ship to act as his friend and help him in stating his case, in the same manner as if he were being tried by court-martial, the necessary facilities being afforded. This duty should usually be undertaken by the officer of his division, but there is no objection to another officer belonging to the ship being entrusted with the duty if specially desired by the accused.
- (c) At the conclusion of the investigation the Captain should, if he thinks it a case which deserves summary disrating, inform the accused that he can, if he desires it, be tried by court-martial, and he is to give him not less than 24 hours for the purpose of reflection, informing him at the same time that a rate taken away by sentence of court-martial cannot be regained without first submitting it to the Admiralty for approval, but that the usual authority, *i.e.*, the Commodore of the Depôt, or the Commanding Officer, as the case may be (or the Colonel Commandant or Superintendent R.N. School of Music, in the case of Marines), would have the power to restore in the case of disrating by warrant.
- (d) If the accused, after the specified period, indicates that he does not wish to be tried by court-martial, and the Captain decides that disrating is the appropriate punishment, the necessary steps are to be taken to obtain the approval of the Flag Officer whose flag is flying to whom reference can most conveniently be made, the warrant being accompanied by form S. 270, on which each of the witnesses is to sign the summary of the evidence he has given. If such approval cannot be obtained within a reasonable period, the Captain may formulate the sentence himself, reporting the circumstances without delay to the Commander-in-Chief or Senior Officer of the squadron.
- (e) Should the accused elect to be tried by court-martial, the necessary steps for that purpose are to be taken.
- (f) Should the exigencies of the Service, as in the case of a single ship on detached service, not permit a court-martial to be assembled within a reasonable period, the Senior Officer present may, if he considers it necessary, direct the Captain to deal with the case summarily. If in these circumstances the Captain disrates a chief petty officer or petty officer or non-commissioned officer of the Royal Marines, the Commander-in-Chief or Senior Officer of the squadron is to order a court of inquiry to assemble at the earliest possible date, and if their report indicates that a lighter punishment would have been sufficient, he is authorised to restore the rating from a date to be fixed by him. The accuser and the accused, together with the latter's friend, are to be present during the whole of the time that witnesses are being examined before the court of inquiry.
- (g) A report of the case, including the minutes of the inquiry, copy of the warrant and form S. 240, is to be forwarded to the Admiralty.

3. **E.R.A.s and Electricians.**—A chief engine-room artificer, 1st class, may be disrated to the lower class in that rating or to engine-room artificer of any class (*see* Appendix XV., Part I.). The same rule applies to electrician ratings. The approval of a Flag Officer is required in every case [*see* clause 2 (d)]. Chief petty officers thus reduced in class for misconduct are subject to all the penalties which may follow disrating under Punishment No. 6 in Table II. of Article 757.

4. **Vacancies caused.**—If a chief petty officer is disrated to petty officer, the total number of chief and other petty officers allowed in the branch is not to be exceeded, but in the returns, if necessary, a petty officer is to be shown in

lieu of a chief petty officer. No disrated petty officer is to continue to do duty of the rating from which he has been degraded.

5. **Leading Rates.**—It is not necessary to submit to the Commander-in-Chief or Senior Officer a warrant for disrating summarily a leading rate.

6. **Restoration.**—A rating deprived by court-martial for misconduct is not to be restored without the special authority of the Admiralty. A rating deprived summarily may be restored in the ordinary course by the Commodore of the Depôt (or in a vacancy by the Captain of the ship).

7. **Old System Ratings.**—A chief petty officer (O.S.) or petty officer first or second class (O.S.), who may be disrated for misconduct is to be allowed to regain the rating from which he was disrated, notwithstanding that these ratings are to die out.

777. **Disrating for incompetence.**—Any person below the rank of subordinate officer may be disrated for incompetence, but no rating is to be reduced below the limits laid down in column 4 of Appendix XV., Part I., nor lower either actually or relatively than the rating in which he first joined (*see* note to Article 776, clause 1). Disrating for incompetence is not to be carried out by warrant nor included in the punishment return, as it is not awarded as a punishment. The cause is to be noted in the ledger and in the service certificate (as provided in Article 830, clause 8).

The man may be permitted to volunteer for any other rating for which he is fit, subject to the approval of the Commander-in-Chief. Cases in which men are allowed to transfer in this manner are to be reported to the Admiralty.

2. **Chief Petty Officers and Petty Officers.**—If a chief petty officer or petty officer be found, after due trial, to be incompetent to discharge the duties of his rating, the Captain is to report the particulars to the Commander-in-Chief or Senior Officer of the squadron, and, with his sanction, may disrate him to some lower rating for which he is eligible, and the duties of which he is able to perform.

3. A chief petty officer (O.S.) or petty officer first or second class (O.S.) of the seaman or signal class who may be disrated for incompetence cannot be reinstated in an old system rating, but must qualify for a new system rating before he is again advanced.

4. **Restoration of E.R.A.s and Electricians.**—Engine-Room Artificers and Electricians disrated summarily or for incompetence may be restored to the class from which they have been disrated, or to any intermediate class, by the Captain, but the restoration is not to take place before the expiration of six months from the date of reduction without special authority from the Commander-in-Chief or Senior Officer of the squadron.

5. All cases of disrating for incompetence or of restoration to a higher rating are to be reported to the depôt to which the man belongs, on the periodical returns.

DEPRIVATION OF GOOD CONDUCT MEDAL OR BADGES.

778. **Deprivation of Medal.**—Any person to whom a good conduct medal has been awarded may be deprived of it summarily by warrant for misconduct, and the deprivation is to take place publicly, and will carry with it the forfeiture of any claim to good conduct gratuity on discharge (*see* 751, clause 10). The medal is to be returned to the Accountant-General.

2. No person is to be deprived of his good conduct medal, nor is any punishment entailing the forfeiture of a good conduct medal to be awarded, without the previous approval of the Commander-in-Chief, or Flag Officer whose flag is flying, to whom reference can most conveniently be made (or in the case of marines on shore of the Deputy Adjutant-General, Royal Marines).

3. **Forfeiture is obligatory.**—Desertion, imprisonment (see 812 as to imprisonment by the civil power), detention, disrating (or reduction in the rank of a marine) for misconduct, reduction to the second class for conduct, or the assessment of a character inferior to "Very Good" after a medal has been awarded, carries with it the forfeiture of the medal, except as provided for in the following clause; but if pensioned within 12 months of his deprivation and before regaining the medal, the man will be considered in regard to pension as in possession of the medal.

4. **Forfeiture either of Medal or Badge.**—A man may be deprived of his medal without being deprived of any good conduct badge; and it is left to the discretion of the Commanding Officer to take away one badge without depriving a man of his medal, if his conduct has been in all other respects satisfactory, and notwithstanding that the deprivation of a badge has necessitated the award of "Good" at the annual assessment of character. In the case of men serving in non-badge ratings, the award of a character inferior to "Very Good" will necessitate the forfeiture of the medal.

5. If a badge should be taken away without loss of medal, the medal is not to be worn until the badge is regained.

6. **Medal absolutely forfeited.**—If two or more badges should be taken away, or if a man should again lose a badge, or if a badge is not regained within 12 months from the date of deprivation, the medal is absolutely forfeited and deprivation is to take place publicly.

7. **Restoration.**—The good conduct medal of a petty officer, non-commissioned officer, seaman, or marine, which has been forfeited for misconduct may be restored on the completion of his time for pension, with the sanction of the Admiralty, provided his character during the last five years of his service has been "Very Good."

779. **Deprivation of Badges.**—A warrant is required for the deprivation of a good conduct badge or badges, except as provided in Article 812.

2. **Restoration.**—One badge so lost may be regained by six months of continuous "Very Good" conduct, and additional badges by further periods of six months, reckoned, in each case, from the date of the preceding restoration.

If, however, a man has been sentenced to deprivation a second time within three years, the qualification is twelve months for the first restoration, and six months for each subsequent restoration.

3. The period of "Very Good" conduct qualifying for the restoration of a badge is to be reckoned in the same way as the two years of "Very Good" time that must precede an award. (See 741, clause 4.)

4. The following time is not to be reckoned towards the award or restoration of badges:—

(a) Time for which pay is not allowed.

(b) Time in the second class for conduct.

(c) Time for which a man's character has been assessed as "Indifferent."

(See note to 741, clause 5.)

5. Restorations are to be made when they become due, whether the man prefers his claim or not.

REDUCTION TO SECOND CLASS FOR CONDUCT.

780. **Offences for which awarded.**—Reduction to the second class for conduct may be awarded in cases of gross insubordination, dishonesty, or gross misconduct on shore when not dealt with by the civil power, and also to men for whose continual slackness or misconduct the repeated award of minor punishments has proved ineffective.

2. It is to be awarded by warrant as a specific punishment except when ordered by the Admiralty in special cases of conviction by the civil power. (See 812.)

3. **Penalties.**—Men in the second class for conduct should not be employed on special or isolated duties. They may be ordered to fall in for inspection at such times as the Captain may appoint, and may be given such extra drill in the dog watches not exceeding one hour a day as the Captain may consider necessary for their improvement. They are also liable to be dealt with exceptionally if they misconduct themselves. Men in the second class for conduct are to be placed in the second class for leave, and remain in that class until restored to the first class for conduct. (See 786, clause 2.) They cannot be advanced to ratings that are not classed for conduct.

4. The total daily pay of men in the second class for conduct is to be less by one-sixth than their pay when not in that class. In order to avoid the use of fractions in the daily rates of pay, credit is to be given at the full rate of pay and a charge of one-sixth shown on the ship's ledger in the column for "Other charges."

While thus paid the words "2nd class for conduct" are to be noted in red ink after their names on the ship's ledgers, transfer lists, &c.

Credits of extra pay, compensation, lodging, and kindred allowances are not to be subjected to the above deduction.

781. C.P.O.s, P.O.s, &c.—Chief petty officers, petty officers, leading rates, and non-commissioned officers of the Royal Marines, can only be reduced to the second class for conduct on being disgraced below leading rate (or reduced to the ranks) and deprived of all good conduct badges. Other men may be reduced to the second class for conduct if deprived of all good conduct badges, or if not in possession of any.

2. **Classification for Conduct.**—All men on first entering or re-entering the Navy or Reserves are to be in the first class for conduct. Men received from other ships are to be placed in the class for conduct last noted on their service certificates or conduct sheets.

782. Restoration.—Should the Commanding Officer be satisfied with the behaviour of a man in the second class for conduct, and have reason to believe that he wishes to reform, he may restore the man to the first class at any time after three months. If the man leaves the ship while in the second class for conduct, the Captain is to note, on the conduct sheet, the date on which he proposed to restore the man to the first class.

2. **Period in Second Class.**—Notwithstanding any sentence of imprisonment, detention, or cell punishment, restoration to the first class is not in any case to be deferred beyond six calendar months from the date of reduction. Subject to this maximum period in the second class not being exceeded, time for which pay is not allowed is not to be counted towards restoration, except periods under sentence of imprisonment, detention, or confinement in cells, which may be allowed to count in the case of men who conduct themselves well and who are considered deserving of such consideration. Men in prison or under detention must be recommended for this privilege by the Officer in charge of the Establishment, the necessary report being obtained by the Captain in the case of men received from prison.

3. Restorations are to be made when they become due, whether the man prefers his claim or not.

4. **Exceptional Restoration.**—If, however, on account of any particular act of gallantry, or other exceptionally meritorious behaviour, the Captain or Commandant in the case of a marine serving on shore should consider a man

to be deserving of restoration to the first class before he has been three months in the second class, the Commander-in-Chief (or Deputy Adjutant-General, Royal Marines, in the case of a marine serving on shore) may approve of such restoration, reporting the particulars of the case to the Admiralty.

5. The class for conduct is to be noted in the conduct book, conduct sheet (or company conduct sheet), and the service certificate as provided for in Articles 826, 828 and 830.

CELLS.

783. Cell Punishment.—Solitary confinement in a cell is limited to 14 days, but when the ship is in the close neighbourhood of a detention establishment, the desirability of awarding a sentence of detention (if appropriate to the offence) in preference to an award of cells, is to be carefully considered. A warrant is required in all cases.

2. **Size, &c., of Cells.**—Confinement in any other closed place than the established cells or under a canvas screen is forbidden. Cells are not to be less than 6½ feet in length, 3 feet in breadth, and the full height between decks, and they are to be properly ventilated. Cells are not to be made or altered without the authority of the Admiralty at home or the Commander-in-Chief abroad.

3. **Accompanying Punishments.**—Confinement in a cell carries with it deprivation of badges and forfeiture of time and wages for the period of the confinement.

4. **Diet.**—A man sentenced to cells is to be checked for victualling on the ledger for the period during which he is actually undergoing his sentence, and is to be victualled as provided for in Appendix XVI. Low diet is limited to the first three days, and is obligatory for leave-breaking offences; when awarded it is to be set out in the warrant.

5. **In hot climates** no man is to be confined in a cell in which the temperature exceeds 80°, except where there is direct ventilation through the ship's side from the outer air.

6. **Picking Oakum.**—The offender is daily to pick two pounds of oakum, which is to be weighed when given to him and again when received from him.

7. **Bedding.**—He is not to be allowed the use of his bed or bedding for the first four nights, but in cold weather he may have a blanket if considered necessary and specially ordered. After the first four nights he is to be allowed his bedding every alternate night.

8. **Deprivations, &c.**—He is to keep himself and his cell clean. He is to be allowed a Bible and the use of religious books, and, if a member of the Church of England, is to attend Divine Service on Sundays. He is to be deprived of tobacco, knives, razors, writing material, and all secular books and papers.

9. **Exercise.**—After the third day's confinement he is to be brought on deck under the sentry's charge for two hours a day, one hour a.m. and one hour p.m.

10. **Visits.**—An offender in a cell is to be visited night and morning in hot climates by a medical officer; elsewhere one visit a day will be sufficient. He is to be visited in his cell once in each watch by the ship's police. With the exception of the chaplain, medical officer, and police, an offender is not to be permitted to hold communication with any persons, except when authorised by the Captain.

11. **Relaxation of Rules.**—The Captain may find it necessary or advisable to relax some of these rules, especially when the Medical Officer, whose advice on the point is always to be attended to, is of opinion that by strictly adhering to them the health of an offender would permanently suffer.

12. A man sentenced to confinement in a cell may undergo his punishment on board a ship other than his own, at the discretion of the senior officer present.

EXTRA WORK AND DRILL.

784. Punishment No. 10.—Men awarded this punishment are to be subject to the following routine :—

Grog to be stopped.

To turn out half an hour before the hands.

To do extra work during non-working hours from half an hour before the hands turn to until 9 p.m., one hour of which during the dog watches to be, if possible, drill or boat pulling.

To be constantly mustered.

To have full time for meals, except dinner, for which half an hour will be allowed ; to be employed for remainder of dinner hour at drill or work.

2. Extra work when possible is to be done in the department to which the offender belongs.

3. If a man has to keep night watch either in harbour or at sea this punishment is to cease at 8 p.m., and he is not to be turned out before the usual time.

CLASSIFICATION FOR SHORT LEAVE.

785. Class for Leave.—Ratings and Marines are to be divided into two classes for leave :—

First Class.

Second Class.

2. All ratings on first entry and on re-entry into the Navy are to be placed in the first class. Ratings and marines received from other ships or from headquarters are to be placed in the class for leave last noted on their conduct sheets (or company conduct sheets).

3. **Scale of Short Leave.**—The leave which should be granted to men of the various classes is shown in Articles **874** to **876**.

First Class.

786. The First Class shall consist of all ratings and marines, except those in the second class for conduct and those who have broken their leave frequently or for long periods or in aggravated circumstances, or who have continuously or grossly misconducted themselves whilst on leave.

2. **Men in Second Class for Conduct.**—When a man belonging to the first class for leave is reduced to the second class for conduct, he is to be placed in the second class for leave ; but on restoration to the first class for conduct he is to revert to the first class for leave, unless leave-breaking offences or misconduct whilst on leave have rendered him ineligible for restoration to that class for leave.

3. Should a man in the first class for leave continually break his leave, or continuously or grossly misconduct himself whilst on leave, he is to be placed in the second class for leave, and if a man wilfully overstays his leave after having been warned that the ship is under sailing orders he may also be placed in the second class for leave at the Captain's discretion.

Second Class.

787. The Second Class for leave is to consist of men in the second class for conduct, and those who, by breaking their leave frequently or for long periods

or in aggravated circumstances, or who, by reason of gross or continued misconduct on shore, are unfit to be allowed the same privilege as the rest of the ship's company. Men in possession of good conduct badges are not to be reduced to the second class for leave.

2. **Restoration to First Class.**—Men in the second class are to be restored to the first class when they have returned to their leave punctually and fit for duty during three months continuously, unless misconduct whilst on leave has rendered them ineligible for restoration, or unless they are in the second class for conduct.

3. The time necessary for all restorations is to count from the date on which the man was reduced, omitting all time forfeited by imprisonment, detention, or cells.

788. Notations.—Every man's class for leave and the date from which he would be entitled to restoration to a higher class are to be noted on his conduct sheet (or company conduct sheet).

789. Boys are not to be classed for leave. (See **876**.)

790. Men who have never broken leave.—In every seagoing ship a list is to be kept of ratings who have not broken their leave since they joined the ship. This list should only be made use of on very special occasions, and the utmost care is to be taken that it is not used unnecessarily. It is not to be considered a class for leave in the ordinary sense, being only intended for use on occasions when any cases of leave-breaking would cause great inconvenience.

791. Absentees on Ship Sailing.—Men who miss their passage, owing to improper absence from their ships on leaving port, are, after undergoing such punishment as may be awarded for the offence, to be sent to their own ships, should an opportunity be likely to occur within a reasonable period.

PUNISHMENTS FOR LEAVE-BREAKING.

792. Limits of Punishment.—The maximum summary punishment that can as a rule be awarded is detention, as provided for in Article **768**, but except in aggravated cases the award is not to exceed 30 days. Any case requiring more severe punishment is to be specially reported to the Commander-in-Chief or senior officer present.

2. Offences committed while on leave or during leave-breaking must be dealt with as the circumstances may demand.

3. **Mulcts.**—A mulct of pay is obligatory in all cases, except as provided in Article **793**, clause 5.

4. It is to be borne in mind that the act of not returning to duty at the time ordered constitutes the main offence against discipline, and that the time which a man remains absent is an aggravation of the offence, and is to be dealt with on its merits in each case.

5. Leave-breaking offences are invariably to be described on the punishment warrant or in the daily record of offences as follows:—"Did remain absent over leave — hours — minutes."

793. Mulcts.—Every leave-breaker is to be mulct of one day's pay for each three hours or part of three hours for the first 36 hours of improper absence, and for the remainder of such absence is to be fined one day's pay for each six hours or part of six hours. No leave is to be allowed for the period during which the offender's pay is forfeited.

2. **Up to 36 hours.**—For leave-breaking for periods up to 36 hours of improper absence (except in aggravated or repeated cases) the punishment is to

consist of mulcts of pay and stoppage of leave on the above scale only, but the Captain may at his discretion reduce the mulcts by such an amount as he may consider reasonable when in his opinion there are any specially mitigating circumstances.

3. **Over 36 hours.**—For leave-breaking for periods of over 36 hours of improper absence, or in aggravated or repeated cases of leave-breaking for shorter periods, offenders are to be dealt with under summary punishments, Nos. 4 to 10 of Table II., Article 757, according to the degree of the offence, in addition to the mulcts of pay and stoppage of leave on the above scale, and in aggravated or repeated cases may also be placed in the second class for leave if not in possession of any good conduct badges.

4. Stoppage of leave for periods in excess of the scale is not to be awarded as a punishment for leave-breaking except in aggravated or repeated cases, and men are not to be reduced to the second class for conduct for leave-breaking offences unless they are already in the second class for leave.

5. **Remission of Mulcts.**—If the total loss of pay (*i.e.*, mulcts and time in cells or under detention, but excluding expenses and reward for apprehension) amounts to 60 days, any mulcts in excess of this sum are to be remitted. See clause 2 (*Discretionary Remission*).

6. A day's pay for the purpose of this Article is to include all full pay and full pay allowances for which credit is given on the ledger, but not extra pay, compensation, lodging and kindred allowances.

7. **Deserters.**—The scale of mulcts does not apply to men who desert and who are consequently marked "Run" on the books.

8. Deductions from the pay of a man reduced to a lower rating are to be charged against him on the scale of pay of such lower rating.

PUNISHMENTS FOR DRUNKENNESS ON LEAVE.

794. **Returning from leave drunk.**—A man returning from leave drunk, whether such return is voluntary or otherwise, or who is drunk at the time of being received into naval custody, whether his leave had expired or not, is to be mulct of one day's pay. For the first offence of returning from leave drunk, provided he does not otherwise misconduct himself, he should not receive any other punishment, except in the case of leave-breaking, which is to be dealt with at the same time under Articles 792 and 793. Should the offence be repeated, or the man otherwise misbehave, he may be dealt with under section (e) of Table I., Article 757, in addition.

2. Chief petty officers, petty officers, and leading rates may be dealt with under section (e) of Table I., Article 757, even for a first offence, if the Captain considers it necessary, in addition to being mulct of one day's pay.

3. In awarding punishments for drunkenness on leave, the Captain is to take into consideration the circumstances of the case as regards the disgrace or discredit brought on the uniform, the Service, or the position the offender holds.

4. Boys, in addition to being mulct of one day's pay, may be awarded No. 19 punishment.

STOPPAGE OF GROG.

795. **Stoppage of Grog**, when used apart from No. 10, is to be confined to offences comprised under the head of drunkenness, and may not be awarded for more than 30 days except for habitual or repeated drunkenness, when the Captain may continue the stoppage for such time as he may consider necessary with reference to the habits and disposition of the offender. When the penalty

extends beyond 30 days, grog money is to be paid to the man under stoppage for the rest of the period.

2. This punishment does not necessarily involve stoppage of leave, but the two punishments may be awarded simultaneously in a proper case.

EXTRA WORK OR DRILL FOR TWO HOURS A DAY.

796. Extra Work or Drill for not more than two hours a day may be awarded for any period not exceeding seven days. This punishment may also be awarded for one day by the Officer of the Watch, the Officer of the Day, or the Senior Engineer, and, when so awarded, is to be entered in a special book kept for the purpose. (*See 753, clauses 1 and 2.*)

REPRIMAND BY CAPTAIN.

797. To whom awarded.—Reprimand by the Captain is confined to chief and other petty officers and non-commissioned officers, leading seamen and those of corresponding grade. It rests with the Captain whether a reprimand shall or shall not be recorded.

EXTRA GUARD.

798. When to be awarded.—Extra guard is only to be awarded for the offences of Gunners R.M.A. or Privates R.M.L.I. while on guard or in the ranks.

BIRCHING AND CANING BOYS.

(*See footnote.**)

799. Birching.—The punishment of birching is to be confined to boys rated as such and is to be inflicted with the birch, as supplied from the dockyard; the birching is to be given over the bare breech, and is never to exceed 24 cuts or blows; it is to be inflicted by the ship's police in the presence of the Executive Officer, a medical officer, two or more petty officers, and all the boys.

The punishment is to be awarded by warrant, and in ships carrying a flag or broad pendant the approval of the Flag Officer or Commodore is necessary.

2. **Caning** on the breech with clothes on is limited to Boys, and is to be inflicted with a light and ordinary cane. The number of cuts or blows is not to exceed 12, and the punishment is not to be carried out in public. Caning is intended for the serious offences of theft, immorality, drunkenness, insubordination, and deliberate or continued disobedience of orders. In the absence of the Captain, the Commanding Officer is not to order caning to be inflicted, unless the Captain shall be absent from duty by permission of superior authority for more than 48 hours.

3. Buglers and Band Boys under the age of 18, when embarked, may be caned but not birched.

DEDUCTIONS FROM PAY.

800. Lascar Ratings.—This punishment when not authorised under Articles 793 and 794, is to be confined to lascar ratings. Deductions under this Article are not to exceed five days' pay (or, as a rule, two days' pay in the case of offences for which No. 10 is the maximum punishment prescribed by

* NOTE.—The power of Commanding Officers to award birching for any offence tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

Article 757, Table I.) in respect of any one or more offences punished at any one time, and are not to exceed 10 days' pay in all within the space of any one calendar month. This punishment is only to be awarded by the Captain.

2. A day's pay for the purpose of this Article is to include full pay and full pay allowances.

3. Deductions from the pay of a man reduced to a lower rating are to be charged against him on the scale of pay of such lower rating.

SECTION VI. DESERTERS AND ABSENTEES.

801. Definition of Desertion.—By Section 19 of the Naval Discipline Act the offence of desertion is defined as the doing of any act by a person subject to the Act, which shows an intention on the part of such person not to return to his ship or place of duty.

2. **Absentees.**—Petty officers, seamen, marines, or boys, who may have quitted their ships without leave, or have overstayed their leave, or have improperly absented themselves when detached on duty, and who may be apprehended before the expiration of seven days, beyond the precincts of a dockyard or other government establishment in which they may have been employed, are to be treated either as absentees or as deserters, according to circumstances, which are to be judged by their respective Captains.

3. **Arrest by Civil Power.**—If an absentee without leave is arrested by the civil power on another charge and is subsequently handed over to the naval authorities, his absence without leave is to be regarded as ceasing from the time of his arrest by the civil power.

802. When Absentees to be marked "Run."—If any person belonging to a ship should absent himself from his duty without leave, and if he should in the judgment of his Captain fail to give a good and sufficient reason for his absence, he is to be checked accordingly on the ship's books, on the day of his absence, if his absence began before noon, and on the day following his absence, if his absence began after noon; and should he not have returned at the expiration of seven days, he is to be discharged "Run" on the actual day on which his absence began, irrespective of the 12 o'clock rule for checking, and the letter R is to be placed against his name on the ship's books, and while it remains there he shall not be entitled to receive the pay which has accrued to the date of his discharge.

2. **Removal of the R.**—If the Captain should subsequently be satisfied that there was no intention to desert, he is to remove the R, provided the person has not been treated summarily as a deserter, and to cause payment to be made of the pay accrued, the case being reported to the Admiralty for information.

3. Whenever persons are treated summarily as deserters the R is to be placed against their names on the ship's books, but in any case in which it may be considered desirable, the Admiralty may order the R to be removed and may authorise payment of the pay accrued.

4. **Desertion after Re-engagement.**—Whenever any person, who has previously deserted, is again convicted of desertion after he has re-engaged to complete time for pension, the question of his retention in the Service is to be referred for Admiralty decision as soon as he has been dealt with.

803. Penalties for inducing Desertion.—The penalties for inducing men to desert or to improperly absent themselves, or for employing or concealing deserters or absentees, are set forth in the Naval Discipline Act. See 736 (*Aiding Desertion*).

804. Apprehension of Deserters, &c.—Every possible effort is to be made to check desertion and absence without leave, and by lawful means to detect and apprehend deserters or absentees. Descriptions on form S. 243 are to be distributed as may be directed by the Commanders-in-Chief, but at home one copy is invariably to be sent by the Captain to the Chief Constable of the deserter's or absentee's usual place of residence, when it is known, and also to any other place or places where he may be likely to have gone.

2. Procedure on Arrest.—The procedure to be followed in respect of the arrest and subsequent disposal of deserters and absentees is governed by the provisions of Section 9 of the Act 10 & 11 Vict. cap. 62; and by Section 50 of the Naval Discipline Act.

3. When charged before a Magistrate.—Under the first of those Statutes any person arrested on suspicion of being a deserter or absentee from His Majesty's Navy shall be taken and charged before a magistrate, and by him, either—

- (a) conveyed to prison pending inquiry of the naval authorities as to his identity, and afterwards, should such identity be proved, handed over to naval custody; or
- (b) committed direct to naval custody on board any one of His Majesty's ships.

In either of the above cases, after the deserter or absentee has been delivered into naval custody, he may be dealt with under the Naval Discipline Act.

4. When arrested by Naval Warrant.—If arrested on naval warrant under Section 50 of the Naval Discipline Act, the deserter or absentee may be received direct into naval custody, and dealt with under the Naval Discipline Act; but no deserter or absentee who has not been arrested under such warrant shall be received from the police or from any other person, unless such deserter or absentee has first been charged before a magistrate.

5. Voluntary Surrender.—A deserter or absentee who voluntarily surrenders himself to naval authority may be dealt with under the Naval Discipline Act, though no warrant for his arrest may have been issued, and without charging him before a magistrate.

6. False Confession.—Under the provisions of Section 10 of the Act 10 & 11 Vict. cap. 62, any person who voluntarily confesses to being a deserter or an absentee without leave, from His Majesty's Navy, unless he surrender himself into naval custody, may either—

- (a) be taken before a magistrate, and by him delivered into naval custody; or
- (b) be arrested on a warrant under Section 50 of the Naval Discipline Act, and delivered direct into naval custody.

In either case, however, the question whether he be or be not a deserter or absentee, must be duly investigated by naval authority, and for that purpose he may be detained for a reasonable time, when, if his confession of desertion or absence without leave shall be found not to be true, then he cannot be punished at all under the Naval Discipline Act, but he may either—

- (c) be detained and received in His Majesty's Navy; or
- (d) If not received into His Majesty's Navy, and on conviction of false confession of desertion before two Justices of the Peace, he may be adjudged to be punished if in England as a rogue and a vagabond, and if in Scotland or Ireland by commitment to prison, there to be kept to hard labour for any time not exceeding three months.

7. Summary Investigation in Writing.—When any deserter, or absentee without leave, whether delivered into naval custody by order of a magistrate, or by a warrant issued under Section 50 of the Naval Discipline Act, or by

voluntary surrender, shall be brought before the Captain of any one of His Majesty's ships to be dealt with summarily, his case is to be thoroughly investigated with a view to establishing his identity, and a note taken in writing of the proceedings; the prisoner is at the same time to be formally asked if he has any statement to make, and such statement, if made, is to be signed by the prisoner and duly witnessed; and the accuracy of any such statement is to be carefully tested before the case is finally disposed of.

8. **Notice of Recoveries.**—Whenever a deserter whose description has been circulated in the "Police Gazette" is recovered, the fact of his recovery is to be at once communicated to the editor of the "Police Gazette" by the Captain of the ship in which the man is received for trial, in order that notice of the same may be inserted in the "Gazette."

805. Recovery of Deserters from Foreign Ships.—The Captains of His Majesty's ships are to be cautious in receiving men from foreign vessels, who may represent themselves or are reported to be deserters from His Majesty's Navy. See also Article 362 (*British Seamen from Foreign Ships*).

2. **Searching Foreign Ships.**—No officer of His Majesty shall in any case search any foreign ship for any naval deserter or deserters. This prohibition applies whether such vessel be in foreign waters or elsewhere, and whether the officer be or be not armed with the warrant mentioned in Section 50 of the Naval Discipline Act.

806. R.Q.—When any person, below the rank of officer, belonging to a ship under sailing orders remains absent without leave, the Captain is to place an R.Q. against his name on the ship's books, and before sailing, or so soon after as possible, is to furnish the Senior Officer with a list of any such absentees, together with a detailed statement of the circumstances in each case. This is not intended to apply to ships merely moving from one home port to another.

2. **Removal of R.Q.**—If any such absentee should return, or be apprehended and brought back after the ship has sailed, the Captain of the ship to which he may return or be brought back is, under the authority of the Senior Officer, to investigate the case, taking into consideration whether the fact of the ship being under sailing orders was generally known, and if it should appear that the absentee had no intention of deserting, he is to be summarily dealt with on board that ship. The Senior Officer is then to inform the Captain of the ship from which the man absented himself of his having been dealt with, when the latter officer is to cause the R.Q. to be removed for pay and time. The Senior Officer is also to report the case to the Admiralty for information, and is to refer for Admiralty decision all cases in which the information available is insufficient to enable the Captain dealing with the case to arrive at a just conclusion.

3. If the R.Q. should have been placed against the name of a man or boy absent under the conditions provided for in Article 881, and if the Senior Officer should obtain satisfactory proof of the truth of the statement, he is to inform the man's Captain of the fact, who is to cause the R.Q. to be removed for time and pay, the Senior Officer also acquainting the Admiralty of each case so dealt with.

4. **R. substituted for R.Q.**—Should there be clear proof that any such absentee had intended to desert, he is to be summarily dealt with for desertion, procedure similar to that indicated in clause 2 of this Article being followed, and the notation R. being substituted for R.Q. against his name.

5. **Disposal of Effects.**—The clothes and effects of such absentees are, as a rule, to be sent to the general depôt before the ship sails; but when this is not possible, the Senior Officer of the port at which the case of an absentee is dealt with, after his ship has sailed, is to cause information of the fact to be

at once furnished to the Captain of such ship, so that the sale of the man's effects may be prevented.

Captains of ships should also ascertain from the *dépôt* whether any of their absentees on sailing have been recovered, before application is made for permission to sell their effects.

6. Restoration of Effects.—The clothes and effects of a recovered deserter may be restored to him by order of the court-martial by which he is tried or of the Captain by whom he is dealt with, unless they have been forfeited or sold in pursuance of an order under Section 24 of the Naval Discipline Act, in which case the Admiralty alone has power to remit the forfeiture.

807. Rewards for Apprehension.—Except in the cases specified in Article 809, the Captain may authorise the payment of a reward not exceeding 3*l.* to any constable or other person by whom a deserter may be brought on board or delivered up to any duly authorised person within two years of the date of his desertion.

The amount of the award should be determined by the attendant circumstances, and, in considering these, the zeal shown and the trouble taken by the constable or other person by whom the arrest of the deserter has been effected, should be duly weighed.

Voluntary Surrender.—The above regulations for the payment of rewards will not be held to apply in the case of a deserter voluntarily surrendering himself at any police station, or to any constable or other recognised authority unless it can be clearly shown that such deserter had been induced so to surrender himself by the vigilance and exertions of any such constable or other person, but exceptional cases of this description are not to be dealt with without reference to the Admiralty at home, or Commanders-in-Chief or officers in command of stations abroad, so that a full inquiry into the circumstances can be made if necessary.

2. Absent more than Two Years.—In cases where persons have been more than two years in a state of desertion, no reward is to be paid without previous reference as above. It has been notified to the Constabulary generally that when deserters are apprehended in the United Kingdom after such a period of absence, they are not to be removed from their places of confinement until the Admiralty has been communicated with. In the case of deserters apprehended abroad, the Commanders-in-Chief and officers in command of stations are to make such special local regulations as may seem to them most desirable in this matter.

3. Apprehension of Absentees.—A reward, not exceeding 3*l.*, may also be paid for the apprehension of any person who without being guilty of desertion in the opinion of the Captain of the ship to which he belongs, either gives reasonable ground for considering that he intends to desert, or commits any one of the following offences, the particulars of which are to be stated in the notice to the police :—

- (a) Breaks out of his ship.
- (b) When on service away from his ship, quits his place of duty and continues to be absent after the time at which he should have returned to the ship.
- (c) When his ship is under sailing orders, continues to be absent without leave, after the ship has sailed; provided that the fact of the ship being under sailing orders was generally known.

Leave-breakers.—A reward not exceeding 1*l.* may be paid for the apprehension of any man who overstays his leave unless there is reasonable ground for considering that the man intends to desert, in which case 3*l.* may be paid.

In giving these rewards, the same considerations that govern the payment of rewards for the apprehension of deserters are to be taken into account, both as to arrest and voluntary surrender.

4. **Arrest of Officers.**—No reward is to be paid for the apprehension of any commissioned, warrant or subordinate officer, without the sanction of the Admiralty at home, or of the Commander-in-Chief or senior officer present abroad.

5. **Rewards to Naval Ratings.**—No reward is to be paid to any naval rating for the apprehension of deserters or stragglers, except on the Australian station, and then only in special circumstances and with the approval of the Commander-in-Chief.

808. **Expenses of Apprehension.**—In addition to the foregoing rewards, the constable or other person bringing deserters or absentees on board may be paid such expenses attending their lodgment, subsistence and travelling, as may appear to have been fairly incurred and to be in accordance with the following regulations, viz. :—

- | | |
|---|---|
| (a) Railway fare (return) | } As an ordinary rule not to exceed three-fourths of the ordinary third class fare, in accordance with Section 6 (1) of the Cheap Trains Act, 1883. |
| (b) Railway fare (single) of deserter or absentee. | |
| (c) Other sums expended in the actual conveyance of the deserter or absentee, such as for the hire of cabs, boats, etc. | |
| (d) Subsistence of deserter or absentee. | } Not exceeding 1s. a day while under detention, or 2s. 6d. a day when travelling. |
| (e) Subsistence of escort :—At the same rate as that allowed for petty officers under Article 1506, according to the time necessarily occupied in conveying the deserter or absentee to his destination and returning. | |
| (f) Except in special cases, the only other charges which should be sanctioned are the statutory fees of 2s. to the magistrate's clerk, and 2s. 6d. to any medical practitioner by whom the deserter or absentee may have been examined. | |
| (g) When more than one deserter or absentee is concerned, the expenses under (a), (c) and (e) should be charged against the men proportionately, provided, however, that no man be charged any part of such expenses if not incurred on his behalf. | |

2. **When no Reward is payable.**—If no reward should be payable, the constable, or other person bringing deserters or absentees on board, should be directed, in addition to the above items, to prefer a claim for such other expenses as he may consider himself fairly entitled to, but every case of this description is to be forwarded to the Admiralty for examination and decision.

3. **Appeal against Award.**—If the constable, or other person, bringing a deserter or absentee on board, should object to the Captain's award, the case is to be submitted to the Commander-in-Chief, who, if unable to settle the question, will forward it for the decision of the Admiralty. Should such a case occur abroad, the decision of the Commander-in-Chief or officer in command of the station is to be final.

4. **Charges against Deserter.**—All expenses, including rewards, incurred in connection with the apprehension of deserters and absentees, and with the removal of them to the ship to which they may be ordered to be sent, are to be particularly inquired into and paid on form S. 25, if found to be just and reasonable, by the Accountant Officer of the ship to which the deserter or absentee may be brought, and separately charged against his wages on the ledger of such ship, except when specially remitted by the Admiralty at home,

or Commanders-in-Chief or officers in command of stations abroad. The amount charged against the offender's wages (or if this cannot be definitely ascertained, the approximate sum) is to be noted for information (but not as a punishment) on the punishment warrant and in the daily record of offences.

The cost of telegrams sent relative to deserters or absentees is not to be charged against them.

Gaol Charges.—The Governor of the gaol will furnish a statement of the number of days' subsistence provided, for which the sum of one shilling per diem is to be added to the other charges against the man's pay if convicted of desertion or absence without leave. This particular charge of one shilling per diem is to be shown, with other mulcts, on the ship's ledger.

Seamen committed to gaol, under the Naval Discipline Act, as a punishment for desertion or other offence, remain while in gaol under stoppage of pay, but exempt from the charge for subsistence; no arrangements, therefore, are required in their case.

5. Constables to be Sent.—With a view of simplifying the payment of such claims, magistrates and governors of gaols when requested to send deserters or absentees back to their ships, should be informed that it is desirable that the men should be sent in the custody of the constables who actually apprehended them.

6. Apprehensions by Metropolitan Police.—The foregoing mode of payment does not apply to cases of deserters or absentees apprehended by the London Metropolitan Police. In such cases the following course is to be observed:—

No payment is to be made by the Accountant Officer in respect of the expenses incurred by the constable, or of any reward which may be due to him.

The constable will produce a form, prepared for the purpose, in which he will include the whole of his expenses, and certify that they were necessarily incurred by him. He will then hand the form to the Accountant Officer of the ship, who will, with the approval of the Captain, charge the deserter or absentee with the sum shown thereon, together with any reward, if due, and note, in the space provided on the form, the fact of the charge having been made.

The form is then to be returned to the constable.

The payment of the expenses incurred, and of the reward, when due, will be arranged between the Admiralty and the Commissioners of Police.

809. Rewards to Local Police.—No reward under the authority given to the Captain by Article 807 is in any case to be paid for the apprehension of deserters or absentees within the precincts of a place where a police force is employed in any naval establishment, but in order to encourage the local police at any such port or place to search for and apprehend deserters and absentees, the Commander-in-Chief or senior officer present, at his discretion, and under such regulations as he may from time to time lay down, may approve a reward not exceeding 1*l.* being paid for each deserter or absentee arrested by a constable of the local police within a reasonable period. The reward paid is to be charged on the ship's ledger against the wages of the deserter or absentee.

810. Extra Pay to Ship's Police.—Whenever the ship's police, or other persons in the Fleet, are sent on shore for the express purpose of collecting deserters or absentees, they are to be paid the amount of extra pay specified in Article 1484, provided the Captain is satisfied that the duties have been properly performed and without unnecessary delay.

2. Charge against Deserters.—The expenses incurred under Article 1484 and under Articles 1506 or 1511 are to be paid by the Accountant Officers

of the ships, and the charges in respect thereof are to be preferred against the wages of the deserters or absentees as directed in the following sub-clauses :—

- (a) Where the expenses have been incurred on account of one deserter or absentee, the whole amount, except in such cases as are provided for by sub-clause (c), is to be charged against the man's wages ; or, if he is not apprehended or has not returned, will be noted in office with a view to possible ultimate recovery.
 - (b) When more than one deserter or absentee is concerned, a charge for the period of his absence equal to the whole expense incurred under Article 1484, and under Articles 1506 or 1511, is still to be preferred against each man not entitled to be dealt with under sub-clause (c), subject to a limit of 3s. for the extra pay and 5s. for the subsistence and lodging allowance of the ship's police where the total of those sums will cover the cost to the Crown. But where higher individual charges are necessary to recoup the total cost to the Crown, the Captain is to determine the proportion chargeable against each man, including, in order to arrive at this proportion, such men as have not returned or been apprehended ; in their case the charges will be noted for recovery on board, or in office, in the event of their subsequent return or apprehension.
 - (c) When a deserter or absentee voluntarily returns to his ship, the Captain is to decide whether the charge against the man should be assessed under the foregoing clauses, or whether the circumstances of the case warrant a reduced charge being made ; in the latter case he is to determine the amount of the charge, but in no case is it to be less than one-half of what it would have been had he been apprehended by the ship's police. The men dealt with under this clause are to be specially distinguished on the extra pay lists and vouchers for the expenses.
 - (d) Other miscellaneous expenses should be dealt with in accordance with Article 808.
3. The names of the men, together with the amount charged against each, are always to be noted on the extra pay lists and other vouchers for payment of the expenses.

SECTION VII. CIVIL POWER.

811. Captain to assist.—The Captain will afford every facility to the civil power in detecting and apprehending persons serving on board whose arrest is required on any criminal charge, but he will require any constable or other civil officer coming on board to search for or apprehend such persons, to produce his warrant or to show satisfactory evidence of the character in which he acts.

2. The Captain will permit writs and other legal processes to be served on board provided that no serious inconvenience is thereby caused to His Majesty's Service.

3. Money payable under bastardy orders or under orders made in pursuance of the Act 41 Vict. cap. 19, Matrimonial Causes Act, or of the Act 58 & 59 Vict. cap. 39, Summary Jurisdiction (Married Women) Act, 1895, are not debts within the meaning of Section 97 of the Naval Discipline Act ; and consequently seamen and marines against whom such orders have been obtained are liable to arrest by the civil power for non-compliance with the same.

812. Arrests to be Reported.—Every civil or criminal arrest of an officer or man is to be reported by the Captain to the Commander-in-Chief, who will inform the Admiralty in all cases in which the arrest is in respect of a prosecution under the Public Stores Act, 1875 (*see* 1810), and in other cases only when an officer is concerned.

2. **Attendance at Trial.**—Whenever any man shall be on trial by the civil power for an offence within His Majesty's dominions in the neighbourhood of his ship, the Senior Officer, if practicable, will take steps to ensure the presence of an officer from the ship to which the prisoner belongs or upon the books of which he may be borne, to watch the case, and, if called upon by the Court, to testify to the prisoner's character and antecedents.

3. **Naval Penalties.**—Conviction by the civil power (whether followed by imprisonment or not) or an order under the Probation of Offenders Act, entails the stoppage of one day's wages and time for every 24 hours or portion of 24 hours during which the offender is absent, except in such special cases as the Commander-in-Chief or other Flag Officer, whose flag is flying, to whom reference can most conveniently be made, may consider deserving of the remission of these penalties. Should a man have been on leave when arrested by the civil power, his time and pay are not to be stopped for that portion of his absence during which he was on leave. In the case of Royal Marines on shore, forfeiture of pay for absence will be governed by Sections 138 and 140 of the Army Act, and, with the approval of the Deputy Adjutant-General, may be remitted in specially deserving cases.

4. Should the offence be one that has brought disgrace or discredit on the uniform, the Service, or the position which the offender holds, he may also be deprived of his good conduct medal, of one or more good conduct badges, or of "Very Good" time towards the award or restoration of the same, be reduced to a lower class for leave, or be awarded an inferior character at the end of the year, if recommended by the Captain and approved by the officer mentioned in clause 3.

5. In specially serious or repeated cases, with the approval of the Admiralty, the offender may be disgraced, reduced to the second class for conduct, or suffer other penalties. In all cases of reference to the Admiralty, a copy of the offender's service certificate is to accompany the report.

6. A decision upon each case is to be obtained as soon as possible after the man's conviction, and if any of the penalties specified in clauses 4 and 5 are enforced they are to take effect from the date of the conviction or order under the Probation of Offenders Act. The decision is to be noted, with all the necessary particulars of the case, in the ship's ledger, conduct book (or, if a marine, in the company conduct sheet), and on the third page only of the quarterly return of punishments (S. 181). A warrant is not required.

813. Debt Cases.—The Captain will be justified, under Sections 97 and 98 of the Naval Discipline Act, in not allowing any petty officer, seaman, non-commissioned officer of marines, or marine belonging to the ship to be taken under any warrant, process, or writ of execution whatever, which may be issued in any part of His Majesty's dominions, for any debt or alleged debt, unless such debt shall have been contracted by the debtor at a time when he did not belong to His Majesty's Service.

2. **Persons in arrest on Board.**—He will be justified in not allowing any officer, seaman or marine, who may be in arrest on board to be taken out of the ship under a civil process for debt.

3. No officer or man in lawful custody on board can be brought before a civil court by warrant or summons from a Justice of the Peace; the only way would be to bring him up by *habeas corpus*.

4. **Persons in arrest sent to Hospital.**—If any person should while in arrest be necessarily sent to hospital, the Captain will inform the medical officer in charge of the establishment of the fact in order that he may not be surrendered under any civil process.

5. **Seizure of Uniform.**—He will not permit the seizure by civil process on board the ship within His Majesty's dominions of any articles of uniform or clothing which may be reasonably necessary to enable the officer or man to whom they belong to perform the duties then or likely at any time to be required of him.

6. **Report of Refusals to Surrender.**—Every case of refusal to surrender an officer or man to a warrant, summons, or other process, is to be at once fully reported to the Commander-in-Chief or senior officer present, with the grounds of such refusal, and the offences, if any, with which the officer or man is charged on shore and those for which he is in arrest or undergoing imprisonment on board.

CHAPTER XX.

POLICE.

814. Responsibility for Police.—The Executive Officer or the Officer of the Watch, as the case may be, is responsible that the ship's police carry out the following instructions.

815. Police.—The term police applies to the Master-at-Arms and the Ship's Corporals, and to others performing or assisting in the performance of police duties.

2. **Prevention of Crime.**—He and all the police are to consider it a most important part of their duty to prevent crime and the committal of offences, but he is to take care that the police carry out their duties with firmness and good temper, and that all altercations with excited or drunken men are avoided.

3. **Patrols and Escorts** are always to include men below the rank of petty and non-commissioned officer, in order to remove from drunken men the opportunity to strike their superior officers. A petty or non-commissioned officer, or the person in charge of a patrol or escort, should not personally arrest a drunken man, except when his assistance has become actually necessary.

4. **Police Armbands** are to be worn on the left cuff by men temporarily employed on police or patrol duties while actually on duty.

5. **Articles taken out of Ship.**—The Master-at-Arms is to be careful that no public stores, provisions or other articles are improperly taken out of the ship by any person, and is to prevent all traffic in spirits or grog and their introduction into the ship.

6. **Disorderly Conduct.**—The police are to take special care to check all bad language, quarrelling, gambling, trafficking, and disorderly noise among the ship's company.

7. **Visiting the parts of the Ship.**—The Master-at-Arms is frequently to visit the various parts of the ship to see that due order prevails, and that his subordinates are doing their duty. He or the police on duty are to report to the Officer of the Watch all offences and irregularities in the ship which may come to their knowledge.

8. **Clear Lower Deck.**—When the order is given to clear lower deck, he is to see that it is obeyed with alacrity, and that no one remains below unless authorised. When the decks are clear he is to report it to the Executive Officer.

816. Duties of Master-at-Arms.—The Master-at-Arms is to make himself acquainted with all the summary punishment regulations, and he will see that such punishments as are awarded are properly carried out.

2. **List of Defaulters.**—At 9 a.m. the Master-at-Arms is to furnish the Executive Officer with a list (form S. 241) of all defaulters under punishment and of all men in the report whose cases have not been investigated.

3. **Persons under Punishment, &c.**—He will have the general charge of all persons under or awaiting punishment, until released to duty or otherwise disposed of.

4. He is to visit the men in cells at least once in each watch.

5. **In case of Fire,** or when the ship is otherwise in danger, he is responsible for the release of offenders from cells or irons.

817. Store-rooms Locked—Lights out.—He is responsible that all the store-rooms are locked at the appointed hours, and that no lights are left in them, also that the keys are returned to the allotted place ; and will report the same to the Executive Officer.

2. **Fires and Lights.**—He, or the police on duty, are to see that all fires and lights are put out at the proper hours, and that during the night no lights are permitted except those authorised by the Captain. He is to report to the Officer of the Watch when any unauthorised lights are burning.

3. **Evening Rounds.**—He is to go the evening rounds with the officer performing that duty, taking with him the keys of all the store-rooms.

818. Bumboats.—He and the police are to examine articles brought off in bumboats to see that no unripe fruit, unwholesome vegetables, or other objectionable articles are introduced into the ship, reporting any doubtful case to the Medical Officer. See 1294, clause 2 (*Supervision of Food*). They are to watch closely the prices charged, and any case of imposition is to be reported to the Executive Officer.

2. **Searching Men.**—When necessary, the Master-at-Arms is to search all boats and boats' crews or men returning from leave, but not petty officers. See 728 (*Privileges of Petty Officers*).

3. **Effects of Absentees.**—He is to secure and take charge of the effects of all absentees and deceased men until they are duly disposed of.

4. **Men going on Leave.**—He or the police on duty are to pass men going on leave out of the ship, and on their return are to inform the Officer of the Watch when they are ready for inspection.

819. Musters.—He is to attend all general musters and account for absentees.

2. **Sales of Effects.**—He is to be present at the sale of all dead and run persons' effects at all payments, and at all issues of clothing, tobacco and soap.

3. **Descriptions of Men.**—He is to be present and assist at the ship's office whenever the descriptions of men or boys are being taken ; he will point out any marks, scars or peculiarities on the person which would be useful for purposes of identification, and which should therefore be carefully recorded.

820. Lights—Magazine open.—On the opening of a magazine he is to take care that all fires and lights are out, except such as are allowed at that time to be kept in, under the Captain's special authority.

2. **Orders to Sentries.**—He is to inform the officer of the guard of the magazine being opened, so that orders may be given to the sentries accordingly.

3. **Opening the Spirit-room.**—One of the police is always to be present when the spirit-room is opened, and to remain present until it is closed, or until relieved.

821. Leave and Victualling Check Books.—He is to keep the short leave book (form S. 247), and the gangway victualling and check book (form S. 257).

2. He is to take care that the gangway victualling and check book is faithfully kept and that the proper sheets are detached and taken daily to the ship's office in sufficient time to enable the men whose names are recorded therein to be duly victualled or checked.

He is to record in the spirit stoppage book (form S. 76b), each day, the names of all persons (except marines) whose spirit ration is to be stopped for that day on account of short leave or punishment ; and he is to take the book daily to the ship's office in time to enable the Accountant Officer to check the

men accordingly. In the case of marines, the book is to be kept by the senior non-commissioned officer.

3. Record of Offences.—A daily record of offences (form S. 240) is to be kept by the Master-at-Arms, in which are to be entered all offences committed by persons in the ship under the rank of subordinate officer, except marines, as well as the punishments awarded to them.

4. Men off the Sick List.—He is to obtain daily the names of men discharged to duty from the sick list, and he will take care that the petty officers of the part of the ship to which they belong and the police are duly informed thereof.

5. Patients to Hospital.—On a patient, other than an officer or a marine, going to hospital, he is to furnish the Accountant Officer with a list of his clothes and effects for entry in the sick voucher (form S. 47).

6. He is to keep the gangway book for wine and spirits as directed in Article 845, clause 1.

7. He is to distribute letters and to keep a book for noting registered letters as directed in Article 579, clause 3.

822. Master-at-Arms absent.—In the absence of the Master-at-Arms, or when none is borne, his special duties will be performed by the senior Ship's Corporal, or by such other petty or non-commissioned officer as the Captain may appoint.

CHAPTER XXI.

CERTIFICATES.

823. Care in filling up.—When filling up certificates the Captain will always bear in mind that their value to the individual and to the Service depends on the care and deliberation with which this important duty is performed; that the future career of the officer or the man may much depend on the character and ability awarded, and that a certificate often is a man's passport through life; he will also bear in mind that a lower character than "fair" entails the loss, in respect to pension, of the whole of the time so recorded.

824. Officers' Certificates.—The Captain is to give to every officer serving under him, whether as part complement or supernumerary, on his discharge or on other prescribed occasions, a certificate of conduct on form S. 450; the right-hand certificate is to be given to the officer, and the book with the counterparts of all the certificates given, which are to be exact transcripts of the originals, is to be sent to the Admiralty when the ship is paid off, except that stationary and other ships at the home ports are to send the book to the Admiralty at the expiration of three years from the date of commencement, whether completed or not.

No candidate shall be allowed to reckon as qualifying time any period for which he cannot produce certificates of sobriety and good conduct from the Captains of the ships in which he has been employed.

2. Forfeiture of time.—The Captain is not indirectly to deprive a subordinate officer of any period of his time by withholding from him the certificate required by clause 1; but if the conduct of a subordinate officer should oblige the Captain to exercise his power of depriving him of time under the Naval Discipline Act, he is to record his having done so in the log, noting in the ledger the time so forfeited and reporting the circumstances to his superior authority for the information of the Admiralty; he will note the forfeiture on any other certificate he may be required to furnish.

3. Officers borne for time in Depôts.—When an officer is borne for time in a general depôt, but does duty under any Captain other than that of the general depôt, his certificate is to be initialled by the depôt Captain for time only, and is to be filled in and signed for conduct, &c., by the Captain under whom he is employed.

4. On Passage in Contract Ship.—When an officer takes passage in a contract ship, the Captain of the ship to which the officer is discharged is to furnish a certificate for time on passage.

5. R.N.R. and R.N.V.R. Officers.—When officers of the Royal Naval Reserve or Royal Naval Volunteer Reserve, are appointed to His Majesty's ships they are to receive the following certificates:—

- (a) The usual service certificate is to be granted on all the usual occasions, whether a special certificate of 12 months' training is also given or not, and a triplicate is to be forwarded by the Captain to the Admiral Commanding Coast Guard and Reserves, Admiralty, London.
- (b) When an officer, Royal Naval Reserve, is appointed for 12 months' training in the Fleet, a special certificate form, which will be issued to him on appointment, is to be presented by him to be filled up in duplicate in every ship in which he may be borne, including time on passage, and is to be dealt with in accordance with the instructions printed on the form.

(c) In the case of Royal Naval Reserve Executive Officers undergoing annual or biennial training, this certificate is not to be given, but a notation is to be made in their certificate book in lieu, and a report rendered on form S. 158.

(d) A report on form S. 456 is also to be rendered in regard to all Warrant Engineers R.N.R. borne for training.

6. **Forwarding Certificates.**—In cases where the officer has left the ship before the certificate can be handed to him, it is to be placed under separate cover and sent to him direct.

825. Assessing Characters of Men.—In assessing the character of a man, the Captain should take into consultation the Executive Officer and the Officer of the man's Division, or the Marine Officer, as the case may be, as well as any other officer who may have special knowledge of the man's character and abilities; he is fully to consider all the entries against him in the conduct book, or in the company conduct sheet in the case of a marine, and also his general character and efficiency, so that this duty, so important both to the man and to the Service, may be performed justly and with proper deliberation.

826. Conduct Book.—A conduct book, according to form S. 239, is to be carefully kept under the Captain's own immediate superintendence. He will be responsible for all notations in the book relative to conduct, offences and punishments; and the accountant officer for the correctness of those relating to dates of entry, ratings, discharges, &c. This book is to be produced whenever the ship is inspected, or whenever the Captain is required to produce it, by superior authority; if superseded, he is to deliver it to his successor.

2. **Use of Book.**—It is to contain a complete record of the conduct of every naval rating in the ship in which he is serving, as shown by his badges, class for conduct, class for leave, offences, punishments, &c., so as to afford the data upon which the record of his character is founded; and to guide the Captain in awarding punishments. Marines are not to be entered.

3. It is not a record to be kept beyond the period of the ship's commission, as it is not desired that all the petty offences committed by men should remain on permanent record against them.

4. **Disposal on paying off.**—On paying off, or when new books are opened, the conduct book is to be sent to the Accountant-General, where it will be retained for reference for two years only, at the end of which period it will be destroyed.

5. A folio of the book is to be allotted to each naval rating borne in the ship, except in the cases of men on passage and of men awaiting disposal or under instruction in general dépôts, gunnery, torpedo, and signal schools, and instructional destroyer flotillas; the names of these men need not be entered in the book, unless they commit themselves.

6. **Particulars from Conduct Sheet.**—On a naval rating joining, his name, and the whole of the particulars noted in the conduct sheet which accompanies him, are to be at once recorded in the conduct book; all subsequent notations required by the headings are to be made at the time the occurrences take place.

On being discharged, the information sent away with him on the conduct sheet, including his character assessed to date from the previous 31st December, is to be copied into the conduct book, to complete his record.

7. **Offences and Punishments.**—All offences committed by and punishments awarded to any person on board, except marines, under the rank of subordinate officer are to be entered in the book.

8. At the expiration of the year, after the character of each man has been assessed, a line in red ink is to be drawn across the page below the record of offences committed by him.

827. Daily Record.—The entries in the daily record of offences and punishments (form S. 240) are to be initialled at the end of each week by the Captain; the punishments awarded by the Executive and the Marine Officer, if any, having been previously initialled by those officers.

2. In abstracting the punishments from the daily record of offences, according to the various sections of Article 757, for the quarterly return of punishments, the Captain is to be particular in filling up the columns and careful to determine the class in which each punishment and offence should be placed so as to exhibit a fair and impartial classification.

Deductions from pay under Articles 808 to 810 are not to be included in the return.

3. Disposal of Daily Record.—The records are to be closed on the last day of each quarter and forwarded with the punishment return to the Commander-in-Chief, who after due examination will transmit them to the Accountant-General; new daily records being opened for the ensuing quarter.

828. Conduct Sheet.—Whenever it is necessary for a man's service certificate to accompany him, there is to be attached to it a conduct sheet (form S. 239a) containing all the information provided for.

829. Service Certificate.—A service certificate, on form S. 536, is to be prepared for every man and boy on first entry. When any person offers himself for entry, special inquiry is to be made as to whether he has ever been in the Service; and if so, and he fail to produce his certificate, a new certificate is not, on any account, to be prepared for him until the necessary particulars have been received from the Accountant-General to whom application should be made.

2. **Re-entries.**—In the event of a man's service certificate having become defaced during the period he was out of the Service, a new certificate may, when necessary, be issued to him on re-entry.

3. **Notations of Service.**—The service of every man is to be shown on his service certificate, and for this purpose, the name of every ship in which he is borne for wages, whether as part complement or otherwise, or waiting trial for desertion, is to be noted thereon, together with the dates of his entry and discharge from each ship.

4. **Record of Character.**—The character of every seaman and marine borne on the books of a ship is to be recorded upon his certificate by the Captain in his own handwriting, as follows:—

(a) On the 31st December in each year, except in cases of men waiting trial for desertion.

(b) On discharge to prison, naval detention quarters or military detention barracks after conviction by naval court-martial.

Should he rejoin the Service within the year, his character for the period subsequent to his return is to be assessed at the end of the year, without reference to such period of imprisonment or detention, or the second class for conduct resulting from it. See 1186, clause 1 (*Marines discharged to Gaol or Detention by General or District Court Martial*).

(c) On being marked "Run."

(d) On discharge from the Service.

In cases coming under (c) or (d), should the man rejoin the Service within the year, the assessed character awarded on 31st December is to cover the whole of the year, the intermediate character awarded on desertion or discharge being ruled out. This does not apply to recovered deserters awaiting trial at the end of the year; in these

cases an assessment of character on 31st December is not to be made.

The Captain's Signature is to be written on the same line as the character awarded.

5. Officers' Stewards and Cooks.—The characters of Officers' Stewards and Cooks are to be assessed and recorded upon their service certificates on the day before they attain the age of 20 years, in addition to the occasions specified in clause 4.

6. Terms for Character.—Characters are to be recorded as follows :—

Very Good	to be written	V.G.
Good	”	”
Fair	”	”
Indifferent	”	”
Bad	”	”

7. Men Absent.—Any person who may be on passage, in prison or under detention by summary punishment, or in hospital, on the 31st December in any year, is to have his character to that date assessed from his conduct sheet on his arrival on board the ship to which he is sent or to which he may return, the assessment being made by the Captain of such ship.

Invalids.—A man invalided out of the Service at a home port is to have his character assessed to date from the entries on his conduct sheet by the Captain presiding at the survey, except in the case of a marine, whose character is to be assessed and his discharge noted on his service certificate at headquarters.

8. Men recently joined Ship.—In the case of men who have been transferred from other ships, and of marines who have embarked from headquarters since the 31st of the preceding December, the Captain is to take into consideration the notations on the conduct sheets (or company conduct sheets) which they brought with them on transfer or on embarkation.

9. General Character Rules.—The following general rules are to be observed in the assessment of character, but it is to be clearly understood that the Captain in each case is to exercise his own discretion within the following prescribed limits, viz. :—

- (a) **“ Good.”**—A higher character than “ Good ” is not to be given to any man if during the period for which his character is being assessed, he has been sentenced to be punished in any of the following ways :—
- (i.) Disrated, reduced or deprived of seniority for misconduct.
 - (ii.) Deprived of one or more badges or of medal (*see Note*).
 - (iii.) Sentenced to cells, detention, or imprisonment (*see Note*).
- (b) **“ Fair.”**—A higher character than “ Fair ” is not to be given to any man if during the period for which his character is being assessed, he has been sentenced to be punished in any of the following ways :—
- (i.) Reduced to second class for conduct.
 - (ii.) Sentenced to cells, detention or imprisonment, or any two or more of these punishments for 22 days in the aggregate.
- (c) **“ Indifferent.”**—A higher character than “ Indifferent ” is not to be given to any man if during the period for which his character is being

NOTE.—Should the Captain be entirely satisfied with the behaviour, conduct, and work of a man for the year, apart from the offence which necessitated the award of good, he may assess his character as V.G., although he may have been deprived of one badge, or if in the first three years of his service or in a non-badge rating, awarded cells for not more than five days, but this consideration is only allowed on one occasion during a man's service. An award made under these circumstances should be distinguished by an asterisk, thus :—V.G.*

assessed, he has been sentenced to be punished in any of the following ways :—

- (i.) Two reductions to the second class for conduct.
- (ii.) Sentenced to cells, detention or imprisonment, or any two or more of these punishments for 61 days in the aggregate.

10. **Imprisonment by the Civil Power** is not to be taken into consideration in the assessment of character unless ordered under the provisions of Article 812.

11. **Boys' Characters.**—The characters of Boy ratings of all classes are in every case to be assessed on their service certificates on the day before attaining the age of 18. When boys have attained the age of 18 years their characters are only to be assessed as directed for men in clause 4.

The characters of boys are also to be assessed upon final discharge from training to the general service if they are under 18 years of age at the time, but not if they are over that age.

12. **Reading of Characters.**—After each annual assessment the characters recorded are to be read to the men at general muster and at the same time each man is to be afforded the opportunity of seeing his certificate. The characters, &c., of petty officers are to be read on a different occasion from those of the rest of the ship's company.

13. **Verification of Addresses.**—The name and address of each man's nearest known relative or friend are to be verified on 1st September in each year from form S. 537 prior to their being recorded on the ledger. (*See* 1563, clause 2).

830. **Other Notations.**—The other portions of the service certificate are to be carefully filled up from time to time and all notations respecting medals, badges, class for conduct, time forfeited, &c., and other information for which columns are provided, are to be made at the time when the occurrences take place. The notations are only to be made in the columns provided, and in accordance with the headings; black ink only is to be used; and all entries are to be in manuscript in accordance with the authorised abbreviations.

2. **Dates** are always to be filled in thus :—

1 Jan. '85 : not 1/1/85.

and the months are to be entered as follows :—

Jan.	Apl.	July.	Oct.
Feb.	May.	Aug.	Nov.
Mch.	June.	Sep.	Dec.

3. **R.M.G. or R.M.**—Whenever a man has completed the required service and is recommended for the good conduct medal or gratuity, the necessary notations are to be made on his certificate according to the following abbreviations :—

In the case of a continuous service man :—

Recommended for medal and gratuity - - - R.M.G.

If non-continuous service :—

Recommended for medal - - - R.M.

4. **Religion.**—The religious denomination of every man or boy is to be noted on his certificate on first entry; in the event of any man of good character representing himself as having become a member of a religious denomination other than that under which he had been entered, and as desirous of having the record altered accordingly, the Captain may permit the change to be made.

5. **Port Division.**—On first entry into the Service the name of the port division to which a man or boy may be appropriated is to be noted on his service certificate in the space provided.

6. **Bedding.**—The date of the gratuitous supply of a set of bedding or of the last bedding gratuity is to be noted on the certificates of non-continuous service men.

7. **Change in List and Number.**—When a change takes place in the list and number of a man on the ship's books, a new line is not to be used merely for the purpose of showing that change, but on the next necessary entry on the certificate the latest list and number of a man are to be inserted.

8. **Cause of Discharge.**—The column for "Cause of Discharge" is only to be filled in under the heads given below, using the authorised abbreviations as follows :—

- | | | |
|--|---|--|
| (a) From the Service— | { | Death. D.D.
Desertion. R, <i>see</i> 801.
In other cases the cause is to be restricted to notations customary in the Service; in invaliding cases the disease should not be given. |
| (b) To prison, naval detention quarters or military detention barracks, by sentence of court-martial — — — C.M. | | |
| (c) To prison, naval detention quarters or military detention barracks, by sentence of Commanding Officer, or to cells if there is no probability of his returning to the same ship — — F. | | |
| (d) To hospital or sick quarters under provisions of Article 601. | { | D.S.Q. The dates of discharge and re-entry are to be those of ceasing and re-commencing pay, and any corrections that may be necessary are to be made. |

No entry in the column is required for transfers from one ship to another without break of time or pay; nor for changes in rating, except that when disrated for incompetence the notation "Incompetence" is to be made.

9. **Recommendations for R.F.R.**—The service certificates of all men of those ratings which are eligible for enrolment in the Royal Fleet Reserve (*see* "Regulations for the Government of the Royal Fleet Reserve"), of Royal Marines and of all special service men entered in the Royal Navy after the 30th September, 1908, are to be endorsed with the words "Recommended for the Royal Fleet Reserve" if they are considered to be generally fit and fulfil the conditions laid down in the following paragraph. This endorsement should be made in the "Special Recommendations" column (page 2), a similar note being made at the same time in the "Remarks" column of the ship's ledger.

Men are not to be recommended for enrolment whose ability is below "Good" or who are unlikely to fulfil one of the following conditions when ischarged :—

(a) Be in possession of one or more good conduct badges ;

or

(b) Have borne a satisfactory character generally throughout their active service with "V.G." for two of the last three years and at least "Good" for the remaining year.

The notation is to be made by Commanding Officers during the last year of the men's service, irrespective of whether or not they are desirous of joining the Royal Fleet Reserve. If discharged to other ships subsequently to the notation being made, except for passage or to await enrolment, the entry is to be confirmed by the signature of the new Commanding Officer. The Commodore of the depôt is to make or confirm the notation in the case of men serving in a home depôt at the time of discharge.

In the case of marines the notation is to be made at the divisional headquarters.

- same rating, and who is considered eminently fitted for special and early advancement.
- Superior = A man who performs his duties in an efficient manner and is considered fit for advancement in his turn but not for special advancement.
- Satisfactory = A man who performs his duties in an efficient manner but who—owing to inexperience or other causes—is not considered fit for advancement at present.
- Moderate = A man who performs his duties in a fairly efficient manner and is not considered fit for advancement.
- Inferior = A man who performs his duties in an inefficient manner.

4. **General Rules for Assessment.**—Commanding Officers should bear constantly in mind that the ability of a man is to be assessed not only by the manner in which he performs the duties of the particular rating which he holds, but also by comparison between the man himself and the general average of other men who hold the same rating. The mere fact of a man holding the rating of petty officer or chief petty officer does not in itself in any way necessitate the assessment of his ability in that rating as highly as it was assessed before he attained a position of responsibility.

5. **“Ex.,” “Supr.,” and “Sat.”**—The awards “Exceptional,” “Superior,” and “Satisfactory” are intended to be given to none but efficient men, and practically represent the old award “V.G.” divided into three classes according to fitness for advancement. The ability award of almost every man, however efficient, should therefore oscillate to some extent between these three awards, and men who have been awarded “Exceptional” or “Superior” before advancement should clearly understand that they cannot expect to receive a higher award than “Satisfactory” for the first year or so after advancement. Before a Commanding Officer gives a higher award than “Satisfactory” to any man within a year after his advancement he should satisfy himself that there are strong reasons for this course.

6. **Exceptional.**—The award “Exceptional” is to be used only in the cases of men who stand out unmistakably amongst their fellows both in natural capacity and in efficiency in the performance of their duties. In every ship’s company there should be no difficulty in singling out the comparatively small number of men who are deserving of this award. A fair proportion of the remainder of the crew should, in ordinary circumstances, be qualified to receive the award “Superior,” and the larger proportion that of “Satisfactory.” The rest should be easily classed either of “Moderate” or “Inferior” ability.

7. The number of men awarded “Exceptional” in each ship or establishment, other than gunnery and torpedo schools, training establishments and depôts, is not to exceed:—

- (a) Four per cent. of the total numbers of ratings borne in ships with over 400; or
- (b) Five per cent. in ships with 400 or less.

The awards may be distributed among the various departments of the ship, or to one or more of them, at the discretion of the Commanding Officer, but no attempt should be made to bring the number of “Exceptional” awards up to the maximum authorised.

In the case of flag-ships, the awards of ability to ratings forming the Flag Officer’s retinue, or borne for special duty with him, are not included in the percentage allowed to the ship.

These ratings are to be awarded such ability as the Flag Officer considers they deserve, having regard to the general principles laid down.

8. Should there be in any ship or establishment a number of ratings considered worthy of this award in excess of the percentage authorised, the Commanding Officer may apply to the Commander-in-Chief or Senior Officer of the station or squadron for permission to award the additional number.

9. A list of all men to whom "Exceptional" is awarded at the end of the year is to be sent to the Commodore of the dépôt to which they belong, in order that their names may be noted for advancement. In cases where the percentage of "Exceptional" awards authorised in clause 7 is exceeded, the list should be accompanied by the written approval of the Commander-in-Chief or Senior Officer.

10. **Men in Dépôts.**—In the case of men serving in the dépôts the ability brought by a man from his last sea-going ship is to be awarded, except in cases in which the Commodore has some special reasons for making a change.

11. **Men without Sea Service.**—In the case of Stokers 2nd Class and Ordinary Seamen who have not served in a sea-going ship since their entry and rating, their ability is to be assessed by the Commodore to the best of his judgment.

12. **Failure at an Examination** is not to be noted on the candidate's service certificate. When such failure cannot be noted on a history sheet the correspondence relating to it or a notation made upon a sheet of paper, as may be most convenient, is to be attached to his service certificate. Examinations passed are to be noted under the proper heading on the service certificate when there is no history sheet applicable to the subject. Except in the case of men passing for warrant officer it is not necessary to retain any passing certificates.

The educational certificate (Article 380) is to be kept with the service certificate.

13. **E.R.A.s.**—In the case of Engine-room Artificers, notations are to be made in the abbreviated form as follows :—

- (a) Of their trade.
- (b) When they have been granted a certificate that they are capable of taking charge of a watch in the engine-room. (E.R. Watch Certificate.)
- (c) When they have been granted a certificate that they are in all respects capable of taking charge of the engines of a small ship. (Charge Certificate.)

Acting Electrician, 4th Class.—In the case of an Acting Electrician, Fourth Class :—

- (d) When he is a good workman and deserving of confirmation. (Q. Confirm.)

Electrician, 4th Class.—In the case of an Electrician, Fourth Class :—

- (e) When he is competent to perform the duties of Electrician, Third Class. (Q. for 3rd Cl. Elec.)

Electricians, all Classes.—And for all classes of Electrician :—

- (f) When they are fit for the rating of Chief Electrician, Second-Class. (Q. Ch. Elec.)

- (g) **All engine-room ratings** after completion of the instructional course in oil-fuel burning are to have the notation "O.F." entered on their service certificates.

14. **Stokers.**—In the case of Stoker ratings who have qualified in one of the approved trades, the trade is to be noted.

15. **T.B.D. or Submarine Course.**—Men holding Seaman ratings who have completed a course of instruction in torpedo boat destroyers or submarines are to have the fact noted on their certificates, the words "T.B.D. Co." or "Subm. Co." with the date, being used for this purpose.

832. Authority of Certificate.—In all questions relative to a man's character or which depend upon it, the notations made upon his service certificate are to be considered as conclusive, unless the certificate should appear to have been tampered with, in which case the Captain on noticing it is immediately to report the particulars to the Admiralty, in order that reference may be made to the records in office to clear up the matter, and on the result being communicated the Captain is to note it upon the certificate, and attest it with his signature.

2. Irregularities.—The Captain is to report by letter to the Commander-in-Chief any irregularities he may observe in the certificates of men joining his ship. The attention of Captains of general depôts and gunnery schools is especially drawn to this point.

3. Erasures or Alterations.—In no circumstances is any erasure to be made on the certificate, but if an error is committed, and detected at the time, it is to be at once corrected, without erasure, under the authority of the Captain, and attested by his signature.

Except as provided by clause 5 of this Article, no alteration relative to the past is to be made on the certificate without the sanction of the Admiralty.

4. Custody of Certificates.—Certificates are to be kept in the boxes provided for the purpose in the office of the ship in which the men may be borne or serving, until they are finally discharged from the Service, when their several history sheets are to be detached from their service certificates and sent for custody to the gunnery or torpedo school, signal school, or general depôt, as the case may be, of the port divisions to which the men belong; but whenever a man may require it, on application to the officer of his division, he is to be furnished with a copy of his certificate on the established form.

5. Annual Inspection.—The Commander-in-Chief is to take such steps as he may consider best to ensure that the certificates and the various history sheets of all men serving on board His Majesty's ships under his command are carefully inspected once in each year, in order that any irregularities may be detected and corrected. The fact that such an inspection has been held, and the date, is to be noted in the report of inspection of each ship.

He is to cause all certificates and history sheets passing through his office to be examined, and in the event of their being found incomplete or incorrect, they are to be returned for correction to the ship from which they were forwarded. When this course is not practicable the attention of the Admiralty is to be called to any errors or omissions that may be noticed.

6. G.C.B. and Conduct Awards.—Awards and restorations of good conduct badges and restorations to the first class for conduct made by Commanding Officers of His Majesty's ships are to be accepted as final and are not subject to revision under clauses 2 and 5 of this Article.

833. Gunnery and Torpedo History Sheet.—A gunnery and torpedo history sheet, on form S. 1245, is to be provided for each seaman when he is first rated A.B., and for Royal Marines on qualifying for a higher gunnery rating in a gunnery school or on qualifying for the acting rating afloat. It is to be kept attached to the service certificate.

2. Notations on.—The history sheet is to be a complete record of a man's gunnery and torpedo qualifications and of individual practice with any gun from a 3-pounder upwards; the latter information is to be filled in immediately on the completion of each practice. All acting ratings held by a man are to be noted on it, as also the date on which he ceased to hold them. On the man leaving a ship it should be filled in most carefully, and should show the man's ability whilst in that ship and also his fitness for higher ratings.

Use of.—The gunnery and torpedo history sheets are important as being the chief guide to the officer who may be called upon to select men for advancement in gunnery or torpedo, whether at sea or in the schools of instruction.

3. Notation of Qualification, &c.—The date on which men qualify or requalify in any gunnery or torpedo rating is to be noted on the ship's ledger, as well as on the gunnery and torpedo history sheets.

4. Disposal on Discharge.—On a man being discharged to the shore, his gunnery and torpedo history sheet is to be detached from his service certificate, and sent for custody to the gunnery or torpedo school at the port division to which he is assigned. Should he re-enter, it is to be obtained from the gunnery or torpedo school, and again attached to his certificate. (See 832, clause 4.) The gunnery and torpedo history sheet of a marine is to be sent to the headquarters of his division.

5. The selection or appropriation of candidates for higher gunnery and torpedo ratings is to be in the hands of the Captains of the gunnery and torpedo schools except in the case of Royal Marines, who will be selected at R.M. Headquarters.

834. Signal History Sheet.—A signal history sheet, on form S. 1326, is to be provided for each signal rating when he first passes out of a signal school as a Signal Boy, and is to be kept attached to his service certificate. It is to show the opinion formed of the man's capabilities, both in the schools of instruction and in sea-going ships, and is to be the chief guide to officers in selecting a man for advancement or for training.

2. Acting Rating.—Whenever a man is given an acting signal rating, the fact is to be noted on his signal history sheet; if the acting rate should cease before the man leaves his ship this is also to be noted.

3. Disposal on Discharge.—On a man being discharged to the shore, his signal history sheet is to be detached from his service certificate, and sent for custody to the signal school at the port division to which he belongs. If he should re-enter, it is to be obtained from the signal school, and again attached to his certificate.

4. W.T. History Sheet.—A Wireless Telegraphist's history sheet on form T.S. 83, is to be provided for each wireless telegraphy rating when he passes out of the harbour training service as Boy Telegraphist, and is to be treated generally in the same manner as the signal history sheet. On discharge to the shore it is to be sent for custody in the case of petty officers to the torpedo school at the port division to which they belong; in the case of ratings lower than Petty Officer Telegraphist it is to be sent to their depôt.

835. Stoker's History Sheet.—A Stoker's history sheet on form S. 1322 is to be provided for each man on entry at a depôt, and is to be kept attached to the service certificate. The stoker's history sheet is to show the man's previous departmental qualifications (including experience in running internal combustion engines, and stoking of small water-tube boilers), and the opinion formed of his capabilities, and is to be a guide to the officers who have to allocate men to their particular duties, or select them for advancement.

2. Auxiliary Watch Certificate.—A notation (Auxiliary Watch Certificate) is to be made on the history sheet in the case of stoker ratings who have undergone, to the satisfaction of the Engineer Officer, a course of instruction in auxiliary machinery and the engines and boilers of a vessel or picket boat with small tube boilers.

3. On the discharge of a Stoker 1st Class from a ship, if he is recommended for Acting Leading Stoker, a notation to that effect is to be made on his history sheet.

4. Recommendations for the rating of Yeoman of Stores are also to be noted on the history sheet.

5. **Disposal on Discharge.**—On a Stoker rating being discharged to the shore his history sheet is to be detached from his service certificate and sent for custody to the depôt at the port division to which he is assigned.

836. Sick Berth Efficiency Certificate.—An efficiency certificate (form S. 457) is to be provided for each sick berth rating on entry, and is to be kept attached to the service certificate. The efficiency certificate is to contain a record of the man's professional qualifications and ability, which are to be entered annually on 31st December by the Medical Officer, and on a man's discharge from ship or hospital after not less than three months' service.

2. The efficiency certificate is to accompany a man to hospital when he is examined for advancement. On his discharge to shore it is to be detached from the service certificate, and sent for custody to the depôt at the port division to which he is assigned.

CHAPTER XXII.

MESSING, CABINS, AND CANTEENS.

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SECTION I. MESSING—OFFICERS.

837. 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 1544 in the case of officers on passage :—

Commanders when not in command.

Lieutenants.

Medical Officers.

Engineer Captains.

Engineer Commanders.

Engineer Lieutenants.

Chaplains.

Naval Instructors.

Royal Marine Officers.

Paymasters-in-Chief, Fleet and Staff Paymasters, and Paymasters, and Secretaries not otherwise provided for.

Assistant Paymasters of four years' seniority.

Carpenter Lieutenants.

3. With the exception of Flag Captains, Captains and Commanders in command are to keep a separate table, unless in special cases Admiralty authority is given for them to mess with the officers.

838. Mess Committee.—Each mess is to be regulated by a mess committee of three or four members, of which the senior member of the Military Branch shall be the president, the other members of the committee being elected. If the mess should fail to elect a committee, the senior officer of the Military Branch and the senior of the officers belonging to the other Branches shall be the committee, and shall be held 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 member of the Military Branch present, and, if necessary, reported to the Executive Officer or the Captain.

If there are no officers of the Military Branch belonging to a mess, the Captain will give such directions as may be necessary for the conduct of the mess.

839. 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. Assistant Constructors.—Assistant Constructors of the Royal Corps of Naval Constructors serving temporarily at sea are to have the rank of Engineer Lieutenant, and are to join the ward-room mess.

4. **Lieutenants formerly Warrant Officers.**—Whenever Lieutenants promoted from commissioned warrant or warrant rank for long and zealous service join a ward-room mess, or are in command, they are to be granted an allowance of 1s. 6*d.* a day under the conditions stated in Article 843, clause 5.

840. **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 Enclosure No. 24 (revised) to the Guard Book of Special Memoranda.

841. **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*l.* 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.

842. **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.

843. **Subalterns of Royal Marines**, when embarked, will be paid messing allowances at the rate of 6*d.* a day.

2. **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 30s. a month and the amount contributed monthly by the officers of the mess, which amount, however, is never to exceed the prescribed limit of 3*l.*

This allowance is to be paid also to Sub-Lieutenants when in command of torpedo boats or other small vessels.

The maximum amount payable under this Regulation is not to exceed 30s. for each complete calendar month. For broken periods payment is to be made at the rate of 1s. a day.

3. **Warrant Officers** living on board a gunboat, destroyer, torpedo boat or other small vessel, and obliged to join the mess, which includes all the officers, will be allowed 1s. 6*d.* a day.

4. **Warrant Officers in Command**, or serving under another warrant officer, in torpedo boats, will be granted a mess allowance of 6*d.* a day when the commission does not exceed three months.

5. These allowances 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.

For messing allowance to Lieutenants on the supplementary list, see Appendix I.

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

844. Warrant Officers' Accommodation.—In ships which have warrant officers for quarter-deck duties there is to be a warrant officers' mess berth, but the additional officers are not to be provided with cabins.

In ships which have no warrant officers appointed for quarter-deck duties a mess berth is not necessary; but where there is plenty of room it should be fitted.

845. 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 (form S. 251) when received on board and also if disembarked. This book is to be kept by the chief of police, 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.

2. Stocks of Wine, &c.—The stock of wine, spirits and beer allowed on board is to be strictly limited 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, &c.—The Captain may sanction supplies of wine, &c., 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.

Mess Debts.—Before leaving a port, all mess debts, and also all debts for wine not at the risk of the wine merchant, are to be discharged, and, if necessary, monthly subscriptions in advance may be called for; but when ships are proceeding to a foreign station, or to a more expensive part of a station, the Captain may approve of a reasonable amount of debt being left outstanding on receiving from the mess an undertaking to pay off a certain proportion quarterly, or at other fixed periods, 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.

5. Limit of Wine Bills.—The wine bills of gun-room commissioned officers are never to exceed 2*l.* a month; those of other gun-room officers, over 18 years of age, 15*s.* a month; and those of gun-room officers under 18 years of age, 10*s.* a month. No subordinate officers under the age of 20 are to be allowed spirits. See 849 (*Limit to Subscriptions*).

The above rates apply to supernumeraries as well as to officers of the ship.

6. Warrant Officers.—The Captain is not to allow commissioned warrant officers or warrant officers to receive on board wine, spirits, or beer, but, should he see fit, he may allow them to draw wines, &c., from the ward-room mess. This permission is to be withdrawn at any time if the Captain should think it

necessary to do so. Whenever wine or spirits is so drawn requirements are to be written in ink on the chit and counterfoil in the wine chit book (form S. 254) and signed by the officer. Collective demands are not to be made.

7. Commissioned warrant officers 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, &c., 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. Commissioned warrant officers and warrant officers are only to be allowed to draw wine and spirits by the glass; bottles are not to be supplied to them; and the limit of 15s. a month is not to be exceeded.

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

Inspection of Books.—In the case of the ward-room mess, they are to be seen by the Captain, with the mess statement, before the 10th of each month, and weekly in the case of the gun-room mess, but all officers' wine books and the warrant officers' wine chit books are to be examined by him as often as he considers desirable. After each inspection the Captain's initials are to be appended as proof of his examination. See 578 (*Power of Captain to limit or stop Wine Bills*).

846. **Quarterly Accounts.**—At the end of each quarter, after the stock-taking, which is to take place during the last fortnight of the quarter, statements are to be prepared by the committee, on the forms provided in the wine book for wine accounts, and in duplicate on S. 256, 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), showing the whole of the mess and wine accounts and the liabilities of the wine fund, the money in hand to meet those liabilities, the amounts, if any, owing by members of the mess, and the stock in hand.

The statements of mess and wine accounts are to be signed by all the members of the committee, and examined and initialled by the Captain, who, in the case of the mess accounts, will retain a duplicate copy, the other being returned to the mess for the information of the members.

2. **Audit.**—In all cases these accounts are to be audited not later than the 10th of the first month of each quarter, by three officers appointed by the Captain. Subject to the proviso that no officer should ever be selected to audit his own accounts, the Auditing Officers should consist of a Lieutenant, the Accountant Officer, and the Naval Instructor.

The auditing officers should examine all the accounts, whether paid or not, within the period over which the audit extends, together with all outstanding orders for which the mess may be liable, although accounts may not have been received.

They should also 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 book 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 shown as expended in the wine book. The attention of the Captain is to be called in the report of the auditors to any discrepancies which may appear.

3. **Change of Wine Caterer.**—Stock is to be taken whenever a change takes place in the wine caterership of a mess, and a statement is to be made out and signed by the auditing officers.

847. **Settlement of Debts.**—The Captain is to see that all mess and wine debts are settled monthly, in cash or Bank of England notes, by each member, as laid down in Article 1609 ; and no private bills or cheques are to be received by, or cashed from, the mess or wine funds.

2. **Subordinate Officers.**—In the case of subordinate officers, a monthly list (form S. 15) 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.

3. **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 on his pay documents. See 578 (*Duties of Captain with regard to Messes*) ; also 1606, clause 2.

4. **Monthly Remittances to Creditors.**—To avoid large accumulations of cash in messes, the committees are to take advantage of the facilities afforded by Article 1650 to make remittances home 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 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.

5. **Balances.**—In order further to prevent a surplus of money unduly accumulating in the wine fund, the balance remaining in hand at the end of each quarter is to be placed to the credit of each member in proportion to the amount of his wine account ; and when any member leaves after having been a month or more in the ship, he is to have his proportion paid to him, such proportion to be calculated in complete months, odd weeks and days not reckoning.

The money placed to the credit of each member will represent the amount of his interest in the working balance of the fund ; but no portion of it is to be paid to him until he leaves the ship, unless there is at any time a surplus over the amount of balance which it is necessary to keep in hand for the efficient working of the fund, in which case it should be divided among the members in proportion to the amount of their individual interests.

6. **Inspection of Books.**—When a ship is inspected, a statement of the condition of the wine fund is to be produced together with the wine, day, and gangway books, to enable the inspecting officer to ascertain that the foregoing regulations have been complied with.

848. In the case of torpedo-boat destroyers, torpedo boats, and other small tenders, 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.

849. **Limit to Subscriptions.**—In the ward-room the monthly mess subscription is not to exceed 3*l*.

In the gun-room the monthly mess subscription is not to exceed 30s. ; but in addition to this sum 5s. may be charged for replacing mess utensils and other necessary expenses, and the following sums may also be allowed for extras should a member choose to indulge in them, viz. :—

For commissioned officers, 11. a month.	}	And in addition the difference between their wine bills and the maximum prescribed by Article 845, clause 5.
For other members, 10s. a month.		

SECTION II. CABINS.

850. 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 Chaplain, the Medical Officer, the Accountant Officer, and the Engineer Officer, the particular duties of the officer guiding the selection ; and in ships fitted as flag-ships, for the Secretary and the Flag Lieutenant. A cabin will also be appropriated to the second engineer officer, the position being fixed as near the engine room as is convenient and practicable. The appropriation of these cabins is not to be altered without Admiralty sanction.

3. Cabins will be provided where possible for all warrant officers in a ship's complement except such as are borne for quarter-deck or instructional duties. In ships in which these cabins are marked "Warrant Officer," they are to be occupied according to the seniority of such officers, those responsible for stores being given the prior claim.

4. **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. So far as circumstances permit, numbered cabins will be provided for all ward-room officers not mentioned in clause 2.

5. **Occupation of Cabins.**—When a ship is commissioned, numbered cabins will be allocated to the ward-room officers. In the event of the number of cabins being insufficient to accommodate all the ward-room officers, the officers belonging to each of the following classes will be allowed cabins in priority to officers of succeeding classes :—

- (a) Watchkeeping officers.
- (b) Marine officers.
- (c) Other ward-room officers.

6. **Warrant Officers.**—If any cabins remain over when all ward-room officers as defined in Article 837 have been accommodated, the remaining numbered cabins should be allotted to the warrant officers, other than those borne for quarter-deck or instructional duties, who may be without cabins.

Any cabins then remaining are to be allotted at the discretion of the Captain.

7. **Choice of Cabins.**—Officers who have been allowed numbered cabins under clause 5 of this Article will be permitted to choose their particular cabins in the order of their relative seniority. Those who have been allowed numbered cabins under clause 6 will have their actual cabins assigned to them by the Captain, who will take into consideration the particular duties of the officers whose claims he has to weigh.

8. In applying the foregoing rules it is to be understood that :—

- (a) An officer on the complement of whatever rank, is always to have precedence in cabin accommodation over a supernumerary or additional officer.
- (b) 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.

9. **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.

851. **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 his staff all the cabins appropriated for their use are to be vacated.

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

SECTION III. MESSING—SHIP'S COMPANY.

852. **C.P.O.s, P.O.s, and Writers.**—The Master-at-Arms, the Naval Schoolmaster, and the Writers, including the Boy Writers, are to mess together.

2. The other chief petty officers are either to mess together or with the petty officers, as may be convenient.

3. **Cooks of Messes.**—At the Captain's discretion, a sufficient number of Ordinary Seamen of each watch are to be attached to these messes to do the work of cooks of the messes.

4. **Ship's Steward and Cooper Ratings.**—The Ship's Steward, Cooper, Second Ship's Steward, Ship's Steward's Assistant, and Ship's Steward's Boy are not to be allowed to form a mess together, but are to mess with the Chief Petty Officers or Petty Officers (Seaman Class). On no account is the bread room, or any other part of the ship, except where the men by the customs and regulations of the Service are permitted to live, to be used as a mess place.

5. **E.R.A. and Electrician Ratings.**—If there are two or more Chief or other Engine-Room Artificers in a ship, they are to be allowed to form a separate mess in the place which will be set apart for the purpose; and a Stoker is to be allowed to attend upon them as cook of the mess, and to keep the place clean and in order; the man so employed is to be relieved from ordinary duties in the engine-room. Chief Electricians and Electricians, when borne in His Majesty's ships, are to mess with the Seaman Class Chief Petty Officers, and not with the Engine-Room Artificers.

6. **The Mechanics and Chief Stokers** are to mess separately from the other chief petty officers in ships where separate messes are provided; in other cases they are to mess with the Seaman Class Chief Petty Officers, and not with the Engine-Room Artificers.

7. **Hammock-men.**—While it is to be clearly understood that all chief petty officers are responsible for their own hammocks, Chief Engine-Room Artificers and Engine-Room Artificers, Chief Electricians and Electricians may have the option of employing hammock-men as provided by Article 1483.

853. Meal Hours.—The recognised meal hours are to be five in number, and the aggregate time allowed for them 3 hours 35 minutes.

The routine of meals is, as far as possible, to be as follows :—

5.0 a.m. to 5.35 a.m.	—	Lash up and stow hammocks. Issue cocoa.
8.0 a.m. to 8.45 a.m.	—	Breakfast. "Clean."
12.0 noon to 1.15 p.m.	—	Dinner.
4.15 p.m. to 4.45 p.m.	—	Tea. Shift clothing.
7.30 p.m. to 8.0 p.m.	—	Supper.

At sea, the ration of cocoa is to be issued to the morning watch after mustering, and to the remainder of the ship's company after hammocks have been stowed.

2. The Captain is to detail a Lieutenant to go round the mess decks daily when the dinners are served. This officer is to ask if there are any complaints as to dinners, and he is to see that the messes are aware of any men being away on duty, on watch, in boats, &c. Care is to be taken that his visit does not interfere with the general comfort of the men during the dinner hour.

854. Meals for Guards and Duty Men.—To enable the reliefs for guards and duty men to obtain their meals without inconvenience, the following routine is to be observed, so far as possible :—

Reliefs to take their meals as follows.	Relieve at.
Breakfast at 7.30 a.m.	7.55 a.m.
Dinner „ noon	0.30 p.m.
Tea „ 3.30 p.m.	4.0 p.m.
Supper „ 7.30 p.m.	8.0 p.m.

SECTION IV. CANTEENS.

855. Establishment of Canteens.—As a general rule a dry canteen is to be established in each of His Majesty's ships and naval establishments, and accommodation is to be set apart for this purpose. Should the Captain for any reason consider it inadvisable to establish a canteen, he is to make a full report of the circumstances to the Commander-in-Chief or Officer Commanding the squadron, who is to transmit it to the Admiralty with an expression of his opinion thereon.

This regulation does not apply to small vessels such as torpedo boat destroyers and torpedo boats, in which suitable space for a canteen is not available. (See 859.)

2. System.—The canteen is to be conducted on the revised tenant system (see 856) except in the special cases provided for in Article 857.

3. Selection of Tenant.—The tenants will in all cases be selected by the Admiralty, except on the China station, where they will be selected by the Commander-in-Chief. Due regard will be paid by the Admiralty, whenever possible, to any expressed wishes of the Commanding Officer as to the selection or non-selection of a particular tenant. Commanding Officers desiring to express any wishes of this kind should communicate with the Admiralty (Director of Victualling) when the occasion arises. The name of the selected tenant will in all cases be communicated to the Commanding Officer, in sufficient time, if possible, for the necessary arrangements to be made before a ship commissions or recommissions, or before a change of tenancy takes place for any reason. The actual parties to the contract are in all cases to be the Commanding Officer and the selected firm.

4. **Forms of Contract.**—The contract between the Captain and the tenant shall be in the approved forms drawn up for this purpose (forms C.P. 227 and C.P. 228). These forms will be issued only direct from the Admiralty.

5. **Adherence to Contract.**—The various clauses of the contract are to be strictly adhered to, especially those in regard to money-lending, and the non-payment by the tenant, either to individuals, messes, or the general ship's fund, of any moneys or discounts beyond the authorised capitation grant, which is intended to be the tenant's only pecuniary liability in respect of his tenancy.

6. **Administration.**—The Captain shall cause proper rules to be drawn up for the administration of the canteen, and, in order to ensure uniformity, he is to submit them, on arrival on the station, for the approval of the Commander-in-Chief.

7. **Termination of Contract.**—In the event of the Commanding Officer deciding to terminate a contract, the circumstances should be reported to the Admiralty (Director of Victualling) as soon as possible, in order that steps may be taken to select another tenant.

856. **Revised Tenant System.**—The administration of canteens conducted on the revised tenant system is to be carried out on the following general lines:—

1. **Committee.**—The affairs of the canteen are to be administered by a finance and scrutiny committee, composed of—

The Executive Officer of the ship, as *ex-officio* president,

A senior Lieutenant, as vice-president,

The Accountant Officer, who is to combine the duties of honorary secretary and honorary treasurer,

The Medical, or another commissioned officer,

together with such representatives of the ship's company as may be detailed or arranged for quarterly by the Captain for this duty. The connection of the Executive Officer with the administration of the canteen as *ex-officio* president of the committee is always to be maintained, any assistance that he requires on account of his executive duties being given to him by the vice-president of the committee.

2. **Ratings excused from Committee.**—The ship's police and the senior non-commissioned officer of marines, as also Messmen, Officers' Stewards and Cooks, and Ship's Stewards and their assistants, are to be excused from duty in connection with the finance and scrutiny committee.

3. **Duties of Committee.**—The duties of this committee will be to decide upon the administration of the ship's fund, to inspect and examine canteen goods, to test weights and measures, to investigate prices, and generally to supervise the working of the canteen.

4. **Ship's Fund.**—The ship's fund, which is formed by the payments in the nature of rental received from the canteen tenant, &c., is primarily intended to meet the cost of recreations for the ship's company, and also for benevolent purposes connected with the ship, and the Captain is to satisfy himself that a sufficient allowance is made for these objects, due regard being had to the proportion of the ship's company who are able to take part in any particular form of recreation. In all other respects the committee are to have full discretion as regards expenditure. The accumulation of large surpluses is not to be permitted, and any balance remaining after making allowance for probable current expenses should be returned to the messes periodically in proportion to their canteen bills.

5. **Prices.**—The prices charged by the tenant, except for fresh provisions, &c., purchased locally, are to be those stated in the approved price list forwarded to the ship by the Director of Navy Contracts at the time the agreement is

made, amended when necessary by any subsequent notifications by the Director of Contracts of alterations thereto. The tenant will have the opportunity of revising his prices quarterly, and during the first week of the last month of each quarter will submit the prices he proposes to charge during the next quarter to the Director of Contracts, who will scrutinise them and communicate to the Captain the approved alterations. The tenant is not at liberty to submit to the Captain any higher prices, nor is he at liberty to charge in the canteen any higher prices than those approved by the Admiralty.

6. Reductions in Prices.—The Captain may require reductions in prices in any instances where he considers that local conditions justify the granting of more favourable terms by the tenant, and will signify his written approval of the prices in accordance with Article 6 of the canteen tenancy agreement.

Special Articles and Local Produce.—The Captain will also approve the prices for all articles sold, which are not included in the price list approved by the Admiralty, *i.e.*, special articles and local market produce obtainable at home and foreign ports and supplied at fair market prices agreed with the Captain periodically for particular ports as necessary. The Captain is to have the proposed prices checked as necessary by the finance and scrutiny committee to ensure only fair market prices being charged.

7. Complaints.—All complaints by individuals as to goods sold by the tenant, whether in respect of quality, weight, price, or any other particular, are to be made to the Petty Officer of the day, and are to be forwarded by him in the usual manner.

8. Payment of Canteen Bills.—The Accountant Officer at the end of each month, after deducting from the messing allowances the amount due from each mess, for provisions taken up on repayment, or for losses, &c., under Article 1754, is to pay their canteen bill as far as possible with the balance. The Captain is to see that any balance remaining due to the canteen is paid by the messes as soon afterwards as possible.

9. Credit.—The tenant is not to be permitted to give credit to individuals, and the private bills of individuals when included in the mess bills are not to be officially recognised as such, but the mess is to be held responsible for all debts contracted in its name.

10. Accommodation for Canteen Stores.—The maximum quantity of stores which a tenant, in ordinary circumstances, is to be allowed to embark, and the maximum amount of stowage to be allotted for the same, is laid down in the official contract. The Captain may, however, at his discretion grant, in exceptional cases, a further reasonable amount of accommodation, if available.

11. Tenant's Money.—The tenant is to be allowed, at his own risk, to deposit (at convenient times) with the Accountant Officer for remittance or safe custody, sums of money which he has received in payment for goods sold in the canteen.

12. Certain Articles forbidden.—In order to avoid duplication of stores on board ship, the tenant is not to be allowed to stock or sell articles forming part of the ship's official supply of stores and available for purchase by the officers and men under Article 1700.

13. Dress of Canteen Staff.—The tenant's staff on board ship are to be dressed neatly and suitably, and in conformity with any instructions on the subject laid down by the Commander-in-Chief or Officer Commanding the squadron.

14. Half-yearly Reports.—In order that a complete record may be established with regard to the various firms on the Admiralty list of canteen contractors, and also that any new developments likely to promote the usefulness of these institutions may be communicated to the Fleet generally, the

Accountant Officer of each ship, establishment, or yacht having a canteen established on board, is to forward half-yearly reports to the Director of Victualling through the Captain with regard to the working of the canteen, stating whether the tenant is giving satisfaction, and indicating briefly the action taken to remedy any complaints that may have occurred, and the results of any inspections and tests of goods, or weights and measures, &c., which may have taken place: these reports are to be rendered so as to reach the Admiralty by the 1st April and 1st October.

857. Ordinary Service System.—In cases in which it is impossible or inadvisable to conduct a canteen on the revised tenant system, a canteen is to be established on the ordinary Service system—*i.e.*, that under which goods are obtained by direct purchase from tradesmen, and the general administration of the canteen is undertaken by a committee—and the Captain is to direct the Accountant Officer to act as business manager, and is to hold him responsible for all purchases, sale prices, custody of cash, and cash transactions in connection with the canteen.

2. In all such cases, however, the circumstances which lead the Captain to consider the establishment of a canteen on the revised tenant system impossible or inadvisable are to be fully reported to the Commander-in-Chief or Officer Commanding the squadron, who is to transmit the report to the Admiralty with an expression of his opinion thereon.

3. Administration.—In all other respects the administration of the canteen is to be assimilated as closely as possible to that laid down for canteens on the revised tenant system. In particular, the practice of paying a discount on the canteen mess bills is not to be permitted, and periodical reports similar to those provided for in Article 856, clause 14, are to be rendered.

4. Shore Establishments and H.M. Yachts.—The canteen systems at present in existence in the Royal Naval Barracks, the training establishments, and other shore establishments, and His Majesty's yachts are, at the option of the Captain, to continue in force, subject to the following modifications:—

- (a) The practice of paying a discount on the canteen mess bills is not to be permitted;
- (b) Periodical reports as provided for in Article 856, clause 14, are to be rendered;
- (c) At those establishments at which a tenant system is in force, a finance and scrutiny committee, composed as laid down in Article 856, clause 1, is to take the place of any previously existing canteen committee.

858. Quarterly Audit.—All accounts in connection with canteens, including all subsidiary funds (*e.g.*, cricket clubs, rifle clubs, &c.) in connection with the general ship's fund, are to be audited quarterly by officers nominated by the Captain, who are to be independent of those serving on the canteen committee, and after each audit a statement of accounts is to be prepared, and, after approval and signature by the Captain, is to be publicly exhibited. At inspections, the accounts are to be submitted for the approval of the inspecting officer.

2. **Quarterly Stocktaking.**—Where a canteen on the Service system is in force, stock is also to be taken on the last day of each quarter by the officers detailed by the Captain to conduct the audit, and the result of the stocktaking is to be included in the statement of accounts.

3. **Loss, &c., of Stores.**—The State is not liable for any loss or damage to canteen stores owing to fire, shipwreck, deterioration, or any other cause.

4. Inspection of Balance.—When the balance of money is inspected in accordance with Article 588, a statement is to be produced by the Accountant Officer showing the amount of ship's fund or canteen money which should be in his possession, and in the case of a ship with a Service canteen, the amount received by him from the public chest during the month for goods sold to the messes. This statement, which is to be signed by the vice-president and another commissioned officer of the canteen committee, is to be forwarded into office with the summary of cash account (form S. 452).

859. Torpedo Craft, &c.—The following regulations are to be observed in torpedo craft and other small vessels which do not possess accommodation or facilities for the establishment of a canteen on board :—

1. Supplies.—The detailed arrangements for the supply of canteen stores to torpedo craft are to remain under the general supervision of the Captains of the depôt ships, who, while adhering generally to the foregoing regulations, should endeavour to develop the system on the lines they consider best suited to the requirements of the individual vessels under their orders.

2. Selected Firm.—Indiscriminate bumboating is not to be permitted. The Captain of the depôt ship may enter into a " Flotilla agreement " with one selected firm to supply the wants of any group of vessels which can be conveniently treated as a separate unit for canteen purposes, or, in cases in which " Flotilla agreements " are not considered desirable, the Commanding Officer of each vessel is to enter into an agreement with one selected firm to supply the wants of that vessel, the selection being subject to the approval of the Captain of the depôt ship.

Approval of Captain (D).—The Commanding Officer of the vessel is to submit the name of the proposed firm to the Captain of the depôt ship for approval, and apply to him at the same time for supply of an approved form of agreement ; the Captain of the depôt ship is to report the name of the selected firm to the Admiralty, as provided in clause 3.

In the case of torpedo craft cruising, a representative of the selected firm may be taken on board (at the firm's expense) to make arrangements for the supply of goods at the ports visited.

3. Form of Agreement.—The agreement with the selected firm is to be in the approved form (C.P. form 230), to be obtained by the Commanding Officer from the Captain of the depôt ship ; and the latter is to inform the Admiralty of his having approved the selection by completing and forwarding to the Director of Navy Contracts the detachable sheet provided with the form for this purpose.

This agreement provides for the payment of a small rent, fixed at 5 per cent. on the turnover (as shown by the receipted mess accounts) which is to be used for the purposes of a flotilla or ship's fund, under such local regulations as may be drawn up by the Captain of the depôt ship. A small committee is to be detailed to deal with the administration of this fund, and is to be guided in its distribution by Article 856, clause 4.

4. Firms allowed to supply.—In ordinary circumstances, no firms other than the selected firm, are to be allowed to supply, or to send representatives on board for the purpose of supplying, canteen goods to messes. In exceptional cases, *e.g.*, when a vessel is making a short stay at a port where her ordinary contractor is unable to make supplies, ordinary bumboating may be permitted, subject to strict supervision, and on the distinct understanding that no discount or gratuities are to be paid to individuals or messes.

5. Information as to Tenants, &c.—Owing to the varying conditions of service, no Admiralty list of contractors for these small vessels is kept, but

the information compiled at the Admiralty with regard to tenants, prices, facilities for supplying ships, &c., is available for the assistance of any officer in making his canteen arrangements, on application to the Admiralty.

6. Arrangements in other Small Vessels.—The arrangements in other small vessels are to conform generally to the above regulations, the entire supervision in such cases remaining in the hands of the Commanding Officer. In vessels in which an Accountant Officer is borne, the canteen mess bills are to be paid by him as laid down in Article 856, clause 8.

7. Half-yearly Reports.—In order that the Admiralty may be kept informed of the working of this system, and may be in a position to revise the above regulations, if necessary, the officers charged with the supervision of the arrangements are to forward half-yearly reports on their working to the Director of Victualling, as laid down in Article 856, clause 14.

8. Loss of Stores.—The directions contained in Article 858, clause 3, apply to canteen stores in torpedo craft and other small vessels.

CHAPTER XXIII.

LEAVE OF ABSENCE.

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SECTION I. OFFICERS.

860. When to be granted.—Leave of absence to officers and men is to be granted or withheld, as the circumstances of the Service may render expedient.

861. Flag Officer or Commodore.—No Flag Officer or Commodore on home service shall strike his flag or broad pendant for the purpose of going on leave of absence without the permission of the Admiralty.

2. Flag Officer at Home.—Whenever a Flag Officer at home proceeds on Admiralty leave, his flag is to be immediately struck, and his command and authority shall thereupon devolve on the officer next in seniority to himself, as provided for by Article 203, or as prescribed for home ports in Article 513, clause 3. See 1384 and 1386 (*Table Money*).

862. Over 48 hours.—No officer shall be absent from his ship longer than 48 hours, nor proceed from the immediate neighbourhood of the port at which his ship may be lying, without receiving the approval of the senior officer present on form S. 539.

863. On Home Stations.—Officers on the home stations are not to be allowed to be absent on leave for more than 42 days in the course of a year without the special sanction of the Admiralty, the year to commence from the date of appointment to a home ship or from the anniversary of such appointment.

864. Home Ports.—The Commander-in-Chief at Sheerness, Chatham, Portsmouth, Plymouth, and the Flag Officer Commanding at Queenstown may, provided the Service will admit of it without inconvenience, grant officers in command of ships present and under his orders, leave of absence not exceeding four days, and to the other officers 42 days.

2. A Flag Officer present, senior to the Officer Commanding for the time being at any of those ports, may grant the same amount of leave to the officers of the ships under his orders, subject to the same provision.

3. At other places in the United Kingdom the Senior Officer in the same circumstances, may grant leave of absence in accordance with such instructions as the Admiralty may from time to time issue.

865. Applications.—All applications for leave, or for extension of leave, are to be made by officers of ships through their Captains.

866. Movements on Leave.—All officers on leave are to keep their Captains informed of their movements in case the exigencies of the Service should require their recall by telegraph or by letter.

867. Leave Abroad.—Officers, whether on the active or retired list, are not to proceed abroad without first obtaining permission from the Admiralty. Officers serving are to apply through their Commanding Officers.

868. Disposable Officers.—Commissioned and subordinate officers borne for disposal in general depôts may be granted leave not exceeding six weeks ; but this leave is not to be granted to Acting Sub-Lieutenants when it will interfere with their examinations.

869. While serving Abroad.—Applications from officers serving abroad for leave of absence to proceed beyond the limits of the station are to be submitted to the Admiralty. The applications are to explain fully the necessities of the case, and, in forwarding them to the Admiralty, the Commander-in-Chief is to state whether he considers the urgency so great as to justify leave being granted.

Should an officer desire it, the application, in sufficient detail, may be forwarded to the Admiralty by telegraph, the cost of the message and of the reply being chargeable to the officer.

At places not in telegraphic communication with England, if the Commander-in-Chief should consider that it is absolutely necessary, he may grant permission to an officer to leave the station on which he is serving ; but all the circumstances of the case are to be reported fully to the Admiralty by letter.

870. On return from Abroad.—All officers below the rank of Flag Officer are, on their return from service on foreign stations, to be allowed leave for the period specified in Article 1398.

871. Ships under Sailing Orders.—No application for leave of absence from the port from any officer or other person belonging to a ship under sailing orders, or about to proceed to sea, will be entertained except in the most urgent circumstances ; and no such leave is to be given at home without the sanction of the Admiralty.

SECTION II. SHIP'S COMPANY.

872. Long Leave.—Ships' companies of all ships on foreign service will be granted leave according to the following scale :—

- (a) Seven days' leave for each completed period of six months' service ;
- (b) Leave for periods of service less than six months to be reckoned at one day for each complete months' service.

The crews of ships on foreign service will receive their accumulated annual leave on paying off at the end of the commission.

2. The crews of vessels of the Third Fleet, and of Harbour Ships and Shore Establishments, will be granted leave on the same scale at such times as may be convenient to the Service.

In the case of seagoing vessels under the orders of the Commanders-in-Chief at the home ports which spend considerable periods away from the port, discretion is given to the Commander-in-Chief to grant not more than seven days' extra long leave in each year in addition to that laid down in the above scale.

3. The crews of seagoing ships in home waters other than vessels of the Third Fleet, and vessels under the orders of the Commanders-in-Chief at the home ports, will be granted 28 days' leave in each year at such periods as the Admiralty shall determine. These periods will usually be at Christmas, Easter, and during refit.

Under this rule are included the Training Squadron and the seagoing training cruisers for Cadets, with the exception of vessels stationed at Gibraltar or employed off the coasts of Africa and North and South America to which clause 1 applies.

4. Leave due to the ships' companies of vessels under the orders of the Commander-in-Chief, Home Fleets, the Commanders-in-Chief at the home ports, the Rear-Admiral Commanding the Training Squadron, and the Admiral Commanding Coast Guard and Reserves, should be taken before the vessel pays off. Leave on paying off will only be granted to the ships' companies of such vessels in special circumstances, which should be represented to the Admiralty at least a month before the ship is expected to pay off.

5. Proposals for giving long leave to vessels referred to in clause 3 are to be submitted for Admiralty approval, with the exception of leave which may be granted while a vessel is under refit.

6. Long leave to ships' companies of boys' training establishments is to be governed by the Training Service Regulations.

873. Non-C.S. Men paying off.—Non-continuous service petty officers and men belonging to ships about to be paid off, if they wish to remain in the Service with a fresh entry, and are accepted, will be allowed long leave, with the advantage of continuing pay and time; but if they do not return at the expiration of their leave they will be discharged from the books of the ship in which they are borne, and forfeit their claim to pay and time from the date of being paid off. See 358, clause 8 (*Full Pay Leave of Officers' Stewards and Cooks*).

2. **Men re-engaging.**—One month should be granted to men re-engaging at the home ports after completing time for pension, and 14 days to men re-engaging after completing first continuous service engagement, if no inconvenience to the Service is caused thereby.

874. Classification for Leave.—The classification for leave of the ship's company is provided for in Articles 785 to 790.

2. **General Holidays.**—The following days are to be observed as far as possible as general holidays by ships in home waters:—

The day set apart for the celebration of the birth of the Sovereign.

First Monday in August.

Whit Monday.

3. **Short Leave in Shore Establishments, &c.**—(a) In shore establishments and harbour ships, leave to men in the first class for leave should be arranged on the principle of giving them the maximum amount of short leave which can be granted without the ship or establishment suffering in efficiency. This leave may be arranged by sections, watches, and parts of watches, or by retaining a duty party, but chief petty officers are to be granted leave whenever the Service admits of it, irrespective of watch. Attention is directed to the necessity of retaining sufficient petty officers for the efficient supervision of men not granted leave.

(b) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but never less frequently than once a month if the Service admits.

Men should be encouraged to return on board at night, and every facility given them for so doing.

As far as possible, the arrangements for all the large establishments in the same port should be similar.

4. **Ships at exposed Anchorages.**—In the case of vessels lying at exposed anchorages within the limits of the home ports, leave is to be given to one watch only at a time. The above scale is to be applied so far as is possible consistently with the observance of this precaution. Fully-manned vessels inside the home ports may be allowed to give leave to more than 50 per cent. of their complement at one time, but sufficient men are to be retained for the

efficiency and safety of the vessels. As regards vessels with less than a full complement, when they are in the stream, at moorings, or at their own anchors, the general rule should be that 50 per cent. of the reduced complement should be on board at night.

5. **Tenders and Auxiliaries.**—Commanding Officers of tenders and auxiliaries to ships and establishments are to make arrangements conforming with the above rules for leave as far as possible.

6. **Boys' Training Establishments.**—Ratings in boys' training establishments when in the second class for leave are to receive leave in accordance with the above regulations.

Ratings in the boys' training establishments when in the first class for leave are to receive leave as laid down in the Training Service Regulations.

7. The time of going on and returning from week-end leave to be arranged at the discretion of the Commander-in-Chief to suit circumstances (railway facilities, &c.) at each port, but as a general rule leave should not commence before noon on Saturday, and should expire on Monday morning. *See 876 (Young men and boys).*

875. Short Leave, except at Home Ports.—In all cases, other than those dealt with in Articles 874 and 876, the scale of short leave will be as follows:—

- (a) Chief petty officers are to be granted leave whenever the Service admits of it.
- (b) Ratings in the first class for leave are to be allowed leave to the fullest extent possible, when such leave can properly be given and the Service admits of it.
- (c) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but at least once a month if the Service admits.

2. **Foreign Stations.**—Commanders-in-Chief will give such orders relative to leave on their respective stations as the climate or local circumstances may make expedient.

3. **Permission of Senior Officer.**—Captains of ships in company are not to grant leave without previous communication with the senior officer present, in order that, so far as possible, the same leave may be given to the different ships' companies.

876. Young men of the seaman and stoker classes, except in special circumstances, are not to be allowed all-night leave until they become Able Seamen, Stokers First Class, or reach the age of 20. The application of this rule to ratings of other classes under the age of 20 is at the discretion of the Captain.

2. In barracks, &c., ships alongside dockyards or in enclosed harbours where it is easy to bring men off at night, these young men are to be granted leave whenever it is given to men in their class for leave, but they are not to be allowed to sleep ashore, except when visiting parents or other relatives, or in other special circumstances.

3. In other places where there may be a doubt as to the advisability of sending for them at night, they are to return to their ships in time for supper, and in these circumstances they are, when possible, to be allowed to land on two afternoons a week at 1.30 p.m. The Captain may, however, make an exception to this rule when he is satisfied that night leave is required for the purpose of staying with parents or other relatives, or in other special circumstances.

4. **Boys** are frequently to be allowed leave at such ports as are considered suitable for the purpose, but they are not to be allowed to sleep out of the

ship except in special cases with the Captain's permission. They should, as a rule, return from leave in time for supper.

877. Short Leave Book.—All leave not exceeding 48 hours granted to petty officers, seamen, marines, and boys is to be recorded in the short leave book (form S. 247). Separate short leave books are to be kept for seamen and for marines.

When a man does not return at the expiration of his short leave, he is to be immediately checked if his absence should occur before noon, and his name is to be entered in the gangway check book kept by the Master-at-Arms, or by the senior non-commissioned officer. See 1684 (*Victualling and Check Book*).

The books are to be sent to the ship's office whenever required; when filled, they are to be lodged in that office for safe custody, and they are to be destroyed on paying off.

Long Leave.—All leave exceeding 48 hours is to be recorded in the gangway check book (form S. 258).

Further instructions relative to the record of leave which are printed in the short leave book are to be complied with.

2. Leave Tickets.—At the home stations and in British possessions abroad, all petty officers, seamen, marines, and boys, proceeding on leave exceeding 48 hours, are to be furnished with leave tickets (form S. 248).

Tickets may also be given, if considered desirable, in cases of men proceeding on leave not exceeding 48 hours.

The counterfoils of the tickets are to be initialled by the Executive Officer and Marine Officer respectively, when they sign the tickets, and are to be sent to the ship's office whenever required by the Accountant Officer, for the purpose of examination or check. Erasures are not to be made in the tickets nor in the counterfoils, nor are any counterfoils to be removed.

When the book is finished the counterfoils are to be sent to the ship's office for safe custody; and they are to be sent to the Accountant-General on paying off, unless called for at an earlier date.

878. Limits of Leave.—Men are never to be granted more than four days' leave at any one time without the permission of the senior officer present; nor are they to be allowed to be absent from the port in such numbers as to interfere with the efficiency of their ships in the event of their being suddenly called upon for service, without the sanction of the Admiralty, or, abroad, of the Commander-in-Chief.

"Blue Peter."—Whenever the "Blue Peter" is hoisted in any ship, it is to be understood as recalling all persons belonging to her who may be on leave, and they are immediately to return to the ship.

879. Leave after paying off.—Men and boys proceeding on paying-off leave are to be warned that they are to return to their own ships, or to the general depôts of their own port division, and that they are not at liberty to return to any other port. If, at the expiration of their leave, they should be without means to enable them to return to their proper ships they may repair to the nearest of His Majesty's ships, recruiting, or Coast Guard stations; but in that case they will forthwith be forwarded to the ship to which they properly belong, and the cost of forwarding them is to be charged against their wages. They are also to be informed that no magistrate nor other civil authority has power to extend leave; and that if they fall ill and are thereby prevented from returning when their leave has expired, they should forward medical certificates weekly to their ships or to their general depôt.

2. **Travelling Warrants for return.**—Officers who issue travelling warrants to men on leave, to enable them to return to their ships, are to give immediate notice thereof to their Captains, in order that the cost of the warrants may be duly charged in the ledger.

3. **Loss of Liberty Ticket.**—Cases having occurred of men improperly obtaining travelling warrants, the following rules are to be made generally known among the men serving on board His Majesty's ships :—

- (a) If he should lose his liberty ticket, he must apply for a warrant in sufficient time for inquiry as to the facts of his case. If in London, he must apply to the Accountant-General's Department, Admiralty, before 4 p.m.
- (b) In no circumstances will a man be granted a warrant unless he applies personally in uniform.

380. **Medical Attendance on Leave.**—If any man or boy should be taken ill whilst on leave, he is without delay to report the fact, or cause it to be reported to the Captain of his ship, or, if near any other of His Majesty's ships, or a Coast Guard station, to the Commanding Officer of such ship or station. If the naval officer who receives the report is not the man's Commanding Officer, he will at once inform the Captain of the ship to which the man belongs or the Commodore of his division.

2. If the patient's home should be near a port at which one of His Majesty's ships is stationed, or near a Coast Guard station, the naval officer who receives the report will make arrangements for him to be visited by a naval Medical Officer or a Surgeon and Agent, in order that his sickness may be fully reported upon with a view to ascertaining whether he is fit to travel. If so he is to be sent at once either to his ship, or to a naval hospital, as the nature of his illness may require. If he is not fit to travel, his home, when offering the necessary facilities for treatment, is to be regarded as sick quarters, and he is to be treated as a naval patient, either under the King's Regulations or the Sick Quarters' Regulations, as the particular case may require.

3. The Surgeon and Agent in charge of a patient is instructed to send at the end of 14 days, and fortnightly thereafter, a report on the case to the man's Captain. If the man belongs to a ship under orders for a foreign station, this report is to be sent to the Captain of the man's depôt who will, if necessary, forward it to the ship. As soon as a patient requiring hospital treatment is fit to travel he will be discharged to the nearest naval hospital, accompanied by a certificate (form M. 212), a copy of which will be forwarded by the Surgeon and Agent to the Captain of the man's ship or the Commodore of the depôt as necessary. A man who does not require hospital treatment will be sent, as soon as he is fit to travel, to his ship, or, if the vessel is not in or near port, to the nearest Coast Guard station, a copy of form M. 212 reporting his discharge being sent to the Captain of his ship.

4. If the patient is unfit to travel and his residence is not near a ship or Coast Guard station, the Captain of the ship to which he belongs is to require him to furnish a certificate from a duly qualified medical practitioner specifying the nature of the illness, and stating explicitly that the man is unfit to travel. A similar certificate is to be furnished weekly until the man is fit to travel (not necessarily fit for duty) or is removed to a naval hospital or invalidated. Upon receipt of the certificates the man may be granted, with Admiralty approval, a sick allowance of 2s. a day, for a period not exceeding one or other of the periods specified in clauses 5 and 6. This allowance is to cover board, lodging, and medical attendance; and it is to be distinctly understood that the Admiralty will not pay the bills of any private practitioner whom the patient, or his relations, may have called in. The allowance is not to be paid

without previous reference to the Accountant-General of the Navy, but the Captain, if he thinks fit (particularly in cases of prolonged sickness), may apply for authority to pay the allowance weekly from the ship, such allowance being granted for the purpose of ensuring that the patient is properly cared for, with a view to his speedy cure and return to his ship. The medical certificates should accompany all applications for payment of the allowance.

5. A continuous service man or boy, or a marine borne on the books of one of His Majesty's ships, may be granted the allowance either until pronounced fit for return to his ship, or for removal to hospital, or until he is invalided; provided that in no case is payment made for more than 91 days without the express sanction of the Admiralty.

6. A non-continuous service man will not be granted the allowance for more than 30 days, except when specially authorised by the Admiralty.

7. If the officer receiving the report of illness should not be the Captain of the ship to which the man or boy belongs, he is to keep such Captain fully informed of any action that may be taken in the case, and of the patient's progress, and ultimate recovery or otherwise.

8. A special report on the illness of any man or boy sick on shore is to be made by the Medical Officer of the ship, through his Commanding Officer, to the Medical Director-General as soon as the man or boy completes the period of sickness for which full pay is allowed under Article 1425, or earlier if the sickness is of such a nature that it is improbable that the patient will again be fit for general service. The Medical Director-General will arrange, if desirable, that a survey shall be held on the man or boy at his own home by a naval or private practitioner, so that, when necessary, the patient may be invalided without delay.

When a man or boy is invalided as the result of the survey, the Commanding Officer of the ship in which he is borne will be so informed by the Medical Director-General, and the Commanding Officer is to cause the man or boy to be acquainted of the fact as soon as practicable.

9. On the return to his ship of a man or boy, who whilst absent on leave has been treated by a Surgeon and Agent, it should be ascertained whether he has received any money to enable him to rejoin his ship, and such advance should be charged against him in the usual way.

881. Involuntary Absence without Leave.—If it should be proved to the satisfaction of the Captain that the absence of a man or boy without leave has not been owing to any misconduct or fault of his own, but to circumstances that made it impossible for him to return at the appointed time, he is not to be considered as a defaulter, nor punished for his involuntary absence. See 806, clause 3 (*Removal of R.Q.*).

CHAPTER XXIV.

GUNNERY AND TORPEDO.

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SECTION I. CAPTAIN—GENERAL DUTIES.

882. Manuals of Instruction.—In addition to the instructions contained herein, officers are to be guided, in the use and management of the armament, by the directions given in the manuals of instruction which are furnished for their information and guidance, and will conform in every particular to the system of teaching laid down therein.

2. Gunnery Drill Book.—Each officer of the Military Branch is also to supply himself with a copy of the latest edition of the gunnery drill book.

883. Expenditure of Ammunition.—The expenditure of the authorised allowance of ammunition being the most important exercise during the quarter, too much stress cannot be laid on the care with which it should be carried out, both for purposes of instruction, manœuvring the ship, and accuracy of fire. On no account, therefore, should it be hurried through, and if through stress of weather or other causes it is undesirable to continue the practice, it should be deferred to another opportunity.

884. Firing on Shore or in Foreign Port.—Before practising at an object on shore, he is to obtain the concurrence of any resident authorities; and before firing in a foreign port or in its vicinity, he is to ascertain that he would not in so doing infringe any local regulations, or afford cause of complaint to the authorities or inhabitants.

885. Gun Drill, Marines.—The Captain will take care that proper opportunity is afforded for every marine in the detachment, artillery as well as infantry, to be exercised at gun drill at other times than at general quarters, at least twice a month.

886. G. and T. Officers' and Ratings' Drills.—He will take care that the Gunnery and Torpedo Officers, Gunner's Mates and Torpedo Gunner's Mates are not employed on duties which would cause interference with drills, unless it is absolutely necessary for those duties to be carried out.

887. Gunnery and Torpedo Logs.—He will cause the Gunnery and Torpedo Lieutenants, or, if none are borne, the Gunner and Torpedo Gunner, or, if there are none, the Gunner's Mates and Torpedo Gunner's Mates to keep the gunnery and torpedo logs (forms S. 286 and S. 304a and 304b respectively). These books are to be produced at inspections; and when the ship is paid off they are to be forwarded to the Captains of the "Excellent" and "Vernon."

888. Repair of Machinery.—The Captain will be responsible that the necessary engine-room ratings are told off as may be required to assist the Gunnery and Torpedo Officers in the care of the machinery under their charge. The Engine-Room Artificers told off to the Gunnery and Torpedo Lieutenants

are to be at the service of the Engineer Officer for executing repairs to hydraulic pumping engines and air compressors.

2. The gunnery and torpedo staffs are not required to carry out large mechanical repairs, and the Captain will be responsible that the Engineer Officer carries out such repairs expeditiously with the engineering staff when duly requisitioned. (See Article 947.)

3. **Torpedo Officer's Duties.**—In ships carrying neither Torpedo Lieutenant nor Torpedo Gunner and to which no Lieutenant (T*) has been appointed, the Captain is to nominate the fittest person to perform the duties of Torpedo Officer, from officers who have gone through a short course or Sub-Lieutenant's course in the torpedo school.

4. **Searchlights.**—It should be remembered that the frequent exercise of searchlights at moving objects is most necessary.

889. Torpedoes and Torpedo Stores.—He is frequently to satisfy himself that the rules laid down in the Torpedo Manual for the maintenance in proper order of the stores supplied for torpedo service, as well as of the torpedoes themselves, are strictly adhered to, and that the officers and men having special duties in connection with torpedoes are thoroughly conversant with those duties.

2. He will clearly understand and will cause to be clearly understood that no risk whatever to the ship is to be incurred in carrying out Whitehead torpedo practice.

Provided this condition is satisfied, he will, when possible, select a place for the practice where the depth of water is not more than 20 fathoms; but if this is impossible, the practice may take place in the open sea under the conditions laid down in Vol. III., Torpedo Manual, namely, fine weather is to be chosen and every precaution taken to prevent loss of, or damage to, torpedoes when being picked up.

3. Liability to loss will be diminished by his selecting a range which permits of torpedoes being discharged towards shallower water.

4. He will be careful not to give cause of offence by running torpedoes in the waters of any foreign nation without first asking permission where authorities of that nation exist.

890. Inspection of Ordnance Stores on Receipt.—On receiving the naval ordnance stores, he is to cause the guns and their carriages, the rifles, cutlasses, and other weapons to be carefully examined, and to inform the local Naval Ordnance Officer, through the Commander-in-Chief or Senior Officer, of such as are defective or not fit for service, that they may be exchanged; but if there shall be any indication of neglect, he is to report it to the Senior Officer, who, if necessary, will represent it to the Admiralty.

2. **Spare Gear.**—All spare gear, in the Gunner's and Torpedo Gunner's charge, is to be tried in position before the ship leaves port on commissioning. This is to be done, so far as possible, while the ship is under dockyard control, and on commissioning the Gunner and Torpedo Gunner are to make statements to the Captain in writing, showing how far this has been done. Any defective gear is to be returned and reported upon.

891. Projectiles.—He will take care that the colour and marking of projectiles are retained as issued; and that they are kept free from dirt or paint.

892. Gun Mountings.—The gun mountings and torpedo fittings are to be frequently and carefully examined by the officers of the quarters, and the result reported. If any necessary repairs cannot be carried out

by the Armourers, they are to be undertaken by the Engine Department, under the superintendence of the Engineer Officer; if, however, the assistance of the Naval Ordnance Department cannot be dispensed with, application for the necessary work to be done is to be made to that department through the Commander-in-Chief or senior officer present.

2. The whole of the working parts of the mountings are to be kept in a state of thorough efficiency. No working part, bearing, or screw-thread is ever to be bright polished, and all such parts as are supplied bright are to be kept clean by the careful use of oil only. If required to remain for a time without being cleaned, such parts are to be coated with white lead and tallow as usual.

3. In order to maintain in an efficient condition the ball bearings in connection with transferable and non-transferable gun mountings, transferable gun mountings are to be examined within one month of the ship being commissioned and subsequently at intervals of three months. The examination of these gun mountings should include the cleaning and oiling of the balls and bearings of the pedestal where so fitted. Non-transferable, including 6-inch (twin), mountings are to be examined as indicated in the Hydraulic Manual and the 6-inch Twin Handbook respectively.

4. The mountings are to be lifted every six months or oftener, by the hydraulic jacks, chocked up, and the under and interior surfaces thoroughly cleansed, all rust being removed by scraping, as the process of corrosion is not stayed by painting over rusty surfaces; wherever the steel is exposed, it is to be repainted with anti-corrosive paint.

5. The Gunnery Officer and the Engineer Officer are to examine every six months the whole of the carriages, the guns, if necessary, being dismantled for the purpose, and the Torpedo Officer and the Engineer Officer, the torpedo tubes and their various parts. The result, duly signed by them, is to be noted in the annual gunnery and torpedo reports respectively. The gun mountings of torpedo boat destroyers in commission are, however, to be examined every three months, except as regards destroyers carrying 4-inch guns on P. III. mountings.

In the case of torpedo boat destroyers carrying 4-inch guns on P. III. mountings, these guns are to be dismantled every six months. The dismantling is to take place at a dockyard as convenient, the labour required being supplied by the ship's staff and the necessary appliances furnished by the dockyard.

6. **Hydraulic Jacks.**—The Gunnery Officer is responsible for the efficiency of the hydraulic jacks; they are to be examined and reported on periodically in the same manner as the gun mountings.

7. (a) The recoil and run-in-and-out cylinders of all mountings are to be examined every six months, but the first examination is to take place within three months of commissioning or recommissioning.

(b) The recoil valves of 13·5-inch and by-pass valves in run-in-and-out rams of later mountings are to be tested for lift and for watertightness once in three months.

(c) Tests for acidity of liquid in recoil cylinders of all mountings are to be made in the following manner, viz. :—

The liquid in the recoil cylinders is to be tested by litmus paper once every month, and if any signs of acidity are shown the liquid should be replaced by new, the cylinders being thoroughly cleaned out before refilling. If the test should show strong acidity, then the recoil cylinder, piston rod, &c., should be completely examined. Reports of such examinations

should be inserted in the annual gunnery report. If any corrosion of the parts is noted, it should be reported to the Admiralty.

893. Divers.—The regulations for the qualification and re-qualification of Divers and Artificer Divers are laid down in the “Courses of Instruction in Gunnery.”

2. Superintendence of Diving Party.—The Gunner, or in his absence the Torpedo Gunner, is always to be in charge of the diving party, and the operations are to be carried out under the direction of either the Gunnery Lieutenant or the Torpedo Lieutenant, except in ships not bearing all or any of the above-mentioned officers, when the place of the Gunner in charge of the diving party may be taken by another specially selected warrant or chief petty officer, and the duty of superintending the diving party by some other commissioned officer.

3. When diving operations are being carried on, all the Divers and Artificer Divers on board are to attend, if possible.

4. Practice in Diving.—At least once a month, and oftener if favourable opportunities offer, all Divers and Artificer Divers, both in seagoing and harbour ships, are to put on the dress and exercise under water, and each man should be given a definite task to accomplish.

At least once a quarter practice is to be carried out, if practicable, in depths of 12 fathoms at least when using a two-cylinder pump. When using one single-cylinder pump the exercise is to be carried out in a depth approaching to, but not exceeding, $5\frac{1}{2}$ fathoms. When two or more ships having pumps of this description are in company, two pumps are to be coupled together by means of the four-way junction piece, and the exercise carried out in a depth of 12 fathoms.

5. The Diver and his attendant will be paid for the practice in diving as laid down in Article 1468. If the Diver should be at any time unwilling to dive he may be deprived of his Diver rating and retaining pay for the current quarter. Divers and Artificer Divers are to be encouraged to avail themselves of other opportunities than the periodical exercises to practise diving and increase their efficiency as regards depth and working in a sea-way. *For scale of remuneration and rules governing it, see 1468.*

6. The Gunnery Officer, assisted by the Divers, is once a quarter to inspect all the diving apparatus, reporting the condition in which it is found in the annual gunnery report.

7. All Divers are to be examined by the medical officer of the ship in which they may be serving once in each year, to ascertain that they are physically capable of working under water; if found unfit, they will cease to hold the rating. They are also, in all cases, to be medically examined daily, immediately before they may be required to exercise or work under water, and their physical fitness for such duty is to be reported to the Captain, and recorded in the gunnery returns.

8. It is to be stated in the annual gunnery reports of every ship carrying a Diver, whether all the rules in this Article have been complied with, and, if not, reasons for non-compliance are to be stated.

9. In view of the fact that diving in great depths, such as 21 to 25 fathoms, requires men of great practice and of ability to sustain the consequent pressure, all officers concerned are to satisfy themselves that the depth of water in which men may be ordered to dive does not exceed 25 fathoms, which is the greatest depth that should be allowed, unless in very exceptional circumstances. In such cases the approval of the Senior Officer should be obtained.

All diving operations at depths approaching the above are invariably to come under the notice of the Senior Officer present.

894. Examination of Explosives.—At least once every four years all explosives, including filled shells, on board His Majesty's ships in commission, whether with full or with nucleus crews, are to be landed and examined at a naval ordnance depôt. The four years are to be reckoned from the date when the outfit of explosives was supplied, or from the date when the outfit was last examined at a naval ordnance depôt, as the case may be.

2. Reckoning from the same dates, a portion of the explosives, viz. :—

- (a) All that are defective ;
- (b) All in packages that have been opened (not including cartridges in airtight lockers) ;
- (c) All vent-sealing tubes ;
- (d) All loose electric primers supplied for use with Service ammunition ;
- (e) All loose fuzes ;
- (f) Not less than 10 per cent. of the Q.F. cartridges ;
- (g) All gun-cotton wet charges torpedo (warheads) ;

are, as a general rule, to be landed at the end of two years and examined at a naval ordnance depôt. Should this examination indicate that any of the explosives remaining on board are likely to be in a bad condition, such further quantities as the Senior Officer may direct are to be landed and examined.

3. Further instructions for the landing and examination of explosives will be found in Vol. I., Gunnery Manual, 1907.

895. Gunnery Defects, &c.—The Captain will report to the Commander-in-Chief, for the information of the Admiralty, any accident that may happen with ordnance, machine guns, mountings, small-arms, or projectiles, stating the charge used, and also the supposed cause of the accident. Failures or defects in ammunition, projectiles, or other naval ordnance stores are also to be reported.

The particulars of accidents and of failures or defects in ammunition are also to be inserted in the annual gunnery reports (form S. 285).

2. Guns, Ammunition, &c., description of.—In any report referring to guns or mountings, the correct nomenclature is always to be used in describing details, and the numbers and distinguishing marks are to be given in full. In describing ammunition, correct copies of all stencilling, labels, and marks on boxes, cartridges, small-arm ammunition, fuzes, primers, shell, &c., are invariably to be included, and, if possible, it should be stated when the ammunition was received and where from.

When "operation papers" are supplied with the stores found defective, as, for instance, in the case of gun-tubes or detonators, they are always to accompany the report.

3. Serious Defects, &c., in Guns.—Should a serious accident happen to any part of a gun or mounting, or should any material defect be discovered therein, the gun and its mounting are to be left as nearly as possible in the condition in which they were found immediately after the accident occurred, or the defect was discovered, pending an investigation which is at once to be held as to the cause of the accident or defect.

A full special report of the investigation, accompanied by sketches or impressions of the injured parts, is to be transmitted to the Commander-in-Chief, for the information of the Admiralty, without delay.

Mention of the circumstance of such special report is to be made in the annual returns of ordnance.

4. In the case of ordnance, a note is to be made in the memorandum of examination of any accident or exceptional occurrence, and the round at which it happened.

5. Torpedo Accidents and Defects.—Accidents to torpedo carriages or tubes are to be dealt with as laid down above for gun mountings.

The method of procedure in the case of Whitehead torpedoes is laid down in Torpedo Manual, Vol. III.

Full particulars of these accidents should be inserted in the annual torpedo reports, as also all failures, with electric tubes, primers, &c.

896. Explosives on Docking, &c.—The Captain is to take care to observe the following instructions as regards the retention and removal of explosives, *i.e.*, powder, shell, wet gun-cotton, Whitehead pistols and warheads, and E.C mines, in the case of ships going alongside a dockyard wharf, or into a basin or dock.

2. Explosives need not be removed from ships in commission when coming into harbour or placed in basins or docks for limited periods for repairs. Discretion as to their removal is left to the Commander-in-Chief.

3. In case of a ship being damaged and requiring to be immediately docked, special arrangements are to be made for the discharge of explosives.

4. Locking of Magazines.—When a ship is about to be docked, the Admiral Superintendent of the dockyard will send an officer representing him on board, who, in concert with the officers of the ship, and under the directions of the Captain, will visit the magazines and shell rooms, and, having ascertained that everything is in proper order, will cause the magazines and shell rooms to be locked, and will take the keys, enclosed in a small canvas bag, bearing the name of the ship clearly marked on the label, to the office of the Inspector of Police at the dockyard gate nearest to the dock in which the ship is to be placed.

5. Custody of Keys.—The Inspector of Police will keep the keys in a glass case, the key of which is to be in his personal possession, or in that of the Sergeant-in-charge. In the event of there being a necessity for opening a magazine or shell room, the Commanding Officer of the ship will send an officer to the office of the Inspector of Police for the keys, stating on paper for what purpose and for how long they will be required. The Inspector of Police will then ask by telephone the Superintendent's permission to issue the keys, and on receiving it will hand over the keys accordingly. To save time the application may also be made by the Commanding Officer of the ship direct to the Superintendent by telephone. When the magazines are closed (which should be as soon as practicable), the keys are to be at once returned to the office of the Inspector of Police at the gate, with the formalities referred to in clause 4, not later than 5 p.m., unless special authority be granted. If the keys are again required, the same procedure is to be followed daily, or on every separate occasion.

6. Flooding Appliances.—The Admiral Superintendent will take the necessary steps to have the dockyard hydrants and hoses kept constantly ready to flood the magazines if necessary, and, so far as practicable, to have everything ready to run water into the docks for the use of the ship in case of fire on board.

7. Fire Stations.—Every ship is to go to fire stations daily, at the usual time of evening quarters, and care is to be taken to ascertain that everything is in readiness for extinguishing fire, and that, in the absence of a portion of the crew on leave, or from any other cause, the men remaining on board are properly acquainted with and capable of performing all the duties appertaining to such an emergency.

8. Smoking.—On all occasions of receiving or discharging explosives, smoking is prohibited while work is going on. When work is not going on, *i.e.*, at meal-times, smoking may be permitted, but not in the vicinity of the

ammunition. All fires, except those in boiler furnaces, galleys, sick-bay, officers' cabins, and mess places, are to be extinguished. See 1109 (*Foreign Ships at British Ports*).

9. **Removal of Explosives.**—When explosives are being discharged from, or received on board a ship, with her fires lighted, every necessary precaution is to be taken.

897. **Returned Shell.**—Whenever shell is returned from a ship, the Captain is immediately to send a written report to the Commander-in-Chief or senior officer present that all filled shell have been returned properly marked; and the master of the lighter is to be furnished with the particulars of all shell returned.

2. Except in the case of torpedo boats, a similar report is to be sent in, stating that ammunition belts of machine guns have been returned empty. In the case of torpedo boats, filled ammunition belts are to be issued packed in special boxes, a similar procedure being observed in returning.

3. Both filled and empty shell are always to be handled and stowed with much care and caution, under the direction of an officer.

898. **Loss of Torpedoes.**—In the event of a torpedo being lost during practice its approximate position should be at once marked by a buoy, and fixed by cross bearings.

2. Every exertion by sweeping and diving, if practicable, should be made by the crew of the ship from which the torpedo has been lost, and a thorough search made on the surface of the water in the vicinity.

3. If circumstances permit, these efforts should be continued for at least a week.

4. On the home stations the officers in charge of Coast Guard stations in the neighbourhood are to be at once communicated with direct, in order that a look-out for the missing torpedo may be kept by the Coast Guard.

5. **Rewards.**—If not found the same day a reward of 5*l.* is to be offered for its recovery; or a larger reward, not exceeding 10*l.*, may be offered, at the discretion of the Commander-in-Chief, where the circumstances connected with the search appear to involve much difficulty or trouble.

6. No greater reward than 10*l.* is to be offered without special reference to their Lordships, except on foreign stations where no such reference is possible within a reasonable time, and then no larger sum than 20*l.* is to be offered.

7. **Report of Loss.**—Form S. 307 is to be filled up and forwarded with a letter reporting the loss, if not found the same day.

8. **Court of Inquiry.**—A full and independent inquiry into the circumstances attending the loss is to be held under the orders of the Commander-in-Chief, or senior officer present, and the result of this inquiry forwarded to the Admiralty together with form S. 307.

9. **Payment of Claims.**—The payment of an award in connection with the recovery of a torpedo in home waters is not to be made by the ship concerned, but the claims are to be referred for verification to the officer in charge of the Coast Guard station nearest the place where the torpedo is landed. Payment will then be made by the District Paymaster of Coast Guard.

10. No one in His Majesty's Naval Service is to be considered as entitled to any reward for finding a torpedo, such work being deemed merely a portion of their ordinary duty.

899. **Whitehead Torpedoes.**—The general instructions for the care, management, repair, &c., of Whitehead torpedoes will be found in Vol. III. of the Torpedo Manual, and are to be strictly adhered to.

SECTION II. GUNNERY OFFICER—DUTIES OF.

900. General Duties.—The Gunnery Lieutenant is to have charge of and be responsible for all guns, gun mountings, and machinery in connection with them, including firing gear and night sights, except when the machinery referred to is a steam, oil, or gas engine. Under the Captain he is to—

- (a) Take care that the guns and mountings and the small-arms are kept efficient and clean, calling the attention of the Engineer or Torpedo Officer to any defects in the parts for which these officers are severally responsible; but the Gunner is responsible for the charge of these articles as well as for the ammunition and other articles of store;
 - (b) Be responsible for the care and maintenance in an efficient condition of the diving apparatus. See **893** (*Divers, Rules as to*);
 - (c) Prepare and complete the quarter bill. See **612** (*Watch and Quarter Station and Fire Bills*);
 - (d) Have charge of the instruction and training in gunnery of officers and men;
 - (e) Direct the work of the Armourers;
 - (f) Inspect all cartridges prepared for blank firing and saluting, and satisfy himself that they are fit for service.
2. He will take care—
- (a) That the sights are always correct for the various guns;
 - (b) That the range-finders are properly fitted and maintained in correct adjustment;
 - (c) That the spare stores likely to be required in action are conveniently stowed near the guns, and that their places of stowage and of all other spare parts are known to the officers of the quarters;
 - (d) That the magazines and shell-rooms are properly stowed and kept clean and dry, and that the ventilating and flooding and lighting arrangements are effective;
 - (e) That the means of supply of ammunition generally are kept efficient;
 - (f) That the boats are properly fitted to receive their armament, and that the stores for arming them are kept ready for use.

3. Training of Officers and Men.—In the instruction and training of officers and men, he is to carry out the directions laid down in the Gunnery Manual, and strictly adhere to the systems of drill laid down in the drill books.

He is to assist the officers of quarters in making themselves acquainted with everything connected with their quarters, and he is to attend all divisional drills.

The instruction of all subordinate officers, laid down in Article **328** and **561**, and in Appendix X., Part I., is to be such as to prepare them for examination in the subjects laid down in Appendix X., Part II., par. 13 (c).

In the gunnery training of men he is to follow the courses of instruction and firing laid down in the Gunnery Manual and Courses of Instruction in Gunnery.

4. Quarter Bill.—In preparing and keeping complete the quarter bill, he is not to deviate from the instructions contained in the Gunnery Manual, unless specially ordered.

5. Torpedoes and Torpedo Stores.—When no Torpedo Lieutenant or Torpedo warrant officer is borne, he will have special charge of the torpedoes, and superintend torpedo duties generally, and he will be responsible for the efficient state of all electrical as well as torpedo stores on board.

6. If any repairs required in the Gunnery Department necessitate the use of the main workshop machines, the Gunnery Officer is to requisition

the Engineer Officer, who, after consultation with the officer in charge of the machinery, is to direct and carry out the necessary work. Similarly, if any machinery in the charge of the Gunnery Officer fails electrically, the torpedo staff is to be requisitioned to repair it.

7. Relief of Gunnery Officer.—When the Gunnery Lieutenant of a ship is about to be relieved, the Captain is to request the Senior Officer to detail a Gunnery Lieutenant from some other ship to examine the machinery and appliances for which the officer to be relieved is responsible, and, in conjunction with the Gunnery Lieutenant about to take charge, to make a report on their condition to the Captain of the ship.

The examination is to be carried out in a thorough manner, and a report rendered to the Admiralty on form S. 1154, which is to be signed by the surveying officer and also the officer taking charge. The date when the officer taking charge joined the ship is also to be given.

The report is to show the actual condition of the several parts of the gun machinery, and is to be forwarded when the necessary surveys of the machinery required to make the report of value have been carried out.

8. As much of the machinery as possible is to be opened out and examined at the time of the relief of the Gunnery Officer, and the remainder as soon afterwards as the service on which the ship is engaged will permit. For the latter examination the report of the officer taking charge is sufficient, provided the condition of the machinery is satisfactory. A surveying officer is, however, to be called in where the condition is defective, or unsatisfactory.

In all cases the details are to be verified in col. II. on form S. 1154 by the officer or officers making the examination, particulars being also reported in the quarterly register of gun machinery (form S. 1151) in the space provided, viz., "Special remarks by the Officer in Charge."

If the service on which the ship is employed does not admit of the examination being made within three months of the date on which the new Gunnery Officer joined, an interim report is to be rendered showing to what extent the survey has been carried out.

It is also to be noted that the working of the gun machinery under pressure does not constitute an "examination" for the purposes of the report on form S. 1154.

The report is to be submitted to the Admiralty through the Commander-in-Chief.

SECTION III. TORPEDO OFFICER—DUTIES OF.

901. General Duties.—The Torpedo Lieutenant, or, in his absence, the Torpedo Gunner or Torpedo Boatswain, is to be regarded as the electrical expert, and is to be responsible for the electrical efficiency of the ship. Under the Captain's directions he may be empowered to inspect any of the electrical fittings or machinery of the ship, and report to the Captain on their efficiency.

2. Instruction of Midshipmen.—He is to carry out the instruction of Midshipmen as laid down in Article 328 and 561, and in Appendix X., Part I., so as to prepare them for examination in the subjects laid down in Appendix X., Part II., par. 13 (*d*).

3. He is to have charge of and be responsible for all torpedoes, torpedo tubes, and gear in connection with them outside the point where the Engineer Officer's responsibility ends. He will have the custody of the keys of the sluice valve doors of the submerged torpedo tubes, and will be responsible that these valves are properly closed on a ship coming out of dock. He is to have charge of and be responsible for all electrical machinery in the ship not in the care of

the Engineer or Gunnery Officer. He is also to have charge of all lighting and power circuits wherever situated, his responsibility ending at the motor terminals, when the motors are in charge of other officers. He is further to have charge of all bell and communication circuits, and is to repair all electrical instruments.

4. If any machinery in the charge of the Engineer or Gunnery Officer fails electrically, the torpedo staff, upon being requisitioned, is to repair it ; and if any of the electrical machinery outside the engine room develops a mechanical fault which the torpedo staff is unable to repair, the engineering staff is to be requisitioned, when it is to direct and carry out the necessary work.

5. If an electrically driven machine under the charge of the Engineer or Gunnery Officer develops a fault, such as an earth leak, which impairs the electrical efficiency of the ship, the Torpedo Officer, after representing the fact to the Engineer or Gunnery Officer, as the case may be, is to make good the defect.

6. **When relieved.**—When the Torpedo Lieutenant of a ship is about to be relieved, a survey of the machinery and appliances for which he is responsible is to be held, in a similar manner to that held in the case of a Gunnery Lieutenant under Article 900, clause 7.

7. Further special instructions for the Torpedo Officer are given in the Torpedo Manual.

SECTION IV. ROYAL NAVAL RESERVE—INSTRUCTION OF OFFICERS.

902. Instruction Abroad.—Lieutenants, Sub-Lieutenants and Midshipmen of the Royal Naval Reserve who have been prevented from performing their periodical training at home and who may be permitted, under the Regulations for Royal Naval Reserve Officers, to undergo their course of instruction on board His Majesty's ships abroad, are to be paid and reported on in accordance with those Regulations.

2. **Discipline.**—When performing training, officers of the Royal Naval Reserve are subject to naval discipline.

SECTION V. GUNNERY TRIALS OF SHIPS.

903. Test of Fittings.—The gunnery fittings generally are to be examined and tested as directed in the Home Dockyard Regulations.

904. Paying-off Survey.—When the ship is paying off into Dockyard control, a careful survey is to be held on her armament, as directed in the Home Dockyard Regulations.

CHAPTER XXV.

SIGNALLING AND WIRELESS TELEGRAPHY.

905. Control of Signalling.—The control of all signalling, whether visual or wireless, is to be vested in the Signal Lieutenant, if one is borne; if not, in the Signal Boatswain or the senior Signal rating, as the case may be, who is to be held responsible for every signal during the whole of its route except as regards the actual means used for its transmission by wireless telegraphy; *e.g.*, he will be responsible for—

- (a) The receipt from and report to the Admiral or Captain of all signals, and the logging of them;
- (b) The transmission of signals by the proper route and in the proper sequence according to their urgency;
- (c) Knowing whether a signal has or has not been despatched, and dealing with it in the latter case;
- (d) Keeping the wireless office informed of the movements of ships.

2. With this object, the Signal Officer or senior Signal rating is to have complete access to the wireless office, and is to be entitled at any time to give orders to the Telegraphists respecting the sequence in which signals are to be made, or other matters of a kindred nature.

906. Except as provided in Article 905, the control of the Telegraphists, together with their exercises and training, is to remain with the Wireless Telegraphy Officer, Torpedo Lieutenant, officer detailed by the Captain for the supervision of wireless telegraphy, or senior Telegraphist rating as the case may be.

2. The Telegraphist ratings are to fall in with the signal staff for divisions, and generally are to be considered part of the latter as regards their disciplinary organisation.

CHAPTER XXVI.

PHYSICAL TRAINING.

907. The Lieutenant appointed for physical training duties is to conduct the physical training and exercise in the flag-ship, and supervise and direct generally the gymnastic instruction of the fleet.

2. For this purpose, by direction of the Commander-in-Chief, he will visit as necessary each ship of the fleet and ascertain that the physical training is conducted in accordance with the instructions laid down in the Handbook of Physical Training.

3. He is to advise and assist the officers detailed for the supervision of the work in each ship, submitting any proposals that he may think necessary for the improvement of the work to the Flag Captain for transmission to the Captain concerned.

4. He will do his utmost to encourage the voluntary practice of gymnastics, boxing, fencing, &c., by the officers and men.

5. He is to assemble periodically the Physical Training Instructors of the fleet on board the flag-ship or in a shore gymnasium, in order that under his immediate supervision they may practise and keep themselves proficient in the exercises contained in the handbook, and in the proper methods of instruction.

Physical Training Instructors are not to be employed on duties which would cause interference with drills unless absolutely necessary.

6. He is to render to the Commander-in-Chief a quarterly report in manuscript to be transmitted to the Commander-in-Chief, Portsmouth, for the Superintendent of Physical Training, stating the ships visited during the quarter; reporting upon the regular training of boys and the daily exercise of seamen and other ratings, and giving such other information as may be directed from time to time.

908. Aim of Physical Training.—Physical training is to be recognised as a means of building up a healthy and vigorous constitution in all ranks and ratings under 21 years of age. It is to be conducted in accordance with the instructions and tables set forth in the Handbook of Physical Training, and in all ships is to be carried out under the supervision of an officer of the Military Branch, if possible one who has passed through a physical training course, who is to be selected by the Captain.

2. **Subordinate Officers** are to be given physical instruction between 6.40 and 7.10 a.m. on all week-days. During the bathing season this instruction should be limited to 20 minutes, so as to admit of 10 minutes for a swim before dressing.

3. **Ship's Company.**—Physical exercise of the ship's company over 21 is to form part of the daily routine of all men, with the exception of those over 35 years of age, in whose case the exercise is to be voluntary, and of Officers' Stewards and Cooks.

4. **Officers' Stewards and Cooks.**—Exercise of Officers' Stewards and Cooks is to be at the discretion of the Captain, but mess-room stewards and second stewards of messes are to be exempt.

5. **Physical Efficiency generally.**—Commanding Officers are to hold the divisional officers and petty officers responsible for the physical efficiency and smartness of the men of their divisions. All officers are to make themselves familiar with the system of physical training as laid down in the handbooks.

6. **Advanced Exercises.**—Advanced exercises on fixed apparatus are included for purposes of recreation and variety for those whose training and development are sufficiently advanced, but men who are not proficient require the supervision of a Physical Training Instructor or of a competent officer or petty Officer.

CHAPTER XXVII.

ENGINE DEPARTMENT.

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SECTION I. GENERAL INSTRUCTIONS.

909. Captain and Engineer Officer.—On first appointment the Captain and the Engineer Officer will each make himself acquainted with the principles and construction of the boilers and machinery, with their age and the nature and date of any extensive repairs they may have undergone, and generally, each is to use his best endeavours to become thoroughly acquainted with their history, and with the capabilities of the ship in reference to her steam power.

910. New Boilers or Boilers repaired.—When any ship is fitted with new boilers or the boilers are thoroughly repaired in a dockyard at home or abroad, the Chief Engineer of the dockyard will furnish the Engineer Officer of such ship with a drawing showing the construction of the boilers, the nature of the material, and the original and present thickness of the plates and stays; and with a copy of the report of examination and drill or other tests made to ascertain the wear and waste at such time of repair, and with any other information which may be of value in connection with the boilers of the ship or vessel.

911. Steam Trials.—The Captain and all officers of the ship concerned are to be on board at all trials while they are proceeding, and the Captain and the Engineer Officer are to sign the reports.

Particulars as to the responsibility of dockyard officers during trials are given in Article 809, Home Dockyard Regulations.

912. Steam Trials after Repair.—Whenever a ship in commission is tried under way after repair, the machinery is to remain under the charge of the Engineer Officer of the ship.

2. The Chief Engineer of the yard, or his deputy, with as many dockyard workmen as he may consider necessary, will attend the trial to watch whether the repairs have been effected satisfactorily.

3. The trial is to be attended, when the service permits, by the Engineer Captain of the fleet to which the ship belongs.

913. Raising Steam quickly.—Great care should be taken by the engineer officers to prevent sudden changes of temperature in boilers having water outside tubes; the steam should be raised as slowly as practicable. In cases of emergency only, steam may be raised in from two to three hours, the longer time being allowed for high-pressure boilers. In boilers of the water-tube type, however, steam may be raised more rapidly; but sufficient time should be given for thoroughly warming up the engines before attempting to move them under steam.

914. Stokers' Watches.—When the ship is under steam, Stokers are not to be worked in two watches, except in urgent circumstances, and when they are necessarily so employed it is only in cases of real emergency that watch and watch is to be continued for more than 24 hours.

915. Speed.—The following classification of the speeds to be used on different occasions is to be adopted:—

- (a) The authorised power with natural draught — — — — — = the unit.
- (b) "With all despatch" (the maximum power to be used for 30 hours) — — — — — = $\frac{4}{5}$ ths the unit.
- (c) "With despatch" (the continuous sea-going speed while the coal lasts) — — — — — = $\frac{3}{5}$ ths the unit.
- (d) "With moderate despatch" — — — — — = $\frac{2}{5}$ ths the unit.
- (e) "Ordinary speed" — — — — — = $\frac{1}{3}$ th the unit.
- (f) "Most economical speed," as determined by trial and in accordance with the varying conditions of wind and weather.

2. As regards (a) and (b), the proportion of power stated as being obtainable for a given time, or the time during which that power is to be maintained, viz., eight hours at authorised natural draught, or 30 hours at four-fifths of this power, should never, except in cases of emergency, be exceeded; and as regards (c) the proportion of power named should not be materially exceeded when the period of steaming exceeds 30 hours. The powers developed when running the ordinary quarterly passage trials should also be governed by the foregoing remarks as regards (a) and (c).

3. **The authorised power with natural draught** (a) is to be used only in an emergency, or as directed in the regulations relating to passage trials; the air-pressures to be used for the attainment of this power are not to exceed those given in Article 56, clause 2, Steam Manual.

4. **The four-fifths power** (b) is only to be used in cases of urgency.

5. **With Despatch.**—When steaming "with despatch" (c), ample boiler power is to be employed, and the engine-room staff should be in three watches.

6. **"Ordinary Speed"** (e) is the speed at which passages are to be ordinarily made, but should be superseded by the "most economical speed" when it is required to steam the greatest distance for a given amount of coal. The "most economical speed" should also be used in those cases where the ordinary speed is less than the "most economical speed."

In determining the most economical rate at which to make a voyage, the coal expenditure for auxiliary purposes should be taken into account, especially when this expenditure is large.

7. **Ordinary Passages.**—The rate of speed at which ordinary passages are to be made is left to the discretion of the Commanders-in-Chief and Senior Officers, who will decide, after taking into consideration the nature of the service which has to be performed.

8. **Assistance from Deck.**—Assistance should be given from the deck, whenever the coal is worked back, to bring it into more accessible positions, if the work cannot be properly done without; also in those cases where the power developed exceeds that on which the stokehold staff is based, the assistance should be in proportion to the increase of power.

9. **Basis of Stokehold Staff.**—The stokehold staff is generally based upon the development of the following proportions of the natural draught power, the staff being in three watches and assistance given from deck when the coal is worked back:—

- | | | |
|--|---|---|
| Battleships, cruisers, sloops, and gunboats fitted with tank boilers or water-tube boilers of the small tube type. | } | $\frac{3}{5}$ ths the authorised natural draught power. |
| Vessels fitted with water-tube boilers of the large tube type. | } | $\frac{1}{2}$ the authorised natural draught power. |

916. Most economical Speed.—The Captain is to take the earliest opportunity, when engaged on ordinary service in calm weather, of ascertaining

the most economical rate of speed for the ship, that is to say, the speed at which the greatest distance can be run per ton of coal. For this purpose the engines are to be worked at different rates of speed for at least 12 hours at each rate, and the consumption of coal in cwts. per hour, speed of the ship, distance run per ton of coal, and the average indicated horse-power developed are to be carefully calculated and inserted in the engine-room register, with all other particulars concerning the working of the machinery and boilers during these trials.

2. If the most economical speed should not have been ascertained within the first six months of a ship's commission, full reasons for not having done so are to be given in the engine-room register for each subsequent quarter, and not merely the entry "not ascertained."

917. Trials of Machinery.—In order to ensure that the machinery is kept in efficient order, and to give opportunities of training the engine-room complement in working the engines at high speed, trials are to be made as laid down in Articles 441-451, Steam Manual.

2. The results of the trials are to be rendered on form S. 346. A copy of each report is to be entered in the engine-room register.

3. **Readiness of Engines and Boilers.**—The engines and boilers are always to be kept in such good order as to render them fit for making a full-power trial at any time; but such parts as stuffing boxes, escape valves, air and feed pump valves, and the bearings of the connecting rods and crank shafts which sometimes give trouble during a long trial at full power, should be more especially watched and kept in good order to ensure satisfactory results being obtained.

4. **When passages are not made** during the quarter giving the opportunity for carrying out these trials, the ship will, if the exigencies of the service permit, proceed to sea especially for the purpose of trial.

5. The Commander-in-Chief will order a full-power trial of the machinery in any case in which he may consider it desirable that such a trial should be made, but this trial is not to exceed those laid down in Articles 441-451, Steam Manual.

6. **Surveying Ships.**—Passage trials are not to be made by vessels employed on surveying service.

918. When Trials may be given up.—If the Engineer Officer represents to the Captain that the machinery and boilers are in such a condition as to render it desirable not to press them at the time by a full-power trial, having regard to the general efficiency of the ship, such trial may be given up, at the discretion of the Captain, with the approval of the senior officer present, but in every such case a special report is to be made to the Commander-in-Chief for the information of the Admiralty, whether it was on account of the condition of the machinery or boilers, or from temporary causes which will be remedied.

919. Reduction of Speed in High Temperatures.—When under steam in places where the temperature in the open air is excessive and the draught poor, the Captain, if the service permits, is to use his discretion in reducing the speed, and the pressure or the number of boilers, with the view of lessening the injurious effects of heat upon the engine-room staff and the crew generally. If any unusual number of the crew be overcome by the heat, a special report of the circumstance is to be forwarded to the Admiralty, giving the temperatures on deck and in the engine-rooms and stokeholds, stating the speed of the ship, the number of boilers in use, and the extent to which the artificial draught was used.

920. Defects which necessitate putting into Port.—When the Engineer Officer considers it absolutely necessary that the ship should put into port on account of defects in the machinery or boilers, he is to make a written report to that effect to his Captain, stating the reasons which render such a step necessary instead of making the requisite repairs at sea.

If there is a senior officer at the port visited, this report is to be forwarded to him with the defect list, and, after making upon it any remarks he may have to offer, he will transmit it to the Commander-in-Chief or Senior Officer of the station or squadron, by whom, in special cases, it will be forwarded to the Secretary of the Admiralty; if no senior officer is present, the Captain will forward it direct. See 1092 (*Preparation of Defect Lists*).

2. A careful inquiry is to be held on any defect which is considered to be due either to faulty design of the machinery or to want of care, and in the case of the former a recommendation should be made as to how it is proposed to modify the design.

921. Survey on Relief of Engineer Officer.—When the Engineer Officer in charge of the machinery is relieved, the Captain is to apply to the senior officer present for a competent engineer officer of some other ship to examine the machinery and boilers, as provided for in Article 15 of Steam Manual, and to make, with the engineer officer taking charge, a joint report of their condition to the Captain of the ship on form S. 354, which is to be attached to the engine-room register for the current quarter, a duplicate being sent to the Commander-in-Chief for his inspection, who will return it afterwards to the Captain for his use. Whenever practicable this examination is to be carried out by the Engineer Captain appointed for service with the fleet.

2. If it should be impracticable to make this examination when the Engineer Officer first joins his ship, a report is to be made by the Captain to the Admiralty to that effect, but he is to see that the foregoing regulations are complied with as soon as the exigencies of the service will admit.

922. Economy of Fuel.—Officers in command of fleets, squadrons, or single ships, are at all times to be careful to economise the consumption of fuel, so far as may be consistent with the service on which they are engaged; and, as a rule, all appliances for economising fuel which are fitted to each particular ship are to be made use of.

923. Particulars of Coal supplied.—The Captain will be furnished from naval establishments, whenever storage arrangements render it practicable, or by the contractors with full particulars as to the exact description of all fuel, whence obtained, and the date of being placed in the depôt or collier, whenever coal or patent fuel is received from them.

2. **T.B.D.s or T.B.s.**—Patent fuel is not to be issued to torpedo boats or torpedo boat destroyers unless exceptional circumstances render it desirable.

924. Steamboats.—The employment of steamboats is to be limited to occasions of necessity. Except in a case of emergency, steam is not to be raised in them without the permission, special or general, of the senior officer present. When two or more ships are together the senior officer will arrange that no more steamboats are employed than are required for the service of the port, or of the ships present. The use of a steamboat is to be entered in the ship's log.

925. Steam Manual.—In addition to the instructions contained herein, all officers are to be guided, in the use and management of the machinery and boilers, by the further regulations and instructions given in the Steam Manual, which are furnished for their information and guidance, so far as they may concern the machinery and boilers fitted to their ships.

SECTION II, COALING.

926. On receipt of Coal on board ship, either from any of His Majesty's coal depôts, &c., or from a contractor, the Engineer Officer is to satisfy himself at the time that the quantity is substantially correct, and so far as possible, in case of a receipt from a contractor, that the quality is in accordance with the conditions of the contract.

2. Measurement of Coal from Lighters.—If brought alongside in lighters, the contents of the lighters should be ascertained by measurement (except in the case provided for in clause 5), and if delivered in bags or baskets, &c., the bags, baskets, &c., are to be counted, and 10 per cent. of the total number weighed, care being taken that those weighed are selected indiscriminately and not in any special rotation or numerical order. In proving quantities by this method, it is to be borne in mind that the result can only be approximately correct, even if the greatest care be taken, as the turn of the scale alone may make a considerable difference.

3. When supply is made by means of lighters, and it is not convenient to receive the coal on board immediately, precautionary measures—*e.g.*, sealing the hatches of the lighters, mooring the lighters near the ship, or setting a watch on them—are to be taken to prevent the contents from being tampered with.

4. Whenever coal may be sent alongside in lighters, the contents of which have not been already ascertained and agreed to by the ship's officers, the agent of the Naval Store Officer or contractor is to be called upon to produce a "boat note," or other memorandum, of the contents of each lighter, so that if there should be any deficiency of quantity, the particular lighter or lighters in which it occurs will be known at once, and investigation facilitated accordingly.

5. Checking Quantities.—In whatever manner the coal is supplied, the weighing or other check of quantity, whether it take place on shore or at the ship's side, is to be attended by an officer or other person from the ship and an agent of the Naval Store Officer or contractor at the same time, so as to ensure that an agreement as to the quantity supplied shall in all cases be arrived at on the spot at the time of receipt. Any settlement of differences, whether with the Naval Store Officer or contractor, is to be stated in detail upon the receipt given for the coal. In the case where dockyard lighters marked with load lines are used, the quantities in the lighters, verified from the dockyard book kept for the purpose, are to be sent off with the boat note, and the attendance of the agent of the coal depôt for the purpose of checking weights may be dispensed with.

6. Inspection of Colliers.—When coal is received direct from a collier away from a naval port, a receipt is to be given to the master by the Senior Naval Officer for the bill of lading quantity when the cargo is entirely discharged, provided he is satisfied before breaking bulk that there is no reason to suspect that any of the cargo has been abstracted on the voyage. With this end in view he is to cause the remains in the bunkers to be inspected on arrival and again after discharge. The hatchways on arrival are also to be inspected. The weighing of bags or baskets, as explained in clause 2, should still be continued for the purpose of apportioning the bill of lading quantity to the vessels taking the coal.

In cases where bulk is first broken or a collier finally cleared by His Majesty's ships at a naval port, the necessary work of accounting, &c., is to be performed by the Naval Store Officer (as for a supply from stock) and supply notes furnished by him to the ships coaled, but the inspection of the collier's holds and bunkers should be carried out by the ship breaking bulk, or sweeping collier, as the case

may be, and the Commanding Officer is to furnish the Naval Store Officer with a certificate (S. 1239) of the result of the inspection immediately it has taken place (*vide* instructions on form S. 1239).

7. Account of distribution of Cargo.—A statement (form S. 131) showing the distribution of each cargo received when away from a naval port is to be forwarded to the Director of Stores on the same day as the bill of lading is received, and is to be accompanied by the receipts of the various officers who have been supplied. In the case of transport or time charter colliers the account S. 131 is prepared by the master and rendered by him to the Senior Naval Officer for transmission. The account for colliers on ordinary freight charters is to be prepared and forwarded by the Senior Naval Officer. The bill of lading quantity for which the receipt is given to the collier may be expected to differ to some extent from the total of the quantities for which receipts are taken by the Senior Naval Officer from the ships supplied, as the weighing by bags or baskets can only be approximately correct, but a pro rata adjustment is to be made in the quantities for which receipts are taken in order to effect an agreement with the total bill of lading quantity.

The form S. 131 referred to contains full instructions as to how it is to be prepared.

8. Differences.—Where the quantity of coal received on board differs from that taken on charge the difference is not to be included in quantity entered in expense book as used, but is to be written off charge therein as a separate entry under the heading "Extraordinary expenditure."

9. Adjustment.—When colliers, after discharging part of their cargo to a fleet, proceed to a naval port to discharge the balance, or when colliers after a partial discharge at a naval port are ordered to proceed to the fleet, the account with supporting vouchers is to be forwarded to the Naval Store Officer, who will calculate the pro rata adjustment of differences after discharge has been completed and will communicate particulars to the Senior Naval Officer concerned.

10. Demurrage.—When notice of the expiration of the period allowed for free discharge of a collier is received from the master, the following action should be taken :—

- (a) If concurred in, the communication should be acknowledged by the Senior Naval Officer "without prejudice."
- (b) If not concurred in, the Senior Naval Officer should so inform the master, and state briefly the reasons for protesting against the claim. A request should, at the same time, be made that the receipt of the communication may be promptly acknowledged.

If the master in his acknowledgment still adheres to his application, he should then be informed that the question of demurrage will be settled in England between the Admiralty and the shipowners.

All local correspondence in regard to demurrage is to be restricted to the discussion of the circumstances and views of the parties concerned, but no attempt is to be made locally to determine the amount of demurrage payable. A full report on the subject accompanied by a copy of the local correspondence should be forwarded to the Admiralty at the earliest possible date, and the times of arrival, commencement and completion of discharge, and any other dates likely to affect the claim for demurrage, should be endorsed on all bills of lading.

11. Inspection of Shipments.—Whenever it is possible to do so, the Admiralty coal inspectors at the ports of shipment in South Wales will inspect each shipment from these ports, and certify on the bills of lading as to quality. Coals certified by the inspectors to have been shipped in good condition and in

accordance with the terms of the contract are not liable to rejection, but if the bills of lading be not so endorsed, or if the inspector states thereon that he has not been able to inspect the shipment, or that he is not satisfied with it, and that it requires examination before receipt, it is to be inspected on delivery.

927. Purchase at Home Ports.—An abstract of coal contracts at certain home ports is distributed annually to His Majesty's ships by the Director of Navy Contracts. As the prices vary from year to year, the Captain should request the contractors to produce the copy of the contract in force at the time of the supply.

The coaling capabilities of firms at various ports will be found in the book of "Sources of Supply of Coals, Oil, and Fresh Provisions at Home Ports," which is issued annually to His Majesty's ships. Failing this, the Senior Officer, the Inspecting Officer of the Division, the District Paymaster, or other Coast Guard officer possessing local knowledge, is to be consulted as to the best firms from whom to obtain tenders.

928. Refilling Coal Sacks.—When filled coal sacks are supplied to His Majesty's ships from a naval yard, any refilling during coaling is to be done by the crew of the ship, who are also to refill the sacks before leaving, unless the Senior Officer considers it necessary to make other provision for this labour on account of the ship being required immediately for the manœuvres or other important services.

929. Coaling Gear.—Prior to commencing coaling operations the officer or other person in charge of the coaling gear is to count over to an officer of His Majesty's ships to be coaled all the articles in his custody, and a voucher is to be presented for signature showing the number of each description on board. After the coaling is completed, the gear should again be counted in the presence of an officer of the ship to ascertain the extent, if any, of the losses, and a final agreement should be arrived at in writing on the spot.

2. Fleet Coalings.—On each occasion of a general fleet coaling, a summary of the results (form S. 593) is to be forwarded to the Secretary of the Admiralty (Naval Store Branch). The form may also be used for reporting any exceptional individual performances when coaling from colliers, lighters or shore.

3. Report of Losses.—A report, on form S. 229, is to be forwarded to the Commander-in-Chief or Senior Officer by the Captains after each coaling operation, whether there have been any losses of coaling gear, &c., or not, giving particulars as to time, place, and manner of coaling, description and number of articles lost, and quantity of coal deficient, with such remarks as the Captain of the ship may consider necessary as to the responsibility for such loss.

4. Requisition for Coaling Gear.—In the event of a ship being coaled from a collier supplied with collier outfits, the officer in charge of the coaling is to requisition the master of the collier for such gear as may be required, and at the close of the coaling he is to furnish the master with a list of articles missing, if any, for transmission with his accounts. A report of the losses is then to be made to the Commander-in-Chief as directed above.

5. Coaling by Baskets.—In cases where it is considered desirable to carry out the coaling by baskets, every endeavour is to be made to prevent unnecessary damage to the baskets, and after coaling they are to be freed from coal dust as far as possible. New baskets are not to be used so long as worn baskets are available, and the most suitable description which is obtainable is to be employed for the purpose, due regard being given to economical working.

6. Inspection of Gear after Coaling.—After each occasion of coaling, all coaling strops and the beackets of all coal sacks and bags are to be specially

examined, and any necessary repairs executed before the articles are used again. An entry to the effect that the inspection has been carried out is to be made in the ship's log after each coaling operation. Where coaling takes place only at infrequent intervals, an inspection of all strops and becketts should be made every six months, and any articles which may be found defective are to be repaired or renewed as necessary. The examination, &c., after each coaling operation is also to be carried out in these cases.

7. Test of Collier's Gear.—Where coaling takes place direct from colliers, arrangements are to be made for the hoisting and coaling gear belonging to the collier to be inspected and tested by an officer of His Majesty's ship before coaling with a view to ensuring that no unserviceable gear, *e.g.*, derricks, whips, slings, becketts of coal sacks, is made use of during the coaling. The test to be applied is to be a dead load of twice the weight of the ordinary hoist.

930. Inferior Quality of Coal.—If coal or fuel supplied should appear to be of inferior quality, or be found to possess peculiar qualities as to waste, smoke, or difficulty in generating steam, full particulars of these defects are to be carefully noted in the engine-room register, and a report by letter immediately sent to the Admiralty, accompanied by all the particulars as to the name, source, and age of the coal; and, if received direct from contractors, the obligations specified in the conditions of contract should be ascertained and enforced.

931. Coal Contracts Abroad.—Abstracts of coal contracts at certain ports abroad are distributed annually to His Majesty's ships by the Director of Navy Contracts. As the prices vary from year to year, the Captain should request the contractor to produce the copy of the contract in force at the time of the supply.

At ports abroad, where the Admiralty have contracts for the supply of coal to His Majesty's ships, the coal should be inspected, as a rule, once in each quarter by the officers specified, to see that the stock required by the terms of the contract is kept on hand, and a report made on form S. 1313, and transmitted to the Senior Officer. The report need not be forwarded to the Admiralty unless the stock is less than the stipulated quantity.

932. Purchase at Ports abroad.—The coaling capabilities of firms at the various ports abroad will be found in the book of "Sources of Supply of Coals, Oil, and Fresh Provisions at Ports Abroad," which is issued annually to His Majesty's ships. Failing this the Senior Naval Officer, or, in his absence, H.B.M. colonial or consular officer, is to be consulted as to the best firms from whom to obtain tenders.

933. Coaling and Watering Plants at Depôts.—A return, on form D. 610, showing the number and condition of the lighters and other plant appropriated for coaling purposes, also particulars of the storage accommodation for steam-vessel coals, and a similar return with respect to watering plant on form D. 613, rendered at the same time, are to be forwarded to the Commander-in-Chief for transmission to the Admiralty from each of His Majesty's naval yards and coaling depôts at home and abroad. They are to reach the Admiralty not later than 1st October in each year.

934. Instructions as to filling Coal Bunkers.—Where no special instructions to the contrary have been inserted on the statement of stability in the Captain's ship's book, the coal-bunkers may be filled at the option of the Captain.

Prior to the receipt of the statement of stability instructions should be asked in any case of doubt on this point.

935. Trimming Coal.—The work of trimming coal in the bunkers of His Majesty's ships should ordinarily be performed by the crew. Captains have a discretionary power of employing coolies in exceptional cases of taking coal on board in the tropics when the heat is great and the circumstances particularly trying, but labour should not be hired for this work unless special and exceptional circumstances make it necessary.

SECTION III. ENGINEER REAR-ADMIRAL OR ENGINEER CAPTAIN.

936. The Engineer Rear-Admiral on the staff of the Commander-in-Chief at a home port will perform such duties in connection with the ships attached to the port as may be ordered by the Commander-in-Chief or Senior Officer.

937. The Engineer Rear-Admiral or Engineer Captain on the staff of a Flag Officer commanding a fleet or squadron will superintend generally all matters connected with the steam machinery and boilers of the ships attached to the fleet or squadron, and when ordered he is to visit such ships in connection with his duties at any time. Upon arrival on board he will inform the Captain of the object of his visit before commencing his inspection or other duty.

938. Inspections.—He is to inspect once in each quarter, or oftener if necessary, the engines, boilers, and machinery of the ships under his superintendence, and he is to inform the Flag Officer Commanding of the result. On these inspections he is very carefully to examine the engine-room registers and engineer's expense books, and to report any neglect he may discover in the correct recording of all the information required to be inserted in the register, and any undue or excessive expenditure of stores. The dates of his inspection are to be noted on the first page of the register, and signed by him.

939. Examination of Registers.—He is to examine, quarterly, the engine-room registers of the ships on the station when referred to him by the Commander-in-Chief, to ascertain whether they are correct, and whether the Instructions have been complied with, reporting when he considers it necessary to send them back for explanation or correction. When found to be correct, he will sign the register and forward it to the Admiralty and inform the Flag Officer Commanding that they have been corrected and forwarded.

940. Report on Defects.—When engineers' defects are referred to him for report, he will examine them to ascertain the cause, if possible, and to point out the steps necessary to be taken in the circumstances and the readiest mode of effecting the repairs, reporting to the Flag Officer Commanding what assistance, if any, is required to make them good.

941. Capabilities of Engineer Officers.—He is to take every opportunity of ascertaining the capabilities of engineer officers, to enable him to point out, when called upon, those who may be best qualified for any particular service or for advancement, and is to see that a suitable routine is established in each ship for the instruction of inexperienced ranks and ratings.

942. Reports on Fuel.—He is from time to time to submit to the Flag Officer Commanding that reports from the Captain and the Engineer Officer of each ship should be called for as to the nature and description of fuel used on board their ship, and he is to ascertain and report, for the information of the Controller of the Navy, the results as obtained by actual trial, of the relative value of the different descriptions of coal or other fuels as regards economy, stowage, and generation of steam.

943. Indicator Diagrams.—He is from time to time to submit to the Flag Officer Commanding that indicator diagrams should be furnished to him from the ships of the squadron, and any other information which may be necessary to enable him to satisfy himself as to the working conditions of the engines of each ship.

944. Suggestions for Improvement.—He is to propose to the Flag Officer Commanding, for his consideration, or for transmission to the Admiralty, as the case may require, any measure which in his opinion may conduce to economy, or to the efficiency and improvement of all matters under his superintendence.

945. Duties, when absent.—In the absence of an Engineer Rear-Admiral and an Engineer Captain, the Engineer Officer of the flag-ship of the Commander-in-Chief, or of the ship of the Senior Officer in command of a station or squadron, is to observe and carry out, so far as possible, the foregoing instructions.

SECTION IV. ENGINEER OFFICER.

946. General Duties.—The Engineer Officer is to be regarded as the mechanical expert of the ship, and under the Captain's directions, he may be empowered to inspect any of the mechanical fittings not in his charge, and report to the Captain on their efficiency.

2. He is to have charge of and be responsible for all machinery, fittings, &c., as laid down in Article 15, Steam Manual, 1910.

947. The Engineer's workshop, in charge of the Engineer Officer, is to be considered the main workshop for all mechanical repairs that may be necessary throughout the ship, and the Engineer Officer is to carry out all mechanical repairs of any nature which cannot be dealt with by the Armourers or torpedo staff. If the Gunnery Department require any repairs which necessitate the use of the main workshop machines, the engineering staff upon being requisitioned, after consultation with the officer in charge of the machinery, is to direct and carry out the necessary work. A similar course is to be followed if any of the electrical machinery outside the engine-room develops a mechanical fault which the torpedo staff is unable to repair.

2. Further special instructions for the Engineer Officer are contained in the Steam Manual.

948. Knowledge of Valves, &c.—The Engineer Officer and Second Engineer Officer of every ship, and if so directed any other engineer officer appointed to her, are to be examined and obtain the certificate provided for in Article 330.

949. Stores.—He is to have charge of all engineers' stores, to be responsible for the due care of them, that they are only used for purposes for which they were issued, and to keep the account of receipt, expenditure, and remains.

He will be guided by the instructions in Chapters XLVI. and XLVII. as to his accounts and the stores in his charge.

950. Positions of Pumps, Valves, &c.—He will be furnished, when fitting out, on application to the officers of the dockyard, through his Captain, with any information not already in his possession respecting fittings, and also with drawings showing the positions of the pumps, valves, and cocks, and the leads of the suction and delivery pipes, which are to be returned to the dockyard on paying off.

951. Trial of Indicators.—During the commissioning trial, a certain number of diagrams are to be taken by one of the engineer officers belonging to

the ship, with the indicators supplied from store for the ship's use; and a notification that this has been done, and that the indicators are efficient and likely to continue so, is to be made on the report of the trial.

952. Spare Gear.—In regard to the spare gear, he will take care to observe the detailed instructions in the Steam Manual under that head.

953. Good Order, &c., in Engine Room.—The Engineer Officer is to be responsible for the general decorum, good order, and cleanliness of the engine room, and he will see that the engineer officers and other persons employed under his control perform their duties with promptitude and to the best of their abilities. He should allot the work of his department in such a manner as will best ensure its being efficiently performed by the officers and others composing his staff, and that each may know definitely for what special duties he is personally responsible.

954. Superintendence and Instruction of Juniors.—He will arrange that all important matters of engine-room duty are superintended by himself, or by an engineer officer in whom he can place confidence, and not left to the care of officers who from want of experience cannot be depended on. He is to take every opportunity of instructing the inexperienced engineer officers in the duties of the Engineers' Department, and is to use his best endeavours to make them efficient. Inexperienced Engineer Sub-Lieutenants should be trained under officers senior to them in the duties of stokehold watchkeeping.

2. With the sanction of the Captain he is to take care that all Engine-Room Artificers 4th Class, acting or confirmed, serving in the ship are afforded every facility for acquiring experience in the engine room to qualify them as watchkeepers, and that they receive the necessary instruction in taking and working out indicator diagrams to enable them to obtain the engine-room watch certificate.

3. **Watchkeeping.**—He will arrange that all engineer officers subordinate to him are employed in watchkeeping in the engine room when under way, unless in exceptional circumstances, which are to be reported to the Captain, and entered in the engine-room register. Officers employed on particular duties, as in the case of the Second Engineer Officer, those in charge of hydraulic machinery and torpedo fittings, and those employed in assisting in clerical work, should keep at least four hours' watch per diem.

955. When to be in Engine Room.—The Engineer Officer is himself to attend in the engine room and to be responsible for the due fulfilment of the duties there when going into or out of harbour or through any intricate channel, or while performing any evolution during which special care is requisite to execute with promptitude the orders given from the deck.

He is, moreover, to visit the engine room repeatedly at other times during the day, and at any time either by day or night when his presence and services may be rendered necessary by an accident or other cause.

956. Representations to Superior.—He should represent to his Captain or to the Officer of the Watch anything which is being done, or which is ordered to be done, tending in his opinion to injure the machinery or boilers, or to cause a waste of power. Having made this representation he is to be guided by the directions contained in Articles 7 and 960.

957. Sea-cocks.—The Engineer Officer will take care that the sea-cocks of pumps are opened and closed daily, and he will report to the Captain that this has been done.

Valves.—The Kingston flooding and other sea-cocks and valves are, under the supervision of the Engineer Officer, to be opened and shut regularly once a week to ensure their being in good working order.

Pump Suctions.—As it is a matter of vital importance that a supply of water should be readily obtained in case of fire, some or all of the Kingston valves and sea suction cocks for the Downton pumps may, with the approval of the Captain, be kept open continuously.

2. Water-tight Doors and Armoured Hatches.—Water-tight doors, whether horizontal trap or flap doors, vertical doors between decks and armoured hatches, with their securing arrangements, are in the charge of the Engineer Officer, who is responsible for their efficiency and for their being closed when not in use. They are to be examined at least once a week.

958. Steering Gear.—The Engineer Officer is to take care that the pitch and other chains in connection with the steering gear are periodically examined, and new chains shipped if necessary. At the same time an examination of the engine-room telegraph gear is to be made, the correspondence of the orders indicated on the dials of the transmitting and receiving instruments being in all cases verified by the voice pipe, or by a messenger, whether a reply telegraph is fitted or not.

2. Engine-Room Telegraph Gear.—The steam steering engine and its controlling gear, and all telegraphs and their shafting (including the helm signal gear from the rudder head to the drum or wheel which receives the wire halliards) are to be examined personally once a week by the Engineer Officer, or a competent subordinate detailed by him, and the result of his examination is to be recorded in the engine-room register.

3. On all occasions before getting under way a further examination is to be made, and the Engineer Officer is to satisfy himself by personal inspection, and by actually working the steering gear and telegraphs, that these fittings are free from obstruction, and in good working order.

A report to this effect is to be made by the Engineer Officer to the Captain at the same time that the main engines are reported ready.

4. The hand steering gear is to be occasionally lubricated and worked.

959. Engine-Room Register.—He is to keep the engine-room register (form S. 353), filling up the several columns daily, and carefully following the directions given in the book. Each day's proceedings are to be verified by his signature, and the register is to be given to the Navigating Officer to copy from it the particulars required for the ship's log book. When under steam, it is to be laid before the Captain every day soon after noon; and when complete is to be delivered to him for transmission.

960. Suggestions as to Repairs, &c.—Whenever the Engineer Officer may, in the course of his duty, make any representation or suggestion to the Captain with reference to the repairs or preservation of the machinery or boilers, which the Captain either thinks unnecessary, or, if necessary, which the exigencies of the Service do not admit of being carried out immediately or at an early date, he will direct the Engineer Officer to note the particulars in the engine-room register.

961. Trimming Coal in Bunkers.—The Engineer Officer is to make such arrangements as may be necessary for trimming the coal in the bunkers down to the bunker doors during the intervals between steaming, or when under easy steam, this being specially necessary preparatory to steaming at a high rate of speed. He is to keep the Captain informed of the general distribution of the

coal in the bunkers, and the quantities available in close proximity to the stokehold doors.

962. Temperature of Coal Bunkers.—When under steam he is to cause the temperature of the coal bunkers to be ascertained and noted in the engine-room register once at least every four hours, and once every 24 hours when not under steam, unless the temperature in them is found to be increasing, when it is to be obtained as often as may be considered necessary until the temperature is reduced to its normal condition.

2. Ventilation.—In all vessels which have fixed coaling shoots, the bunker lids at the tops of these shoots are to be removed for three hours every day for six days after coaling, and for three hours once a week afterwards.

963. Arrangements for Repairs, &c.—On each occasion of completing a voyage, the Engineer Officer will ascertain from the Captain, who will have been informed by the Commander-in-Chief or Senior Officer, what time is available for examining and making good defects of machinery, so that he may make the necessary arrangements for completing the work, if possible, by the time the ship is next required, or for proceeding with it in such a manner as to enable him to undertake that which is the most urgent and important, whilst keeping the vessel ready within a given number of days' notice.

964. Precautions before entering Boilers.—Whenever boilers are opened up, sufficient time is to be given to allow any foul air to escape, and before any one is allowed to enter them the purity of the air is to be ascertained by the candle test, as provided for by Article 1084 (*Men cleaning double bottoms*).

2. Whenever boilers are opened for examination, advantage is to be taken of the opportunity to examine the whole of the mountings and clean them if necessary.

965. Testing Boilers.—He will observe the directions contained in the Steam Manual with respect to testing the boilers, reporting the result as therein required, on form S. 355. (Steam Manual, Articles 217 to 234.)

2. He will also take care that the boilers of all steamboats are tested as directed in the Steam Manual, Articles 313, clause 3, and 218, clause 4.

966. Load on Safety Valve.—He will report to the Captain if he should at any time consider it necessary to reduce the load on the safety valves, and, with the Captain's approval, and the sanction of the senior officer present, the load is to be reduced accordingly. The amount of reduction, and the reasons for making it, are to be stated in the engine-room register, and reported to the Commander-in-Chief for the information of the Admiralty.

967. Durability of Boilers.—He is to be very careful to give full weight to all the attendant circumstances when forming his estimate of the probable durability of the boilers, for record in the engine-room register; he is entirely responsible for the safety of the boilers under all conditions, whether they are in good order or are worn and thin; this responsibility is in no way lessened by his having reported their actual state and recorded their estimated durability in the register, nor by any report from dockyard officers that they are fit for further specified work; he is therefore to keep himself thoroughly acquainted with their state, and when they are worn and thin, he will use every effort to keep them fit for work with safety, until the defects can be effectually made good.

968. Reports, &c., to Superior Engineer Officers.—He is, through his Captain, to furnish the Engineer Rear-Admiral or Engineer Captain, or the

Engineer Officer of the dockyard, with such written reports or returns as they may require relative to the state of the machinery and boilers in his charge ; and whenever those officers visit the ship he is to afford them every facility, and all the information in his power, to enable them effectually to carry out the duties entrusted to them.

969. When Machinery, &c., under Repair.—Whenever the machinery or boilers of the ship are under dockyard or contract repair, the Engineer Officer personally, or by his assistants, is to give the dockyard officers or contractor all the assistance in his power, and is to watch the progress of the work daily, from its commencement in the morning to its cessation in the evening.

2. He is to consider it part of his duty to inform those responsible for the repairs of anything that has been done or omitted which in his opinion will impair the efficiency of the machinery or boilers.

3. If during the progress of the repairs the dockyard officers or contractors do not consider it desirable to carry out any proposal he may have put forward, he is to report the circumstances to the Captain, as on the completion of the repairs he will have to state that he has satisfied himself that the machinery and boilers are in all respects in good working order.

4. He is to be responsible for the arrangements necessary to prevent danger from fire and lights, and is to allow no accumulation of clothes nor of any matter liable to spontaneous combustion in his department, and although he is in no way to interfere with the dockyard people, he is to report to his Captain if he observes any idleness or bad workmanship on their part. He is also to keep order both as regards the dockyard and contractor's men, by reporting any irregularity.

970. Plugs of Discharge Valves.—He will be careful that the plugs for the discharge valves are always fitted in place when the ship is docked, but in the case of a new ship, or a ship undergoing extensive repairs, this duty will devolve on the officers of the dockyard. They are always to be stowed as near as possible to the places on the ship's side at which they would be used.

971. Responsibility for Valves when undocking.—The Engineer Officer is responsible for ascertaining that all sea connections are shut whenever a ship is undocked, with the exception of those valves under repair by the dockyard, for which the dockyard officers are responsible, and those in connection with the submerged torpedo tubes. In the case of a new ship built at the dockyard or received from contractors, or of a ship undergoing extensive repairs at the dockyard, the dockyard officers are responsible.

972. Water for Boilers.—He is to enter the quantities of fresh water obtained by purchase or from a naval yard or depôt in the engine-room register on the date of receipt, the quantities for filling boilers being distinguished from those for filling reserve tanks.

Coal, Wood, and Oil.—He is to supply coal and wood to the ship for culinary purposes, as well as oil for lighting purposes.

973. Steel Wire Rope.—The Engineer Officer is responsible that all steel wire rope (other than derrick purchases) forming part of or directly in connection with any machine placed in his charge is in a thoroughly serviceable condition, taking care that it is refitted as necessary, and acquainting himself of its state by frequent examination.

974. Instruction of Midshipmen.—The Engineer Officer is responsible for the instruction of Midshipmen as laid down in Articles 328 and 561, and in Appendix X., Part I., so as to prepare them for examination in the subjects laid down in Appendix X., Part II., par. 13 (e).

975. Absence of Engineer Officer.—In the absence of the Engineer Officer, the senior of the engineer officers on board will observe and follow the foregoing instructions, and will be responsible for the care and proper working of the machinery and all connected with it.

SECTION V. ENGINEER OFFICER OF WATCH.

976. General Duties.—The Engineer Officer of the Watch is not to be absent from the engine-rooms or stokeholds at any time during his watch unless properly relieved; he should quit the engine-room platform as little as possible, so as to be at hand to execute the orders he may receive from the upper deck or to stop the engines in case of necessity.

When quitting the engine-room platform to inspect other parts of the department, he should leave a subordinate on the platform who is competent in these respects.

The necessary reports to the Officer of the Watch are to be made, if possible, through the voice pipes or telephones; if this cannot be done, a proper and trustworthy person is to be sent with the message.

2. He will acquaint the Engineer Officer immediately that he discovers or is informed of anything going wrong with the machinery or boilers. He is to attend very particularly to the expenditure of coal, oil, tallow, and other stores, and to see that they are not wasted; to record at proper intervals all the information required relative to the working of the engines and boilers; and, during the period of his watch, to be responsible for the good order of the engine and boiler rooms and for all the duties connected therewith. He is to certify by his initials the correctness of the entries made in the register for the period of his watch.

3. **Authority.**—When under steam he will have the charge and control of the Chief and other Engine-Room Artificers, and Chief and other Stokers on watch, and will exercise a general superintendence over the working of the machinery, shafting, and boilers. Great attention is at all times to be paid to ensure careful stoking.

4. **Water-tight Compartments.**—The officer, chief petty officer, or petty officer in charge of the machinery in each watertight compartment of His Majesty's ships is directly responsible for the efficient working and proper management of the whole of the machinery and boilers in that compartment, when no senior officer or petty officer is present. Should any accident of any kind occur, or should he observe anything which he thinks is likely to cause injury to the machinery and boilers, he is immediately to acquaint the Engineer Officer of the Watch, and his responsibility only ceases with the presence of a senior officer. He is, however, on no account to leave the compartment of which he is in charge unless properly relieved, and all communications with the Engineer Officer of the Watch should be made by the voice pipes or telephones fitted; if, however, circumstances prevent this, a trustworthy person is to be sent with the message.

977. Evening Inspection in Harbour.—When the ship is in harbour he will personally inspect the whole of the Engine Department every evening and satisfy himself that all the cocks and valves are shut which should be, and that there are no signs of fire, nor anything lying about that may ignite spontaneously, and that there is no probability of an accident occurring in any part during the night. He will report the result of his inspection, and the temperature of the coal bunkers, to the Executive Officer at the usual rounds.

CHAPTER XXVIII.

- NAVIGATION AND PILOTAGE.

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SECTION I. GENERAL.

978. Ship observed standing into Danger.—If any officer in command in a fleet or squadron should observe a ship standing into danger, he is at once to act, or to make the same known, as the actual circumstances of the case may require.

2. Uncharted Dangers.—If a Captain should become aware of the existence of any danger in the ordinary track of shipping not hitherto charted, he is to cause careful examination to be made by soundings, &c., so as to show the nature, extent, position, and depth of water in respect of such danger, and is to report the same to the Admiralty, forwarding the angles and other means used to fix the position, &c., and, if possible, a plan of the locality.

3. He will not be justified in making an imperfect report of a newly-discovered danger, unless in very special circumstances; and it is to be borne in mind that the necessity for accurate information is correspondingly greater when the danger lies in water frequently traversed by shipping, and that, consequently, time cannot be considered as mis-spent which is employed in remaining in the vicinity of such danger until the weather permit of the necessary information being obtained.

979. Duties of Navigating Officer.—The Navigating Officer under the direction of the Captain is to have the charge of the navigation of the ship; and, whenever the ship is approaching the land or any shoals, the Captain is to take care that the Navigating Officer keeps a good look-out upon deck, and that deep-sea soundings are always taken in good time and continued until the safety of the ship's position is ascertained and secured. See 1018 (*Instructions to Navigating Officer*).

2. Junior Officers (N).—When making a passage from one port to another, officers for navigating duties, below the rank of Lieutenant, are to keep regular watch.

980. Night Observations by Executive Officers.—During the night all Executive Officers when on watch are to be required to ascertain the latitude by observations of the moon, planets, or stars, with a view to correct the reckoning, more especially when near land or shoals; the result is to be noted in the deck log, and when necessary immediately reported to the Captain and the Navigating Officer; but the Officer of the Watch is not necessarily, and to the neglect of his other important duties, to take the observations himself, nor is he in any case to go below to work them out, unless properly relieved.

2. Comparisons by Executive Officers.—The Navigating Officer is to give all Executive Officers, and specially those detailed to assist in the navigation of the ship, every facility, consonant with due precautions, for obtaining comparisons with the chronometers, in order that their reckonings may be entirely independent.

981. Approaching Land during Darkness.—The Captain is to exercise a very careful discretion before endeavouring to make unlighted or dangerous land, or to get into or close to difficult unlighted ports during darkness. Except in cases of emergency or other necessity he should consider whether, instead, the service he is employed upon will not be more certainly performed by standing off until daylight.

982. Approaching Land and in Pilot Water.—On approaching land, or in the vicinity of rocks or shoals, and when the ship is in pilot water, the Captain is to take care that soundings are invariably obtained by the hand lead, or the best method available at the time, not only as a guide for securing the safe conduct of the ship, but also as a precaution against any mistake in navigation. Such soundings are to be obtained even in the most frequented channels.

2. The information conveyed in the pamphlet, which will be found in all chart boxes, entitled "Notes on the Navigation of His Majesty's Ships," is to be most carefully considered, and the directions contained therein are to be followed.

983. Safe Berth when anchoring.—When anchoring, the Captain will take care to place the ship in a safe berth, and in such a position as not to endanger ships already anchored; also, that the bearings of headlands or other distinguishable objects, with the depth of water and the nature of the bottom, are ascertained and noted in the log. If there is no accurate chart of the place, he will cause the Navigating Officer to sound round the ship within a radius of at least three cables, to ascertain the fitness of the anchorage.

984. Touching Ground.—In the event of the ship touching the ground, the Captain and the Navigating Officer are, by the first opportunity, to transmit to the Commander-in-Chief or Senior Officer of the station, for the information of the Admiralty, a joint statement describing in detail all the circumstances in which the incident occurred, attaching also the information required by the following form:—

- (1) The rate at which she was going over the ground at the time she struck.
- (2) The exact time she remained on shore.
- (3) The nature of the bottom.
- (4) The means taken to get her off.
- (5) The injury they suppose she has received.
- (6) The direction and force of the wind.
- (7) The state of the weather, sea, and tide.
- (8) The ship's draught, forward and aft.
- (9) The least depth of water under the stern, under the bows, and amidships, obtained during the time she remained on shore.

This statement is to be accompanied by a copy of the log, a track chart, commencing from the date when the ship last left port, and, if possible, by a clear and comprehensive plan of the place where the accident occurred, and, in any case, angles between as many of such prominent objects as may be in sight as will suffice to accurately fix the position when aground. When possible, at least five such angles should be forwarded. Bearings taken from the standard compass, of the same objects, should also be given, stating the deviation of the compass.

985. Surveys and Chart making.—The Captain is to cause, when opportunity offers, and the charts supplied are imperfect, surveys to be undertaken and charts made of the harbours and coasts visited, by the navigating or other qualified officers, to whom every facility for this purpose is to be given, and who are always to affix their signatures to their drawings and remarks. Such surveys

are to be noted in the remark book, but they should be transmitted as soon as executed, accompanied by the observations provided for in Article 1023 (*Variation of Compass*).

In Foreign Places.—In carrying out this instruction in foreign places the Captain and all other officers are to be very careful to avoid giving any ground of offence to the authorities.

986. Compass Bearings.—Whenever compass bearings are taken, whether to be noted in the log or other document, or for any other purpose, they are to be corrected for deviation, and the correct magnetic bearing given.

987. Report on Navigating Officer.—When the ship is paid off, or when the Captain or the Navigating Officer is removed, a special report of the professional qualifications of the Navigating Officer is to be made by the Captain to the Admiralty, under the following heads :—

- (a) As to his general skill in navigation.
- (b) As to the zeal or aptitude which has been shown by him in making himself acquainted with the pilotage of foreign coasts and harbours.
- (c) As to his proficiency in chronometrical and other astronomical observations.
- (d) As to the attention he has given to the various systems of winds, currents, &c.
- (e) As to the particular coasts with which he is best acquainted.
- (f) As to the Captain's opinion of his general trustworthiness as a pilot.
- (g) As to his capabilities as an Executive Officer.

988. Turning Trials.—Captains are, when opportunities offer, to make the necessary trials at the specified speeds to obtain the turning powers of His Majesty's ships in accordance with the instructions printed on form S. 347.

2. The trials are to be made in fine weather, and, if possible, when there is neither wind nor tide to affect the results. It is of the utmost importance that every care should be taken when making the trials, in order that the results may be obtained and recorded as accurately as possible.

3. The whole of the trials referred to on that form are to be made within six months of the ship being commissioned. Diagrams, and any necessary additional particulars, are to be furnished in every case. The results obtained, as recorded on form S. 347, are to be inserted in the Captain's ship's book (folio 4), and a copy forwarded to the Admiralty for information.

989. Hiring Tug.—When it may be absolutely necessary to hire a tug to assist or to tow the ship, and there is not time to obtain the previous authority of the Admiralty, a separate agreement in writing is, in the absence of special local arrangements, to be made in each case, with the permission of the senior officer present, the terms being reported to the Admiralty with a statement of the circumstances which render it necessary to employ the tug; care is to be taken that the charges are not higher than the custom or the regulations of the port may sanction.

990. Approaching Powder Magazines, &c.—Ships are not to approach too near to powder magazine vessels, nor to vessels laden with explosives which are distinguished by a red flag at the masthead.

991. Continuous burning of Lights.—Whenever any light which has been hoisted or is being used on board His Majesty's ships, in compliance with the Regulations for Prevention of Collisions at Sea, is removed for the purpose of being trimmed, or for any other purpose, it should be immediately replaced

by another, so that there may not be any interval during which a light is not exhibited.

992. Lights from Scuttles, Portholes, &c.—Care is to be taken to prevent the light showing from scuttles, portholes, &c., being mistaken for the ordinary navigation lights of the ship; and, for this reason, neither red nor green shades are to be used for lights in cabins, and all curtains are to be of neutral colour. Blue curtains are not to be used over the scuttles on board His Majesty's ships.

SECTION II. PILOTAGE.

993. General Arrangements.—Under ordinary circumstances the Navigating Officer is the pilot of the ship.

2. By Pilot or Navigating Officer.—For ports and channels which are not easy of access, or for which the charts are not themselves sufficient guides, a pilot may be employed; if the Navigating Officer pilots the ship he will be allowed for his services such remuneration as the Admiralty may think fit to award.

3. Places disallowed.—A list of places disallowed, which the Admiralty may, from time to time, consider easy of access, or sufficiently navigable by the charts, and for which any claim for pilotage is barred, will be found in the chart boxes supplied.

4. Limit of Payment.—The Navigating Officer will not be paid nor is a pilot to be employed, for more than six times in and six times out of any one port or channel during the period for which the Navigating Officer is borne continuously for service in a ship, as the pilotage thereafter becomes part of his ordinary duty.

The mere transfer from one ship to another does not itself entitle an officer to be paid more than the above-mentioned number of times.

5. When ordinary Limit may be exceeded.—A pilot may, however, be employed for more than six times for places where the shifting nature of the shoals may render such local assistance necessary for the safety of the ship, the reasons for such employment being noted on the certificate.

6. Pilot employed in easy Port.—If a pilot is employed for a port easy of access, an explanation of the reasons for so doing is to be forwarded with the certificate. If the explanation should not be considered satisfactory the expense may be charged against the Captain or the Navigating Officer. See clause 3 (*Disallowed List*).

7. Small Steam Vessels.—No pilotage allowance will be given for any services performed in steam vessels of less than 10 feet draught, except for difficult rivers, or in special circumstances.

8. When Pilot not to be employed.—In the absence of a Navigating Officer, a pilot is not to be hired to perform the ordinary duties of navigation, nor to conduct the ship into ports for which the charts and directions are a sufficient guide.

9. Claims by Navigating Officer.—A Navigating Officer is not limited as to the number of times he may claim for piloting ships other than his own into any place, and such claim may be made immediately.

10. Pilotage Certificates.—The pilotage certificates granted by the Captain to the Navigating Officer for services in his own ship are to be sent to the Hydrographer on the 1st January in each year.

11. Every pilotage certificate granted to a Navigating Officer should state whether a pilot was borne during the time the service was performed, and in the case of ports and harbours whether the ship was taken into the place or merely to the offing. In all cases, correct magnetic bearings of prominent

objects from the ship's anchorage are to be given on the certificate, in default of which no payment will be made thereon. Certificates made out by Officers in Command in their own favour should be submitted for the approval of the Commander-in-Chief.

994. Applications for Pilots.—At a place where there is a Superintendent or a naval officer in charge of the naval establishment, all applications for pilots are to be made to him.

995. Relations between Pilot, Captain, &c.—When a pilot is employed, the Captain is to order everything that relates to the navigating of the ship to be performed as the pilot shall require; but, nevertheless, he and the Navigating Officer are to attend particularly to his conduct; and if, from his own or the Navigating Officer's observations, he shall have reason to believe the pilot not qualified to conduct the ship, or that he is running her into danger, the Captain is to remove him from charge, and to take all necessary measures for the safety of the ship, noting the time of the pilot being so removed, in the log. If the ship should at any time be damaged through the ignorance or negligence of a pilot, when a common degree of attention on the part of the Captain and Navigating Officer would have prevented the disaster, those officers will be deemed to have neglected their duty. This Article is equally applicable to the case of a ship in charge of a King's Harbour Master, or an Admiralty pilot.

996. Rights in regard to Pilots.—His Majesty's ships have the right to demand the services of any Trinity House or other pilot not otherwise engaged at the time, but no pilot can claim the right of piloting any ship belonging to His Majesty.

2. In Foreign and Colonial Ports.—In French ports pilotage is compulsory for ships-of-war, but in other foreign ports and in colonial ports, with the exceptions mentioned in the pamphlet entitled "Lists of Ports and Anchorages for which pilotage is disallowed," His Majesty's ships are exempt from compulsory pilotage.

3. If on entering or leaving a French port the services of a pilot are refused, a certificate to that effect, if asked for, is to be given, but all claims on account of compulsory pilotage are to be left for settlement by the consuls at the ports.

997. Pilot for Temporary Service.—The Captain is to give a pilot, when employed, a certificate on form S. 21, which should show the exact position by bearings, of the anchorage or place to which the ship was piloted, and whether she proceeded to a harbour inside or merely to an outer anchorage or offing. A pilot for temporary service is to be borne as a supernumerary for victuals, and is to be discharged as soon as he has fulfilled the service for which he was engaged.

2. All certificates of pilotage at home and applications for payment, together with all communications on the subject, are to be sent to the Hydrographer.

3. Any money advanced to enable a pilot to return home is to be noted on the certificate; but travelling warrants are not to be issued to pilots, as the present rates include travelling expenses.

4. At places abroad, payment on the certificate should be made by the consul or naval accountant. Where there is neither the one nor the other, the Accountant Officer of the ship, under the Captain's authority, will make the payment.

5. Rates at Foreign Ports.—Pilotage rates at foreign ports, when depending upon the tonnage of the ship instead of on her draught, are to be paid on the register tonnage.

6. Tonnage.—The register tonnage, according to British rule, is to be inserted in all pilotage certificates, and is to be the basis of all tonnage payments made at foreign ports by His Majesty's ships, except when entering Port Said and the Suez Canal, in which case the tonnage according to the Danube rule is to be used.

7. The Board of Trade tonnage certificate, which shows the registered tonnage according to both rules, is furnished to all ships as they are commissioned at the home ports.

8. The weight in tons, shown in the Navy List, is in no case to be used for the payment of pilotage, nor to be mentioned in pilotage certificates.

998. Unlicensed Pilots.—No unlicensed pilots are to be allowed to take charge of His Majesty's ships except in case of necessity when licensed or regular pilots cannot be obtained. When such an occasion arises, particular caution is to be observed by the Captain and Navigating Officer to guard against such unlicensed pilot running the ship into danger.

999. Engagement of Pilots.—Whenever it may be necessary to engage a licensed pilot for a lengthened service, or an unlicensed pilot, fisherman, or boatman for any service, the Captain will enter into a written engagement, if circumstances admit; but if not, a verbal agreement is to be made in the presence of a witness specifying the rate or sum to be paid in satisfaction of all demands, and if it is for a lengthened period, when the payments are to be made. If a written engagement is entered into, it is to be signed by both parties and the witness, and the terms are to be noted in the log; if not in writing, they should be specially reported to the Admiralty. The stipulated payments are, under the authority of the Captain, to be made by the Accountant Officer as may be agreed on, and the vouchers are to show the whole of the services performed within the period.

1000. Berth for Pilot.—The Captain is to order a convenient berth to be enclosed for the pilot, and cause him to be furnished during his stay on board with a hammock and bedding, and he will see that he is treated with proper attention and respect.

1001. Ships in Tow.—When one ship tows another, only one pilot is to be paid, except in extraordinary cases, the particulars of which are to be noted on the certificates; and the payment for pilotage will be made only to the Navigating Officer or pilot, of either of the ships, to whom the Senior Officer shall have thought fit to give the charge; such Navigating Officer or pilot may be directed by the Senior Officer to be in whichever ship he may consider most advantageous in reference to the service to be performed.

1002. Foreign Steering Orders.—In French, German, and Russian ships-of-war and merchant vessels, and in those of some other nations, orders to starboard or port, as well as the signs and signals used to confirm or repeat such orders, indicate, not that the helm is to be put over to starboard or port, but that the wheel is to be so moved that the ship's head may go to starboard or port. With a view to guard against collisions and other risks, this difference of practice is to be borne in mind when a French, German, or Russian pilot is engaged; and if a pilot of any other foreign nation be engaged, care is to be taken, with the like object, to ascertain at once the rule in this particular which his country adopts.

SECTION III. COMPASSES, CHRONOMETERS, AND CHARTS.

1003. Deviation of Compasses.—The Captain and the Navigating and other executive officers of the ship are to keep a constant watch over the

deviation of the compasses, and they are to make themselves thoroughly acquainted with and be guided by, the practical rules relating thereto, supplied in every chart box, in which will be found all details of the precautions to be observed.

2. **Positions of Compasses.**—The exact positions of the standard and steering compasses will be determined by the Superintendent of Compasses, and no change is to be made without authority from the Admiralty.

3. **Keys of Binnacles.**—The keys of the doors of the compass binnacles are to be in the charge of the Navigating Officer.

4. **Stowage of Compasses.**—For the proper preservation of the compasses, in every ship a closet is constructed in a dry place, fitted to receive the ship's establishment of compasses and the spare compass gear, the key being kept by the Navigating Officer, who is to be held responsible that the compasses and gear are properly stowed.

1004. **Swinging Ship.**—The ship is always to be swung on commissioning, after repairs, or lying long in one position in harbour, and regularly once in each year; also immediately on her arrival on a foreign station, or if there has been any great change in her geographical position since the compass errors were last observed.

2. In addition to the usual course of swinging, all classes of vessels in which the heads of the boats' davits when turned in approach to within 14 feet of the standard compass, are to be swung to ascertain the deviation with the boats turned in.

3. **At Home Ports.**—The Captain will, if practicable, give the Commander-in-Chief at the home ports four days' notice in writing of the time when the ship will be ready to be swung to ascertain the errors of the compasses.

4. **Observations at Sea.**—When under way, azimuth and amplitude observations are to be taken, if possible, at least once a day, and on every change of course.

5. **Deviation of Standard Compass.**—Whenever a ship is swung, a notation of the circumstance is to be made in the ship's log, the compass errors observed being noted in the compass journal. A return of the deviation of the standard compass, on form S. 374*a*, and its comparison with the other compasses, is to be transmitted to the Admiralty every year on the 31st December.

6. **Compass Correctors.**—The position of the various compass correctors should always be inserted in the compass return sent into office.

7. **Compass Journal.**—A compass journal (form S. 381) is to be kept as directed in Article 1024.

1005. **Electric Lighting of Compasses.**—The electric lighting of compasses as fitted by dockyards is not to be altered without Admiralty authority, and in all cases of repair the greatest care is to be taken that the wires leading to and from any lamp in the vicinity of the compass shall be coupled closely together in every part of the circuit, as any departure from this principle causes disturbance of the compass.

2. Care is to be taken that electric installations are so arranged that no disturbing effect is produced on the compass.

Sentries near Compasses.—Sentries posted near compasses, and those on duty in the proximity of electric machinery, are not to wear side arms.

1006. **Precautions when moving Compasses.**—Whenever it is necessary to move the compass bowls and cards to or from the shore, or from ship to ship, it is always to be done in the presence of the Navigating Officer or some other commissioned officer, and also when they are drawn from or returned to the dockyard.

On such occasions the cards of all dry compasses are to be stowed in their special boxes.

1007. Compasses when preparing for Battle.—In preparing for battle the Captain is to decide upon the number and position of the compasses which he may consider necessary to retain in their ordinary places, and he is to send all others, with their binnacles, below.

In all ships where no compass is fitted below in a protected position, at least one compass with its binnacle is to be sent from the upper deck to be used as a reserve.

1008. Standard Barometers and Thermometers.—Standard barometers, tested thermometers, and other meteorological instruments, will be supplied from the dockyard to the Navigating Officer on demand. The maker's numbers of these instruments are to be entered in the log and the Navigating Officer's remark book, so that the known corrections may be applied when meteorological data are extracted for compilation.

Printed registers, with the necessary instructions, will also be supplied in the same manner to any officer who may be disposed to record the meteorological observations with greater minuteness than is imperatively required. These registers are to be forwarded to the Admiralty at the end of each year by such officer through his Captain.

2. The barometer or aneroid supplied is to be carefully suspended in some secure and accessible part of the ship, which is to be specified in the beginning of the log, and the readings, together with the temperature of the air and sea by the thermometer, are to be correctly observed and registered in the log daily at 4 and 8 a.m., at noon, at 4 and 8 p.m., and at midnight; in stormy weather every hour.

3. As there are occasionally conditions of weather, not only in the hurricane regions, but in the most tranquil seas, when a knowledge of the various movements of the barometer may become of great value, on these occasions additional observations are to be made and recorded, with such particulars of the corresponding changes in the wind, as well as of any remarkable appearances in the weather, as may seem to indicate any connection between them.

1009. Chronometers and Watches.—At as early a date as possible, the Navigating Officer of a newly-commissioned ship, or of a ship about to be commissioned, will apply by letter to the Commander-in-Chief for the supply of chronometers and watches allowed, so that their rates may become steady before sailing.

2. **Winding.**—The Navigating Officer is to wind up the chronometers and watches daily at a fixed hour, and is to take care that the same is reported to the Captain. In the absence of the Navigating Officer, these duties are to be performed by such officer as the Captain may appoint.

1010. Chronometer Comparison Book.—The daily comparisons of all the chronometers and watches are to be noted by the Navigating Officer in the book supplied for the purpose (form S. 384).

Chronometer Return.—A return on form S. 379 of all the rates of chronometers and watches obtained, accompanied by supply and receipt voucher on form S. 383, is to be rendered to the Hydrographer on the following occasions:—

(a) Annually on 31st December;

(b) On closing accounts, either:—

(i) on final return of chronometers and watches to a depôt,

or

(ii) on the supersession of the Navigating Officer.

In cases *b* (i) and (ii) the return is to be signed by the officer taking charge as a certificate that the instruments are in a serviceable condition.

Form S. 384 is to be kept by vessels having one or more chronometers or hack watches, and form S. 379 is also to be rendered by them, rates being inserted.

2. A receipt is to be forwarded direct to the Astronomer Royal for all chronometers and watches received from the Royal Observatory, and an advice is to be forwarded to him of all instruments returned to the Royal Observatory, giving in all cases the maker's name and number, and indicating the route by which they have been sent.

Transactions between ships are to be reported immediately to the Hydrographer.

3. **Time-expired Chronometers.**—Chronometers and chronometer watches which have been issued from the Royal Observatory over $4\frac{1}{2}$ years,* or have become unserviceable, are to be exchanged for others on the first visit to a port where there is a chronometer depôt, or, if not likely to visit such a port, application is to be made direct to the Hydrographer for supply from Royal Observatory.

NOTE.—The labels at present affixed to boxes containing chronometers and watches indicate the date of last repair, and this date is to be considered as equivalent to the date of issue from the Royal Observatory.

4. The instructions contained in the Pamphlet, "Notes on Navigation," relating to the management, repair, and transmission of chronometers and watches are to be strictly observed.

5. **Care of Watches.**—Chronometer watches are delicate and expensive instruments and, if properly used, give results equalling in accuracy the performances of the best box chronometers: hack watches are less expensive and not so reliable; both, however, are to be handled with the greatest care in winding and when being carried, and they are invariably to be kept in a place of security when in use on deck.

6. **Damage to Chronometers.**—In the event of any chronometer or watch sustaining damage, a full report of the circumstances is to be immediately rendered to the Hydrographer and notations made on form S. 379.

1011. **Chronometers when preparing for Battle.**—When preparing for battle the chronometers are to be removed to the war position in all ships where such a position has been selected for them, or if no definite position has been arranged, to some place of safety.

1012. **Charts, demands.**—As soon as the destination of the ship is known, the Navigating Officer is to demand from the chart depôt, charts for the station or special service on which the ship is to be employed, including the charts for the use of the Admiral or Commodore in the case of a Flag or Commodore's ship.

2. **Re-commissioning Abroad.**—For ships re-commissioning abroad, charts should be similarly demanded from the depôt on the station; but, should there be no depôt, fresh sets of charts will be sent from England.

3. **Chart Sets, Age limits.**—The sets of charts issued to His Majesty's ships should be effective for the undermentioned periods from the date of issue, as marked, viz. :—

	Years.
Sets issued to His Majesty's ships (other than torpedo boat destroyers) — — — — —	4
Sets issued to torpedo boat destroyers — — — — —	3
Sets of other stations supplementary to those of the station on which a vessel is serving — — — — —	6

* After April 1914 the period will be 4 years.

4. **Cancelled Charts.**—As new charts or new editions of charts are supplied to a ship, they are at once to be put into their respective chart sets and the cancelled charts destroyed.

5. **Chart Sets transferred.**—Whenever a set of charts is transferred to another ship, to the charge of another officer, or returned to a chart depôt, the Navigating Officer of the ship transferring the set is to certify on the supply note (form H. 74), which should accompany the set, the number of the last notice to mariners used in the correction of the set, and is to forward direct to the Hydrographer a certificate of transfer (form H. 81) as soon as such transfer has been effected.

1013. **Chart Sets for Officers.**—The Navigating Officer is to demand from the chart depôt an officers' chart set containing a selection of charts of the station on which the ship is to be employed, which is to be placed in charge of the junior Military Branch officer of the ward-room. If the ship has a gun-room mess, another set is to be demanded, which is to be placed in the charge of the senior Military Branch officer of that mess.

2. These officers' chart sets are supplied to enable officers to make themselves familiar with the coasts and harbours of the countries they visit. A box is to be fitted on board for their reception.

3. **For Ship's Company.**—Each sea-going ship will be supplied with extra general charts for the information of the ship's company, and when on passage, the chart of the locality, fitted in a glazed frame made for the purpose, is to be exposed in a convenient situation accessible to the crew; and the Captain is to cause the Navigating Officer, or such other person as he may select, to daily mark thereon the position of the ship. These charts are not to be used for navigating purposes, and to prevent their becoming soiled should not be exhibited uncovered.

4. **For Instruction of Junior Officers.**—The Navigating Officer of a ship in which junior officers are borne is also to demand from the chart depôt, for their instruction in practical navigation, a set of selected charts and plans of harbours of the station to which the ship is proceeding. The Naval Instructor will have charge of this set.

5. For ships re-commissioning abroad, new officers' and junior officers' chart sets may be demanded from the Hydrographer if necessary.

6. None of the charts referred to in this Article are to be considered, or used, as the navigating charts of the ship; hydrographic matter for their upkeep will not be supplied.

1014. **Notices to Mariners.**—When a notice to mariners of a newly-discovered shoal, rock, or other danger, or of a new or altered light, buoy, beacon, or landmark, is received on board, the Navigating Officer is to note the information in the register of hydrographic documents (form H. 41), as therein directed, and is at once to insert the particulars in all charts, sailing directions, &c., to which they refer, in accordance with the uniform system of correction of charts, as described in "Notes on Navigation," affixing his initials in the register on completion of this duty.

2. The register of hydrographic documents (form H. 41) will be supplied with each chart set and will remain with that set until it is finally returned to the chart depôt or to the Hydrographic Department.

It is to be presented to the Captain monthly, and initialled by him; it is also to be produced at inspections and signed by the inspecting officer.

1015. **Correction of Charts.**—All corrections, additions to, or erasures on charts are to be neatly made in red (except as explained later in clause 6). In every case the recognised chart abbreviations are to be used.

2. The number and date of every notice to mariners, from which corrections, &c., as above have been made, are to be entered at the lower left-hand corner of the chart in the following manner, viz. :—

07.123, 1145, 1503 ; 08.232 ; 10.1506, 1721 ; 11.34, &c.

3. The amount of the substance of a notice to mariners inserted on the chart should, as a general rule, be limited to what is likely to be engraved on the chart plate when corrected in office, and it should also be inserted as far as possible in a similar style; attention being given to the following points :—

- (a) The amount of information to be inserted depends on the scale of the chart, and should be in accordance with that already engraved on the chart. On the largest scales will generally be found all the details of lights and their sectors, buoys, &c. On the smallest scales buoys are seldom inserted, and lights are only briefly described as Lt. F., Lt. Grp. Fl., Red, &c., &c., without any details as to height, visibility, periods, &c. ;
- (b) When inserting corrections, care must be taken not to obliterate any of the other information already on the chart ;
- (c) Wrecks are shown thus, /// "Wreck," and on large scales the "year" is added ;
- (d) When "Notes" are to be inserted (such as cautionary, tidal, &c.) they should be written in a convenient but conspicuous place, where they will not interfere with any other details.

4. The numbers and dates of notices should not be entered on the charts except as required by clause 2, as if entered in any other way they tend to render the chart illegible.

5. Erasures, when necessary, should consist of a single line made with a pen. A knife or ink eraser should not be used.

6. Temporary or intended changes should be inserted on the chart in pencil, and in the latter case finally inked in, in red, when further notice has been received confirming the previous one.

7. One copy of all notices to mariners should be pasted into the sailing directions in its appropriate place, so that, if fuller detail is required than what the scale of the chart permits to be given, it may be found on the proper page referring to the given locality or subject.

1016. Hydrographic Information.—The particulars of all information which may from time to time be obtained affecting charts, sailing directions, and other publications placed in the chart boxes, are to be forwarded, on form S. 378, direct by the Captain to the Hydrographer of the Admiralty, a duplicate being sent at the same time to the Commander-in-Chief of the station. A quarterly return, on form S. 377, is to be sent through the Commander-in-Chief to the Admiralty, giving an abstract of the information thus reported.

SECTION IV. NAVIGATING OFFICER.

1017. Books and Instruments.—On appointment to a ship the Navigating Officer is to provide himself with a sextant (except as provided in clause 2), and a telescope, and with such nautical books and instruments necessary for the purposes of navigation as are not supplied at the public expense.

2. Sextant for Warrant Officer.—When a warrant officer is appointed to one of His Majesty's vessels for navigating duties, a sextant for his use will be included in the allowance of naval stores for the ship.

1018. Responsibilities generally.—He is to have the charge, under the direction of the Captain, of navigating the ship ; he is therefore to point out

to the Captain every possible danger in or near the ship's course, and the way to avoid it; and if it be imminent, to report it to the Officer of the Watch with a view to immediate action. Whenever the ship is approaching the land or shoals he is to be upon deck and keep a careful look-out, and he will attend to the soundings until the safety of the ship's position is clearly ascertained and secured.

1019. When Ship conducted by Pilot.—He is always to be very attentive to the manner in which the ship is conducted by a pilot; he is to see that continuous soundings are obtained even should the pilot not require it, and that preparation has been made to anchor the ship at the shortest notice.

If he perceives the ship to be running towards danger, or if he has any reason to think that the pilot is not properly qualified to conduct her, he is immediately to inform the Captain of his suspicions.

1020. Daily Reckoning.—When at sea, every day, immediately after 8 a.m., noon, and 8 p.m., and at such other times as circumstances may render necessary, he is to deliver to the Captain, on forms S. 375 and 375a, an account of the latitude and longitude the ship is in, the variation of the compass, and all other particulars regarding her position which the Captain shall require.

1021. Passing Lights.—On passing a light, the Navigating Officer is to compare it with the Admiralty list of lights, or the latest official information on the subject, and if it should not agree with the description there given of it, or if the light be inefficient, he is to make a report thereof. See 1016 (*Information to Hydrographer*).

1022. Ship's Qualities.—He is to watch attentively the ship's qualities at sea, that he may be able to suggest, if necessary, any alterations calculated to improve them.

1023. Variation of Compass, &c.—He is to make use of every opportunity of obtaining observations of the variation of the compass on shore, and also by a careful swinging of the ship in deep water; for this purpose he is to adopt the system given in the instructions for making such observations, issued with the compass journal. A return of the results is to be sent to the Secretary of the Admiralty (Compass Branch) as soon as any series is complete.

2. Deviation of Standard Compass.—The deviation of the standard compass is to be determined as provided for by Article 1003, and special attention is directed to the necessity for observing, when possible, the errors of the standard compass for each course upon which the ship may be steered at the time.

1024. Compass Journal.—He is to keep a compass journal (form S. 381) according to the instructions therein appended, in which the results of all observations for error of the standard compass are to be entered. The journal will form a useful record during the commission; it is to be produced on all occasions of the ship being inspected, and is to be forwarded to the Admiralty (Compass Branch) on paying off.

2. When, however, a ship is paid off and re-commissioned the next day, the compass journal is to be retained on board for the first six months of the new commission, in order that the information contained therein may be available for the use of the Captain and Navigating Officer. The journal is then to be transmitted to the Admiralty (Compass Branch) as already directed.

1025. Ship's Log.—He is to have charge of the ship's log book (S. 321); he will take care that it is compared daily with the deck log (S. 322) to ascertain that no entries made in the latter are omitted; he will send it to the Officers

of the Watch to place their initials against their respective watches, while the facts are fresh in their memories ; and he will present it daily soon after noon for the Captain's inspection.

2. Alterations.—After having been signed by the Officers of the Watches he will allow no alteration however trifling to be made in the log book without the concurrence of the Officer of the Watch concerned, who should initial the alteration, and the sanction of the Captain.

3. Entries.—He will be careful that all the particulars required by the established form of log are correctly entered in the log book, in addition to the following circumstances and all other occurrences of moment :—

- (a) Lighting fires ; weighing and proceeding ; putting out or banking fires, and getting up steam in steamboats.
- (b) The arrivals, departures, the meeting at sea, or finding at anchor of all His Majesty's ships, and ships-of-war of all nations—Salutes and ceremonies.
- (c) Every occurrence connected with the navigation of the ship and with discovered dangers ; the set and velocity of the currents or tides ; the results of all observations made, and angles or bearings taken to ascertain the ship's position ; besides the currents between noon and noon when at sea, those experienced on leaving and making the land, or when running along the land are to be recorded, giving the numbers of hours between the observations.
- (d) Peculiarities of the weather, sea, and other atmospheric and natural phenomena, and other circumstances worthy of note. The height of the barometer and thermometer every four hours, at 4, 8, and 12 ; in stormy weather the barometer should be noted every hour. Occasional notation of roll.
- (e) In fleet sailing the position of the leading ships is to be recorded, and the necessary particulars as to the ship herself and the other ships if out of station, specially at night.
- (f) The anchoring or mooring the ship, giving depth of water, amount of cable, and position by bearings, or the securing the ship to a wharf or buoy.
- (g) Evolutions, exercises, landings, and the practice of the crew in closing water-tight doors.
- (h) The employment of the crew.
- (i) The embarkation and disembarkation of all passengers.
- (j) The entry and discharge of officers.
- (k) The circumstances of injury to masts, guns, boats, or other important articles of store or fitment, also the circumstances of the loss of all important stores. It will be sufficient to specify in the log only the description of the important articles, making reference to the complete list entered in the expense book, where alone the details need be shown.
- (l) A statement of the receipt, supply, survey, and return of all stores and provisions, and the exact quantity of fresh beef and vegetables received on board.
- (m) Every alteration in the allowance of provisions, and by whose order ; all extra and gratuitous issues.
- (n) The particulars of the hire of any vessel, boat, wharf, or building for the service of the ship.
- (o) All general payments.
- (p) All punishments requiring warrants.
- (q) Births and deaths on board. See 1857 (*Births and Deaths to be reported to Registrar-General of Births, Deaths, and Marriages*).

1026. Disposal of Log and Monthly Copy.—At the end of each calendar month, the Navigating Officer is to transmit, through the Captain to the Commander-in-Chief, a complete copy of the log book for the period signed by himself. He is to deliver the original log book, signed by himself, to the Captain, when it is filled up, to be kept by him until the ship is paid off, and then to be sent to the Deputy Cashier in Charge, Royal Victoria Yard, Deptford, for custody as a permanent record. If the Navigating Officer is superseded, he is to sign the original log book then in his possession, and deliver it to his successor, who is to give him a receipt for it; and the Captain is to give him a receipt whenever he delivers the log book to him. These receipts are to be retained by the Navigating Officer for six months.

1027. Remark Book.—He is to keep in the form established (S. 380), and in accordance with the instructions appended thereto, a remark book, in which all the hydrographic information he can obtain is to be carefully inserted.

2. Inaccuracies in Charts.—In his remark book, he is to note carefully any inaccuracies in the charts supplied to the ship, so that the requisite alterations may be made; for this purpose his remarks should be so distinctly expressed as to admit of no ambiguity, and they should be accompanied by a written explanation of the amendments he proposes to make, either in the configuration of the coast, in the latitudes and longitudes, in the soundings, or in the position of dangers, and he is in all cases to forward the evidence he possesses of the existence of change, and the angles, bearings, or other observations he has employed to determine the true position.

3. Important Inaccuracies.—If the inaccuracies he may have detected in the charts are of importance he is to report them immediately to the Captain in order that they may be transmitted to the Admiralty by the earliest opportunity, so that no time shall be lost in making the necessary corrections. See **978** (*Discovery of Dangers, &c.*); **1016** (*Particulars affecting Charts*).

4. Remark Book, examination and disposal.—When required, he is to present this remark book to the Captain for examination, and on 1st January in each year he is to deliver it to him accompanied by all the charts, plans, and views of the coasts and headlands which he has made during the past year, if not previously transmitted, as well as by his proposed corrections for the engraved charts, and by all the sailing directions he may have drawn up; all of which the Captain will transmit by the first safe opportunity to the Commander-in-Chief to be forwarded to the Admiralty; or if he is not under the orders of one, to be sent direct to the Secretary of the Admiralty; and when the ship is paid off, or before the Navigating Officer leaves her at any time, he is to deliver to the Captain similar documents for the broken period, in order that they may be forwarded in like manner.

5. If no hydrographic information of interest has been obtained during the year, the remark book should not be sent into office, but a certificate stating the fact and approved by the Commanding Officer should be rendered instead.

1028. Work Book.—The Navigating Officer is to keep, in the work book provided for that purpose, the results of all observations and calculations connected in any way with the navigation of the ship. He is also to record in the note book supplied, all angles, bearings, &c., connected with navigation. These books are to be examined by the Captain whenever he may think fit to call for them, and are to be produced at inspections and on such other occasions as may be found necessary.

1029. Instruction of Midshipmen.—The Navigating Officer is to carry out the instruction of Midshipmen as laid down in Articles **328** and **561**, and in

Appendix X., Part I., so as to prepare them for examination in the subjects laid down in Appendix X., Part II., par. 13 (b).

1030. Boats to sound or survey.—The Navigating Officer is to apply to the Captain whenever the Service will admit of it, for boats to sound and survey any shoals or harbours which may not have been correctly laid down in the charts, and the results are to be projected on a large and intelligible scale. In forwarding the result of such surveys he is strictly to follow the directions laid down in the Instructions to the remark book as to furnishing necessary information on the methods used. See 985 (*Surveys and Chart making*).

1031. Navigation Instruments, demand and charge of.—He is to indent for, and have the exclusive charge of, all the compasses, spare cards, &c. He is to demand a station pointer and an artificial horizon when these are allowed by the establishment, and when superseded or paid off he will account for them, on form S. 122, to the Director of Stores. He is also to see the log-lines and lead-lines correctly marked, and that they, as well as sounding machines and patent logs, are at hand and in good order whenever they may be wanted.

2. When ships are ordered to be paid off, the Navigating Officer is to see that the compasses and gear are in serviceable condition for the ship's immediate re-commission, and he is to obtain a certificate that such is the case from the officer in whose charge the compasses, &c., are placed.

The certificate is to be transmitted with the account of compasses (form S. 122).

1032. Charts, Barometers, Chronometers, &c.—Under the control of the Captain, he is to have charge of the charts, meteorological instruments, chronometers and watches, deck clock, and all instruments that may be supplied for navigating the ship.

1033. Responsibility for Rigging.—The Navigating Officer is responsible under the Captain for the efficient condition of the standing and running rigging, derrick purchases, and boat's falls, &c., of the ship, and he is to frequently examine them, and report to the Captain if he should find any of them inadequate or defective.

For Helm Signals.—He is also responsible for the efficient working of that part of the helm signals system from the drum or wheel which receives the wire halliards, upwards.

2. **Cables.**—He is to be careful that the inner ends of the cables are properly secured.

3. **Hawse when moored.**—When the ship is moored he is to see that proper measures are taken to keep the hawse clear (particularly with regard to turns below the ram). Should the hawse become foul, he is to make the necessary representations to the Captain that it may be cleared as soon as practicable, and he is also to cause the Officer of the Watch to be informed. See 619, clause 18 (*Duties as Officer of Watch*).

1034. Plan of Ship below.—He is to insert a correct plan of the stowage of the ship below, in the log book, specifying the number and sizes of the tanks and of the articles, with their total weight, which form the contents of each provision and store room.

1035. Stowage of Ship.—He is to observe the stowage of the ship authorised in the plans supplied by the Admiral Superintendent on commissioning, which are not to be deviated from without express authority.

Water Tanks and Provisions.—He is to see that no injury is done to the water tanks, that their screws are kept in good working order, and that the

lids are properly secured to prevent waste ; and he is generally to follow all the directions and regulations contained in the Victualling Instructions, Chapter XLIV., so far as they relate to his duties.

1036. Defective, &c., Stores.—He is to inform the Captain whenever stores or provisions of any description, on being received on board, appear to him to be defective in quality or short in quantity.

1037. Provision Rooms.—He is to be attentive to the state of the ship's provision rooms or holds, so that they may be at all times kept as dry and as clean as the nature of the service on which the ship is employed will admit. He is to keep himself acquainted with the place of stowage of all provisions or stores, so that there may be no delay in finding them when they are required.

1038. Sails and Canvas.—The Navigating Officer is to see that any sails on the establishment and all canvas gear are properly fitted and are ready for use. He is frequently to inspect the canvas or sail rooms to see that they are dry, and that the canvas gear is in good order.

1039. Store-rooms.—He is to visit the Gunner's, Boatswain's, and Carpenter's store-rooms to see that they are kept as well ventilated as practicable, and that they contain only ship's stores, which are so arranged as to admit of any of them being readily found.

When a Gunnery or Torpedo Lieutenant is borne, this duty as regards the stores of their department will be performed by them.

1040. When no Navigating Officer is borne, the duties laid down in this Chapter are to be performed by the officer whom the Captain may direct to take charge of the duties of Navigating Officer.

CHAPTER XXIX.

REGULATIONS FOR PREVENTING COLLISIONS, AND LIGHTS
FOR TORPEDO BOATS, &c.

REGULATIONS FOR PREVENTING COLLISIONS AT SEA.

1041. The following Regulations are to be observed, in order to prevent collisions at sea, and all officers of the Military Branch are to make themselves thoroughly acquainted therewith.

PRELIMINARY.

Definitions.—These Rules shall be followed by all vessels upon the high seas and in all waters connected therewith, navigable by sea-going vessels.

In the following Rules every steam-vessel which is under sail and not under steam is to be considered a sailing-vessel, and every vessel under steam, whether under sail or not, is to be considered a steam-vessel.

The word "steam-vessel" shall include any vessel propelled by machinery.

A vessel is "under way" within the meaning of these Rules, when she is not at anchor, or made fast to the shore or aground.

RULES CONCERNING LIGHTS, &c.

Lights.—The word "visible" in these Rules, when applied to lights, shall mean visible on a dark night with a clear atmosphere.

* Article 1. The Rules concerning lights shall be complied with in all weathers, from sunset to sunrise, and during such time no other lights which may be mistaken for the prescribed lights shall be exhibited.

Article 2. **Lights for Steamships.**—A steam-vessel when under way shall carry:—

- (a) On or in front of the foremast, or if a vessel without a foremast, then in the fore part of the vessel, at a height above the hull of not less than 20 feet, and if the breadth of the vessel exceeds 20 feet, then at a height above the hull not less than such breadth, so, however, that the light need not be carried at a greater height above the hull than 40 feet, a bright white light, so constructed as to show an unbroken light over an arc of the horizon of 20 points of the compass, so fixed as to throw the light 10 points on each side of the vessel, viz., from right ahead to 2 points abaft the beam on either side, and of such a character as to be visible at a distance of at least 5 miles.
- (b) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of 10 points of the compass, so fixed as to throw the light from right ahead to 2 points abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least 2 miles.
- (c) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of 10 points of the compass, so fixed as to throw the light from right ahead to 2 points abaft the beam on the port side, and of such a character as to be visible at a distance of at least 2 miles.

* These Rules are numbered as "Articles" to correspond with the wording of the Order in Council of 13th October 1910.

- (d) The said green and red side-lights shall be fitted with inboard screens projecting at least 3 feet forward from the light, so as to prevent these lights from being seen across the bow.
- (e) A steam-vessel when under way may carry an additional white light similar in construction to the light mentioned in sub-division (a). These two lights shall be so placed in line with the keel that one shall be at least 15 feet higher than the other, and in such a position with reference to each other that the lower light shall be forward of the upper one. The vertical distance between these lights shall be less than the horizontal distance.

Article 3. Lights for Ships Towing.—A steam-vessel when towing another vessel shall, in addition to her side lights, carry two bright white lights in a vertical line one over the other, not less than 6 feet apart, and when towing more than one vessel shall carry an additional bright white light 6 feet above or below such lights, if the length of the tow, measuring from the stern of the towing vessel to the stern of the last vessel towed, exceeds 600 feet. Each of these lights shall be of the same construction and character, and shall be carried in the same position as the white light mentioned in Article 2 (a) except the additional light, which may be carried at a height of not less than 14 feet above the hull.

Such steam-vessel may carry a small white light abaft the funnel or aftermast for the vessel towed to steer by, but such light shall not be visible forward of the beam.

Article 4. Special Lights for Ships not under Command and for Telegraph Ships.—(a) A vessel which from any accident is not under command shall carry at the same height as the white light mentioned in Article 2 (a), where they can best be seen, and, if a steam-vessel, in lieu of that light, two red lights, in a vertical line one over the other, not less than 6 feet apart, and of such a character as to be visible all round the horizon at a distance of at least 2 miles; and shall by day carry in a vertical line one over the other not less than 6 feet apart, where they can best be seen, two black balls or shapes each 2 feet in diameter.

(b) A vessel employed in laying or in picking up a telegraph cable shall carry in the same position as the white light mentioned in Article 2 (a) and, if a steam-vessel, in lieu of that light, three lights in a vertical line one over the other, not less than 6 feet apart. The highest and lowest of these lights shall be red, and the middle light shall be white, and they shall be of such a character as to be visible all round the horizon, at a distance of at least 2 miles. By day she shall carry in a vertical line one over the other, not less than 6 feet apart, where they can best be seen, three shapes not less than 2 feet in diameter, of which the highest and lowest shall be globular in shape and red in colour, and the middle one diamond in shape and white.

(c) The vessels referred to in this Article when not making way through the water, shall not carry the side-lights, but when making way shall carry them.

(d) The lights and shapes required to be shown by this Article are to be taken by other vessels as signals that the vessel showing them is not under command and cannot therefore get out of the way.*

* Attention is drawn to the following clauses of the Submarine Telegraph Act, 1885:—

“(a) When a ship engaged in repairing a cable exhibits the signals” (specified in Article 4 (b) of the Regulations for Preventing Collisions), “other vessels which see them, or are able to see them, shall withdraw to or keep beyond a distance of one nautical mile at least from the ship in question, so as not to interfere with her operations.”

“(b) Vessels which see, or are able to see, the buoys showing the position of a cable when the latter is being laid, is out of order, or is broken, shall keep beyond a distance of one quarter of a nautical mile at least from the said buoys.”

These signals are not signals of vessels in distress and requiring assistance. Such signals are contained in Article 31.

Article 5. **Lights for Sailing Ships or Vessels being Towed.**—A sailing vessel under way, and any vessel being towed, shall carry the same lights as are prescribed by Article 2 for a steam-vessel under way, with the exception of the white lights mentioned therein, which they shall never carry.

Article 6. **Exceptional Lights for Small Vessels.**—Whenever, as in the case of small vessels under way during bad weather, the green and red side-lights cannot be fixed, these lights shall be kept at hand lighted and ready for use; and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable, more than 2 points abaft the beam on their respective sides.

To make the use of these portable lights more certain and easy, the lanterns containing them shall each be painted outside with the colour of the light they respectively contain, and shall be provided with proper screens.

Article 7. **Lights for Small Craft and Rowing Boats.**—Steam-vessels of less than 40, and vessels under oars or sails of less than 20, tons gross tonnage, respectively, and rowing boats, when under way, shall not be obliged to carry the lights mentioned in Article 2 (a), (b), and (c), but if they do not carry them, they shall be provided with the following lights:—

(1) Steam-vessels of less than 40 tons shall carry—

(a) In the fore part of the vessel, or on or in front of the funnel, where it can best be seen, and at a height above the gunwale of not less than 9 feet, a bright white light constructed and fixed as prescribed in Article 2 (a), and of such a character as to be visible at a distance of at least 2 miles.

(b) Green and red side-lights constructed and fixed as prescribed in Article 2 (b) and (c), and of such a character as to be visible at a distance of at least 1 mile, or a combined lantern showing a green light and a red light from right ahead to 2 points abaft the beam on their respective sides. Such lantern shall be carried not less than 3 feet below the white light.

(2) Small steamboats, such as are carried by sea-going vessels, may carry the white light at a less height than 9 feet above the gunwale, but it shall be carried above the combined lantern mentioned in subdivision (1) (b).

(3) Vessels under oars or sails, of less than 20 tons, shall have ready at hand a lantern with a green glass on one side and a red glass at the other, which, on the approach of or to other vessels, shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side nor the red light on the starboard side.

(4) Rowing boats, whether under oars or sail, shall have ready at hand a lantern showing a white light, which shall be temporarily exhibited in sufficient time to prevent collision.

The vessels referred to in this Article shall not be obliged to carry the lights prescribed by Article 4 (a) and Article 11, last paragraph.

Article 8. **Pilot-vessels**, when engaged on their station on pilotage duty, shall not show the lights required for other vessels, but shall carry a white light at the masthead, visible all round the horizon, and shall also exhibit a flare-up light or flare-up lights at short intervals, which shall never exceed 15 minutes.

On the near approach of or to other vessels they shall have their side-lights lighted, ready for use, and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side, nor the red light on the starboard side.

A pilot-vessel of such a class as to be obliged to go alongside of a vessel to put a pilot on board, may show the white light instead of carrying it at the masthead, and may, instead of the coloured lights above mentioned, have at hand ready for use a lantern with a green glass on the one side and a red glass on the other, to be used as prescribed above.

A steam pilot-vessel exclusively employed for the service of pilots licensed or certified by any pilotage authority or the committee of any pilotage district, when engaged on her station on pilotage duty and not at anchor, shall, in addition to the lights required for all pilot boats, carry at a distance of 8 feet below her white masthead light a red light visible all round the horizon and of such a character as to be visible on a dark night with a clear atmosphere at a distance of at least 2 miles, and also the coloured side-lights required to be carried by vessels when under way.

When engaged on her station on pilotage duty and at anchor she shall carry, in addition to the lights required for all pilot boats, the red light above mentioned, but not the coloured side-lights.

Pilot-vessels, when not engaged on their station on pilotage duty, shall carry lights similar to those of other vessels of their tonnage.

Article 9.* † **Lights for Fishing and other Open Boats.**—Fishing vessels and fishing boats, when under way and when not required by this Article to carry or show the lights hereinafter specified, shall carry or show the light prescribed for vessels of their tonnage under way.

- (a) Open boats, by which it is to be understood boats not protected from the entry of sea-water by means of a continuous deck, when engaged in any fishing at night with outlying tackle extending not more than 150 feet horizontally from the boat into the seaway, shall carry one all-round white light.

Open boats, when fishing at night, with outlying tackle extending more than 150 feet horizontally from the boat into the seaway, shall carry one all-round white light, and in addition, on approaching or being approached by other vessels, shall show a second white light at least 3 feet below the first light and at a horizontal distance of at least 5 feet away from it in the direction in which the outlying tackle is attached.

- (b) ‡ Vessels and boats, except open boats as defined in sub-division (a), when fishing with drift-nets, shall, so long as the nets are wholly or partly in the water, carry two white lights where they can best be seen. Such lights shall be placed so that the vertical distance between them shall be not less than 6 feet and not more than 15 feet, and so that the horizontal distance between them, measured in a line with the keel, shall be not less than 5 feet and not more than 10 feet. The lower of these two lights shall be in the direction of the nets, and both of them shall be of such a character as to show all round the horizon, and to be visible at a distance of not less than 3 miles.

* This Article does not apply to Chinese or Siamese vessels.

† The expression "Mediterranean Sea" contained in sub-sections (b) and (c) of this Article includes the Black Sea and the other adjacent inland seas in communication with it.

‡ Dutch vessels and boats when engaged in the "kol," or hand-line, fishing will carry the lights prescribed for vessels fishing with drift-nets.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea* sailing fishing vessels of less than 20 tons gross tonnage shall not be obliged to carry the lower of these two lights ; should they, however, not carry it, they shall show in the same position (in the direction of the net or gear) a white light, visible at a distance of not less than one sea mile, on the approach of or to other vessels.

- (c) Vessels and boats, except open boats as defined in sub-division (a), when line-fishing with their lines out and attached to or hauling their lines, and when not at anchor or stationary within the meaning of sub-division (b), shall carry the same lights as vessels fishing with drift-nets. When shooting lines, or fishing with towing lines, they shall carry the lights prescribed for a steam or sailing vessel under way respectively.

Within the Mediterranean Sea and in the seas bordering the coasts of Japan and Korea* sailing fishing vessels of less than 20 tons gross tonnage shall not be obliged to carry the lower of these two lights ; should they, however, not carry it, they shall show in the same position (in the direction of the lines) a white light, visible at a distance of not less than one sea mile on the approach of or to other vessels.

- (d) Vessels when engaged in trawling, by which is meant the dragging of an apparatus along the bottom of the sea :—

(1) If steam-vessels, shall carry in the same position as the white light mentioned in Article 2 (a) a tricoloured lantern so constructed and fixed as to show a white light from right ahead to two points on each bow, and a green light and a red light over an arc of the horizon from two points on each bow to two points abaft the beam on the starboard and port sides respectively ; and not less than 6 nor more than 12 feet below the tricoloured lantern a white light in a lantern, so constructed as to show a clear uniform and unbroken light all round the horizon.

(2) If sailing-vessels, shall carry a white light in a lantern so constructed as to show a clear uniform and unbroken light all round the horizon, and shall also, on the approach of or to other vessels, show, where it can best be seen, a white flare-up light or torch in sufficient time to prevent collision.

All lights mentioned in sub-division (d) (1) and (2) shall be visible at a distance of at least 2 miles.

- (e) Oyster dredgers and other vessels fishing with dredge nets shall carry and show the same lights as trawlers.

(f) Fishing vessels and fishing boats may at any time use a flare-up light in addition to the lights which they are by this Article required to carry and show, and they may also use working lights.

- (g) Every fishing vessel and every fishing boat under 150 feet in length, when at anchor, shall exhibit a white light visible all round the horizon at a distance of at least 1 mile.

Every fishing vessel of 150 feet in length or upwards, when at anchor, shall exhibit a white light visible all round the horizon at a distance of at least 1 mile, and shall exhibit a second light as provided for vessels of such length by Article 11.

* Also, as regards Russian vessels, in the seas (excluding the Baltic) bordering the coasts of Russia.

Should any such vessel, whether under 150 feet in length or of 150 feet in length or upwards, be attached to a net or other fishing gear, she shall on the approach of other vessels show an additional white light at least 3 feet below the anchor light, and at a horizontal distance of at least 5 feet away from it in the direction of the net or gear.

- (k) If a vessel or boat when fishing become stationary in consequence of her gear getting fast to a rock or other obstruction, she shall in daytime haul down the day signal required by sub-division (k); at night show the light or lights prescribed for a vessel at anchor; and during fog, mist, falling snow, or heavy rain-storms make the signal prescribed for a vessel at anchor. (See sub-division (d) and the last paragraph of Article 15.)
- (i) In fog, mist, falling snow, or heavy rain-storms, drift-net vessels attached to their nets, and vessels when trawling, dredging, or fishing with any kind of drag-net, and vessels line-fishing with their lines out, shall, if of 20 tons gross tonnage or upwards, respectively, at intervals of not more than 1 minute make a blast; if steam-vessels, with the whistle or siren, and if sailing vessels, with the fog-horn; each blast to be followed by ringing the bell. Fishing vessels and boats of less than 20 tons gross tonnage shall not be obliged to give the above-mentioned signals; but if they do not, they shall make some other efficient sound signal at intervals of not more than 1 minute.
- (k) All vessels or boats fishing with nets or lines or trawls, when under way, shall in daytime indicate their occupation to an approaching vessel by displaying a basket or other efficient signal where it can best be seen. If vessels or boats at anchor have their gear out, they shall, on the approach of other vessels, show the same signal on the side on which those vessels can pass.

The vessels required by this Article to carry or show the lights hereinbefore specified, shall not be obliged to carry the lights prescribed by Article 4 (a) and the last paragraph of Article 11.

Article 10. Light for Ship when being overtaken.—A vessel which is being overtaken by another shall show from her stern to such last-mentioned vessel a white light or a flare-up light.

The white light required to be shown by this Article may be fixed and carried in a lantern, but in such case the lantern shall be so constructed, fitted, and screened that it shall throw an unbroken light over an arc of the horizon of 12 points of the compass, viz., for 6 points from right aft on each side of the vessel, so as to be visible at a distance of at least 1 mile. Such light shall be carried as nearly as practicable on the same level as the side-lights.

Article 11. Lights for Ships at Anchor.—A vessel under 150 feet in length, when at anchor, shall carry forward, where it can best be seen, but at a height not exceeding 20 feet above the hull, a white light in a lantern so constructed as to show a clear, uniform, and unbroken light visible all round the horizon at a distance of at least 1 mile.

A vessel of 150 feet or upwards in length, when at anchor, shall carry in the forward part of the vessel, at a height of not less than 20, and not exceeding 40, feet above the hull one such light, and at or near the stern of the vessel, and at such a height that it shall be not less than 15 feet lower than the forward light, another such light.

The length of a vessel shall be deemed to be the length appearing in her certificate of registry.

A vessel aground in or near a fairway shall carry the above light or lights and the two red lights prescribed by Article 4 (a).

Article 12. Flare-up Light or Detonating Signal.—Every vessel may, if necessary in order to attract attention, in addition to the lights which she is by these Rules required to carry, show a flare-up light, or use any detonating signal that cannot be mistaken for a distress signal.

Article 13. Proviso as to Lights of Squadrons and Convoys.—Nothing in these Rules shall interfere with the operation of any Special Rules made by the Government of any nation with respect to additional station and signal lights for two or more ships-of-war or for vessels sailing under convoy, or with the exhibition of recognition signals adopted by shipowners, which have been authorised by their respective Governments and duly registered and published.

Article 14. Steam-vessel under Sail with Funnel up.—A steam-vessel proceeding under sail only, but having her funnel up, shall carry in daytime, forward, where it can best be seen, one black ball or shape 2 feet in diameter.

SOUND SIGNALS FOR FOG, &C.

Article 15. Fog, Mist, Snow Signals.—All signals prescribed by this Article for vessels under way shall be given :—

- (1) By "steam-vessels" on the whistle or siren.
- (2) By "sailing vessels and vessels towed" on the fog-horn.

The words "prolonged blast" used in this Article shall mean a blast of from 4 to 6 seconds' duration.

A steam-vessel shall be provided with an efficient whistle or siren sounded by steam or some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog-horn, to be sounded by mechanical means, and also with an efficient bell.* A sailing vessel of 20 tons gross tonnage or upwards shall be provided with a similar fog-horn and bell.

In fog, mist, falling snow, or heavy rain-storms, whether by day or night, the signals described in this Article shall be used as follows, viz. :—

- (a) A steam-vessel having way upon her, shall sound, at intervals of not more than two minutes, a prolonged blast.
- (b) A steam-vessel under way, but stopped and having no way upon her, shall sound, at intervals of not more than 2 minutes, two prolonged blasts, with an interval of about 1 second between them.
- (c) A sailing vessel under way shall sound, at intervals of not more than 1 minute, when on the starboard tack one blast, when on the port tack two blasts in succession, and when with the wind abaft the beam three blasts in succession.
- (d) A vessel, when at anchor, shall, at intervals of not more than 1 minute, ring the bell rapidly for about 5 seconds.
- (e) A vessel when towing, a vessel employed in laying or in picking up a telegraph cable, and a vessel under way, which is unable to get out of the way of an approaching vessel through being not under command, or unable to manœuvre as required by these Rules, shall, instead of the signals prescribed in sub-divisions (a) and (c) of this Article, at intervals of not more than 2 minutes, sound three blasts in succession, viz., one prolonged blast followed by two short blasts. A vessel towed may give this signal, and she shall not give any other.

* In all cases where the Rules require a bell to be used, a drum may be substituted on board Turkish vessels, or a gong where such articles are used on board small sea-going vessels.

Sailing vessels and boats of less than 20 tons gross tonnage shall not be obliged to give the above-mentioned signals, but if they do not, they shall make some other efficient sound-signal at intervals of not more than one minute.*

SPEED OF SHIPS TO BE MODERATE IN FOG, &c.

Article 16. **Speed in Fog, &c.**—Every vessel shall, in a fog, mist, falling snow, or heavy rain-storms, go at a moderate speed, having careful regard to the existing circumstances and conditions.

A steam-vessel hearing, apparently forward of her beam, the fog-signal of a vessel the position of which is not ascertained, shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

STEERING AND SAILING RULES.

Preliminary—Risk of Collision.

Risk of Collision.—Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass-bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

Article 17. **Two Sailing Ships meeting.**—When two sailing vessels are approaching one another so as to involve risk of collision, one of them shall keep out of the way of the other as follows, viz. :—

- (a) A vessel which is running free shall keep out of the way of a vessel which is close hauled.
- (b) A vessel which is close hauled on the port tack shall keep out of the way of a vessel which is close hauled on the starboard tack.
- (c) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.
- (d) When both are running free, with the wind on the same side, the vessel which is to windward shall keep out of the way of the vessel which is to leeward.
- (e) A vessel which has the wind aft shall keep out of the way of the other vessel.

Article 18. When two steam-vessels are meeting end on, or nearly end on, so as to involve risk of collision, each shall alter her course to starboard, so that each may pass on the port side of the other.

This Article only applies to cases where vessels are meeting end on, or nearly end on, in such a manner as to involve risk of collision, and does not apply to two vessels which must, if both keep on their respective courses, pass clear of each other.

The only cases to which it does apply are when each of the two vessels is end on, or nearly end on, to the other ; in other words to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own ; and, by night, to cases in which each vessel is in such a position as to see both the side-lights of the other.

* Dutch steam pilot-vessels, when engaged on their station on pilotage duty in fog, mist, falling snow, or heavy rain-storms, are required to make, at intervals of 2 minutes at most, one long blast with the siren, followed after 1 second by a long blast with the steam whistle, and again after 1 second by a long blast on the siren. When not engaged on their station on pilotage duty, they make the same signals as other steamships.

It does not apply, by day, to cases in which a vessel sees another ahead crossing her own course; or by night, to cases where the red light of one vessel is opposed to the red light of the other, or where the green light of one vessel is opposed to the green light of the other, or where a red light without a green light, or a green light without a red light, is seen ahead, or where both green and red lights are seen anywhere but ahead.

Article 19. Two Steamships crossing.—When two steam-vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own starboard side shall keep out of the way of the other.

Article 20. Steamship to keep out of way of Sailing Ship.—When a steam-vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, the steam-vessel shall keep out of the way of the sailing vessel.

Article 21. Vessel not giving way to keep Course and Speed.—Where by any of these Rules one of two vessels is to keep out of the way, the other shall keep her course and speed.

NOTE.—When, in consequence of thick weather or other causes, such vessel finds herself so close that collision cannot be avoided by the action of the giving-way vessel alone, she also shall take such action as will best aid to avert collision. (See Articles 27 and 29.)

Article 22. Avoiding Crossing Ahead.—Every vessel which is directed by these Rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.

Article 23. Steamship giving way to slacken speed.—Every steam-vessel which is directed by these Rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

Article 24. Ships overtaking others.—Notwithstanding anything contained in these Rules, every vessel overtaking any other, shall keep out of the way of the overtaken vessel.

Every vessel coming up with another vessel from any direction more than 2 points abaft her beam, *i.e.*, in such a position, with reference to the vessel which she is overtaking, that at night she would be unable to see either of that vessel's side-lights, shall be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these Rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

As by day the overtaking vessel cannot always know with certainty whether she is forward of or abaft this direction from the other vessel, she should, if in doubt, assume that she is an overtaking vessel and keep out of the way.

Article 25. In Narrow Channels.—In narrow channels every steam-vessel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

Article 26. Keeping clear of Fishing Boats.—Sailing vessels under way shall keep out of the way of sailing vessels or boats fishing with nets or lines or trawls. This Rule shall not give to any vessel or boat engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels or boats.

Article 27. Proviso as to Dangers of Navigation, &c.—In obeying and construing these Rules, due regard shall be had to all dangers of navigation and collision, and to any special circumstances which may render a departure from the above Rules necessary in order to avoid immediate danger.

SOUND SIGNALS FOR VESSELS IN SIGHT OF ONE ANOTHER.

Article 28. **Sound Signals for Vessels in Sight of one another.**—The words "short blast" used in this Article shall mean a blast of about 1 second's duration.

When vessels are in sight of one another, a steam-vessel under way, in taking any course authorised or required by these Rules, shall indicate that course by the following signals on her whistle or siren, viz. :—

One short blast to mean, "I am directing my course to starboard."

Two short blasts to mean, "I am directing my course to port."

Three short blasts to mean, "My engines are going full speed astern."

NO VESSEL UNDER ANY CIRCUMSTANCES TO NEGLECT PROPER PRECAUTIONS.

Article 29. **Proper Precautions never to be neglected.**—Nothing in these Rules shall exonerate any vessel, or the owner, or master, or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper look-out, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

RESERVATION OF RULES FOR HARBOURS AND INLAND NAVIGATION.

Article 30. **Proviso as to Harbours, &c.**—Nothing in these Rules shall interfere with the operation of a special rule, duly made by local authority, relative to the navigation of any harbour, river, or inland waters.

DISTRESS SIGNALS.

Article 31. **Signals for Ships in Distress.**—When a vessel is in distress and requires assistance from other vessels or from the shore, the following shall be the signals to be used or displayed by her, either together or separately, viz. :—

In the daytime—

- (1) A gun or other explosive signal fired at intervals of about a minute ;
- (2) The International Code signal of distress indicated by N.C. ;
- (3) The distant signal, consisting of a square flag, having either above or below it a ball, or anything resembling a ball ;
- (4) A continuous sounding with any fog-signal apparatus.

At night—

- (1) A gun or other explosive signal fired at intervals of about a minute ;
- (2) Flames on the vessel (as from a burning tar-barrel, oil-barrel, &c.) ;
- (3) Rockets or shells, throwing stars of any colour or description, fired one at a time, at short intervals ;
- (4) A continuous sounding with any fog-signal apparatus.

1042. **Lights for Small Steam Craft and Torpedo Boats.**—The following Regulations are to be observed in respect to the lights to be carried by the small steam craft belonging to His Majesty's Navy :—

(a) Steamboats under 40 feet in length :—

- | | | | |
|-----------------------|---|---|---|
| <i>Bow Lights</i> | - | - | One lantern with divided coloured shades. |
| <i>Masthead Light</i> | - | - | One lantern to be carried, if possible, at least 2 feet above the coloured light. |
| <i>Anchor Light</i> | - | - | An ordinary hand-lantern is to be used when required. |

(b) Torpedo boats and steamboats, 40 feet in length and upwards :—

Bow Lights - - Two lanterns, showing coloured lights (red and green), to be carried at such a height, and in such a manner, as to show over any objects in the boat or launch, and to be not less than 2 feet apart horizontally.

Masthead Light - One lantern to be carried amidships at least 2 feet above the coloured lights.

Anchor Light - - A lantern, showing a white light all round the horizon, to be carried at a height not exceeding 20 feet above the hull.

2. The above-mentioned lights are to be visible at the following distances at least on a clear night :—

Bow lights - - - - One mile,

Masthead lights - - - Two miles,

Anchor lights - - - One mile,

and are in addition to show in the directions and over the arcs laid down in the Regulations for Preventing Collisions at Sea, contained in Article 1041.

1043. Ships' Boats.—Ships' boats, when under oars and away from their ships after dark, are to show a white light on the foremost awning stanchion.

CHAPTER XXX.

CONVOYS.

1044. Duties of Convoying Officer.—When an officer is ordered to afford convoy and protection to merchant vessels, he is to arrange with the masters of the several vessels such signals as shall enable him to regulate their movements and to learn their wants ; he is also to furnish each, on a separate paper, with such secret instructions and signals as he may deem necessary, adding a written charge to each master that he is on no account to communicate the contents to any person, but to keep the paper in his own possession until the end of the voyage, and then, or in the event of his being captured, to destroy it.

2. Information to Admiralty.—Before he finally sails from the United Kingdom, he will transmit a complete list of his convoy to the Admiralty ; and on his arrival in port with any convoy from abroad, he is also to send to the Admiralty a list in which he is to specify the vessels that arrive with him, and the time and supposed cause of separation of those that do not arrive.

3. Fees, Rewards, &c., from Convoy.—He is enjoined not to suffer any person in the ship or ships under his orders to receive, on any pretence whatsoever, any fee, reward, or gratuity from any owner or master of any ship or vessel, or from any person on board, for the protection afforded them.

4. Defence of Convoy.—He is to consider the protecting of the convoy as his most particular duty, in the execution of which he is to be very watchful to prevent its being surprised ; he is to defend it if attacked ; and he is to be most careful not to part company from it.

5. Keeping company.—He is to keep the merchant ships well collected, and while he will endeavour to proceed with all possible expedition, he will be careful not to proceed at a greater speed than will admit of the slowest ships keeping company with him without risk of straining the ships, or doing injury to their machinery or boilers ; and if any of them shall be in distress, either from badness of weather or other cause, he is to afford them every necessary assistance, which can be rendered without unduly delaying the whole convoy ; but if he shall find such distress to be the consequence of the vessel not having been properly fitted or stored for the voyage she was intended to make, he is to report the particulars to the Admiralty.

1045. Disobedience by Convoy.—If the master of any merchant ship or other vessel, under convoy, shall disobey the directions given him for his conduct, or by inattention to signals, or by neglecting to keep up a sufficiency of steam, or by any other means, shall retard the progress of the fleet or convoying ships, or shall behave himself disrespectfully to any officer of His Majesty's ships, the Officer Commanding the convoy is to send by the first opportunity a particular account of the same to the Admiralty, specifying the name of the ship and master, and the name and residence of the owner.

1046. Separation from Convoy.—If any vessel under convoy shall separate from the fleet without having express permission to do so, the Officer Commanding the convoy is to send by the first opportunity to the Admiralty the name of the vessel and of her master and owner, with the residence of the latter, and also a particular and circumstantial account of the manner, or supposed manner, of her leaving the fleet, and the time of her quitting it, as nearly as can be ascertained, with any other observations with regard to the occurrence he may

be able to offer, so that, if she be afterwards captured, the underwriters may be enabled to judge whether they ought to pay her insurance.

1047. Lights to be carried.—The Officer Commanding a convoy may carry one or more lights during the night, as from circumstances he shall think proper ; or he may direct any other ship or ships to do so ; he will take care, however, that they are not so carried or displayed as to be liable to be mistaken for any established signals.

1048. Convoys in Company.—When convoys bound to different ports sail at the same time, or when they meet at sea, they are, for the better protection of the whole, to keep company together so long as their respective courses shall allow ; while they continue together the ships-of-war are to carry the appointed signal distinguishing the convoys they belong to ; and the merchant vessels of one convoy are to be kept from mixing with those of another, to prevent as much as possible all mistakes and confusion when the convoys separate.

1049. Senior Officer to Command.—While two or more convoys continue together, the Senior Officer is to command the whole.

1050. Protection to Vessels of Allies.—All officers having the command of convoys are to take under their protection the vessels of His Majesty's allies which shall be ready to sail, and the masters of which shall request it ; and they are to protect such vessels as effectually, to all intents and purposes, as those of His Majesty's subjects. But His Majesty's ships are not to take under their protection the vessels of any Power which is at war with any other Power with which His Majesty is not at war, nor the vessels of a neutral Power, unless ordered to do so, or some very particular circumstances shall occur to render it necessary, of which they are to send the earliest possible information to the Admiralty.

1051. Protection to Merchant Vessels Abroad.—When the Captain of one of His Majesty's ships is about to sail from any port not in the United Kingdom during war or when war may be expected, if the nature of his orders admit of it, he is to give timely information to merchant vessels, and to take under his protection all those bound the same way, who shall be desirous and ready to accompany him, bearing in mind the directions contained in the preceding Article. Similarly he is to take under his protection such vessels as he may meet with on his passage, if they desire to accompany him, and to see them in safety so far as his course and theirs shall be the same.

CHAPTER XXXI.

COMMISSIONING AND EQUIPMENT.

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SECTION I. FITTING-OUT AND REFITTING.

1052. Trials of Fittings.—In compliance with the provisions of Article 500 the Commander-in-Chief will cause the following instructions to be observed in carrying out the trials of the gunnery, torpedo, and electrical fittings of His Majesty's ships.

2. Gunnery Fittings.—The fittings of the gun mountings are to be tested by firing the number of rounds prescribed.

Immediately after the completion of the above trial, a report from the Captain of the gunnery school who carried out the trial is to be forwarded, through the Commander-in-Chief, to the Admiralty.

3. When ships are fitted with electric motors in connection with their gunnery equipment these are to be tried, if possible, previous to, but always separately from, the gun trials, by the Captain of the gunnery school, with whom is to be associated the Captain of the torpedo school and dockyard officers concerned.

4. Subsequent to the firing trials, all gun mountings are to be opened up for combined inspection by the Captain of the gunnery school and dockyard officers, who are to send in a joint report in duplicate to the Commander-in-Chief for the Admiralty of the result of the examination.

One copy of each of the above reports is to be inserted in the Captain's ship's book.

5. Torpedo and Electrical Fittings.—When the torpedo equipment of a ship is completed and a day fixed for the trial, the Admiral Superintendent is to give seven days' notice of it to the Commander-in-Chief and to the Controller. The Commander-in-Chief will give directions to the torpedo school of the port to carry out the trials.

6. The whole of the torpedo fittings are to be thoroughly tested, at least one torpedo being discharged from each discharging apparatus, to show that everything is in working order.

7. A report of this trial is to be sent to the Commander-in-Chief for transmission to the Admiralty, and a duplicate to the Admiral Superintendent.

8. When all the torpedo and electrical fittings and apparatus are in place and complete, notice is to be given to the Controller that the electrical circuits, &c., are ready for balancing. The bell, communication, electric light, gun, motor, fire control, and Whitehead circuits are to be balanced by an officer representing the Director of Naval Ordnance.

The working electrical batteries of all fixed circuits, including gun and night sight batteries, which have not already been charged are to be charged on this occasion under the superintendence of the above-described officer, the Gunner (T) of the dockyard supplying the necessary stores.

9. When the balancing is complete, and defects which have then been discovered, or are discovered during the torpedo trials, have been made good, and it has been ascertained that the electric generating machinery, motors, and all the electrical fittings are in working order, the Controller is to be informed and a date submitted for a final inspection of the torpedo and

electrical fittings. On this occasion officers representing the Director of Naval Ordnance and the Director of Naval Construction are to inspect the whole of the torpedo and electrical fittings, &c., of the ship and her boats, testing such as are not included in the torpedo trials ordered by clauses 5 to 10. The final electrical trials of contract-built ships are carried out by an officer in the Controller's Department. The dockyard officers who are responsible for the fittings are to be represented at these trials.

10. A report of the result of the inspection and test is to be forwarded, on form D. 499, through the Admiral Superintendent, to the Commander-in-Chief, and will form the certificate that the torpedo and electrical equipment is in all respects satisfactory.

This certificate is to be accompanied by the result of balancing the circuits, and is to be placed in the ship's book.

11. When a ship has paid off and has been in dockyard hands for a large refit, the trials referred to in clause 9 are to be carried out when the work is completed.

1053. On commissioning a ship, the Captain, besides complying with Articles 523, 524, and 525 of his Instructions, will be guided by the instructions contained in this Chapter.

1054. Painting on the outside.—All fighting ships and vessels (except those employed on the East Indies station, Cape of Good Hope station, and on the Yangtze River, and torpedo boats and torpedo boat destroyers) are to be painted "all over" a neutral grey colour.

The term "all over" includes every part of the vessel visible from the outside.

2. Ships on Hot Stations.—The hulls of ships and vessels proceeding to or employed on the East Indies and Cape of Good Hope stations and on the Yangtze River, are to be painted white, but their allowance of paint materials will be the same as if painted grey, the black paint being retained in the event of it being necessary to paint them grey at any time. The upper works, boats, davits, masts, funnels, &c., are to be painted a neutral grey colour.

1055. Colours of Pipes and Electric Circuits.—In order that the different pipes and electric circuits, in His Majesty's ships may be easily distinguished, each pipe, circuit, or its casing is to be painted the colour that is shown for it on the authorised diagram. (See No. 5 Enclosure, Guard Book, of Special Memoranda.)

The same colours will be used to show these pipes and circuits on the drawings supplied by the dockyards for the information of the officers of His Majesty's ships.

2. Copies of the diagram will be supplied by the dockyard, and are to be placed in convenient positions on board.

1056. Provision for Berthing and Messing.—When a ship is about to be passed into commission from dockyard or contractors, a return on form D. 326, concurred in by the Captain of Dockyard or Admiral Superintendent of Contract Ships, as the case may be, is to be forwarded to the Commander-in-Chief in duplicate. One copy is to be forwarded by the Commander-in-Chief to the Admiralty and one to the general dépôt, but at this stage each is to be considered as preliminary, and is to be so marked. When the ship is commissioned, a third copy is to be supplied to the Captain, who is to report, through his Commander-in-Chief, his concurrence with, or dissent from, the numbers mentioned in the return. Should he dissent, the Commander-in-Chief will order a further inquiry and report the result to the Admiralty; but if the form is concurred in, it is to be forwarded to the Admiralty.

Provision is to be made in all cases for berthing and messing as many supernumeraries, not exceeding 15 per cent., as the space available will allow; notwithstanding that no permanent hammock stowage, bag rack, ditty box, boot or hat rack accommodation is provided for any supernumeraries.

1057. Whitehead Torpedoes, disposal.—The Whitehead torpedoes, if not already embarked, are to be put on board, and the various parts stowed away under the supervision of an officer from the nearest torpedo store.

In ships where tanks are fitted, the pistols are also to be fitted and sealed by a Torpedo Officer.

1058. Trial of Electrical Fittings.—Shortly after commissioning, a trial of all the electrical fittings is to be applied for by the Captain, and made by the officers of the dockyard under the direction of the Commander-in-Chief in the presence of the officers of the ship, in order to ensure that everything is in perfect order, and to permit the officers and men belonging to the ship to see and become familiar with the electric installation worked at its full power, and so to prevent any conflict of opinion subsequently as to the responsibility for mishaps on actual service.

When the final electrical trials are carried out with the nucleus crew on board, the commissioning electrical trials need not be carried out.

1059.—Acquaintance with External Valves.—When fitting out while commissioning the Captain is to make himself acquainted with the positions, dimensions, and uses of the external valves, more especially of those under water, and the Superintendent of the dockyard will, on application, furnish any information on the subject which may be required.

1060. Applications to Superintendent.—He is to make to the Superintendent of the dockyard all applications relating to the ship which require the approval of that officer, and in writing, if necessary; he is to render every assistance to the Captain of the dockyard whenever that officer may visit the ship under the directions of the Superintendent, to inspect and report on defects, or on any proposed alteration in, or addition to, her fittings.

1061. Marines' Bedding.—Before a requisition is made for the marines to embark, ship's bedding and hammocks are to be provided for them.

1062. When ready to receive Guns.—The Captain is to give notice in writing through the Commander-in-Chief or Senior Officer to the Naval Ordnance Officer on every occasion when the ship is ready to receive or land guns, projectiles, cordite, or other heavy ordnance stores.

1063. Use of Lighters, &c.—He is to take care that lighters or vessels sent to a ship with or for provisions are given every facility for getting alongside, and are cleared or loaded as soon as possible. The masters are not at any time to be diverted from fulfilling the orders of the Department to which they belong.

The Captain is to grant to the master a certificate stating for what time the lighter was kept alongside. Should any delay occur in the prompt clearing or loading of a lighter the Captain is to report the circumstances without delay to the senior officer present, by signal or otherwise, as most convenient. If it should appear impracticable to take on board stores or provisions on the day arranged, the Captain is to give timely notice to the proper Department, to prevent the delay or inconvenience that may occur from loading lighters with articles which are not to be at once transhipped.

2. Certificates to Private Vessels.—In the event of any private vessel being unavoidably detained beyond the time specified in the contract or agreement, he is to grant the master a certificate stating the time of his detention, and very fully explaining the occasion thereof, so that the public service may not be subjected to any unreasonable or unnecessary charge for demurrage.

3. Stores of other Ships.—The Captain is not to take from any vessel, lighter, or boat either stores, provisions or water which belong to, or are intended for, another ship, unless some extraordinary circumstance shall make it absolutely necessary. In such a case he is immediately to inform the senior officer present, the Department from which the articles diverted were sent, and, if practicable, the Captain of the ship for which they were intended.

1064. Trial of Spare Spars and Gear.—The Captain is to take care that spare spars or ship's fittings are tried before quitting the port, to ascertain whether they require any alteration, and he will also satisfy himself that the boats can carry the guns supplied for them, and are properly fitted for that purpose.

2. Spare Gear left behind.—Before leaving the port he is to ascertain that every article of spare gear on the establishment is on board. If any article be accidentally or with permission left behind, he is to report the same to the Admiralty for the information of the Controller.

1065. Appointment of Ship's Agent.—On commissioning, the Captain is to appoint a ship's agent agreeably to the form given in the Naval Agency and Distribution Act, 1864, and to report his name, as also that of any substituted agent, to the Accountant-General.

SECTION II. DRAWINGS, PLANS, &C.

1066. Return of Weights.—Before leaving port, or when completely equipped, the Captain is to render to the Commander-in-Chief, for the Superintendent, the return, on form S. 565, of the weights of everything on board and other particulars therein called for, including the actual weights, when possible, of the supplies for the use of officers and their messes; when it is not possible, the weights are to be carefully estimated.

2. The officers of the dockyard will furnish the Captain on his application with any necessary information as to the weights of fittings, stores, &c., supplied to the ship.

1067. Drawing of Bottom Plating.—On commissioning a ship, the Captain will receive from the Superintendent of the dockyard a copy of the expanded drawing to scale of the outside as well as of the inside bottom plating of each side of the ship, showing the joints and butts and the exact thickness of each plate written thereon.

2. If the ship is surveyed or repaired during her commission and the thickness of any of the plates ascertained, such thickness is in each case to be written in words upon the copy with the date, with a view to estimating future deterioration from past records.

3. On paying off, the copy of the drawing, signed by the Engineer Officer and the Carpenter, and approved by the Captain, is to be returned to the dockyard.

4. In addition to the plans and drawings referred to above, he will be furnished with the previous reports of the ship's stowage, trim, and qualities.

1068. Position of Pumps, Cocks, and Valves.—The Captain will receive from the Captain of the dockyard, on commissioning, clear drawings showing

the position and lead of all pumps, pipes, cocks, and valves connected with the fire service and flooding arrangements, &c., accompanied by full directions for their use, in writing. A complete list of these drawings is given in the Steam Manual.

Whenever a vessel comes out of the hands of the dockyard after building, repair, fitting or refitting, the drawings will be repaired, renewed, or amended, as the case may be, by the dockyard officers, and will be handed by them to the Captain, to be carefully preserved and retained on board for use; and they are to be returned to the dockyard officers on the ship being put out of commission. The officers of the dockyard are required to state in their reports on the examination of ships after trial whether these directions have been complied with.

2. He will also be furnished by the Captain of the dockyard with a plan of the stowage of the ship below. During the commission the Captain is to cause to be noted on this plan such alterations and corrections as may be found necessary.

CHAPTER XXXII.

PRESERVATION, REPAIRS, AND DOCKING.

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SECTION I. PRESERVATION.

1069. Alterations in Ship's Establishment.—The Captain is not, except in case of absolute necessity, to make, or permit to be made, any alteration whatsoever in the establishment of the ship's masts, yards, or rigging, nor in her machinery, hull, decks, cabins, store-rooms, or other external or internal fittings or arrangements; and the cost of replacing fittings which may have been removed or altered, or of repairing any damage arising therefrom, as well as the cost of any additions made without proper authority or evident necessity, will be charged against him.

2. **Extempore Appliances.**—In using extempore appliances the greatest care should be taken to see that the various parts are equal to the stress that is liable to be brought upon them, and the Captain is responsible for taking such steps as may be necessary to ensure this being done.

1070. Condition of Hull and Machinery.—The Captain is at all times to keep himself thoroughly informed of the condition of the hull, machinery, and armament, and of the general state of the ship, in order that timely steps may be taken to repair any defects which may exist, or are likely soon to show themselves.

1071. Iron and Steel Ships.—The Captain of an iron or steel ship will take care, whenever practicable :—

- (a) **Composition, Cement, and Paint applied.**—To ascertain, when first commissioned, what anti-corrosive composition, cement, and paint have been applied to the different parts of the ship, also the authorised composition of the grey paint used on weatherwork, and to demand such quantities of those articles as may be necessary to keep the iron or steel in proper condition :
- (b) **Examination of Bottom.**—To ascertain frequently the condition of the bottom; that the plates are cleaned and coated with preserving composition as often as may be necessary, and as opportunities shall offer; that no injury is done by corrosion to the rivets or other parts; that the paint or varnish on any leaden pipes or strainers, necessarily left in the bilges, is in good condition; that no copper articles or copper filings are allowed to rest on the bottom in immediate contact with the iron or steel; and that every part is kept clean, and coated with preserving composition, or otherwise dealt with as may from time to time be ordered :
- (c) **Sighting Outer Bottom.**—That the outer bottom of the ship, if not sheathed, is sighted at least once a year, except torpedo boats and destroyers which should be sighted every six months if practicable, and re-coated if necessary; that the plating is well dried before the paint or composition is put on, and that it has time to dry before the ship is undocked :

(d) **Dampness, &c.**—That in the event of any dampness, want of anti-corrosive composition, or other defect being discovered, immediate remedial measures are taken, such as drying the ironwork, and applying fresh composition, cement, or paint, or any other such measures as may be necessary.

(e) **Propellers.**—That bronze or gunmetal screw propellers of all steel ships are kept bright and not coated with composition.

As this may result in a tendency to galvanic action between the propeller and the hull, special attention is to be paid to the coating of the hull and to the cleaning of the zinc protectors in this vicinity, in order to prevent oxidation or pitting of the hull, an extra coat of protective composition being applied to the portions considered liable to corrosion. These vessels are to be carefully watched, and any serious deterioration in the above respect is to be immediately reported to the Admiralty.

(f) **Rust.**—That the iron or steel frames, boiler-bearers, and structural work, are frequently examined, and, when necessary, cleaned and painted; that the rust is removed from the iron or steel by hammering and scraping before paint or other coating is applied, and that the inner bottom plating under engines and boilers is frequently examined, and, where rust is found to be forming, or where the paint is abraded, that the surface of the plating is thoroughly scaled, cleaned, and dried to ensure the paint being adhesive, and then coated with three coats of red lead:

(g) **Whitewash.**—That on no account is whitewash to be used on any portion of iron or steel work:

(h) **Grease.**—That no oily or greasy matter is allowed to accumulate at the water line, as it fosters the growth of weeds:

(i) **Drains.**—It is of great importance for sanitary reasons to constantly maintain the thorough flushing and cleansing of main drains.

In cases where difficulty is experienced in thoroughly cleansing the main drain of any ship, rendering special appliances desirable to improve the work of flushing, the Captain is to demand chain for fitting slack in the drain pipes between the mud boxes, also special brushes, &c.

1072. Quarterly Examination.—The Captain is to take care that every accessible part of the inside of the outer skin or shell of the ship, of the frames, and of the inner skin is carefully inspected as early as possible during each quarter by the Engineer Officer and the Carpenter, who are to make a joint report (form S. 180) as to the condition of the several compartments, and of the cement and paint work; but, in case of disagreement, they are to make separate reports, or to specify on their joint report any particular points of difference.

2. The Captain is to state on the report the steps taken to remedy any defects that may have been discovered.

1073. Composite Ships—Half-yearly Examination.—The Captain of a composite ship will take care, whenever practicable:—

(a) That every accessible part of the frames, keelsons, engine, boiler, or shaft bearers, and other iron or steel work of the hull is carefully inspected as early as possible every six months by the Engineer Officer and Carpenter, who are to make a report, on form S. 180, as to the condition of the several compartments, or spaces, of the cement, if any, and of the paint work. Each of the inspecting officers is to be responsible for the whole of the report, but they are to make separate

reports when they disagree, or to specify in their joint report any point of difference.

- (b) That the directions contained in Articles 1072 and 1074 are also observed, except that the report required by Article 1072 is to be made half-yearly.

1074. Survey of Plates and Frames.—The nature and extent of the surveys of the surfaces of the plates and frames of His Majesty's ships to be carried out by the dockyard officers, are as stated in Articles 1075, 1076, and 1077.

2. If from any circumstances, when it becomes due, the exigencies of the Service make it impracticable for the survey to be held by dockyard officers, the Captain is to inform the Senior Officer on the station in order that he may take the necessary steps to have the survey carried out by the Engineer Officer and Carpenter of another ship, and reported by them in the prescribed manner.

The bunkers of the torpedo boat destroyers and torpedo boats, and iron or steel vessels, where the bottom generally does not exceed $\frac{1}{4}$ inch in thickness, are to be kept full of coal, and the coal is to be moved for the annual inspection.

When the periodical survey of coal bunkers is due or approaching in ships which are commissioned to take part in the annual manœuvres, they are to return to the port at which they are to pay off, with as little coal in their lower bunkers as can conveniently be arranged, so that the lower bunkers can be quickly cleared and the necessary examination and painting carried out. The coal in the upper bunkers would then be passed down to the lower bunkers, to enable the upper ones to be similarly treated.

3. Assistance by Ship's Company.—In carrying out these surveys in ships in commission, when paying off, the ship's company is to clear the store-rooms, bunkers, double bottoms, and other compartments, &c., as necessary, scrape and clean all parts to be surveyed, perform any lifting, lowering, or transporting which may be required, and open out the machinery, boilers, and equipment as requisite.

Ships in Commission.—When ships under survey are in commission the officers of the ship are to concur in the report of survey, dockyard officers always originating the report.

When the time of ships in commission falls due, the question as to the survey should be raised by the Captain.

*Battleships and all Cruisers, Armoured and Protected.
First and Second Class.*

1075. Quadrennial Survey.—A survey, styled a "Quadrennial survey," is to be held by dockyard officers after every alternate commission. The nature and extent of the examination of the plates and frames is to be such as will admit of a report on form S. 180 being rendered on its completion, and it should include :—

- (a) In steel ships, the removal here and there of a small portion of the linings, &c., in order that a general opinion may be formed of the state and condition of the hull as well as the double bottom generally, especially under the boilers. Portions of the coal bunkers are to be cleared as necessary.
- (b) In sheathed ships, the removal of portions of the metal sheathing to enable the condition of the caulking to be ascertained. Holes should be bored in a few places along the garboards as a means of detecting the presence of any water between the skins.
- (c) In all ships, the survey of drain and suction pipes, sluice, drain, and non-return valves, watertight doors, &c., in addition to the survey of plates and frames.

*Third Class Cruisers, Scouts, and other Small Vessels with Plating
over $\frac{1}{4}$ -inch (10 lb.) Thickness.*

2. **Biennial Survey.**—A biennial survey is to be made of the hull generally similar in nature and extent to the quadrennial survey for battleships, &c.

*Torpedo Boat Destroyers, Torpedo Boats, and other small Vessels with
Plating of $\frac{1}{4}$ -inch Thickness and under.*

3. **Annual Survey.**—An annual survey is to be made of the hull generally similar in nature and extent to the biennial survey for third class cruisers, &c.

Submarine Boats.

4. **Special Examinations** are to be made as may from time to time be approved, and the ballast tanks are to be surveyed once every year by dockyard officers, and every six months by ship's staff.

1076. **Hydraulic Gun Mountings.**—The quadrennial survey is to be extended to the hydraulic fittings, and all the gear is to be thoroughly worked and the principal parts of the gun mountings opened out and examined. The turret or barbette guns are to be removed, in order that the bearing surfaces of the slides and cradles may be examined.

General.

1077. **General Survey.**—As regards machinery and boilers and general equipment no regulated survey of definite parts is laid down to be made concurrently with dockyard surveys of hull. When, however, a vessel is paid off into Dockyard control for a large refit, or when between eight and nine years old, reckoned from the date when commissioned as a new ship, a general survey is to be made, such survey, in effect, becoming the "Opening up and examination" stage of the thorough refit to follow.

2. **Periodical Surveys** by dockyard officers except in the case of vessels paid off for refit, will be generally confined to the hulls of vessels only. Any specific survey of particular parts or fittings in connection with the machinery or equipment, which it is not possible for the ship's staffs to carry out, and which they may represent to be necessary or expedient, may be undertaken by the dockyard if included in the pink defect list (form S. 340b).

3. **Survey of Specific Fittings, &c.**—The general orders that have been issued from time to time in regard to the test, examination, or survey of specific parts or fittings, *e.g.*, catheads, davits, and derricks, when vessels come in hand for refit by dockyard, are to remain in force.

4. **Reports.**—On completion of each survey, form S. 180 is to be forwarded by dockyard officers to the Admiralty enclosed in form D. 51, on which is to be indicated in a concise manner the state and condition of the vessel as ascertained.

5. These instructions are issued with a view to preventing unnecessary dockyard work and expenditure, without in any way sacrificing the sea-going and fighting efficiency of His Majesty's ships, and as greater dependence will be placed on the ship's records, every care is to be taken to ensure that the notations of the various routine and special examinations carried out are made in an accurate, clear, and connected manner.

6. The foregoing instructions do not apply to stationary or harbour service vessels, or those on the list for subsidiary service, or to tugs and other yard craft.

1078. Nature and Date of next Survey.—The nature of the next survey, and the date when due, is to be noted on the report of survey, and entered in the ship's book.

1079. Compartments containing Cork, &c.—In ships having compartments in which cork or patent fuel is permanently carried, the frames and plating in such compartments are to be periodically sighted to ascertain their condition.

2. The cork stowed beneath the manholes is to be removed to such an extent as will allow a few of the frames and the deck plating to be seen, and the space thus cleared is to be blocked off and the cork re-stowed within it in such a manner as to be easily removed.

3. At intervals of six months the manholes are to be taken off, and should water be found to have collected on the deck an early opportunity is to be taken to remove such portions of the cork as may be necessary, to allow the frames, &c., to be scraped and painted.

1080. Galvanic Action.—To guard against the effects of galvanic action upon the bottom plating of iron and steel vessels, they are not to be moored alongside or near to coppered ships, except for a few hours when unavoidable, nor are they to be attached to the same moorings as such ships, nor to adjacent pairs of moorings connected to the same ground chains, nor should any chains pass from one such ship to the other.

1081. Damage to Sheathed Ships.—If an iron or steel ship, sheathed with wood and coppered, should receive injury from which it is apprehended that any portion of the outside planking has been removed, so as to lay bare part of the bottom plating, the Captain, as soon as possible, is to take whatever measures the exigencies of the Service will permit, to make good the defect at once, and to have the ship docked at the earliest possible period, so that she may be carefully overhauled, and the planking restored where necessary; and further, he will report the circumstances to the Admiralty, and to the Senior Officer on the station, stating what steps have been taken in the matter.

1082. Heeling Ship.—Should it be found necessary to heel the ship, the Captain is to be present and see that every possible precaution is taken to prevent its being attended with accident.

1083. Slaked Lime in Bilges, &c.—When it is impossible completely to dry out any of the compartments, bilges, or wings, to enable them to be coated with composition, paint, or cement, well-slaked lime is to be placed in the water contained in such places. Care is to be taken that unslaked lime is not used for this purpose, as it would injure the coatings of composition, paint, or cement.

1084. Opening up Confined Spaces.—The following precautions are to be observed while men are engaged in cleaning and coating the double bottoms of a steel ship, and in every other confined space in which men have to enter:—

- (a) When opening up a confined space no naked light is to be used inside the space or within 20 feet of the opening until it has been ascertained by means of a safety lamp that it does not contain explosive gases;
- (b) The air fan with hose is to be freely used for pumping in fresh air before the men are sent down, and while they are at work;
- (c) A Chief Stoker or Stoker Petty Officer is to be responsible, under the Engineer Officer in charge of the party, that no man enters a compartment until a lighted candle has been placed inside it, and has been found to burn clearly and steadily for at least five minutes;

- (d) Still greater caution is required when the compartment has only one exit ;
- (e) Communication is always to be kept up between the men in the inner compartment and those who have access to the outer air ;
- (f) The men are to be warned that they should leave a compartment immediately the lights begin to burn dimly ; candles only are to be used by the party, as a surer test than lamps, since it might be thought that lamps burnt dimly for want of trimming ;
- (g) Every man working in confined spaces should be especially cautioned as to the danger of taking bogies or burning fuel into such places.

2. **Entering Boilers or Bunkers.**—The same precautions are to be strictly attended to in the case of boilers and bunkers.

Special care is to be taken that every man in the ship is made acquainted with these precautions.

1085. Fittings, Turrets, and Barbettes.—In turret or barbette ships the surface between the leathern flaps and the glacis plates round the turrets or barbette shields is to be frequently lubricated to prevent the rapid wearing away of the leather.

2. The rollers under the turrets or barbettes are to be periodically examined and lubricated, and the turrets or barbettes should be made frequently to revolve.

1086. Capstans, &c.—The Captain will take care that the capstans are turned round and that both capstan and spindle are properly oiled once a week ; also that the spindles and deck bushes of the capstans are examined in ships in commissoin once every six months and in harbour ships once in every 12 months ; and also that when capstan bars are shipped they are invariably well secured and swiftered to prevent accidents.

2. Great care is to be taken in the use of patent capstan compressors and controllers which are fitted to ships, and the directions for their use are to be strictly attended to.

1087. Flukes of Anchors.—The arms of all anchors with movable flukes on board His Majesty's ships are to be moved and lubricated once a month to prevent their setting fast.

1088. Lightning Conductors.—The Captain is responsible for ascertaining that the continuity of the lightning conductors on board the ship is complete ; and also for maintaining such lightning conductors in a state of efficiency by periodical test and examination.

In ships which have not galvanometers on board the Captain is to apply for the conductors to be tested at a dockyard when an opportunity offers.

1089. Soil Pipes.—When the soil pipes of waterclosets are led down inside a ship, and access to the pipes is closed by the casing, the casing is to be removed for examination of the pipe every two years.

1090. Scrapers and Holystones.—Decks are not to be scraped, except to remove pitch after caulking, and holystones are to be used as little as possible ; but the decks are to be cleaned with hot water and soap and dried by bogies.

2. **Decks fitted with Corticene.**—In cleaning decks covered with corticene care is to be taken that they are not flooded with water. The corticene should be cleaned, when necessary, with soap and water and flannel, and scrubbed if required with a hand brush, and should not be treated as if it were wood. Cleansing powder should on no account be used, as it is injurious to such a material as corticene.

SECTION II. REPAIRS, ALTERATIONS, AND ADDITIONS.

1091. Dockyard Repairs to Ships in Commission.—When ships in commission come into dockyard hands to have defects made good, only such defects as have been represented by the officers of the ship, or have been apparent to the examining officers, or become apparent during the opening up necessary to make good known defects, and which may be approved to be taken in hand, are to be made good. No special examination will be made in search of further defects.

2. Examinations of Ships in Commission.—The examination of the hulls of ships in commission by the dockyard officers will take place as laid down in Article 1074, clause 2, the annual and quarterly examination by the officers of the ship being considered sufficient in the intervals.

3. Certificate after Repairs.—When defects of ships in commission have been made good, the certificate required is to be made out on form S. 339*a*.

1092. Lists of Defects of ships (actual defects arising from wear and tear or accident) are to be forwarded direct to the Superintendent or Senior Officer of the dockyard to which each ship is assigned for the purposes of repair, so as to arrive there one month before the date fixed for the arrival of the ship. Defects, the repair of which is considered absolutely necessary for the seagoing and fighting efficiency of the ship, are to be included in form S. 340/D. 27*5* (pink paper), and those which it is specially desirable for other reasons to have repaired are to be shown on form S. 340*b*/D. 275*b*. Only those defects which are beyond the capabilities or resources of the ship's staff or repair ship, if one is attached to the squadron, are to be included in these forms. The object of this is to enable the dockyard officers to form a good idea of the extent of the work required, and of the approximate cost involved; also to enable any preliminary work that is possible in the absence of the ship to be put in hand.

2. If the dockyard officers consider that a visit to the ship would facilitate the carrying out of the refit and shorten the time required for the ship to be in dockyard hands, the Superintendent will communicate direct by telegraph with the Admiral of the squadron to which the ship is attached, to ascertain the most convenient day for the officers to visit the ship when at Portland, Dover, or other ports on the south coast, in order to examine with the ship's officers the items of work to be undertaken during the refit.

3. Should the dockyard officers consider that a visit to any ship, other than a battleship or first-class cruiser, would facilitate the making good or carrying out of defects or alterations, the same procedure will be followed.

4. The Captain is to be responsible for keeping the Commander-in-Chief of the port informed of any work taken in hand or proposed to be taken in hand by the dockyard, which would affect the date on which his ship would be ready for service.

5. The attention of the Captain is especially called to the certificate on the front page of forms S. 340 and S. 340*b*, which places the responsibility upon him for the proposals made in the defect list.

6. The reports of the yard officers on such defects, with the estimates, will be forwarded to the Admiralty by the Superintendent with his observations thereon, unless the amounts are within the limit authorised for local approval.

7. Supplementary Defect Lists.—Should any defects develop which cannot be undertaken by the ship's staff, subsequent to the transmission of the main list, a supplementary list is to be sent in immediately after the arrival of the ship at her port; such a list is, however to be confined to items of work which could not be foreseen at the time of the first report, and is not to be forwarded as a matter of course.

8. Whenever it may be necessary to forward a supplementary list, a special report from the Captain as to the cause is to accompany it. This report is to be forwarded by the Superintendent to the Admiralty in cases where the estimated cost of the additional work is beyond the limit for local approval.

9. **Defects which can be made good by Ship.**—Defects which can be made good by the ships' artificers either with the stores provided in her establishment or with the materials drawn from the dockyard for the purpose (or if away from a dockyard port, from any of the other vessels of the fleet), are not to be included in either of the lists. In demanding stores from a dockyard to make good defects, a brief statement as to the nature of the defects to be made good is to be given in the space at the foot of the form S. 134*d*. The greatest care is to be exercised in bringing to account the arisings from work executed.

10. **Stores to make good Defects.**—Demands for stores to make good defects may include, besides materials (*e.g.*, wood, steel plates, screws, bolts and nuts, &c.), complete manufactured articles such as are generally allowed by the sea store establishments, also certain complete articles not allowed by establishment, if required solely for the replacement of similar defective articles on board. A list of the articles which may not be demanded for making good defects, but which are invariably to be dealt with on defect lists, is given in the memorandum of instructions to naval store accounts (form S. 117 E.). If the ship is at a dockyard when demands for making good defects are forwarded, the concurrence of the professional officers of the yard will be obtained before supply is made, otherwise the Commanding Officer will be wholly responsible for vouching as to the necessity for the supply. Commanding Officers are enjoined to exercise care not to demand, and dockyard officers are required not to approve supply of complete manufactured articles to replace similar articles fitted in the ship, if the latter are repairable and the work of repair can be undertaken in the fleet, having regard to the facilities now existing in warships and in repair and depôt ships for the repair of stores and fittings.

1093. **Defects on Foreign Stations.**—Repairs of ships upon foreign stations may be undertaken without waiting for authority from the Admiralty within the limits prescribed in clause 8, and when there are sufficient reasons for doing so in the opinion of the Commander-in-Chief or Senior Officer, who in such case will give directions for a report and estimate to be prepared (form S. 340) after survey by the officers of one of His Majesty's yards, where practicable, and where not practicable by officers of the ships.

2. **Competitive Tenders.**—On receiving the report and estimate, if the Commander-in-Chief or Senior Officer should consider it advisable, he will call for competitive tenders, form S. 341, for the work from the private trade, furnishing the parties who are invited to tender with copies of the list of defects to be made good. He will thus, before submitting the case to the Admiralty, or giving his own directions upon it, have the advantage of comparing two independent estimates for the work, one from the ship or from His Majesty's yard and one from the private trade.

3. Whenever it is proposed that the repair of ships on foreign stations shall be undertaken by the private trade, provision is to be made in the specification for all new copper and mixed metal being obtained from a dockyard, if practicable, where they can be provided more cheaply of the best quality, and of Admiralty pattern marked with the \uparrow . The same course is to be followed with such of the undermentioned articles as it may be necessary to renew, *i.e.*, when those on board cannot be repaired economically, *viz.* :—

Blocks, wood and iron, other than patent blocks.

Chain rigging.

Copper and naval brass sheathing with nails.
 " " " " bolt-stave.
 Dead-eyes.
 Gun-metal cocks and valves.
 " " companion hinges.
 Locks, brass and iron.
 Shivers for blocks, brass and lignum-vitæ.
 Canvas.

The supplies are to be made without charge to the contractors, the quantities required being previously estimated by the surveying officers.

4. The supply of stores for making good defects in the case of ships under repair in private shipbuilding yards in the United Kingdom is governed by the Home Dockyard Regulations.

5. **Stores to Contractors.**—A list of the articles required to be supplied by the Admiralty to the contractors for carrying out the work is to be prepared on form D. 501 with a view to arrangements being made for the supply of the stores. The list is to give full particulars of the stores required as shown in the Rate Book for Naval Stores.

6. This list is to be prepared in triplicate, and upon it the Captain is to state which, if any, of the stores can be spared from the ship, and he is to send two copies of the list to the Commander-in-Chief or Senior Officer. If abroad, the Commander-in-Chief, or Senior Officer, on giving orders for the repairs, is to send the list to the Naval Store Depôt for the necessary supplies to be made of the stores which cannot be spared from the ship, and he is to forward a copy of the list to the Admiralty with his report. If the ship is in home waters the Captain is to forward the list to the Commander-in-Chief for transmission to the Admiralty in order that it may be sent to the dockyard which is to supply the stores.

7. **Arisings.**—It should be stipulated also in the specification that all old copper, metal, lead, and other valuable arisings from repairs shall remain the property of the Admiralty. All these arisings are to be carefully collected and taken account of by the ship's officers.

When the repairs are executed under the superintendence of a resident or visiting dockyard overseer, he is to see that the arisings are carefully collected and that a list of them is prepared.

The arisings should be sold locally if a fair and reasonable price is quoted and Admiralty approval obtained.

8. **Estimate under £1,000.**—When the estimated cost of the repairs, or the agreement for performing them, shall not exceed 1,000*l.*, the Commander-in-Chief or Senior Officer, if he should think it desirable, will order the work to be taken in hand under such an estimate or contract, forwarding particulars and a copy of the agreement, should any have been made, to the Admiralty. A list of tenders that may have been declined, showing their respective amounts and the reasons for declining each, is to be forwarded at the same time, together with any further remarks that may be necessary.

Estimate over £1,000.—If the estimated cost, or the tender price, should exceed 1,000*l.*, and there are no special reasons or urgent necessity for at once making good the defects, he will submit the whole case to the Admiralty, and will forward any tenders that may have been received for performing the work by contract, in order to assist the Admiralty in forming their decision on the matter.

Defects urgent.—When the defects, however, are of an urgent character, immediate reference by telegram is to be made to the Admiralty, so that

approval of the expenditure, or otherwise, may be communicated before the work is commenced.

9. **Estimate less than £100.**—Whenever repairs have been taken in hand, the estimate or contract for which is less than 100*l.*, it will be sufficient to report the case to the Admiralty, stating the amount.

10. The lowest tender is not necessarily to be accepted, but the Senior Officer is to send all the tenders received to the Admiralty, giving his reasons for accepting any but the lowest.

11. **Cost of preparing Contract.**—Whenever it may be necessary to draw up a formal contract for the repair of a ship on a foreign station, one-half of the cost of preparing the contract and bond is to be paid by the contractor before he is allowed to commence the work contracted for.

12. **Repairs at Yards Abroad.**—When defects of ships are made good in His Majesty's yards abroad, they are to be dealt with as directed in the Instructions for Naval Yards abroad.

1094. Alterations and Additions.—Any alterations and additions in ships which experience suggests as being desirable are, in the case of a new ship, to be reported by letter, through the respective Commanders-in-Chief, to the Admiralty six months after the date of first commissioning. In all other ships, any proposed alterations and additions are to be submitted annually three months previous to the dates fixed for the arrival of the ships at their refitting ports.

To avoid waste of time, both at the Admiralty and the dockyards, in considering proposals which are not necessary, having regard to the age and fighting value of the ship, care is to be taken in ships that have completed one or more commissions that the lists of such proposed alterations and additions are confined to items necessary for seagoing and fighting efficiency.

2. Lists of proposed alterations and additions are not to be made upon the forms S. 340 and S. 340*b*, but are to be prepared in triplicate in letter form, and are to be grouped in three separate self-contained lists as follows:—

- (a) Hull and fittings.
- (b) Machinery and boilers.
- (c) Armament and torpedo fittings.

The lists are to be enclosed in one cover, the items throughout being numbered consecutively, cross references being given for items that occur in more than one of the lists. In submitting subsequent proposals the consecutive numbering is to be continued, commencing with the next number to the last one on the immediately preceding list.

Any proposals which have been previously submitted are to be shown separately from new proposals, the date of the former proposals and the number of the item in the original submission being also quoted.

3. The Commander-in-Chief, on receiving any proposals for alterations, is to scrutinise them to ascertain if they are necessary for the class of ship, and to eliminate all those he considers need not be made. The proposals are then to be forwarded in duplicate to the Admiralty for consideration, after which the Superintendent of the dockyard will be called upon to submit a detailed estimate for such items as may be considered necessary or desirable, and after these estimates have been considered, the final Admiralty decision will in each case be forwarded to the Commander-in-Chief of the fleet or port, as well as to the Superintendent of the dockyard.

4. If possible, the Captain is to accompany the proper dockyard officer when he comes on board to examine and report upon proposed alterations or additions.

5. The form D. 275*a* for dealing with proposals for additions and alterations is to be used by the dockyard officers only.

6. In forwarding proposals for alterations and additions, it should be stated whether it is proposed that the work involved shall be carried out by the ships' artificers, and in such cases a demand on form S. 134*d* for such materials as are required should be prepared and forwarded to the dockyard, a note being placed on such demands that the materials are for effecting an alteration or addition submitted to the Admiralty, and will be required immediately Admiralty approval has been given for carrying out the work. Arisings from alterations and additions carried out by ships' artificers are to be dealt with as directed in clause 9 of Article 1092.

It is to be, distinctly understood that no alteration or addition is to be taken in hand without Admiralty approval.

7. Lists of any outstanding alterations and additions which have been approved but not yet carried out are to be forwarded to the dockyards so as to arrive there not less than two and a half months before the date fixed for the arrival of the ship.

8. A report is to be made through the Commander-in-Chief of any alterations that have been made in the ship which the Captain considers have proved advantageous to her.

9. **Amendment of Fixture Lists.**—A return on form S. 197 (D. 526, $\frac{1}{4}$ -sheet) is to be furnished in duplicate half-yearly on 1st January and 1st July, by the Commanding Officers of His Majesty's ships to the Superintendents of the dockyards to which the ships are attached, showing the amendments required to the various fixture lists, due to alterations carried out by the ships' artificers. If no alterations have been made, a "nil" return is to be rendered.

1095. Defects in Ships fitted in another Port.—Whenever a ship newly commissioned, or just refitted at one port, arrives at another port, and a list of defects to be made good, or of alterations required, is submitted to the Commander-in-Chief at such port, unless the defects are evidently occasioned by stress of weather, by accident, or by collision, the Commander-in-Chief, or senior officer present, before otherwise dealing therewith, shall take the necessary steps to cause a survey to be held upon them for the purpose of inquiry; as provided for in the Home Dockyard Regulations, Article 689.

2. The report is to be in duplicate, one copy for the Commander-in-Chief, the other for the Superintendent.

On receiving the report from the Commander-in-Chief, the Admiralty will proceed to act as the case and the relative responsibility of the several officers may require.

1096. Negligence, &c., of Dockyard People.—The Captain is to report to the Superintendent any negligent workmanship, idleness, or any other irregularity on the part of the dockyard people employed on board which he observes, or which is brought to his notice by the ship's officers.

Every facility is to be afforded to the workmen for the rapid and efficient performance of their work, and the ship's officers are to co-operate with the dockyard officers in the furtherance thereof.

1097. Inspection on Completion.—As soon as the dockyard have made good defects, or completed any additions or alterations duly sanctioned, the Captain will report to the Superintendent in writing that the ship is ready to be inspected by such officers of the yard as he may appoint. He is to cause them to be accompanied on their inspection by the Executive, the Gunnery, the Torpedo, the Navigating, and the Engineer Officer, and by the Carpenter,

and is to assist them to ascertain whether she is in all respects complete as regards her seagoing and fighting efficiency.

Formal Report.—The report, on form S. 339 or 339*a*, is to be made to the Commander-in-Chief, and a duplicate sent to the Superintendent.

If the Captain does not fully concur in the report, he is to represent to the Commander-in-Chief in writing the points on which he dissents, and his reasons for doing so, bearing in mind that the object of the inspection is to ensure that the ship is ready, and properly fitted for the service on which she is to be employed.

This procedure is only to be followed in the case of a ship which has been placed out of commission during refit.

2. Ships not Inspected.—Ships refitted in commission, whether with a full nucleus or reduced nucleus crew on board, will not be inspected by the Superintendent of the dockyard.

1098. Accounts of Repairs.—On the completion of repairs at any other than one of His Majesty's yards, all stores purchased or supplied to make good defects are to be delivered into the charge of the proper officers, who are to account for them in the usual manner.

2. When men belonging to other ships are thus employed, they are to be paid extra pay as directed in Chapter XXXIX. Copies of the pay lists are to be transmitted forthwith by the Captain to the Admiralty, with a letter explaining the circumstances in which it was necessary to repair the ship, and duplicate copies are to be forwarded to the Commander-in-Chief with a similar explanation.

3. Separate pay lists are to be made out for the hired men, on form S. 9 for the time they were actually employed and worked satisfactorily, and, when payments shall have been made thereon, the lists are to be disposed of in the manner above prescribed; but in addition to the other required particulars a certificate is to be obtained from two respectable merchants residing at the place where the men are engaged, certifying that the rates of wages are those usually paid for the services performed by them respectively, and also the rate of exchange for bills on the British Government at three days' sight. It is further to be stated on the lists whether the hired men were or were not victualled at the expense of the Crown.

1099. Repairs on Board.—Artisans of various trades being borne by ships, and tools and materials being supplied, it is expected that repairs to stores, so far as practicable, will be executed on board; and serious notice will be taken if stores which could have been made serviceable on board be returned to the dockyard for repair, or if stores be returned in bad condition, not due to fair wear and tear.

2. Petty Repairs.—Petty repairs to guns, carriages, slides, and gear, whenever practicable, are to be made good by the artisans of the ship, and the mechanics in the engine-room; no application therefore should ever be made for small repairs to be undertaken by the Naval Ordnance Department until it has been ascertained that the Artificers in the ship, including those in the engine-room, are unequal to the task, when it should be so stated on the application.

3. Replacement of spare parts of Gun Mountings.—As a rule, the quantity of spare parts allowed for each gun mounting on board is sufficient for making good defects as they arise. Should it be necessary at any time to replace any spare parts so expended, such replacements are to be dealt with by defect list in the same manner as the supply of spare gear for other machinery.

1100. Use of a Hulk.—If it should be necessary at any time during the commission while the ship is under repairs or refitting to remove the crew into a hulk, the Captain, with the approval of the Commander-in-Chief, will make the necessary application to the Superintendent, and will be guided by the instructions relating to hulks in Home Dockyard Regulations, ch. 24, sec. 1.

1101. Ship's Book.—Captain's ship's books are supplied to inform Captains of the previous history of ships, and thus to enable them to watch and influence as far as possible the expenditure on repairs. See 1850 (*Captain's Ship's Book*).

SECTION III. DOCKING.

1102. Periodical Docking.—Ships on foreign stations may be docked at the discretion of the Commander-in-Chief, and although no fixed rule is laid down as to the frequency of their docking, ships which have steel bottoms should be docked sufficiently often to prevent any corrosion from taking place.

Vessels which are frequently under way, and for which economy of coal consumption and maintenance of speed are most important, should as a rule be docked every six months.

2. Ships with copper or metal sheathing are to be examined once in six months by divers or by docking; when abnormal fouling of the copper sheathing has been observed on docking, provision should be made for coating the bottom with one coat of anti-fouling composition on the next occasion of docking.

3. At home ports a defect list, with the usual estimate and report by the dockyard officers, is to be forwarded to the Admiralty for their decision before a ship is ordered to be docked, except in cases of emergency.

1103. Changes in Weights in Dock.—The greatest care is to be taken that no water is run into or out of the boilers, or weights put on board or removed from ships while in dock, without the approval of the Superintendent of the dockyard being first obtained in writing.

Two days before undocking, the Commanding Officer is to report direct to the Superintendent any difference in the amount or distribution of weights on board at the time of undocking, as compared with those on board at the time of docking.

The observance of this instruction is of great importance, as any disregard of it may lead to very serious consequences in undocking ships.

If during the two days between furnishing the report and the undocking of the vessel, any departure from the reported distribution of weights be unavoidably made, the dockyard officers are to be immediately informed.

1104. Collision with sides of Docks, &c.—Every precaution is to be taken to prevent an armoured ship, or any large iron or steel ship, when being taken into or out of a dock or basin from striking or bearing hard against the sides of the entrance; should such a case occur, the Captain will report the particulars to his superior authority in order that it may be noted in the same way as if the ship had grounded. If it should occur at a dockyard, the dockyard officers are required to report whether in their opinion the ship has sustained any damage. See 568, clause 3 (*Ship striking sunken objects*).

1105. Report of Docking.—The Captain will report to the Senior Officer whenever the ship is docked or undocked, or goes into or comes out of a basin. See 896 (*Removal of explosives*).

2. Whenever His Majesty's ships are being transported by the dockyard authorities, the ship's company is to assist as far as possible, so as to reduce the cost of yard labour.

3. The Captain will take care, when the ship is in dock, that proper precautions are taken to prevent accidents.

1106. Crew when in Dock.—When a ship is docked to clean her bottom or for slight repairs the crew will remain on board, and the Dockyard Regulations are to be observed by the officers and men.

1107. Docking at a Foreign Port.—If it is necessary to dock or repair a ship in the port of a foreign Power, where there is an arsenal, the Captain is to apply to the Governor, or Chief Officer of the place, for permission to do so at the arsenal, and he is to request such assistance as circumstances may require. He is to give the fullest and most circumstantial certificate of the assistance he receives, and receipts for the stores with which the ship may be supplied shall be given by the officer to whom they are issued, certified by the Captain and the Executive Officer.

1108. Hired Men.—If it is necessary to hire men to assist in docking or repairing the ship, well qualified workmen are to be engaged on the best terms for the Crown, and for such time as they may be required. If it is absolutely necessary to victual them, they are to be entered in the ledger on a separate supernumerary list, and duly checked for all absent time.

1109. Foreign Ships of War.—Whenever a foreign ship of war is taken into one of His Majesty's dockyards for repairs, the powder and Q.F. ammunition is to be removed after the ship has come into harbour and before she goes into a basin or dock. The machine gun ammunition is to be retained on board. If the Naval Ordnance Officer considers the ammunition to be dangerous he is to represent the matter to the Commander-in-Chief.

CHAPTER XXXIII.

PAYING OFF.

1110. Steam Trials.—As soon as possible after the ship's arrival and before she comes into harbour to be paid off, a full-power steam trial of at least one hour is to be made, if practicable, in accordance with Article 456 of the Steam Manual.

2. Stores.—The stores on board ships returning from foreign stations to pay off should be examined as convenient; those repairable on board should be put in good condition for further use, as directed in Article 1794, clause 2; return notes and requisitions for unserviceable articles should be ready on arrival.

1111. Communication with Departments.—When a ship is ordered to be paid off, the Captain will put himself in communication with the heads of the several departments on the spot.

1112. Machinery and Boilers.—He will communicate with the Engineer Rear-Admiral and attend to his wishes in respect to whatever may be required to be done with the machinery, boilers, and spare gear.

2. Before the ship is paid off a minute and careful survey will be held on every part of her machinery and boilers, as directed in the Steam Manual.

3. The Engineer Officer will be detained for the purpose if the survey is not completed, and in signing the report it is recognised that he certifies only to that part which relates to the repairs or alterations necessary or recommended for the machinery or boilers. See 1397, clause 3 (*Time allowed to close Accounts*).

1113. Cleaning of Engine Department.—The stokers are not to be withdrawn from the work immediately connected with the Engine Department, but are to be at the disposal of the Engineer Officer to enable him to get the department clean and in proper order previous to inspection on paying off.

1114. Fittings, Bulkheads, Fixtures and Stores.—No bulkheads or other internal fittings, whether made in the ship or not, are to be disturbed, neither are fixtures, fittings, or stores of any description to be removed or supplied to other ships without due authority.

Stores that may have been obtained for any purpose, although not on charge, are to be accounted for equally with other stores. See 1117 (*Stores and Fixtures*).

1115. Inspection of Gunnery Fittings.—The gunnery fittings are to be inspected by the Captain of the gunnery school at the port, in conjunction with the ship's officers; and suggestions for improvements considered necessary are to be summarised, and in the form of a joint report initiated by the Captain of the Ship, forwarded through the gunnery school and the Superintendent of the dockyard, to the Commander-in-Chief for transmission to the Admiralty. This instruction is not to apply to torpedo boat destroyers.

1116. Inspection of Torpedo and Electrical Fittings.—All torpedo and electrical machinery and fittings belonging to ships ordered to be paid off into dockyard control are to be inspected and tried with steam up by the dockyard officers before paying off.

A full report of the result is to be made in duplicate to the Commander-in-Chief, who will transmit a copy to the Superintendent of the dockyard.

2. If the ship is paid off abroad, this duty is to be performed by the Torpedo Lieutenant of the flag-ship, in conjunction with such dockyard officers as the Naval Officer in Charge of the Yard may direct. Any modifications or alterations considered desirable are to be included in the report.

1117. Stores and Fixtures.—The procedure for dealing with stores and fixtures when the ship is ordered to be paid off, is to be as follows :—

1. When ordered to be paid off for recommission with nucleus crew or reduced nucleus crew :—
 - (a) The instructions governing ships in ordinary commission are to be observed, that is, if no survey is due, the stores and coal are to be completed to the established allowances before the vessel pays off, and, if there is a change of accounting officers, stock is to be taken and remains transferred to new accounts. See **1075** and **1076** (*Surveys*).
 - (b) The procedure as to examination of guns, gun mountings, hydraulic machinery, and torpedo tubes, is to be the same as laid down in clause 2 (*h*) of this Article.
 - (c) **Explosives.**—Explosives which are defective are to be returned to store and replaced, if necessary. The other explosives are to be dealt with in accordance with Article **894**.
 - (d) All medical stores are to be returned to the nearest naval hospital, and new stores drawn at once.
2. When ordered to be paid off into dockyard control for large refit :—
 - (a) All naval victualling (excluding provisions and medical comforts), and ordnance stores (excluding guns, ammunition, and other explosives), not condemned as unserviceable, and not in excess of establishment, are to be retained for further use in the ship on the account charge of the ship's store officers, and they are not to be returned into store. All explosives are to be returned to store. Medical stores are to be returned to the nearest naval hospital.
 - (b) Small-arms are to be sent for overhaul to the ordnance depôt carefully packed in arm-chests, which are to be supplied from the depôt for the purpose, being retained on ship's account charge; after overhaul they will be sent back (if suitable) to the ship.
 - (c) All serviceable stores are to be kept on board the ship, or, if necessary, placed in a suitable lay-apart store in charge of the ship's store officers.
 - (d) In order that serviceable stores may not be removed from a ship to a lay-apart store unless necessary, the store-rooms of a ship ordered to undergo refit in a dockyard will be surveyed, repaired, cleaned and painted as necessary, before the general overhaul is commenced.
 - (e) Stores proposed to be surveyed for return to store as unserviceable, or landed for such repair as cannot be effected by the ship's artificers, are to be surveyed on board under the conditions specified in Article **1827**.
 - (f) An engineer officer and warrant or petty officers are to be appointed to the ship before she pays off in order that they may make themselves acquainted with her condition, and may be ready to take charge of the stores and fixtures which remain in her.
 - (g) All coal and oil fuel are to be removed from the ship unless otherwise ordered. The work is to be done by the crew.

- (h) Application is to be made to the Naval Ordnance Officer, accompanied by the paying-off return on form S. 1404, for the examination of the guns. The gun mountings, hydraulic machinery and torpedo tubes are to be opened out throughout for examination by the dockyard officers. If none are required to be removed for repairs or alterations, they are to remain on board, the several parts being reconnected after examination as may be directed.

The machinery is to be dealt with as laid down in the Steam Manual.

3. When ordered to be paid off and placed in the *matériel* reserve :—

The whole of the armament, fittings and stores are to be returned except such as it may be decided to retain in the vessel. The Captain is to ascertain from the Superintendent of the dockyard what fittings and stores are to be retained.

The stores are to be surveyed on board before return under the conditions specified in Article 1827.

1118. Working Parties.—An officer is always to be sent with the working parties detailed to place the stores when landed in the proper places of deposit and prepare them for being received at once, so that the accounts may not be delayed.

1119. Stores Returned.—The rigging is to be bighted in regular lengths, and properly tallied before being landed. The name of the ship is to be painted on the bow of each boat. The small stores for the several departments are to be sent on shore in separate lighters, and not mixed with heavy or bulky articles. Lighters belonging to one department are on no account, without authority previously obtained, to be used for stores belonging to another department.

1120. Damaged Naval Ordnance Stores.—The Commander-in-Chief, on receiving a report from the local Naval Ordnance Officer that any of the naval ordnance stores have been returned in a damaged or otherwise defective condition, will order them to be surveyed by officers from ships present, if possible before the ship is paid off.

1121. Readiness for Inspection.—The Captain of a ship ordered to be paid off into dockyard control is to report to the Superintendent of the dockyard and also inform the Captain of the dockyard when the ship will be ready for inspection by the proper officers, to ascertain that her holds, magazines, store-rooms, &c., are perfectly clear and clean, and engines and boilers in good order. After the ship has been examined by the dockyard officers, the magazines and store-rooms are to be locked, and the keys delivered to the Captain of the dockyard.

Captains of ships ordered to pay off and to recommission with nucleus crew or reduced nucleus crew, will make this report to the Rear-Admiral in the Home Fleets at the port concerned.

1122. Charts.—On paying off, the charts are to be returned to the chart dépôt for disposal.

1123. Books and Accounts.—On paying off, the Captain is to take care that all the books and accounts of the ship that are not required on the spot to close the accounts are forwarded in a perfect state to the proper offices.

1124. Prevention of Misappropriation of Stores.—While paying off, the Captain will take care that more than ordinary precautions are observed to

prevent speculation or any unauthorised appropriation or disposal of stores, whether on charge or not; additional sentries are to be posted at different parts of the ship, and the police are to be kept on the alert to see that nothing is surreptitiously passed out of the ship. The Officers of the Watches, during the night especially, are not to allow boats to hover about the ship nor to remain alongside without the Captain's sanction.

1125. Unfit or Incompetent Men.—If the Captain should have reason to consider any of the ship's company, whether borne for continuous or non-continuous service, to be unfit for His Majesty's Service, on account of their being mentally or physically deficient, or incompetent to perform the duties of their ratings, he is before paying off to report such cases on form S. 508 to the Commander-in-Chief, giving the name and full particulars in each case.

2. If occurring on a home station, or in a ship paying off at home, the Commander-in-Chief is to order a survey to be held by two senior Captains, who will call before them and examine any persons who may be able to assist them in forming a just opinion. Before deciding on their report they are to consider how far the person under survey has been trained at the public expense and what probability there would be of effecting improvement by sending him to another class of ship, or to a station other than that on which he had last been serving. Should they finally be of opinion that he is unfit to be retained in the Service, they are to report accordingly to the Commander-in-Chief for the decision of the Admiralty.

3. If occurring on a foreign station, or in a ship paying off abroad, the Commander-in-Chief is to send the person in question home by the first opportunity, and is to cause all necessary particulars to be forwarded with him, and the Commander-in-Chief at the home port to which he may be brought will order him to be surveyed by two senior Captains, who will act as directed in clause 2.

4. The instructions contained in clauses 2 and 3 of this Article do not apply to Officers' Stewards or Cooks. See 597 (*Causes for Discharge*); 1358 (*Cessation of Pay*).

5. Discharges resulting from these surveys are to come under the designation "Unfit" and are not to be looked upon as a punishment.

1126. Riggers.—While paying off, the Captain is to forward to the several Superintendents lists of candidates for Riggers in the dockyards.

2. No man whose age exceeds 35 years is to be recommended; all seamen who may be so recommended are to be informed that they can be entered only as vacancies may occur in the establishments of the several yards, and with the approval of the respective Superintendents.

3. Continuous service men may be recommended as well as other seamen; but in the event of their being discharged from the dockyards, they will be liable to complete at sea the remaining period of their service, but will be allowed to reckon the time served in the dockyards.

1127. Men recommended as Riggers, if they receive a notification of their appointment while on long leave, are to join the dockyard direct from leave, and information is to be given to the ship in which they are borne, in order that they may be discharged from her books, and their pay tickets forwarded to the Accountant-General.

Coast Guard.—In the case of men recommended for the Coast Guard they are to rejoin their general depot at the expiration of their long leave.

1128. Men Retained in the Service.—On the day before paying off, or earlier, if necessary, the Captain is to cause the lists of men and boys who are to be retained in the Service (form S. 505) to be despatched to the respective

ships to which they will return from leave. See 1594 (*Return of Numbers Borne*).

On the day of paying off, the service certificates are to be forwarded in the same manner, and a return of men discharged since the date of the last monthly return (form S. 506) is to be sent to the Accountant-General. See 378 (*Men Recommended for Advancement on Paying Off*).

1129. Disposal of Officers and Crew on Paying Off.—On the day of paying off, unless orders are received to the contrary, the officers and crew are to be discharged as follows :—

- (a) To the shore — { All commissioned officers not specified in (b), (c) and (d).
All non-continuous service men except those who are accepted for fresh entry and the Officers' Stewards and Cooks referred to in (b) below.

Should any of these men be in debt to the Crown, and not have completed their engagements, the question of retaining them to work off their debt is to be referred to the Commander-in-Chief for decision.

- (b) To their general depôt. } Lieutenants on the supplementary list.
Lieutenants, } Promoted under Article 299.
Engineer-Lieutenants, }
Carpenter Lieutenants, }
Engineer Lieutenants (Junior List). }
Sub-Lieutenants.
Engineer Sub-Lieutenants.
Assistant Paymasters.
Subordinate officers.
- (b) To their general depôt. } Commissioned warrant officers, } Except as specified in (c), (d) and (g).
In the case of officers, to that which they elect. } Warrant officers,
Officers borne to close accounts as provided by Article 1397 or officers entitled to full pay leave as provided by Article 1398, except those specified in (c) and (d).
All continuous service ratings not referred to in (c), (d), (e), (f) and (g), and all non-continuous service ratings who volunteer for fresh entry.
All Officers' Stewards and Cooks entitled to full pay leave, and those who are eligible and desire to be borne on depôt books to await further employment. (See 358.)

Acting Sub-Lieutenants, if discharged before the date for joining college, to the general depôt at Portsmouth; if discharged on such date, to the "Excellent." (See 271.)

In discharging petty officers and men to the general depôts, care is to be taken that those of the engineer and artisan branches are shown on separate transfer lists from those of other branches.

- (c) To their gunnery schools. { Chief and other Gunners.
All Gunnery ratings above S.G.
Acting S.G.s and men recommended for S.G.
All Armourer ratings.
- (d) To their torpedo schools. { Torpedo commissioned warrant officers.
Torpedo warrant officers.
All Torpedo ratings above S.T.
All Chief Petty Officer and Petty Officer Telegraphists.
All Electrician ratings.

- (e) To their signal school. } Chief Yeomen and Yeomen of Signals.
- (f) To their mechanical training establishment. } All Artificer and Artisan ratings, except Electricians, Armourers and Coopers.
- (g) To H.M.S. "Impregnable." } Chief, Head and Naval Schoolmasters.
- (h) To their divisional headquarters. } All Royal Marines.

2. Arrangements are to be made, through the Commander-in-Chief, between the Captain of the ship and the Colonel Commandant at the port, to ensure that the marines of each division proceed to their destination in charge of a conducting officer or non-commissioned officer, according to the numbers, and the Colonel Commandant is to telegraph to the division to which they are proceeding the time of their departure by train, and the approximate time of arrival at their destination, so that they may be met, and the conveyance of their baggage provided for.

The travelling warrants for the men disembarking are to be furnished from the ship, and those for the conducting escort by the Colonel Commandant, who will also arrange for conveying the baggage, where distance from the train renders transport necessary.

1130. Leave Tickets.—All men and boys who continue to belong to the Service, on being paid their wages, are to be furnished with leave tickets showing the extent of leave granted, the date at which it will expire, and the port and ship to which they are ordered to return. To guard against mistakes, the lists containing these particulars are to be read out to the men, and the Divisional Officers are also to see that the tickets correspond with the lists. When leave terminates on a Sunday, an extra day will be granted. See 877 (*Leave Tickets*).

2. Ratings paying off at ports other than those to which they may belong are to be sent at Government expense to their respective ports, unless it should be equally convenient to the Service to grant them permission to proceed at once on leave at their own expense from the port at which they pay off. In all cases they are to return to their own depôt at the expiration of their leave unless otherwise ordered. Men not entitled to leave are to be sent to their respective depôts at Government expense.

1131. Non-continuous Service Men who, on paying off, volunteer and are accepted for further service, are to be made clearly to understand that their entry on the books of the ship to which they are to return at the expiration of their leave entails the execution of a fresh engagement, and that, consequently, they will have no claim to be discharged on the ground of having completed five years from the date of their original entry. As regards Officers' Stewards and Cooks, see Article 358.

2. If before the expiration of the usual paying-off leave, non-continuous service Petty Officers, Able Seamen, Artisans, or Stokers with characters not below "Good" should be re-entered, they shall be allowed their time and pay in the same manner as if they had put their names down for re-entry before being paid off.

1132. Reports and Returns.—The Captain is to take care that all the reports and returns required by Appendix XVIII. are duly made out and forwarded as directed.

1133. Ships Paying Off Abroad.—In every instance of a ship being paid off abroad, the Commander-in-Chief will direct the Accountant Officer of his own, or of any other ship present, to examine the cash book, cash account, and vouchers of the ship paid off, and to certify whether they have been properly and completely prepared, and whether the balance due to the Crown has been satisfactorily accounted for; noting to whom it has been actually transferred.

He will take care that any necessary action on that certificate is promptly and effectually taken and reported to the Admiralty, and that the certificate, together with the cash account and vouchers up to and including the date of the ship being paid off, is delivered by the Accountant Officer selected to his Captain with as little delay as possible.

After taking any action which may be necessary locally the Captain of the ship from which the Accountant Officer was selected is then personally to transmit the certificate, with cash account and vouchers, direct to the Accountant-General, who is to be informed at once of their transmission.

CHAPTER XXXIV.

ROYAL MARINES.

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SECTION I. GENERAL.

1134. Discipline, afloat and ashore.—The officers, warrant officers, non-commissioned officers, buglers, gunners and privates of the Royal Marines embarked on board His Majesty's ships, whether as part complement, as supernumeraries, or for service on shore in battalions or otherwise, are to be entered on the books of such ships, and shall be entitled to the same advantages, and be subject to the same discipline, as the rest of the ship's company; but if any such officers or men are employed on land, the senior naval officer present, if it seems to him expedient, may order that during such employment they shall be subject to military law under the provisions of the Army Act or Acts in force for the time being. If not so made subject to military law, the power of awarding summary punishments may be exercised by the officer in immediate command of Royal Marines on detached service on shore, without previous reference to the Captain of the ship to which the marines belong; the punishment so awarded being always reported to the Captain and duly recorded in the books and returns of the ship.

1135. Command.—The officers and non-commissioned officers shall command each other, and the buglers, gunners, and privates, agreeably to their respective ranks, and to the custom of the Marine Service, in all matters relating to their distinct duties as marines. In any duty which they are ordered to carry out, in conjunction with naval officers and men, by their superior naval officer, they are to take command according to their relative rank. In all matters whatsoever they are to be under the command of the Captain and of the Executive Officer of the ship in which they may be, and of the Officer of the Watch for the time being, whatsoever may be his rank.

2. Brevet Ranks.—When officers of the Royal Marine Artillery and of the Royal Marine Light Infantry are serving together in the performance of duties peculiar to the corps, the brevet ranks of Major, and Lieutenant-Colonel, granted for length of service are to take rank and precedence with corresponding substantive rank according to the date on which they were conferred.

3. Brevet ranks granted for other reasons do not give precedence to officers of the Royal Marine Artillery and of the Royal Marine Light Infantry when employed together on corps duties afloat or ashore.

4. **Relative rank with Army.**—When serving with officers of the Army on military duties the relative rank and precedence of officers of the Royal Marines is not affected by the above regulation but will be as laid down by the King's Regulations and Orders for the Army.

5. **Brevet rank generally.**—An officer, Royal Marines, holding brevet rank, is entitled to the same consideration as an officer holding the corresponding substantive rank in the corps, subject to the provisions of clause 1 of this Article.

1136. **Authority afloat.**—The officers of the Royal Marines are to be treated on board with the respect due to the commissions which they hold, and the non-commissioned officers are to be treated according to their respective stations; and any disobedience of their lawful commands, or any insult or injury to their persons, shall be dealt with as if such offences were committed against officers or petty officers of the Navy of corresponding ranks.

1137. **Temporary Majors.**—All Captains of Marines of 20 years' service or of eight years' standing as Captains, in order to place them on an equality with Lieutenants of the Navy of the same standing, are to have the temporary rank of Major when embarked; but they are not to assume the official title of Major, and in respect to guard duties will be considered as Captains only. This rank is to be retained when officers and men are temporarily landed from the fleet for drill or other duty, or when landed for warlike operations as part of a combined force of seamen and marines under the command of a naval officer, but not in cases where the marines are acting with His Majesty's land forces; service in such temporary rank is not to reckon for increase of pay in the substantive rank. See 1405 (*Flag and General Depot Allowances*).

1138. **Majors embarked.**—Majors when embarked in command of detachments, if required, will perform the guard and other duties which devolve upon a Captain in similar circumstances.

1139. **Appointment of Lance, and Acting Ranks.**—If the Captain should deem it expedient to increase the number of non-commissioned officers embarked with a detachment, Corporals may be appointed to act as Sergeants, to be styled Lance-Sergeants; Privates, R.M.L.I., as Corporals, to be styled Lance-Corporals; and Gunners, Royal Marine Artillery, as Bombardiers, to be styled Acting Bombardiers. Efficiency in the performance of the duties of the superior rank will be considered as advancing their claims for promotion.

Captains of His Majesty's ships bearing Royal Marine bands may similarly appoint, at their discretion, the Band Corporal as Lance-Sergeant; and in such case they may also appoint a suitable Musician as Lance-Corporal, if they consider it desirable in order to maintain discipline.

2. **Pay and authority of Acting Ranks.**—Lance-Sergeants, Lance-Corporals, and Acting Bombardiers appointed as above, shall have the same authority as if they were confirmed non-commissioned officers of the ranks in which they may be severally acting; but their pay and other allowances will be those of their permanent grade with the exception of those for whom allowances are sanctioned in addition by the Regulations, which allowances are to be credited to them on the ship's ledger. (*See Appendix XV., Part 3, No. 57*).

They are liable to revert to their permanent rank by order of the Captain, and notations are to be made in the ledger, company conduct sheet, and in the

column for promotions and reductions on the service certificate, whenever any such acting rank is awarded or taken away.

3. Distinguishing chevrons.—The appointment of Lance-Sergeant is to be distinguished by a three-bar chevron, and that of a Lance-Corporal and of an Acting Bombardier by a one-bar chevron, worn on the right arm.

Gold-lace chevrons will be worn by Lance-Sergeants and Acting Bombardiers, Royal Marine Artillery, and worsted chevrons by Lance-Sergeants and Lance-Corporals, Royal Marine Light Infantry.

4. Qualifying service for Acting Rank.—No private is eligible for Lance-Corporal, or Gunner for Acting Bombardier, unless he shall have already served six months afloat, except in very special circumstances, which should be reported to the Commander-in-Chief.

5. The names of those lance non-commissioned officers and Acting Bombardiers who efficiently discharge the duties of their acting position, and are considered to be deserving of advancement in the Service, are to be noted in quarterly returns to their divisions in the column set apart for that purpose, with a view to their being promoted, if qualified, as vacancies occur.

6. Drafting of paid Lance Ranks.—When a ship commissions, the paid lance ranks to which she may be entitled are to be embarked from headquarters as part of her detachment.

7. Vacancies afloat.—Vacancies arising in these positions afloat, will be filled from the marine detachment or furnished from headquarters on requisition, at the discretion of the Captain.

8. As every paid lance appointment afloat belongs to the ship to which it is assigned, and can only entitle the holder to draw the allowance for it so long as he remains on the books of the ship and carries out the duty, every paid lance non-commissioned officer or paid Acting Bombardier afloat will cease to draw such allowance on his discharge to another ship or his disembarkation to divisional headquarters.

9. The allowance assigned to a lance rank is not to be paid unless the holder be present and doing duty, except for periods of ordinary leave or furlough, or temporary absence on duty.

1140. Promotion while embarked.—The Deputy Adjutant-General will notify promotions of marines serving on board His Majesty's ships by printed letter to the Captain of the ship in which the marine is serving, and in the event of the man's conduct having been such as to make him unworthy of advancement, the Captain is to inform the Deputy Adjutant-General accordingly, in order that the promotion may be cancelled.

1141. Vacancies for N.C.O.s abroad.—Vacancies for non-commissioned officers in ships abroad may be filled up by the respective Captains advancing marines to act in the vacancies, when there are no disposable supernumeraries on the station of the rank required; but the advancement of a non-commissioned officer to higher rank by the Deputy Adjutant-General does not thereby create a vacancy in the complement while he remains in the ship.

2. A Corporal or Lance-Sergeant appointed in these circumstances to fill temporarily the vacancy of a Sergeant, a Bombardier that of a Corporal or Sergeant, a Private or Lance-Corporal that of a Corporal, or an Acting Bombardier that of a Bombardier or Corporal, will receive the pay and wear the chevrons of the rank in which he is temporarily acting so long as he occupies the position. See 1139, clause 4 (*Qualifying Service for Rank*).

1142. Inspection of Detachments.—Under the directions of the Commander-in-Chief or Senior Officer, the detachments embarked in ships will be from time

to time inspected either afloat or on shore by the senior or some other marine officer present, or if no marine officer be at hand, by the senior non-commissioned officer, R.M., available ; but no such marine officer is to inspect a detachment in charge of an officer of the corps senior to himself.

2. Whenever an inspection of a ship is made, the Royal Marine detachment of such ship is, in addition to the general inspection, to be separately inspected by the Marine Officer of the flag-ship, or the senior marine officer present, and a special report, on form S. 426e, is to be made of the state of efficiency of the detachment on all points, including drills. See 1155 (*Drills*).

3. Should the senior marine officer present be serving in command of the detachment on board the ship inspected, he is nevertheless to inspect and report upon the condition of the detachment.

4. When there is no inspecting marine officer, detachments commanded by a non-commissioned officer may be inspected by the senior non-commissioned officer available, whether he be in command of the detachment inspected or not.

1143. Vacancies at Home.—When marines are required for a ship at home, the Captain will make a requisition, on form S. 366, to the Commandant of the division, and will give him timely notice when they should be embarked. In newly-commissioned ships bedding and hammocks are to be provided before the requisition is made.

1144. Medical examination.—Marines before joining ships are to be examined by the Medical Officer as to their fitness for service afloat, and such men as may be objected to are to be brought forward for survey.

1145. Payment when embarked.—Officers and men of the Marines when borne on ship's books, will be paid according to the general table of pay, and in the same manner as officers and men of the Navy ; they will also, in the same manner, be allowed to take up clothing, soap and tobacco, and also to allot and make remittances, subject to any special regulations which may be in force.

1146. Register Number and Division.—In all ships' books, returns, reports, warrants and correspondence relative to marines, the register numbers of the men, with the letters indicating the division to which they belong, are to be stated, thus :—

No.	R.M.A.	Gunner	_____
			1000
No.	Ch.	Sergeant	_____
			1500
No.	Po.	Corporal	_____
			2000
No.	Ply.	Private	_____
			2500
No.	R.M.B.	Musician	_____
			3000

In ordinary circumstances the branch of the corps may be represented by the abbreviations R.M.A., R.M.L.I., or R.M.B., but when necessary for legal purposes these designations are to be repeated in full after the man's name.

1147. Quarterly Returns of Marines embarked.—Quarterly returns of detachments embarked, according to divisions, in which the names of the

officers are to be included, are to be transmitted on form S. 365 to the Commandants of the several divisions of Royal Marines, signed by the officer or non-commissioned officer in charge of the detachment, and countersigned by the Captain as forwarded.

2. In filling up the form, the notations appearing thereon are to agree in all respects with those on the service certificates, and when no alteration in badges or class has taken place, the word "nil" is always to be inserted in the proper columns; also when a marine has been recommended for the long service and good conduct medal or gratuity, the fact is to be noted on the form, with the name of the officer recommending.

3. The name of every marine borne on the ship's books since the date of the last return is to be included, stating whether part complement, supernumerary for disposal on station, for passage or otherwise. Information is to be inserted also as to the cause and date of disposal of any marine who has been discharged from the ship during the quarter.

4. The following parts of these returns, viz., notations of character, of recommendations for medal or gratuity, of ability, and of alterations in badge or class, should be filled in by the staff of the ship's office. See 1186 (*Service Certificate*).

5. Men who have passed for higher rank and who are considered by the Captain of the ship as deserving of promotion in their ordinary turn should have the fact noted in the column of form S. 365, provided for the purpose. Any special recommendation for early promotion should be inserted in the "Remarks" column.

1148. Leave.—Applications for leave of absence are to be made through the marine officer or non-commissioned officer in charge of the detachment; should he object to any particular marine or marines being permitted to go on leave, owing to inattention to duty, due attention is to be paid to such objection by the Captain of the ship.

2. When Royal Marines are about to be disembarked to headquarters at the termination of a commission, or on completion of their term of service afloat, nominal returns on form S. 369 are to be prepared by the officer or non-commissioned officer in charge of the detachments, and forwarded to the Colonels Commandant of the divisions to which the men belong, in order that they may proceed on furlough without unnecessary delay.

1149. Beards and Moustaches.—Officers and men of the marines ashore or afloat may wear their beards and moustaches, or moustaches only, as each may elect.

1150. Exchanges.—Whenever a marine embarked applies for an exchange from one marine divisional headquarters to another, the application should be sent direct to the Colonels Commandant of the divisions concerned, and not to the Admiralty.

1151. All marines afloat who are desirous at any time of becoming candidates for appointments at marine headquarters or otherwise are to submit their applications for such through the Captain of the ship in which they are serving, who will forward the same, with his remarks as to his opinion of the candidate, to the Colonel Commandant of the division concerned.

1152. Permission to Marry.—Whenever a marine embarked applies for permission to marry, the Captain of the ship is to refer to the Commandant of the division to which the marine belongs before granting permission, in order that the authorised number on the married roll may not be exceeded, and to ascertain that there is no other known objection.

1153. Examinations for Promotion Afloat.—Written examinations of non-commissioned officers and men of the Royal Marines serving in sea-going ships, who have already qualified for promotion in other subjects at headquarters, may be conducted afloat under the superintendence of a marine officer. The examination questions together with the necessary instructions will be forwarded under seal to the Captain of the ship on application being made to the Colonel Commandant of the man's division. The candidate's answers and the signed certificates are to be returned under seal to the Colonel Commandant for marking, &c.

2. If in a port where a marine division is situated, arrangements should be made, if possible, to send men to headquarters for examinations.

3. Subject to the general provisions of this Article, the practical examination for the rank of Band Corporal or for the grant of efficiency allowance to band ranks, R.M., may be carried out afloat by any Bandmaster holding a certificate from the Commandant of the Royal Naval School of Music that he is qualified to do so. Papers for the theoretical part of the examination for Band Corporal are to be obtained from the Royal Naval School of Music, and the results are to be forwarded to the Commandant of the school.

The names of the men recommended for the grant of efficiency allowance are to be forwarded to the Commandant, Royal Naval School of Music, and, on receipt of his approval, the allowance is to be paid as from the date of examination.

1154. Marine Acts of Parliament.—The Marine Service Acts of Parliament for the time being will be supplied to the Captains of His Majesty's ships, who, in all matters relative to marines, will conform themselves thereto, so far as they refer to the Service afloat.

SECTION II. INSTRUCTION AND TRAINING.

1155. Duties and Drills generally.—The detachment is to be frequently drilled and exercised by its officers. The men are to be employed as sentries, and generally the detachment is to perform all the duties of the ship of which it is capable, due regard being had to the duties for which it is embarked. Proper opportunity is to be afforded for every marine in the detachment, artillery as well as infantry, to be exercised at gun-drill at other times than at general quarters, at least twice a month. See **885** (*Marines to be Drilled*); **1156** (*Marines to be Landed*).

The officers of the marine detachment are to attend these drills and to take part in the instruction of their men.

2. Marines are not to be employed as petty officers, nor are they to be obliged to go aloft, except in unavoidable circumstances.

1156. Inspections and Landings for Drill.—Commanders-in-Chief and Senior Officers are to cause the detachments of marines in every ship under their orders to be inspected in marching order once in each quarter, and to be landed for drill once a month. All the ships present should land their detachments at the same time, so that the men may be drilled as one body; the men are to be drilled on board once a week.

2. Of these landings not less than six in every 12 months of a ship's commission should be devoted to tactical exercises in conjunction with the seamen and marines, or with the marines alone of other ships present, where facilities exist for such landings.

3. In every case the scheme of operations is to be drawn up beforehand by the Senior Marine Officer and submitted for the approval of the Commander-in-Chief or Senior Officer present. This scheme when approved is to be communicated to all concerned in sufficient time for the necessary arrangements to be made, the permission of owners and occupiers of private land, when it is proposed to move over such, is to be obtained, and orders are to be issued by subordinate officers who are to command units of the force.

4. The exercises should frequently take the form, when opportunity offers, of practising a landing in the face of opposition from a hostile force, with guns, stores, &c., followed by such tactical exercises as are likely to be undertaken when the landing is accomplished.

5. At the conclusion of the operations the Senior Marine Officer is to render a report on the whole proceedings to the Commander-in-Chief or Senior Officer, who will make such comments for the information and guidance of the officers concerned as he may deem proper.

6. The remainder of the monthly landings, as well as the weekly drills on board, should be devoted to ceremonial and simple tactical exercises, so as to ensure subalterns and non-commissioned officers obtaining and preserving the knowledge necessary for instructing the rank and file, as well as the maintenance by the latter of smartness and efficiency in their military duties.

7. The Senior Marine Officer of each sea-going squadron, and of each home port, is to keep a diary of all weekly and monthly drills and exercises of the detachment of each ship of the squadron or stationary ship of the home port, showing the numbers of each rank present and briefly the nature of the drills, or the reason why such drills were not performed, the necessary information being furnished by the Captain of each ship.

In the case of combined exercises, the general and special idea and a brief *resumé* of the operations are to accompany the diary.

8. This diary is to be inspected by the Commander-in-Chief or Senior Officer whenever the ship is formally inspected, and a note made in the report of inspection as to whether the record is satisfactorily kept, and the landings, &c., have been duly carried out. It is to be forwarded to the Admiralty on 1st January of each year.

1157. Examination of Officers for Promotion.—It shall be the duty of the Senior Marine Officer in each sea-going squadron, and at each home port, to keep a record of the examinations passed by each officer of Royal Marines in the squadron or home port.

2. He is to ascertain from the Chief Staff Officer of the General or other Officer Commanding at stations where examinations in subject* (c) for promotion are held, and the dates when such examinations take place; he is to acquaint all marine officers who have not passed in the subject, and to take the necessary steps for securing the examination of such officers as shall notify their desire to be examined.

3. He is to keep a diary recording the dates and places of such examinations, the date when he acquainted the officers who have not passed, and the names of those who presented themselves, with the result.

4. He is also to record the names of those who had a due opportunity of being examined but did not present themselves, together with the reason for their abstention.

5. With regard to the examinations in subjects* (d) and* (e) for promotion and for tactical fitness for command,* the Senior Marine Officer is to

* Paragraphs 857-870 and 880-888, King's Regulations and Orders for the Army.

ascertain in sufficient time what officers are desirous of being examined and where, and to take the necessary steps for their attendance.

6. He will keep similar records as in the case of examinations in subject (c) above laid down.

7. These records are to be submitted and forwarded with the diary of drills, &c., for annual transmission to the Admiralty, in order that a note may be made as to whether officers have, or have not, taken full advantage of their opportunities for being examined.

8. When an officer notifies his desire to be examined for promotion at any given place and time, the Commander-in-Chief or Senior Officer of the squadron or port is to cause him to be given facilities for so doing, provided the requirements of the Naval Service are not thereby prejudiced, and if necessary to lend such officer from his own ship to any other present at the place and time of examination for the purpose.

9. The certificate required by Paragraph 868, King's Regulations and Orders for the Army, may be signed by Captains of His Majesty's ships on the recommendation of the Senior Marine Officer on the station or at the port.

1158. Preparation of Officers for Examinations.—The Senior Marine Officer of each squadron or home port is responsible for arranging that officers who notify their desire to prepare for examinations receive such facilities for so doing as the requirements of their duties afloat will permit. He will draw up schemes for holding classes for study and for the conduct of war games to be held under his general supervision. He will submit the same for the approval of the Commander-in-Chief or Senior Naval Officer, who will communicate the particulars to Captains of ships, and give directions that officers desirous of attending them be accorded every facility for so doing.

2. The Senior Marine Officer is not required himself to hold classes or give lectures, but if he does not undertake the duty he will be responsible for arranging that some other marine officer does so, and for assisting him in circulating papers, schemes, &c., which may be of use in carrying out instruction. He is also personally to supervise officers who desire to execute sketches on shore as opportunities offer, and generally to act as the president of a tactical society in assisting officers in study and self-improvement in Service subjects.

3. He is to keep a diary of such proceedings, which is to be inspected and submitted to the Commander-in-Chief or Senior Officer annually, with the record of drills, &c., as provided in Articles **1156** and **1157**.

1159. Royal Marine Gunners.—When not employed afloat, Royal Marine Gunners will be appointed to the gunnery schools of their own port division to requalify, and subsequently to assist in the instructional work of the schools as may be required.

SECTION III. PRIZES FOR SHOOTING.

1160. Prizes for Good Rifle Shooting.—The rules laid down in the Rifle Practice Instruction, Part VI., for the grant of annual prizes and badges for good firing with rifles to seamen, are applicable to Royal Marines serving afloat, subject to the following modifications:—

- (a) The provisions relating to preliminary drill, target practice, independent firing, and skirmishing, which are contained in table F. and table G. of the above Rifle Practice Instruction, are to be extended to all marines embarked, provided that they have not been through a course under War Office Regulations during the current musketry year.

- (b) Royal Marines are to be exercised in the preliminary drill under their own officers and non-commissioned officers, and when an officer of Royal Marines is borne, he is invariably to be in charge of the firing party.
 - (c) Separate returns on forms S. 289 and S. 290 are to be made out for the Royal Marines signed by the Marine Officer, or, if a marine officer is not borne, by the Gunnery Officer, and forwarded to the Deputy Adjutant-General, Royal Marines, after the annual competitive firing.
 - (d) Naval good-shooting badges are to be worn by marines, if awarded when serving afloat after undergoing the naval course ; army badges are to be worn if awarded while serving afloat or on shore for good shooting in the army course. Such badges, however, are not to be worn on white clothing.
2. In the event of a man entitled to a badge for good shooting or judging distance on shore being embarked before the distribution takes place, his badge is to be forwarded to the Captain of the ship for presentation.

SECTION IV. BAND.

1161. Supplies of Instruments, Music, &c.—The Admiralty will supply free of charge to the officers in all ships and establishments allowed bands, whether composed of marine bandsmen or not, all usual instruments (with cases), band stands and other accessories for a brass and reed (ceremonial) band, together with music in kind of the value of from 8*l.* to 15*l.* for a full commission, according to the size of the band, and will bear the expense of repairs, &c., due to fair wear and tear.

All instruments, accessories and music so supplied are to be returned to the Royal Naval School of Music at the end of each commission. On re-commissioning a fresh supply will be provided by the school of music.

2. Allowance for Care of Instruments.—In order to ensure that bandsmen may have special interest in the care of Admiralty instruments, an allowance of 2*d.* a day will be paid to all band ratings below the rank of Bandmaster, on a certificate to be granted quarterly, from the Bandmaster, and approved by the Marine Officer, that the instruments have been carefully kept. In the school of music this certificate will be signed by the musical director and approved by the Superintendent of the school.

3. The Bandmaster, or warrant or non-commissioned officer in charge of the band, will be paid an allowance of 6*d.* a day, on a certificate from the Marine Officer, approved by the Captain of the ship, that proper care and supervision have been exercised over the band instruments (including bandstands and music, for which he will be held personally responsible).

4. Repairs.—All repairs due to neglect will be charged against the pay of the person responsible, and the Captain may, at his discretion, suspend either of the above allowances until the cost of any repairs, &c., has been made good and for such further period as may appear to him desirable.

5. In such cases the fact should be reported to the Commander-in-Chief for the information of the Superintendent of the school of music.

6. Infectious Instruments.—In the event of a band rank, Royal Marines, or a band rating, old system, suffering from tuberculosis of the respiratory passages, the Admiralty wooden instruments and cases for wood and brass wind instruments in his possession are to be burnt in the presence of an officer named by the Captain, who is to certify in the report that the order was carried out in his presence. A similar course is to be followed, when considered necessary

by the Medical Officer, in cases of other infectious diseases. The original form of survey of instruments and cases so destroyed is to be forwarded to the Superintendent, Royal Naval School of Music, Eastney.

Brass instruments are to be disinfected as soon as possible by being passed through a steam disinfector before being returned into store or re-issued for use.

7. String Band.—If the officers should desire to maintain a string band in the cases where a ceremonial band is authorised, the necessary orchestral combination of the musicians will be made at the school of music, and an annual charge will be made for the orchestral instruments in charge of the band on board, according to the following scale :—

Number in Band.						Charge.		
						£	s.	d.
24	-	-	-	-	-	13	8	0
17	-	-	-	-	-	8	14	0
15	-	-	-	-	-	6	16	0
11	-	-	-	-	-	5	0	0

These charges are to be calculated on the principle laid down in Article 1365, clause 4, and will be liable to alteration from time to time if the value of the orchestral instruments fluctuates sufficiently to warrant an alteration being made.

The Captain will be responsible that the necessary charges on this account are collected from the officers quarterly, details as to the proportion of their respective contributions being arranged on board, and brought to account in one sum, by the Accountant Officer, who will then forward a duplicate of the quarterly return (form S. 580) to the Superintendent, Royal Naval School of Music, Eastney.

The foregoing system of charges will be enforced in all ships, &c., concerned, unless the Admiralty may consider it desirable to make other arrangements in special cases.

8. Expenses.—The officers will be required to bear all incidental expenses connected with the string band, and to maintain the Government instruments in a proper state of repair. Any expense falling upon officers in connection with the maintenance of string bands is to be reduced to the smallest possible amount.

Appurtenances for ceremonial Instruments.—Supplies of appurtenances (*i.e.*, expendable fittings) for ceremonial instruments to last one year will be issued from the school of music as requisite :—

To the Bandmaster of a Royal Marine band embarking in one of His Majesty's ships, who will sign for them at the school of music ;

To the Commanding Officer of a ship supplied with ceremonial instruments, but not provided with a Royal Marine band.

Subsequent supplies will similarly be made from the school of music on requisition in the usual manner.

Those supplied to the Bandmaster will be expended by him as requisite, on the approved certificate of the Commanding Officer ; and, on the disembarkation of the whole band, or on the Bandmaster giving up charge for any reason, he will be responsible that any not accounted for by such certificate are returned into store at the school of music, or handed over to his successor, as the case may be.

Those supplied to the Commanding Officer will be expended as necessary under authority of that officer, who, on the return of the musical instruments to the school of music at the end of the commission as directed in clause 1, will

furnish a certificate to the effect that all appurtenances not returned have been necessarily expended.

All appurtenances returned from His Majesty's ships to the school of music are to be brought on charge and accounted for by the Quartermaster of that establishment in the usual manner.

Music for the ceremonial bands will in all cases be supplied up to the value allowed, by the Royal Naval School of Music, to which establishment all requisitions for music should be forwarded.

SECTION V. ARMS, CLOTHING, &c.

1162. Charge of.—The marine arms, bugles, fifes, drums, band instruments, and other equipment in possession of the detachment are to be under the charge of the Marine Officer, or non-commissioned officer in command of the detachment, who is to be accountable for any loss or damage that may happen to them through want of sufficient care on his part, and also for the due return in good condition to the divisional headquarters of the arms, accoutrements, and musical instruments of every marine discharged otherwise than to headquarters; in case of loss or damage, the particulars shall be reported by the Captain of the ship to the Admiralty, so that the amount may be charged against such Marine Officer or non-commissioned officer; but if it shall have happened through the neglect of any other person, the Marine Officer or non-commissioned officer is immediately to acquaint the Captain, who will follow the course directed by Articles **1373** and **1464**.

2. Should a marine on being discharged be deficient in his arms, accoutrements, or musical instruments, the particulars are to be inserted in the certificate required by Article **1164**, clause 15, every missing article and how accounted for, being duly specified.

3. Losses by Accident.—Should a marine's arms, accoutrements, or musical instruments, or any parts of them be lost or rendered unserviceable in circumstances which would warrant the cost of their replacement or repair being borne by public funds, the certificate (form S. 1417) is to fully explain the nature of the loss or damage and the circumstances in which it occurred, and is to be approved by the Captain of the ship.

4. Replacements.—Arms or musical instruments for Buglers required to replace those lost or damaged will be supplied by the Gunner of the ship on the requisition of the Marine Officer or non-commissioned officer in charge of the detachment.

This requisition must be accompanied by the certificate (S. 1417).

5. Records.—Issues or exchanges of rifles, &c., affecting the records at headquarters, are to be noted on the current quarterly returns.

6. Sword Bayonets.—Whenever marines are likely to be required to land for active service, the Marine Officer or non-commissioned officer in command of the detachment will, under the approval of the Captain of the Ship, make a requisition on the Gunner for their sword bayonets to be sharpened by the ship's armourer in accordance with the Armourer's instructions.

1163. Care of Arms, &c.—The Marine Officer or non-commissioned officer in charge of a detachment is responsible that the arms of his men are constantly kept by them in good condition and fit for service, the ship's Armourers being employed only when their assistance is absolutely necessary. He is also to keep in charge and return to the Quartermaster of the division at the port where the ship arrives, any spare arms, musical instruments and accessories, or

accoutrements which may have been left on board; he will be required to account, by voucher, for the disposal of every stand of arms, the musical instruments and accessories, and set of accoutrements so left, in order that the accounts of arms may be kept at the several divisions for the information of the Naval Ordnance Department.

2. **Arms, where to be kept.**—The rifles of the marine detachment are to be placed as near as possible to the mess places of the men, but no rifles are to be kept near the engine-room or stokehold hatchways.

3. **Repairs of Arms.**—At least once in every six months, but oftener if necessary, the Marine Officer or non-commissioned officer in charge of the detachment will make a requisition on the Gunner to have the marines' rifles stripped and examined, and on completion of the work, the requisition, with the statement that this work has been performed duly noted thereon, will be returned to him by the Gunner; this requisition is to be retained for future reference.

4. The same course is to be followed when any repairs are necessary to marines' rifles.

1164. Uniform Clothing.—Warrant officers, non-commissioned officers and men, Royal Marines, are to be supplied with uniform clothing, boots and canvas shoes periodically, on such dates as are notified on the embarkation sheets, or as soon after as possible. The said clothing is to consist of such articles for each man and boy as have been, or shall hereafter be, ordered by the Admiralty, in pursuance of His Majesty's pleasure as signified from time to time; neither the Captain nor any other officers are, on any pretence whatsoever, to permit the clothing or accoutrements to be cut or altered, except in strict conformity with the make and shape of the clothes and accoutrements ordered and established for the Royal Marines when on shore.

2. **Physical Training Clothing.**—Physical Training Instructors and marines undergoing training to qualify as instructors, whether embarked or at headquarters, are, in addition, to be supplied annually and gratuitously with gymnasium clothing, consisting of:—

2 pairs of blue serge trousers.

2 jerseys.

1 white sweater.

1 pair of socks (cotton or worsted).

In the case of Physical Training Instructors embarked, demands are to be made upon headquarters for this clothing in the usual manner.

Each instructor or marine under training embarked will also be supplied with a gymnasium belt which is to be returned into store on disembarkation.

3. **Ward-Room Officers' Servants, Outfits.**—For regulations governing the annual gratuitous issue of special clothing to marines employed as ward-room officers' servants in the Fleet, and the payment of compensation in lieu, *see* 1179.

4. **Demands for Annual Clothing.**—Demands, on form S. 89, for the annual clothing of men serving on home and foreign stations, except as provided in clause 5, and Article 1166, are to be prepared by the Marine Officer or non-commissioned officer in charge of the detachment, in accordance with the detailed instructions on the form.

Demands for clothing once made in the case of marines serving afloat cannot be subsequently cancelled or altered to admit of money compensation in lieu of issues being paid, or *vice versa*.

5. Marines serving afloat at a port where their division is situated are to attend at their headquarters for measurement, fitting, &c., and after 23rd

April, are to receive and sign for the garments to which they are entitled, the officer commanding the detachment, with the approval of the Captain of the ship, arranging with the Colonel Commandant as to the time and date for such attendances. These issues will be made and recorded in the same manner as if the men were serving at headquarters.

6. When ships are commissioned for, or ordered to proceed on, foreign service, demands are similarly to be made by the Marine Officer for annual clothing required for each man of the detachment.

7. When marines, whose new annual clothing will become due within six months, are embarked for passage to a foreign station to fill vacancies in ships, or in detachments serving on shore, or in other analogous circumstances not provided for in clause 4, the articles of clothing and the half boots to which they will become entitled on the next annual issue are to be forwarded from their divisional headquarters to the ship or station to which they are proceeding, immediately after their embarkation, unless special orders to the contrary are given.

Articles for which the man has obtained permission to receive compensation in lieu of taking them up are not to be forwarded.

8. **Receipts.**—Receipts for supplies from divisional headquarters of clothing, necessaries, accoutrements, &c., will be signed by the Marine Officer, and by the Accountant Officer, but the articles will be in the charge and custody of the Accountant Officer until issued, as provided by Article 1731.

9. **Issue.**—Gratuitous issues are not to be made before they are due. When the proper period arrives for issuing the gratuitous clothing, the Marine Officer is to prepare issue notes in duplicate on form S. 90, and on the Captain's approval the Accountant Officer is to hand over the several articles required to comply with them to the Marine Officer, who is to serve out the clothing.

Issue Notes.—The issue notes are then to be dealt with in accordance with the detailed instructions on the form.

10. **When no Marine Officer.**—When there is no Marine Officer, the non-commissioned officer in charge of the detachment will perform these duties, as required by the Accountant Officer.

11. **Marines Dead or Run.**—Whenever marines die, or desert, their cloth tunics and frocks (with the exception of such as may have been in their possession for 16 months) are to be carefully collected by the Marine Officer or non-commissioned officer in charge of the detachment, for delivery to the Accountant Officer.

12. **Compensation.**—The names of marines serving afloat, who may desire to be paid compensation in lieu of gratuitous issues of clothing, are to be forwarded to divisional headquarters by the officer commanding the detachment, when the annual clothing demands are transmitted, in order that the necessary audited vouchers may be forwarded to the ship for payment to be made as the compensation becomes due. When from any cause the payment is not made, a note to that effect is to be placed on the voucher, which is then to be returned to headquarters.

13. **Delivery Note.**—Whenever arms, clothing, accoutrements, or musical instruments are returned from ships to headquarters, they are to be accompanied by a delivery note (form S. 96) duly signed by the Marine Officer or the non-commissioned officer in charge; to this note are also to be attached lists of the man's kit, and of any articles of private property.

14. **Replacement of Lost Articles, &c.**—Articles of a marine's accoutrements that may become lost or unserviceable should be replaced from stocks on board, or from the nearest victualling yard. See 1166 (*Mediterranean*).

Failing these sources of supply, the articles are to be replaced on requisition from the division to which the man belongs, unless the case is an urgent one, when a demand may be put forward on the nearest army ordnance stores.

Except in urgent cases, marine accoutrements are not to be surveyed on board His Majesty's ships, and demands on army ordnance stores are to be limited to small requirements which cannot be obtained from another ship or from a naval store.

15. Certificate on Discharge.—Every marine on being discharged from a ship, except on the disembarkation of the whole detachment, is to be furnished with a certificate (form S. 368) containing full particulars as to the number and condition of his arms, accoutrements, and musical instruments, up to what date he has been clothed, and the date and cause of his discharge from the ship. This certificate is to be prepared and signed by the Marine Officer or non-commissioned officer in charge, and countersigned by the Captain as "forwarded."

16. Death, Desertion, &c.—Whenever a marine shall die, desert or be invalided, whilst embarked, a certificate, as provided for in clause 15, is to be forwarded by the first opportunity to the Commandant of his division; a duplicate certificate being furnished in all cases to an invalid.

1165. Clothing, &c., on repayment.—Articles of marine clothing and necessaries for issue on repayment to detachments embarked are to be obtained as a general rule direct from marine divisions, but stocks of such articles as are likely to be required will be kept at foreign victualling establishments to meet emergencies, except at Malta, Gibraltar and Wei-hai-wei. See **1166** (*Mediterranean*).

2. Greatcoats.—With a view to replacing greatcoats which may have been lost or destroyed, or have become utterly unserviceable, a few spare greatcoats will be kept in charge of each Victualling Store Officer on foreign stations except at Malta and Gibraltar. When a greatcoat is drawn from a Victualling Store Officer, the old one, if in existence, is to be returned to headquarters at a convenient opportunity addressed to the First Quartermaster, R.M., to whom the particulars of each issue of a new coat are to be notified for the correction of clothing records. In each case of a greatcoat lost or condemned as utterly unserviceable through neglect on the part of the man, so that he becomes liable to a charge for the unexpired time during which the coat should have continued to be worn, the Accountant Officer is to inform the Colonel Commandant of the man's division in order that a charge to the right amount may be sent to the ship. See **1166** (*Mediterranean*).

3. Demands.—Demands for these articles are to be made by Accountant Officers on form S. 88 in sufficient time to admit of their reaching the ship by the time they are required for issue; and with a view to this being done, Marine Officers or non-commissioned officers in charge of detachments, after each monthly inspection provided for in Article **1167**, are to inform the Accountant Officer of the anticipated requirements of the men under their command.

4. In the case of ships on home stations, marine clothing and necessaries are to be obtained from the nearest divisional headquarters.

5. As regards ships on foreign stations (the Mediterranean excepted, as provided in Article **1166**), articles of clothing, that is to say:—

- Tunics—cloth, serge, and duck;
- Frocks;
- Trousers—tweed, tartan, and duck;
- Boots;
- Caps and white covers;
- Outfits for ward-room officers' servants;

are invariably to be demanded from the division to which the men for whom they are intended respectively belong, except when they can be procured from a victualling establishment on the station. Other articles, that cannot be obtained from the victualling establishment, may be demanded from any marine division.

6. Any casual supplies of half boots which may be needed are to be drawn from the stock of seamen's boots on board.

Boots of shore service pattern will invariably be issued to detachments serving at the following stations, &c. :—

- . All R.N. Barracks.
- Whale Island.
- Bermuda.
- Ascension (special pattern).

1166. Supplies on Mediterranean Station.—All supplies of clothing (except cloth tunics, frocks, and outfits for ward-room officers' servants), necessaries, band instruments, and accessories for bandsmen, R.M., accoutrements, &c., required for the detachments on the Mediterranean station are to be obtained, on demand, from the marine clothing depôt at Malta, and clothing, arms, and accoutrements to be returned into store are to be sent to the clothing depôt accompanied by the usual delivery and receipt vouchers.

2. Demands for annual clothing for detachments on the Mediterranean station are to be prepared by the Marine Officer or non-commissioned officer in charge, and forwarded through the Captain six months before the clothing becomes due. The demands for cloth tunics, frocks, and outfits for ward-room officers' servants will be forwarded to the division to which the men belong, those for all other articles to the Marine clothing depôt, Malta. The demand sent to the division will, however, show in addition, in each man's case, the articles of annual clothing which have been demanded from the Royal Marine clothing depôt, and also each article for which the men desire to receive money compensation in lieu of the issue in kind, in order that the necessary vouchers for the payment may be prepared at the division and forwarded to the ship. Demands for clothing once made cannot be subsequently cancelled, or altered, to admit of money compensation in lieu of issues in kind being paid, or *vice versa*. (See 1164, clause 4.)

3. **Misfits.**—Annual clothing, boots, or necessaries found at the time of issue to require alterations or exchange will be dealt with at the clothing depôt. When ships are at Malta, the men should, if possible, be sent to the store with the misfitting articles, otherwise full particulars of the defects must be notified.

1167. Inspection of Clothing and Bedding.—At the monthly inspection of bedding and clothing, the Marine Officer will examine those of the detachment, including their necessaries; he will be considered as an Officer of Divisions with reference to the detachment, and will report the result to the Captain.

2. When there is no Marine Officer, the non-commissioned officer in charge will perform these duties, under the directions of the Executive Officer.

1168. Marines to Hospital.—When marines are sent to home hospitals, the Marine Officer or non-commissioned officer in command of the detachment is to take care that they take with them their clothes, accoutrements and effects, stowed in bags or other receptacles, which are to be labelled and sealed in a similar manner to a mail bag, the mail seal issued to H.M. ships being used for that purpose. The label is to be signed by the person who enters the effects on the sick voucher and by the responsible officer. Their arms and musical instruments, properly labelled, are also to accompany them, to be placed in

charge of the proper officer of the hospital. Marines sent to hospital abroad are not to take their arms, accoutrements, or musical instruments, but will be furnished with a certificate (form S. 368), as provided in Article 1164, clause 15.

2. In the case of a marine invalided at home, the Colonel-Commandant will be informed in order that the man may be brought forward for discharge from the Service. See 1245 (*Invaliding of Marines*).

1169. Store-room.—The store-room for the accoutrements, clothing, and effects of marines is to be in the charge of the Marine Officer or non-commissioned officer in charge of the detachment, and is to be used for no other purpose.

SECTION VI. DISCHARGES AND RE-ENGAGEMENTS.

1170. When discharged.—Marines will be discharged at the end of 12 years' service from the age of 18, if at headquarters; and those who re-engage for a further period of 9 years will, at the end of 21 years' service from the age of 18, be entitled to their discharge with pensions, provided they have forfeited no time.

1171. Discharge generally.—At home no application is to be forwarded for the discharge of a marine who has completed his service until the Captain has obtained from the Commandant of his division a certificate that he will have completed his engagements as claimed.

2. The residue of wages due to marines discharged from ships to headquarters is to be paid to them by the Divisional Paymaster.

3. Whenever marines serving in ships are ordered to be discharged from the Service they are to be sent to the headquarters of the division to which they belong for their final discharge, unless directions to the contrary be received.

4. No marine is to be discharged to the shore until his discharge documents are received, or unless permission to discharge him sooner is obtained from the Admiralty.

5. Marching Money.—Marines, if discharged at home or abroad—

(a) On account of physical unfitness, without pension;

(b) Free, as an indulgence;

(c) After final approval, as unlikely to become efficient soldiers;

(d) At the termination of their limited engagement—

are to be paid a gratuity of 20s. each, as laid down in the Royal Warrant for the pay and non-effective pay of the Army.

6. Marines discharged to pension at home or abroad are to be granted an advance of pension at the rates laid down in the Army Regulations for the time being.

These rates under existing Army Regulations are :—

For marines discharged to pension at home, an advance of 20s.; for marines discharged to pension abroad, an advance on account of pension of 90 days, calculated at a rate not exceeding 2s. a day if the marine be holding the rank of Sergeant or any superior rank, or at a rate not exceeding 1s. a day if holding a lower rank, such 90 days to reckon from the date of their ceasing to receive full pay.

The advance of pension, as also the allowance granted on discharge to marines not entitled to pension, will be paid by the Paymaster from whom the marine draws his pay at the time of discharge, and the amount in each case is to be inserted on the parchment certificate of discharge (form R. 111), also on form R. 110 when the latter document is furnished from divisional headquarters.

1172. Discharge by Purchase.—Marines may be allowed to purchase their discharge, or to obtain free discharge, if they have served the requisite period ; but the number of men to be discharged, and the selection of the individuals, shall be governed by such instructions as the Admiralty may from time to time give for extending or limiting the number, or for wholly suspending the permission.

2. The scale of payments and allowances on re-entering are the same as in the case of the Royal Navy. (*See* 602 and 603.)

3. Marines who enlist in the Army within two years of purchasing their discharge will have one-half of the purchase-money returned to them.

1173. Dismissal with Disgrace, &c.—A marine ordered to be dismissed with disgrace, or from His Majesty's Service, is to cease pay, and is only to be retained until the order for his dismissal is received from the Admiralty and his discharge certificate from divisional headquarters.

2. A marine serving abroad who is sentenced to be dismissed from His Majesty's Service with or without disgrace is to be sent back to headquarters by the first Government opportunity, unless he wishes to be landed in a colony under Article 758, clause 8. In any case, his actual dismissal cannot be carried out until his discharge documents have been completed and handed to him.

His pay is to cease from the day when the approval of the Commander-in-Chief is received for his dismissal, and on disembarkation in England he will only be entitled to subsistence at the rate of 6*d.* a day until finally discharged.

1174. Re-engagement.—A marine who has completed, or is within six months of completing, his first term of limited service, may be allowed to re-engage to serve in the Royal Marine Force for a further term of 9 years.

2. If, however, any marine should be ordered on foreign service, he may be allowed to re-engage before he embarks for such foreign service provided he is within three years of the expiration of his first engagement.

3. At the time of his re-engagement his character must not be below "Good," and he must be considered by his Commanding Officer to be in all respects fit to continue in the Service as a marine.

4. He will be required on re-engaging to make a declaration on form S. 367 or R. 150 before any of the following authorities :—

(a) A Justice of the Peace.

(b) The Deputy Adjutant-General, Assistant Adjutant-General, or Deputy Assistant Adjutant-General of Royal Marines.

(c) The Commanding Officer of any ship commissioned by His Majesty.

(d) The Commanding Officer of any division, battalion, or detachment of Royal Marines.

5. A marine re-engaging will be entitled to a gratuity of 1*l.*, which is to be credited to his account on the ledger.

If serving in the United Kingdom or on board a ship in home waters he will be granted two months' leave.

6. Marines on re-engaging are to furnish themselves with all necessaries required to complete their kits.

7. Marines declining to re-engage in ships abroad will be sent home for discharge, but they will not be allowed to re-engage at home after arrival.

8. Re-engagement Afloat.—When a marine re-engages while serving afloat, the Captain of the ship will send the declaration to the Admiralty as a sub-voucher to the ship's ledger on which the gratuity is credited (*see* clause 5), and an attested copy is to accompany the quarterly marine returns.

9. Time served by a marine in the ship's police or sick berth staff on probation reckons towards completion of marine engagement, and for all other purposes, in the event of his reverting to he marines.

1175. Detention of Time-expired Marines.—If the first or second term of limited service for which any marine may have engaged himself shall expire while he is serving on a foreign station, the said first or second term may be prolonged for such further time not exceeding two years, as shall be directed by the Officer in Command of the station. Whenever a man is so detained, the reason is to be reported as directed in Article 369. But unless the Officer in Command of the station should deem it necessary for the convenience of the Service to detain marines after the expiration of the period for which they are engaged, they are to be sent home as directed by Article 1533.

SECTION VII. OFFICERS, ROYAL MARINES, EMPLOYED ON SPECIAL DUTIES.

1176. W.T. Instructors.—Marine officers employed as Instructors of Wireless Telegraphy will receive an allowance of 2s. 6*d.* a day in such appointments as the Admiralty may direct. They will be selected from officers who have served for two years as Assistants for Wireless Telegraphy duties, and who, on requalifying, are recommended for the appointment by the Captain of the torpedo school.

1177. Assistants for Wireless Telegraphy duties will receive an allowance of 1s. a day while actually borne for those duties. Candidates for the appointment must serve for one year at sea before being eligible for selection. They should forward their applications through their Commanding Officers, together with any special recommendations to the Deputy Adjutant-General, Royal Marines. Selected candidates will undergo a qualifying course in the torpedo school, as laid down in the "Courses of Instruction for Officers and Seamen in the Torpedo Schools," and appointments will be made from those who qualify.

2. Assistants for Wireless Telegraphy duties will be employed as such for two years, at the end of which time they will be required to requalify in the course laid down in the "Courses of Instruction for Officers and Seamen in the Torpedo Schools," and be recommended by the Captain of the torpedo school before taking up another wireless telegraphy appointment.

SECTION VIII. MARINES EMPLOYED ON SPECIAL DUTIES.

1178. Marines on Special Duties.—Privates of Royal Marines, not recruits, may be employed as lamptrimmers, butchers, or barbers in ships in which these ratings are allowed in the complement, and will receive in addition to their pay the sums sanctioned in Articles 1459 and 1460.

If qualified, the notation "qualified as Lamptrimmer," or "Butcher," as the case may be, is to be made on the man's service certificate, and, except on probation, no man is to be employed in either or any of these ratings unless this notation is so recorded.

2. **Butchers.**—An approved candidate for the rating of Butcher is to be instructed as requisite at a naval depôt, or by some competent person in the fleet, or at divisional headquarters. On the conclusion of the course of instruction the candidate is to be examined, and, if found qualified, a certificate (form S. 442) signed by the examiner to that effect, is to be issued.

3. Each man who volunteers for the rating is to be supplied gratuitously with a working suit consisting of:—

- 2 jean frocks ;
- 1 jersey ;
- 1 pair jean trousers ;
- 1 pair leather leggings.

Candidates who qualify will retain the working suit as part of their kit for use when embarked ; those who fail are to return the suit to headquarters. The period of wear of the working suit will be as follows, the time actually employed under training and as butcher being allowed to reckon :—

- | | | |
|---------------|---|--------------------------|
| 12 months for | { | 2 jean frocks ; |
| | | 1 jersey ; |
| | | 1 pair jean trousers. |
| 3 years for | | 1 pair leather leggings. |

New suits are to be issued gratuitously on the expiration of the prescribed period. If a man should relinquish the rating of Butcher, or his services as such are no longer required, the clothing is to be returned into store unless it has been in use the prescribed period.

4. **Ship's Police and Sick Berth Staff.**—With the approval of the Admiralty, marines may be transferred to the ship's police or the sick berth staff on the conditions shown in Appendix XV., Part I., ratings Nos. 30, 31, 86 and 87 respectively.

They are to be shown on the ledger as Ship's Corporal, 2nd Class R.M. Probationer, and Sick Berth Attendant Probationer respectively.

1179. Ward-Room Officers' Servants.—Privates of Royal Marine Light Infantry, not recruits, who may volunteer for the duty, are to be employed as personal servants to ward-room officers.

2. A Commander or Commander (N) not in command is to employ a marine as servant instead of an Officers' Steward, and an officer appointed to perform the duty of Secretary to a Flag Officer or Commodore 1st Class may have the option of employing a marine as servant instead of an Officers' Steward 2nd Class.

3. Engineer Commanders, Fleet Surgeons, Paymasters-in-Chief, Fleet Paymasters, Naval Instructors ranking with Commanders, Chaplains of eight years' seniority, and officers appointed to perform the duty of Secretary to Commodores 2nd Class, are each to be allowed the option of employing one marine for a servant.

4. Other officers of the ward-room, and officers compelled to mess in the ward-room in consequence of there being no proper mess place for them elsewhere, are to be allowed a marine between every two, to attend on them as a servant, but when there is an odd number of such officers borne, a marine may be assigned to one of them, the preference being given to the senior officer of the Military Branch. The marine officers are to be on the same footing as in barracks.

5. In flag-ships, or in other cases when ward-room officers are borne as supernumeraries, one marine may be employed for every two officers.

6. The marine servants are to receive :—If employed by two officers, 6s. a month from each officer ; and if employed by only one officer, 10s. a month from him.

As officers are paid monthly, the Captain is to see that these allowances to servants are paid in cash monthly by each officer.

7. They are to be excused from guards and watch, but are to work with the hands when required, except that one-third of the number allowed may be excused daymen to assist in the mess.

8. They are to attend morning parade and evening quarters, and are to be periodically drilled and exercised according to their individual excellence, but never less than once a month, in order to keep up the knowledge of their duties as soldiers, and of their gun drill. They are to be inspected in "marching order," at least once in each quarter, and they are to be exercised in the duties of whatever may be their station in battle, as often as necessary to keep them thoroughly efficient.

9. In the event of a detachment of Royal Marines being disembarked for temporary service on shore, the marine servants are to accompany it, should the emergency be such as to require their presence.

10. They are generally to be selected from marines with good conduct badges, but if any servant is reduced to the second class for conduct for a breach of the discipline of the ship, the officer is not necessarily to be deprived of his services.

11. They are to be subject in every way to the existing Regulations respecting leave. When landed for any specific purpose, with leave from the Commanding Officer, the duration of their absence is to be clearly defined. Any absence of a servant on duty for his master is not to be considered as leave.

12. **Annual Outfits.**—Marine servants on first appointment are to be supplied gratuitously with servants' outfit, consisting of—

- 1 cap with peak ;
- 1 plain serge suit ;
- 3 fine white duck tunics with jean collars and cuffs ;
- 2 collars and fronts combined ;
- 1 black necktie ;
- 3 pairs white cotton gloves ;

and a further gratuitous issue of similar articles will be made at the expiration of each period of 12 months from date of first issue. The dates of issues afloat are in all cases to be notified to the Colonel Commandant concerned for completion of headquarter records.

13. Money compensation at current issuing rates may be paid in lieu of serge suit when not issued in kind, but will not be paid for individual garments. Each issue, unless compensation is paid for serge suit, will include the whole of the articles comprising the outfit, and will be demanded, supplied, issued, and accounted for, or compensation paid, as the case may be, under the regulations governing gratuitous annual clothing, &c. (See 1164 and 1731.)

14. If a man should relinquish the appointment of ward-room officers' servant for any cause other than disembarkation in the usual course, the articles comprising the outfit issued to him (except collars and fronts, tie, and gloves), not the prescribed time in wear, are to be returned into store.

15. On re-embarkation as ward-room officers' servant no gratuitous issue of outfit is to be made, or compensation paid, unless a period of 12 months has elapsed since date of previous gratuitous issue, or payment of compensation.

16. New articles of clothing are not to be issued in the case of ships temporarily commissioned, nor to a man embarked for temporary duty as ward-room officers' servant, such as for manœuvres, whilst suitable garments are available from casualty store, but any casualty garments issued will not be again returned into store.

17. When an outfit is not issued prior to embarkation, to a man detailed for duty as ward-room officers' servant in the absence of sufficient volunteers, it is to be demanded from headquarters, either for the man in question if he continues in the appointment, or for another employed in lieu, as necessary. Any outfit so demanded will be supplied in the usual manner, and issue will

take effect as from the date on which the man to whom it is supplied commenced duty as ward-room officers' servant.

18. As only Trained Men will be employed as servants, and their efficiency as soldiers will be maintained, they are in no way to forfeit their prospects of promotion to be non-commissioned officers when they become eligible under existing regulations.

SECTION IX. CLASSIFICATION FOR CONDUCT, &c.

1180. Reduction to Ranks.—Should a non-commissioned officer be guilty of conduct which, in the opinion of the Captain of the ship, may render him deserving of reduction to a lower grade, or to the ranks, the procedure laid down in Article 776, clause 2, is to be followed, the accused being assisted as may be necessary by the Marine Officer.

2. When a non-commissioned officer is so reduced, it is to be stated in the warrant whether the offender is or is not to forfeit all or any good conduct badges he may hold.

3. Should any non-commissioned officer evince a decided want of knowledge of any of his duties or show himself unfit for his position, the senior officer present may order an inquiry by a Captain or Commander and two officers R.M. If they consider him incompetent, the senior officer may order his reduction to a lower rank of non-commissioned officer or to the ranks.

1181. The Marine Officer or non-commissioned officer in charge of the detachment embarked on board a ship is to attend at the investigation of all complaints made against the marines of the detachment.

1182. Company Conduct Sheet.—The Marine Officer or non-commissioned officer in charge is to keep a company conduct sheet for each non-commissioned officer and man of the detachment on form R. 154, a supply of which will be furnished to him at headquarters on embarkation, and he is to record thereon all offences committed by, and punishments awarded to, a marine while on board the ship. All particulars as to award, deprivation and restoration of good conduct badges, remission of punishments, alterations in regard to classification for conduct, as well as the promotion or reduction of non-commissioned officers, are also to be noted thereon. When a marine is transferred to another ship or disembarked, the front of the form is to be signed by the Marine Officer or non-commissioned officer and approved by the Captain; the back of the form is to be completed as required by the headings and the form is then to be sent with the man.

2. **Assessment of Character.**—The company conduct sheet in conjunction with the marine's general efficiency and bearing will afford the data upon which the assessment of the man's character is to be made whenever required by the Regulations. See 1186 (*Service Certificates*).

3. In the cases of marines D.D. or R., the sheet is to accompany the quarterly returns to their divisional headquarters.

1183. Classification for Conduct.—All marines below the rank of Corporal or Bombardier are to be placed either in the first or second class for conduct irrespective of age, unless in possession of a good conduct medal or good conduct badge.

2. **First Entries.**—Every marine on enlistment is to be in the first class, except men who, having formerly served in the Army or Navy, are allowed to retain any good conduct badges they held on discharge therefrom, in which case they are not subject to classification.

3. **Reduction in Class.**—The provisions of Articles 780-782 regarding reduction to the second class for conduct and restoration to the first class are applicable to Royal Marines.

1184. **Non-substantive Ratings—Reduction, &c.**—If any marine holding a non-substantive rating, acting or confirmed, should evince a decided want of knowledge of any of his duties, or show himself unfit for his position, the Captain may order an inquiry by officers of the ship. In the case of marines serving in barracks a similar inquiry is to be held by the Commandant of the division. If the man is found to be incompetent the Captain or Commandant as the case may be, may at his discretion reduce his non-substantive rate to a lower grade, or cancel it altogether.

2. Marines who may be reduced to the second class for conduct whilst qualifying or re-qualifying in one of the schools may be allowed to complete their course in the case of gunnery and torpedo ratings, but not if qualifying for Physical Training Instructor. If the Captain of the school considers the conduct of men qualifying or re-qualifying for gunnery or torpedo ratings is such that their removal from the establishment is desirable, he is to make application to the Commander-in-Chief accordingly.

3. Marines who are discharged from a school as unfit to qualify, or for misconduct during the course, are not to be allowed to rejoin for a second trial for a period of at least two years, during the last year of which they must have been in the first class for conduct.

1185. **Non-substantive Pay**, being conditional on the due efficiency and diligence required for the rating, will not be payable, should the Captain or Commandant so decide, where such efficiency and diligence are not maintained. Such break in the continuity of non-substantive pay, however, is not to exceed a month at any one time.

This provision is not to apply to cases of actual incompetence, which are to be dealt with under clause 1.

SECTION X. SERVICE CERTIFICATES.

1186. **General Instructions.**—A service certificate, on form S. 535 (R. 138) is to be prepared at the Royal Marine Dépôt, or divisional headquarters, for every marine on enlistment; and all the regulations laid down in Article 825 *et seq.* in the case of seamen's certificates shall be applicable to marines so far as the nature of their service admits; and in addition, the character of a marine is to be noted on his certificate on discharge to gaol, or detention, after conviction by general or district court-martial. Sentences by regimental courts-martial are not noted on the inside of service certificates.

2. **Character.**—The character awarded while embarked is to be entered against each marine's name on the quarterly return (S. 365) on 31st December, whence it will be entered in the service register at headquarters.

Badges and Conduct.—The award, deprivation or restoration of badges and changes in class for conduct, as shown on the service certificate, are to be noted against each man's name in the next quarterly return. See 1147, clause 2 (*Filling up Quarterly Return*).

3. **Forfeited Time.**—Time forfeited towards engagement, good conduct pay, and pension, respectively, is to be stated on the service certificate, as also the promotion or reduction of non-commissioned officers.

4. **Forfeited Service for Pension.**—Service not allowed to count for pension on account of character below "Fair" is to be made up annually and noted on the service certificate in the space assigned.

5. The service certificate is always to be sent with a marine when embarked or when disembarked.

SECTION XI. GOOD CONDUCT BADGES AND RESTORATION.

1187. **Badges—Rules as to award.**—Good conduct badges may be conferred under the following rules on all marines below the rank of warrant officer, but non-commissioned officers are not to wear such badges.

2. **How to be worn.**—The possession of one or more good conduct badges by a marine shall be marked by a corresponding number of chevrons worn on the lower part of the left arm, except in the case of non-commissioned officers.

3. **Good Conduct Pay.**—To every good conduct badge shall be attached good conduct pay of 1*d.* per day; and the good conduct pay shall in every case follow the grant, deprivation, and restoration of a good conduct badge.

4. **Periods for granting Badges.**—The following periods of total service, as defined in Article 1189, shall be necessary to render a marine, otherwise qualified under clause 5, eligible for good conduct badges:—

After 2 years' service	he may hold	one badge.
“ 6	“ “ “	two badges.
“ 12	“ “ “	three “
“ 18	“ “ “	four “
“ 23	“ “ “	five “
“ 28	“ “ “	six “

5. **Qualifications.**—To entitle a marine to hold the specified number of good conduct badges after the several periods of service stated in clause 4, his conduct, in the case of the first badge, must have been “Very Good” uninterruptedly for a period of two years immediately preceding its award, and during the whole of this period he must also have been in the first class for conduct; and with regard to the second and any subsequent badge, the condition attached to the granting of the first badge, viz., two years’ “Very Good” conduct immediately preceding award must be complied with; and further, the preceding badge or badges, that is to say, one badge when the second is granted, two badges when the third is granted, and so on, must have been worn continuously for two years at the time of the several awards. Conviction by the civil power or an order under the Probation of Offenders Act may be regarded as breaking the continuity of this “Very Good” conduct if this is recommended by the Captain and approved by the Commander-in-Chief or other Flag Officer whose flag is flying to whom reference can most conveniently be made, or by the Deputy Adjutant-General, Royal Marines, in the case of marines serving on shore. A warrant is not required.

6. **Fourth Badge, earlier award.**—A marine may, however, receive the fourth good conduct badge at any time after completing 16 years’ service for good conduct pay, provided that at the time of award of such badge his character shall have been assessed continuously as “Very Good” for the last 14 years.

7. **Fifth and Sixth Badges earlier.**—A marine who under clause 6 is awarded his fourth badge before completing 18 years’ service may at the expiration of five years from the date of such award be granted his fifth badge, and, after a further interval of five years, his sixth badge, provided that in each of these cases he shall have continued to bear uninterruptedly the same high character (Very Good) which gained him the fourth badge as stated above. If, however, subsequent to the grant of the fourth badge, his character be reduced below “Very Good,” he shall thereupon cease to be eligible for further benefits under this clause, and shall be dealt with as regards subsequent badges under clauses 4 and 5.

1188. Summary deprivation of Badges.—On being summarily dealt with for any offence, a marine may be sentenced by his Commanding Officer* to be deprived of all or any of his good conduct badges in addition to or without any other punishment, but specific deprivation of badges is not to be awarded in cases where such deprivation necessarily ensues under clause 5. In the case of marines serving on board ship the deprivation is to be by warrant.

2. A marine who, while serving under the Army Act, is ordered by his Commanding Officer to be deprived of a good conduct badge or badges, shall have a right to elect to be tried by a district court-martial instead of submitting to such deprivation.

3. **Forfeiture by Court-Martial.**—Any court-martial held under the Naval Discipline Act or Army Act may sentence a marine to forfeit all or any of his good conduct badges, in addition to, or without, any other punishment.

4. **Civil Power conviction.**—Article 812 is applicable to marines convicted by the civil power or dealt with by an order under the Probation of Offenders Act.

5. **Forfeiture compulsory.**—A marine shall forfeit all good conduct badges held by him :—

(a) When reduced to the second class for conduct ;

(b) When sentenced to confinement in cells or detention, unless such sentence is remitted by the confirming or other authority.

6. **Deprivation on reduction to Ranks.**—Non-commissioned officers, on being summarily reduced to a lower grade, or to the ranks, while serving under the Naval Discipline Act, are not necessarily to be deprived of a good conduct badge or badges. The expediency of awarding the double penalty is in every case to be considered.

7. The Admiralty, on ordering a non-commissioned officer serving under the Army Act to be reduced to a lower grade, or to the ranks, will at the same time give directions as to whether forfeiture of a badge or badges shall accompany such reduction.

8. **Restoration.**—One badge so forfeited by a marine may be regained by six months of continuous very good conduct, and additional badges by further periods of six months' very good conduct, reckoned in each case from the date of the preceding restoration, except in the circumstances mentioned in clauses 5 and 6 of Article 1189.

If, however, a man has been sentenced to deprivation a second time within three years, the qualification is 12 months for the first restoration, and six months for each subsequent restoration.

9. The period of very good conduct qualifying for the restoration of a badge is to be reckoned in the same way as the two years of "Very Good" time that must precede an award. (See 1187, clause 5.)

10. **Time not reckoned.**—Time forfeited towards good conduct badges, under Article 1189, clause 4, is not to count towards restoration.

In the case of a marine who has been deprived of a badge or badges, and who joins from another ship, the period of very good conduct required to entitle him to restoration is to be reckoned from the date entered on his company conduct sheet.

1189. Service counting for Badges.—A marine shall reckon towards good conduct badges all service after the age of 18 not forfeited under clauses 4, 5, and 6.

* The Captain of any of His Majesty's ships, or the "Commanding Officer" as defined in Army Rule of Procedure 129.

2. Former Service.—Men who enter or re-enter the Royal Marines after discharge from either the Navy, Marines, or Army, and whose former service after the age of 18 years is allowed to reckon for naval pension under Article 1204, clauses 1, 2, 4, and 5, are to retain the good conduct badges of which they were in possession on discharge from those Services, and are to reckon the former service towards further badges as if it had been service in the Marines.

3. Other Army Service.—Men, whether army pensioners or not, who join the Royal Marines within five years of their discharge from the Army and count any of their time for naval pension under Article 1204, clause 3, and acknowledge their former service, will be allowed to reckon towards the acquisition of good conduct badges in the Royal Marines any time of "Very Good" character not exceeding four years which may have been served in the Army, provided that such service was continuous and immediately preceded their discharge.

4. Service forfeited.—Except as provided in sub-clause (e) of this clause, a marine shall absolutely forfeit for all purposes connected with the award or restoration of good conduct badges :—

(a) All time forfeited towards completion of limited engagement as follows :—

Absence from duty by reason of imprisonment or detention whether under sentence of court-martial or of any other court duly authorised to pass such sentence; or by reason of his confinement for debt; or by reason of his desertion; or by reason of his absence without leave if convicted of that offence by court-martial; or by reason of his having fraudulently enlisted; or by reason of his being a prisoner of war, unless it shall appear to the satisfaction of a court-martial, to be summoned on his rejoining the Service, that he was not taken prisoner through his own wilful neglect of duty, and that he rejoined as soon as he could and ought to have done.

(b) All time during which he may be absent from duty by reason of imprisonment summarily awarded when serving under the Naval Discipline Act.

(c) All time during which he may have been in the second class for conduct.

(d) All time for which his character may have been assessed on his certificate below "Fair."

(e) All time when confined in cells or under detention.

(f) All time during which he may be absent from duty by reason of conviction by the civil power (except as provided in Article 812).

5. Forfeiture of prior Service.—A marine shall forfeit the whole period of his prior service towards good conduct badges when found guilty by court-martial or summarily convicted under the Naval Discipline Act of desertion or fraudulent enlistment, or when his trial for desertion or fraudulent enlistment, on his confession of the offence, has been dispensed with by competent naval or military authority. Unless the service so forfeited shall be restored to him, he will, before becoming entitled to a good conduct badge, be required to serve the period prescribed in clause 4, Article 1187, commencing from the date of conviction or of the order dispensing with trial.

6. Restoration of forfeited Service.—When the service which a marine has forfeited by desertion, or any other cause, is restored to him, he shall thereupon be awarded from the date of the order for such restoration, inclusive, the badges to which his total service entitles him, having regard to the character recorded on his service certificate and other entries thereon; the number of

badges being determined strictly in accordance with these Regulations, with the exception that, in such cases, the condition requiring the uninterrupted possession of the previous badge or badges for two years shall not be enforced, nor shall it be necessary, before another badge can be awarded, that two years shall have elapsed from the date of such restoration of service.

7. **“Good” or “Fair” Character.**—Notwithstanding the award of “Good” or “Fair” at the annual assessment of character in any year under the conditions stated in clause 6 of Article 829, and provided the latter award is unaccompanied by reduction to the second class for conduct, a marine shall be entitled to reckon towards the grant or restoration of a badge any continuous period immediately anterior to and including the 31st December, in any year for which “Good” or “Fair” is awarded, provided that during such continuous period he has been in the first class for conduct, and his conduct in that class has been very good.

1190. **When to be granted.**—Commanding Officers are to grant and restore good conduct badges in every case when a marine has become entitled thereto under the foregoing Regulations, without waiting for the marine himself to prefer his claim.

1191. **Exemption from Corporal Punishment.**—No man, so long as he is entitled to wear the distinguishing marks of good conduct, shall be considered liable to corporal punishment, except in case of open mutiny. (*See footnote, Article, 760.*)

SECTION XII. GOOD CONDUCT AND OTHER MEDALS AND GRATUITIES.

1192. **Good Conduct Medals.**—Any marine below the rank of warrant officer who enlisted after 31st December 1884, may be recommended for the award of a good conduct medal under the following rules:—

NOTE.—This applies to marines who were under the age of 18 on 31st December 1884.

2. **Qualifications.**—To entitle a marine to a medal:—

- (a) He must have served for 15 years with continuous “Very Good” character, with previous character not inferior to “Good,” in service reckoning for pension.
- (b) He must have been recommended for the award by the Captain of his ship, or by the Commandant of his division on his service certificate for the three consecutive years immediately preceding his application.
- (c) He must be recommended by the Captain of the ship or Commandant of his division under whom he is serving when he becomes eligible.

3. **Notations and Recommendations.**—After a marine eligible for the good conduct medal under clause 1 has been awarded 12 years’ continuous “Very Good” character as under these Regulations will count towards the medal, and if his character should continue to be “Very Good,” the Captain of his ship or the Commandant of his division, if he considers him deserving thereof, is to enter on his company conduct sheet or certificate the recommendations provided for under Articles 828 and 830.

4. **Disqualifications.**—Desertion or reduction to the second class for conduct will render a marine absolutely ineligible for the award of a good conduct medal, except one reduction within the first five years of his time, provided that by his good conduct he earned his restoration to the first class within eight months, and that his character for the year in which the reduction occurred was not assessed below “Good.” *See clause 2 (a).*

5. **Special Exceptions.**—The Admiralty will nevertheless consider any recommendation which may be made, in special circumstances, on behalf of a marine who can show 15 years of continuous "Very Good" character, although he may be disqualified for the award of a medal under the ordinary Regulations.

6. **Misconduct pending presentation.**—If a marine's conduct should not have been satisfactory during the interval pending the presentation of the medal, it is to be withheld and the particulars of the case reported to the Admiralty.

7. **Notations on Certificates.**—Notations on certificates are to be made in all cases of suspension and restoration of medal in consequence of the loss of a badge, and also in all cases of absolute forfeiture.

8. A warrant officer may keep and wear the medal for long service and good conduct granted to him before promotion.

9. **Gratuities.**—From the date of the award or restoration of a medal, a marine, provided his character is maintained, will commence earning a gratuity at the rate of *l.* a year, which is not to be paid until he completes his time for pension, unless he is invalidated from the Service in the meantime, in which case he will be paid *l.* for each completed year that he has served since the medal was awarded or restored.

To this will be added for each year's service in the following ranks, or acting and lance ranks in the case of non-commissioned officers who are subsequently promoted to the substantive rank, after the date of the award of the medal:—

	£	s.	d.
Non-commissioned officer in Class I. — — —	2	0	0
Sergeant in Classes II., III., and IV. — — —	1	0	0
Corporal and Bombardier— — — —	0	10	0
until the maximum is reached, which will be, for a—			
Non-commissioned officer in Class I. — — —	15	0	0
Sergeant in Classes II., III., and IV. — — —	10	0	0
Corporal and Bombardier — — — —	7	10	0
Gunner, Private, Musician, and Bugler — — —	5	0	0

10. **Special Application.**—If it is desired that marines who have received medals should also be given gratuities, separate application must be made for the latter, on the men becoming eligible for the award.

11. **"Good" Character after grant of Medal.**—If a marine is awarded the character of "Good," instead of "Very Good," after the grant of a medal, the period of service during which the character of "Good" is awarded will not count for increase of gratuity, notwithstanding that he may not have been deprived of the medal.

12. **Deprivation and Restoration of Medal.**—If a marine is deprived of his medal, he will lose all claim to gratuity, but in the event of the medal being restored before he is pensioned, not more than the lowest scale of gratuity, viz., *5l.*, will be awarded.

13. **Gratuities of Invalids.**—If a marine is invalidated after having been awarded the medal, and before completion of the full time for pension, he will be awarded the amount of gratuity to which he may be then entitled by service.

14. **Gratuities of Dead Men.**—If a marine should die after the award of his medal, any gratuity to which he may be entitled will be paid to his widow, or next-of-kin if dependent upon him.

15. **Voluntary Discharge.**—Any marine voluntarily quitting the Service before being entitled to a pension will not be entitled to a gratuity.

16. **Re-engaged Men.**—In cases where marines who have completed time for pension re-engage for a further period of service, and are not at the time

of re-engaging entitled to the maximum gratuity, such further service may count towards it, provided they in all respects comply with the Regulations.

17. **Further Service.**—Marines who have been paid the good conduct gratuity for which they were eligible at the date of completing time for pension, and who subsequently become eligible by further service for a higher rate of gratuity, may be paid the difference between the amount they have already received and such higher rate. But in no case will more than two payments on account of good conduct gratuity be made to the same marine.

18. **Misconduct during further Service.**—In the case of a marine who has been paid a good conduct gratuity on completing time for pension, any gratuity paid will be recovered from his naval pension if he misconducts himself during subsequent service and becomes ineligible for the award on final discharge.

19. **Reasons for not recommending.**—Whenever the Captain sees fit to withhold the required recommendation, he will record fully his reasons on the company conduct sheet, and a copy of this record is to be attached to the next quarterly return. In the case of marines on shore, the Commandant will similarly record his reasons on form R. 154.

20. **Service not reckoned.**—No service can reckon for medal or gratuity which does not also reckon for pension.

21. **Imprisonment by Civil Power.**—Imprisonment by the civil power shall not prejudice a marine's claim to a medal or gratuity, unless it shall have been so directed by the Admiralty if the man was serving at home at the time, or by the Commander-in-Chief if abroad.

22. **Breaks in Service.**—A break in service caused by a marine being invalided will not be considered as breaking the continuity of his "Very Good" character, or of recommendations for medal and gratuity, provided that, should he be eligible for re-entry, he rejoins as soon as the state of his health will permit, and completes the required service.

23. The service of a marine who reverts to the corps after serving in the ship's police or sick berth staff on probation, will not be considered as broken in continuity with reference to medal and gratuity or pension.

24. **Army Time.**—In the case of a marine who has served in the Army prior to joining the Royal Marines, and whose former army service after 18 years of age is allowed to reckon towards naval pension, only such portion of his army service will be allowed as qualifying service for a good conduct medal and gratuity as would be admitted if the service had been rendered in the Royal Marines instead of in the Army; in determining which, regard must be had to his "Register of Service" in the Army, as well as to the character awarded to him on discharge therefrom.

Men who join from the Army must be recommended for medals and gratuities for three consecutive years after entry in the Marines before becoming eligible for the award in accordance with clauses 2 and 3 of this Article.

25. **Recommendations to Admiralty.**—Names of marines recommended for medals and gratuities are to be transmitted to the Admiralty on form S. 218 accompanied by their service certificates, or certified copies thereof, by the Commanders-in-Chief and Senior Officers at home and abroad, and the Commandants of Royal Marines through the Deputy Adjutant-General, as soon as the marines become eligible for them; and when the approval of the Admiralty has been received, the medals are to be presented before the ship's company by the Captain of the ship, and in the case of marines on shore, by the Commandants on parade.

1193. **Meritorious Service Medals and Annuities.**—A sum not exceeding 400*l.* a year is placed at the disposal of the Admiralty to be distributed in

annuities not exceeding 20*l.*, as rewards for distinguished or meritorious service, to be granted either before or after discharge, to Sergeants who have completed 21 years' service, or have been granted a life pension on account of wounds or hurts received in action, or otherwise in the execution of duty.

Such annuities may be retained by any recipients who may subsequently attain the rank of warrant officer, and may be held in addition to the pension.

The possession of an army distinguished conduct medal by a Sergeant may be held by the Admiralty to constitute a preferential claim on the fund, irrespective of length of service, and be taken into consideration when a vacancy for an annuity occurs.

2. The names of Sergeants who may be considered eligible for this reward for distinguished or meritorious service by the officer under whose command they are serving at the time of their discharge to pension, are to be reported to, and registered in the department of the Deputy Adjutant-General of Royal Marines, in order that when an annuity becomes vacant it may be granted to the most deserving.

3. The Sergeants selected for this honorary distinction shall be entitled to wear a silver medal, having on one side His Majesty's effigy, and on the other the words "For meritorious service," and the name of the Sergeant, with the date of its grant; and they will not be liable to forfeiture of the annuity and medal, except by sentence of a court-martial, or by conviction of felony by the civil power.

1194. Conspicuous Gallantry Medal.—Conspicuous gallantry medals and annuities may be awarded to non-commissioned officers and privates of Royal Marines who distinguish themselves by acts of conspicuous gallantry in action with the enemy, under the provisions of Article 159.

2. A warrant officer may retain an annuity granted to him before promotion for conspicuous gallantry in action.

SECTION XIII. PENSIONS FOR SERVICE, WOUNDS, &c.

1195. Naval Pensions.—Pensions granted to Royal Marines are styled naval pensions, and men of that corps are eligible for all the privileges and subject to all the regulations contained in Chapter LIII., except in so far as the following regulations may otherwise provide.

2. **Greenwich Pensions.**—Greenwich Hospital age and special pensions are awarded to marines, and gratuities to their widows or children, under the same regulations as those laid down in the case of seamen. See 1964 (*Greenwich Hospital Pensions*).

1196. Classification for Pension.—For the purposes of pension, non-commissioned officers and men shall be divided into the following classes:—

Class I.

Staff Clerk, London.

Class II.

Quartermaster Sergeant	} These in their order rank senior to all others mentioned in this class.
Barrack Sergeant	
Quartermaster Sergeant	Instructor of Gunnery.
" "	" " Musketry.
" "	" " Infantry.
" "	" " Physical Training.
" "	" " Swimming.

Class III.

Hospital Staff Sergeant.

Class IV.

- (a) Colour Sergeant.
 { Hospital Sergeant.
 Drum-Major Sergeant.
 (b) { Bugle-Major Sergeant.
 Armourer Sergeant.
 Other Sergeants.

Class V.

Corporal.

Bombardier.

Musician, after 5 years' service on the recognised establishment of a divisional or depôt band.

Class VI.

Gunner.

Private.

Musician, other than as shown in Class V.

Bugler.

1197. Long Service Pensions.—Gunners, Privates, Musicians, and Buglers, who re-engage for a second period, after having served 21 years with a character not inferior to "Fair," from the age of 18, shall be entitled to their discharge with pensions, agreeably to the following scale; and those who may be retained in the Service, under the provisions of the Limited Service Act, or who may remain in it of their own accord after the expiration of 21 years from the age of 18, shall be entitled to the benefit of pension up to the date of their discharge, according to the following scale:—

On completing 21 years, 8*d.* a day, with the following additions, viz.:—

1*d.* a day for each badge, 1*d.* a day for G.C. medal, and 1*d.* a day provided the character awarded has not been inferior to "Very Good" throughout their service.

After 21 years an additional $\frac{1}{2}$ *d.* a day is added for each year's service, up to a total of 1*s.*

For additions for service as non-commissioned officer, see 1198.

2. The total pension for service, badges, medal, and character, shall not exceed 1*s.* 3*d.* a day, unless the man has at any time received an injury on duty, in which case a small addition may be made to that sum. If, however, the injury be the cause of his being pensioned, he may be dealt with on the injury scale, if more advantageous to him. He cannot, however, be dealt with under both scales.

3. In specially deserving cases the maximum of 1*s.* 3*d.* may be granted, although the marine may not have served the necessary time under the above scale.

4. In the case of men and boys entered in the Royal Marines on and after 1st March 1901, one of the conditions of the award of a long service pension will be that the pensioner shall serve in the Royal Fleet Reserve up to the age of 50 years, if his services should be so long required.

1198. Additions to Non-Commissioned Officers.—Non-commissioned officers in addition to the rate of pension granted under Article 1197 shall be allowed the following, subject to the conditions laid down in Article 1202, viz.:—

Class	I.	-	-	-	-	<i>d.</i>	} For each year's service in such rank.
	II.	-	-	-	-	3 a day	
	III.	-	-	-	-	2 "	
	IV.	{ <i>a</i> }	-	-	-	1½ "	
	V.	{ <i>b</i> }	-	-	-	1 "	
			-	-	-	½ "	

2. **Maximum.**—Under the provisions of the Order in Council, dated 28th November, 1887, the maximum amount of pension to be granted subsequently to that date to non-commissioned officers of Royal Marines, after 21 years' service, is, in their respective classes, as follows :—

	s.	d.
Class I. - - - - -	3	0 a day.
„ II. - - - - -	2	9 „
„ III. - - - - -	2	9 „
„ IV. { a - - - - -	2	6 „
{ b - - - - -	2	3 „
„ V. - - - - -	1	8 „

exclusive of any addition which may be made on account of injury ; provided always that the non-commissioned officer shall have served 21 years, with a character not inferior to "Fair," and shall have been discharged as a non-commissioned officer, having served without interruption as such for the one year immediately preceding his discharge.

3. No non-commissioned officer shall have any claim to a rate of pension assigned to a class superior to that in which he is at the time of discharge.

4. The above limitation of pension shall not be exceeded, except in the case of non-commissioned officers who may be discharged after lengthened sea service, or who have been noted for distinguished conduct, and who may be specially recommended to the Admiralty by the Deputy Adjutant-General of Royal Marines to be allowed to reckon their whole service, with their whole time as non-commissioned officer, and all their badges.

1199. Increase for Disability.—Men discharged after 21 years' service, for such disabilities contracted in the Service as not only unfit them for the ordinary duties of marines, but also render them incapable of contributing to their own support, may be granted a temporary increase of pension to the following extent :—

	d.
Classes I. to IV. - - - - -	6 a day.
Class V. - - - - -	4 „
„ VI. - - - - -	3 „

2. The aggregate pension, however, is in no case to exceed the maximum allowed in Article 1198, and such increase is only to be granted for one year and to be renewed thereafter by the Admiralty for such period as they may consider proper, in the circumstances of the case, on evidence of the pensioner's continued incapacity to contribute to his own support.

1200. Short Service Pensions.—Marines whose second period of limited engagement is about to expire, and who, on account of medical disability, are not permitted to embark for service afloat or who are discharged on reduction of establishment, may receive permanent pensions, at the discretion of the Admiralty, as follows, in addition to allowance for good conduct badges and non-commissioned officer's service :—

	d.
After 20 years with character not inferior to "Fair,"	7½ a day.
After 19 years with character not inferior to "Fair,"	7 „
After 18 years with character not inferior to "Fair,"	6½ „

2. Additions to these pensions may be made for injuries, at the discretion of the Admiralty.

1201. Temporary Pensions or Gratuities.—Temporary pensions, or the gratuities in lieu thereof, according to the scales in Article 1208, may also be

granted to men discharged without disability, for the convenience of the public service, in consequence of reduction, after 14 but under 21 years' service; and such men shall be eligible to re-enter the corps, according to the rules laid down for discharged men re-enlisting.

1202. Reckoning of Service in Superior Class.—All service amounting in the aggregate to one year and upwards, in Classes I. to V., shall count towards increase of pension under Article 1198.

2. Non-commissioned officers will not be awarded the pension of the class in which they are serving at the date of discharge if the time served in that class, or superior classes, amount in the aggregate to less than one year.

3. The service of a marine in a class superior to that in which he is at the date of discharge will reckon for purposes of pension as service in the class for which he is awarded the pension.

1203. Lance or Acting Time.—The period during which any non-commissioned officer may have been employed as a lance or acting non-commissioned officer shall be permitted to count towards pension provided—

(a) That his service in lance ranks is recorded on his service certificate in accordance with Article 1139.

(b) That he is subsequently promoted to the substantive rank.

Similarly, lance non-commissioned officers advanced to higher acting rank under Article 1141 shall be permitted to count the whole of the time spent in such lance and acting ranks towards pension, provided they are subsequently promoted to the substantive rank.

1204. Former Service on re-entry.—Men who join the Marines after being invalided from the Army or the Marines may, at the discretion of the Admiralty, be allowed to reckon all former service with character not inferior to "Fair" towards pension, notwithstanding the length of the interval between invaliding and re-entry into the Service, provided that they acknowledge their former service on re-entry.

2. Men who re-join the Marines after being discharged from the corps for reasons other than that of medical disability may be allowed to reckon all former service with character not inferior to "Fair" towards pension, provided that the re-engagement has taken place within five years from date of discharge, and that they acknowledge their former service on re-entry.

3. Men who join the Marines after being discharged from the Army for reasons other than medical disability may be allowed to count not more than four years' former service with character not inferior to "Fair" towards pension, provided that a break of five years did not take place between the two services, and that they acknowledged their former service on entering the Marines.

4. Time served in the Royal Navy may be allowed to reckon for pension with subsequent service in the Royal Marines, provided that a break of five years has not taken place between the two services, and that the former service is acknowledged on entry into the Marines.

5. Men transferred from the Army for continuation of service in the Royal Marines, or trained musicians discharged with good character from the Army who enlist within one year of discharge to fill a vacancy in a marine band, may reckon all former service with character not inferior to "Fair" towards pension, notwithstanding the provisions of clause 3.

1205. Time forfeited for Pension.—A marine discharged with disgrace, with ignominy, or dismissed from His Majesty's Service, or for misconduct, shall not be entitled to any pension, and no period of time shall be allowed to

reckon for pension during which his character has been noted on his certificate as "Bad" or "Indifferent," nor for such periods as he may have been under sentence of imprisonment, detention or cells, or when absent from duty by reason of conviction by the civil power, except as provided in Article 812.

A deserter retaken or who shall re-enter the Service shall not be entitled to the benefit of any time whilst in desertion or in fraudulent enlistment, nor of any service preceding his desertion, unless restored by the Admiralty.

1206. Wounds or Hurts.—Every person mentioned in Article 1196 who shall be discharged from His Majesty's Service on account of wounds or hurts received in action, or otherwise in the execution of his duty, shall be allowed a pension either for life or for a limited period at the discretion of the Admiralty, according to the following scales, provided he shall be deemed a fit and deserving object for relief, with reference to the bodily injury sustained, his length of service, his character and rank, and the circumstances in which he was wounded or hurt, but injuries caused by his own neglect or carelessness will not be considered for compensation :—

Rank.	First Degree.		Second Degree.		Third Degree.		Addition for Badges and Good Conduct Medal.
	Marines losing two Limbs, or both Eyes, from Wounds, or being so severely wounded as to be totally incapable of contributing to their own support, and to require the assistance and care of some other person.		Marines rendered incapable by Wounds of contributing to their own support, but not requiring the aid of another person.		Marines able to contribute to their own support, although rendered by Wounds unfit for the ordinary duties of a Marine.		
Classes I. to IV.	From s. d.	To s. d.	From s. d.	To s. d.	From s. d.	To s. d.	1d. a day for each Good Conduct Badge, and 1d. a day for Good Conduct Medal.
Class V. —	2 6	3 6	2 0	3 0	1 3	1 8	
Class VI. —	2 0	3 0	1 6	2 0	1 0	1 3	
	1 6	2 6	1 2	1 6	0 8	1 0	
	a day.		a day.		a day.		

2. In cases of extreme suffering from wounds received in action, after long service, or of gallant conduct before the enemy, a sum not exceeding 6*d.* a day may be granted as His Majesty's Royal Bounty, in addition to the pension which may have been awarded by the Admiralty.

3. **Single Ruptures.**—Under 10 years' service 6*d.* a day, and 1*d.* for each badge, at the rate of three months' pension for each years' service, or a gratuity of 5*l.* if the total pension on this scale would amount to less than that sum. Above 10 years' service, 6*d.* a day, and 1*d.* for each badge, and 1*d.* for good conduct medal for life.

4. **Double Ruptures.**—6*d.* a day, and 1*d.* for each badge, and 1*d.* for good conduct medal, for life, irrespective of length of service.

5. In the cases of non-commissioned officers who have been ruptured, additions for services as non-commissioned officer will be made under Article 1198.

6. **Gratuities.**—In all cases of injuries, gratuities may be given, in lieu of injury pensions, or in addition to service or disability pensions, at the discretion of the Admiralty.

7. A gratuity for injury may be given in addition to an injury pension, where a hurt certificate has been granted for a separate and distinct injury unconnected with the specific injury for which the man is discharged.

1207. Hurt Certificates.—The Captain will take care, in every case of a hurt or injury to a marine, that the provisions of Article 1318 relative to hurt certificates are complied with. These provisions are also applicable to marines serving at their divisions, and the same forms are to be used, signed by the Commandant and the Medical Officer of the division, and, when practicable, by a witness to the injury.

2. Whenever an application for pension on account of age, long service, or disability, is made by a marine who has received a wound or injury in the Service, the Commandant will direct the Medical Officer to make a report, which he will forward, with the application, for the information of the Admiralty, stating clearly the extent to which it incapacitates him from contributing towards his support.

1208. Disability Pensions.—Every person mentioned in Article 1196 who, after having served at least 14 years but less than 21, shall be discharged for disability contracted in the Service, and not from want of proper care on his own part, provided he shall appear a fit and proper object of relief, shall be allowed a pension for life, whether materially able to contribute to his own support or not, according to the following scale, calculated on a combined view of his length of service, character, and bodily infirmity :—

Classes I. to IV., after one year's service in any one or all of these classes, 9d. to 1s. 6d. a day for life.	} With an additional 1d. a day for each badge, and 1d. a day for good conduct medal.
Class V., after one year's service in such class, 7d. to 1s. 2d. a day for life.	
Class VI., 6d. to 10d. a day for life.	

Or gratuities at the discretion of the Admiralty.

If the disability be not considered permanent, a temporary pension only shall be granted.

2. Under 14 years' Service.—In cases where the person may be circumstanced as above described, but with less than 14 years' service, the Admiralty, when they shall deem it proper to do so, may award him a gratuity, or a pension either for life or for a limited period, according to the following scale :—

(i) If quite unable, or able in a small degree only, to contribute to their own support—

Classes I. to IV., after one year's service in any one or all of these classes.	} 10d. a day	} With an additional 1d. a day for each badge, and 1d. a day for good conduct medal.	
Class V., after one year's service in such class.			} 8d. „
Class VI. — — — — 6d. „			

At the rate of three months' pension for each year of service.

These pensions may be continued beyond those periods, or made permanent in special circumstances, or gratuities may be awarded at the discretion of the Admiralty under the scale indicated in section (ii).

(ii) If materially able to contribute to their own support—

Gratuities at the rate of 1*l.* for each completed year of service, in full compensation; except in special cases, where pensions, calculated at the above rates, may be awarded, in lieu of gratuities.

3. Men with more than 18 years' service may be dealt with under Article 1200 if more advantageous for them.

4. Additions to the above pensions may also be made for injuries at the discretion of the Admiralty.

1209. **Loss of Eye.**—No marine shall be discharged for the loss of the left eye only, but the loss of the right eye is to be considered as rendering him absolutely unfit for service. If a marine shall have lost his left eye by a wound in action, or by the effects of service, and shall receive other wounds or injuries, or be otherwise so disabled as to render his discharge necessary, the loss of such eye shall be taken into consideration in fixing the pension at such a rate as his combined wounds or disabilities may entitle him to receive.

1210. **Retirement of Warrant Officers.**—Retirement in the case of warrant officers of Royal Marines is to be compulsory at the age of 55, or when physically unfit for further service, and may be effected at an earlier age, if it should be deemed expedient. Chief Bandmasters and Divisional Bandmasters, Royal Marines, may, however, at the discretion of the Admiralty, be exempted from the marine rule as to retirement for age, and be retained in their appointments. The retention in the case of Chief Bandmasters is to be for a limited period, not in any case to exceed 5 years nor necessitating their retention beyond the age of 60.

Pensions are to be awarded as follows :—

	<i>s.</i>	<i>d.</i>	
After 21 years' service with less than 5 years as warrant officer	3	0	a day.
After 20 years' service, 5 years of which to be as warrant officer	3	6	„
After 25 years' service, 5 years of which to be as warrant officer	4	0	„
After 30 years' service, 5 years of which to be as warrant officer	4	6	„

(a) If not entitled to pension under these rules, warrant officers may be pensioned on the scale provided for non-commissioned officers, counting service in the rank of warrant officer as non-commissioned officer's time.

(b) In calculating the time for pension in the case of a Schoolmaster, the period passed in a training school will not be reckoned, but former service from the age of 18 will be allowed to count. The case of a Schoolmaster invalidated before the completion of 21 years' service will be specially considered.

(c) Royal Marine Gunners who have completed 15 years' service as warrant officers, 30 years' total service, and at least 5 years' service in a ship-of-war at sea as Royal Marine Gunner will be awarded an addition of 6*d.* a day to the above rates.

2. Bandmasters with previous pensioned service in the Navy who are transferred to the Royal Marines and promoted to be warrant officers in the Marines may upon final discharge be granted pensions under the foregoing conditions, and allowed to count their former naval time towards such pension. They will be removed from the roll of naval pensioners on promotion to warrant rank, and their pensions will be suspended while serving as warrant officers.

3. A warrant officer Royal Marines with previous army service as a warrant officer may on final retirement be awarded a total pension of the same amount as he would have received had he remained in the Army, any army pension being withheld while the officer is serving as a marine warrant officer.

The liability for the payment in the future of the pension awarded for army service, will fall on army funds, naval funds bearing the officer's additional pension for naval service only.

1211. Deferred Pensions.—Marines who enlisted before 1st January, 1885, and who shall have been in the uninterrupted possession of good conduct pay for at least six months immediately preceding their discharge for disability or by reduction, and who shall not have acquired claims to pensions, or shall be entitled only to temporary or conditional pensions, shall have their names registered at the Admiralty, and upon their attaining 50 years of age shall receive, as a reward for their good conduct, a pension on the following scale :—

- (a) If discharged after having been in possession of one good conduct badge for six months uninterruptedly - - - 4*d.* a day.
- (b) If discharged with two badges, having held each of them for a period of not less than six months - - - 5*d.* „
- (c) If discharged in possession of three badges which have been held in a similar manner - - - - - 6*d.* „

2. Marines who enlisted as described in clause 1, and who leave the Service with free discharges, are also entitled to deferred pensions, as follows :—

- | | | |
|--|---|-------------------------------------|
| After 14 years' service, and with 2 badges | } | 4 <i>d.</i> a day at the age of 50. |
| After 16 years' service, and with 1 badge | | |
| After 15 years' service, and with 3 badges | } | 6 <i>d.</i> a day at the age of 50. |
| After 16 years' service, and with 2 badges | | |

3. The above pensions will not be given in addition to naval life pensions in the cases of marines who leave the corps and join the Navy.

4. Marines in receipt of deferred pensions are not entitled to Greenwich Hospital age pensions in addition.

CHAPTER XXXV.

HIS MAJESTY'S LAND FORCES AND TRANSPORTS.

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SECTION I. WHEN EMBARKED FOR PASSAGE.

1212. Discipline generally.—Whenever any of His Majesty's land forces shall be embarked as passengers in any of His Majesty's ships, the officers and soldiers from the time of embarkation shall strictly observe the laws and regulations established for the government and discipline of His Majesty's Navy, and for these purposes shall be under the command of the Captain of the ship as well as of the senior naval officer present; all military officers or other persons under the equivalent rank of Captain R.N. taking passage, and all military officers in actual command for the time being of any of the troops embarked through whom orders given by the Officer of the Watch to the troops are required to pass, shall be under the command of the Officer of the Watch.

1213. Breaches of Discipline of Ship.—Any act against the good order and discipline of the ship shall be deemed an act to the prejudice of good order and military discipline under the provisions of the Army Act in force, unless the breach of discipline constitute some other military offence for which provision is otherwise made in the said Act.

2. Power of Captain of Ship.—Whenever an officer or soldier commits any act against the good order and discipline of the ship, the Captain of the ship, by his own authority, and without reference to any other person, may cause him to be put under arrest or confined as a close prisoner; and should he think the case requires it, may order the prisoner to be disembarked at the first convenient opportunity, transmitting a report in writing, through the senior naval officer present, to the senior military officer in command of the land forces, in order that the offender may be brought before a military court-martial.

3. The Captain of the ship shall have full power, on his own authority, to order an offender, whether officer or soldier, to be placed in either naval or military custody, as he shall consider most desirable, observing that in all cases where an offender is to be disembarked for trial by military authority, he must be placed in military custody on board the ship.

4. Courts-Martial.—If any officer or soldier should commit any act which, in the opinion of the Commanding Officer of the troops, can only be adequately dealt with by a general or district court-martial, the offender, with the concurrence of the Captain of the ship, shall be disembarked on the first opportunity for the purpose of being proceeded against according to military law.

5. Summary Punishment by Warrant.—If any private soldier shall commit any act against the good order and discipline of the ship, which in the opinion of the Captain of the ship requires the infliction of any summary punishment for which a warrant is required by the summary punishment table for troops embarked on board His Majesty's ships (Appendix XX.) and which he is hereby authorised to award, the Captain shall confer with the Commanding Officer

of the troops as to the nature and amount of the punishment, if any, to be inflicted, and on their concurrence, the Captain by warrant under his hand, which should also bear the signature of the Commanding Officer of the troops as concurring, shall sentence the offender to suffer such punishment accordingly. In the event of the Commanding Officer of the troops not concurring with the Captain of the ship, the latter is to cause the offender to be placed under arrest or confined as a close prisoner, until the case can be referred to superior military authority.

6. Embarked without Military Commissioned Officer.—When any soldiers of His Majesty's land forces are embarked as passengers in any of His Majesty's ships, and there is no Commissioned Officer of the land forces on board, the Captain of the ship shall possess and may exercise in regard to any such soldiers, all the powers conferred upon him by clause 5 in the case of private soldiers without conferring with or obtaining the concurrence or signature of any officer of His Majesty's land forces.

On the disembarkation of such men, the Captain is to furnish the military authority at the place of disembarkation with a return of the punishments awarded by him.

7. Regimental Court-Martial.—If any non-commissioned officer shall commit an offence which, in the opinion of the Captain of the ship and the Commanding Officer of the troops, does not require trial by general or district court-martial, the Captain, by an order in writing, may authorise the Commanding Officer of the troops to convene a regimental court-martial for the trial of such non-commissioned officer, and thereupon the trial may proceed, and the finding and sentence may be confirmed in all respects as if the court had been convened and the sentence had been passed in the United Kingdom.

Concurrence of Captain of Ship.—Provided that no sentence of any such regimental court-martial shall be carried into execution on board any of His Majesty's ships until the Captain of the ship, by an order in writing, has expressed his concurrence in the said sentence, and directed that it may be carried into effect.

If the Captain shall see fit to withhold the last-named order in writing, the confirmation of the sentence is to be suspended until the disembarkation of the prisoner.

Report to Admiralty.—Whenever such regimental court-martial is held on board, the Captain is to report the fact immediately to the Admiralty by special letter in each case, and a copy of such letter is to accompany the quarterly returns of punishment.

8. Authority to Commanding Officer of Troops.—The Commanding Officer of the troops, on his taking command of the troops embarked, will receive from the Captain of the ship authority under his hand, and in the form prescribed in the notes to Appendix XX., to award such summary punishments as are specified in the summary punishment table for the military (Appendix XX.); but such authority will not deprive the Captain of his right to withdraw the original authority given; in the latter case, however, he should report to the Admiralty the circumstances which induced him to deviate from the general rule.

9. Management of Troops.—All orders to the troops, so far as may be practicable, are to be given through their own officers and non-commissioned officers, and the Captain of the ship is to bear in mind that although the discipline of all on board is under his entire control, he is nevertheless to leave the troops to the management of their own officers so far as may be consistent with the order and discipline of the ship.

10. **Special Exceptions.**—In special and exceptional cases where the Captain of the ship may deem it necessary for the good order or discipline of the ship to give such orders as may interfere with existing regulations, or may affect the internal economy and discipline of the troops embarked, he is to make a special report of the circumstances to the Admiralty.

11. **Summary Punishments generally.**—All summary punishments for soldiers embarked on board His Majesty's ships are to be in strict accordance with the summary punishment table for troops embarked (Appendix XX.).

The following are to be awarded by the Captain :—

Number of Troop Punishment.	Authorised Summary Punishments for Private Soldiers.	Remarks.
1	Imprisonment with or without hard labour (not to exceed 42 days) —	The offender loses a badge for any imprisonment or detention.
1a	Detention (not to exceed 42 days) —	
2	Confinement in a cell (not to exceed 14 days) — — — —	
3	Stoppages in accordance with the Army Act, 1881, s. 138 (3) and (4), <i>i.e.</i> , the sum required to make good any expense, loss, damage, or destruction to arms, clothing, equipment, &c.	Loss of a badge.

12. **Offences punished on Disembarkation.**—The following schedule of offences, though not exhaustive, is intended to serve as a guide to the Captain in respect of offences which it is advisable to leave to the military authorities to deal with after disembarkation, and for committing which he would therefore place the offender under arrest or in close confinement :—

- (a) Desertion.
- (b) Maliciously making false charges of a nature which would render the accused liable to a felonious charge.
- (c) Wilful disobedience of orders.
- (d) Selling or making away with medals or clasps.
- (e) Indecent assaults, or indecent acts of a grossly immoral character.
- (f) Mutiny or violence to a superior officer when the circumstances in the opinion of the Captain do not require the offender to be dealt with summarily.
- (g) Theft.
- (h) Unlawful possession of, or receiving stolen goods or money.
- (i) Fraud or cheating.
- (j) Misappropriating public stores or money.
- (k) Wilful destruction of Government property.
- (l) Seditious language.
- (m) Wilfully producing, concealing, aggravating, or feigning any disease or infirmity to the prejudice of the Service.
- (n) Wilful concealment of offences of a serious character against the Naval Discipline Act.
- (o) Any military offence which the Officer Commanding the troops considers requires trial by court-martial.

13. **Military Convicts and Military Prisoners** when embarked on board His Majesty's ships for passage shall be kept in military custody,

14. Military convicts and military prisoners, with the sanction of the senior naval officer present, may be received with or without military escort on board His Majesty's ships for passage, on an application to that effect being made by a military authority, and where so received they are to be deemed to be in "military custody," notwithstanding that it may be found necessary to keep them in naval custody.

1214. Arrangements for Conveyance of Troops.—If His Majesty's ships are required to convey troops otherwise than from ports in the United Kingdom, the senior naval officer at the port will decide what accommodation can be provided, and he will call upon the military authorities to furnish details of the numbers for whom conveyance is required, and of the quantity of baggage they are entitled to have conveyed at the public expense; and should the baggage be in excess of the quantity that can be conveniently stowed, the Senior Officer will inform the military authorities of the quantity that can be taken in order that a selection may be made by them of the baggage to be shipped.

1215. Messing of Military Officers.—If officers of the land forces are embarked on service on board one of His Majesty's ships, they are to join such messes as are specified in Article 1541.

1216. Accommodation.—All troops, as a rule, are to be accommodated below.

1217. Bedding and Mess Utensils.—When troops are about to be embarked the Accountant Officer is to demand, if obtainable, the necessary articles of bedding and mess utensils, according to the scale laid down in the Transport Regulations.

If they are the special articles supplied for the use of troops only, they are to be accounted for on form T. 222, which is to be rendered to the Director of Transports.

If naval stores are supplied from the victualling yard, they are to be taken on charge and accounted for on form S. 83. See 1739, clause 5 (*Use of Ship's Bedding*); 1760 (*Clothing and Implement Account*).

2. The articles required for the use of the troops on board are to be issued to the Quartermaster or other person acting on his behalf. Temporary receipts are to be obtained from him, and he will be responsible for returning the articles.

3. At the conclusion of the voyage a certificate is to be obtained from the Commanding Officer of the troops, showing how any of the articles not returned have been disposed of, and whether any portion is chargeable to the troops.

The Accountant Officer is to obtain from the Commanding Officer of the troops payment for any articles that are not returned, at the prices laid down in the victualling rate book, or the last official memorandum of charges to be made for clothing, debiting the same in his cash account.

1218. Medical Attendance.—When troops are embarked in small detachments in a ship for passage home, and it may be unadvisable to send an army medical officer with them, the Senior Naval Officer, on timely application from the Commanding Officer of the troops on the station, may direct the Medical Officer of the ship in which the troops are to proceed to take them under his charge.

2. Detachments not exceeding 100 men, with their families in the usual proportion, conveyed between ports of the United Kingdom, if in full health,

are to be attended by the Medical Officer of the ship when unaccompanied by an army medical officer.

3. Invalids, sick soldiers, or sick families of troops are not to be permitted to embark in ships without an army medical officer being in charge.

1219. Representations of Army Medical Officers.—In matters connected with the comfort and welfare of the troops embarked, the Captain will give due weight to representations from the army medical officer in charge, conveyed to him by or through the military officer in command.

1220. Report of Embarkation.—Whenever troops are embarked in one of His Majesty's ships the Captain is to report the circumstance to the Admiralty on form S. 211, giving the reasons, and enclosing the details as to numbers, &c.

1221. Breakfast to Troops.—Troops under orders to land before noon are to be provided with a breakfast meal on board prior to disembarkation.

1222. Provisions for Shore Consumption.—When any provisions are issued to troops on disembarkation for consumption on shore, the Accountant Officer is to transmit to the Director of Victualling, by the first opportunity, the military Commanding Officer's receipt for the quantities issued, approved by the Captain, in order that a claim for the value may be immediately preferred on the Secretary of State for War.

SECTION II. HIRED TRANSPORTS.

1223. Superintending Transport Officers.—The transport duties will be conducted by officers, under the direction of the Director of Transports, appointed as Superintending Transport Officers, or as Officers for Transport Service, and they will carry out the Admiralty Instructions for Superintending Transport Officers, and for Officers for Transport Service, and comply with the regulations for His Majesty's Transport Service.

The following officers are Superintending Transport Officers :—

In United Kingdom.

His Majesty's dockyards	- - - - -	The Superintendents.
River Thames (and under-mentioned ports if on the spot).	- - - - -	The Naval Assistant Director of Transports.
Cardiff - - - - -	- - - - -	The Superintending Transport Officer (for coal duties).
Dublin - - - - -	- - - - -	The Inspecting Commander of Coast Guard, Kingstown.
Liverpool - - - - -	- - - - -	The Admiralty Transport Officer.
Southampton - - - - -	- - - - -	The Admiralty Transport Officer.
Other ports - - - - -	- - - - -	The Senior Naval Officer.

Abroad.

The officer, naval or civilian, in charge of naval establishments on shore, under the control of the Senior Naval Officer, will be the Superintending Transport Officer, and in his absence the Senior Naval Officer will himself discharge these duties, and in respect thereto will communicate directly with, and receive instructions from, the Director of Transports.

When there is no naval establishment, and one of His Majesty's ships is not present, the Military Officer deputed by the General Officer Commanding to conduct transport duties, will act as Superintending Transport Officer so

far as appertaining to army transport service, and his requisitions are to be complied with accordingly, though he will not necessarily be the channel for the transmission of all reports and documents to the Director of Transports.

2. Ships wholly engaged on time charter are not to be taken up abroad except in cases of extreme necessity; but when the necessity arises care is to be taken that the conditions of engagement follow as closely as possible the form of charter party for a transport in the Regulations for His Majesty's Transport Service.

3. Officers for service in transports, or officers required for the management of a fleet of transports will be appointed as Officers for Transport Service, and will be assigned the several positions denoted in the Instructions for Officers for Transport Service.

4. **Officer in Charge of Drafts in Transports, &c.**—An Officer proceeding in charge of drafts of seamen or marines, whether in a transport or a freight ship, is not to be appointed as an Officer for Transport Service; but he is to follow so far as applicable to the case, the rules as laid down in the Regulations for His Majesty's Transport Service.

Discipline.—The officers and men under his orders are subject to the Naval Discipline Act, and they are to wear uniform as in a man-of-war. They are to be organised into divisions, and to carry out so far as practicable the routine followed in one of His Majesty's ships for the maintenance of discipline, and for cleanliness, health, and comfort.

Misconduct.—In the event of misconduct on the part of anyone under his orders the officer in charge is to report the same to the Captain of the depôt or other of His Majesty's ships, to which the offender may be transferred on arrival at his destination, with a view to the necessary steps being taken for his punishment. If, however, the offence is of a serious nature, he is to acquaint the Senior Naval Officer at the first port of call at which any of His Majesty's ships may be present, in order that the man may, if necessary, be transferred to a man-of-war for punishment or custody.

5. All naval officers taking passage in transports, whether the ship is on naval or military service, are to wear uniform while on board.

1224. Duties of Principal Transport Officer.—When circumstances require it the Admiralty will appoint a Transport Service Officer as Principal Transport Officer, who will be directly responsible for the conduct of the transport duties, and for the expenditure connected therewith; the Transport Officers and the masters in command of the several transports will be under his immediate control.

2. Special instructions will in each case be given by the Admiralty on the appointment of a Principal Transport Officer, but the general scope of his duties and the principles governing his relations with the army authorities are defined in the Instructions for Officers for Transport Service.

3. All orders respecting the movements of the transports or other hired vessels and their appropriation and discipline, are to be issued, when practicable, through the Principal Transport Officer, who is to be considered for the time being in the light of an Officer in Command of a separate squadron placed under the general orders of the Commander-in-Chief for special service.

4. It will be his duty, and that of the officers under his control, to carry out, to the best of their ability, the orders of the naval Commander-in-Chief, or Senior Officer present, to furnish such returns as that officer may from time to time direct, and to decide, with his approval, upon the positions to be taken up by the transports in the various ports or anchorages; the Principal Transport Officer, when necessary, will refer to that officer for aid in maintaining discipline, or in carrying out any important service, and will regulate,

under the authority of the Commander-in-Chief or Senior Naval Officer, and, in concert with the military authorities, the loading and unloading of ships, the embarkations and disembarkations of troops, inclusive of sick and wounded, the sea conveyance of supplies of provisions, water, forage, munitions, stores, and materials for the Army, reporting from time to time to the Commander-in-Chief when he may require material or assistance beyond that which can be afforded by the transports, to enable the service to be carried out efficiently.

5. The Instructions for Officers for Transport Service prescribe the course to be pursued on arrival in port, and the Senior Officer is to afford the Transport Officer every assistance in carrying out his instructions and the orders under which he may be acting.

1225. Necessary deviations from Charter Parties.—When ships engaged at home and chartered under the authority of the Admiralty for the conveyance of troops between certain specified places are necessarily diverted by local authorities abroad, either by not carrying out some portion of the contemplated services, making additions thereto, or substituting others in lieu, all such alterations in the original charter party, when practicable, are to be left for settlement by the Admiralty with the owners; and no independent or additional agreement in reference thereto is to be entered into by any of His Majesty's officers.

2. No portion of the cargo of a transport is to be transhipped or otherwise removed prior to arrival at its original destination without a due receipt being given by the naval or military Store Officer, as the case may require, or without the consignee at the seat of operations being informed by the earliest opportunity of the arrangements made.

SECTION III. LANDING AND EMBARKING TROOPS AND ARMY STORES.

1226. The following regulations are to be observed in respect to landing and embarking troops and army stores:—

(a) **During peace and during war except within the sphere of operations:—**

(i) All troops, with their animals, guns, regimental stores, and baggage will be shipped and landed by the Navy, whether the shipping or landing takes place alongside wharves or piers, either government or mercantile, or by tugs and boats.

(ii) All army stores (cargo) at the various ports at home or abroad will be brought to or taken from alongside the ship by the Army, which does all the work not performed by the crew or stevedores.

(b) **During war within the sphere of operations:—**

(i) The entire operations of landing and shipping troops, animals, guns, regimental stores and baggage, and stores (cargo), whether alongside wharves or piers, either government or mercantile, or to and from a beach, will be controlled by the Navy, who will provide the boats, lighters, and tugs, and any labour required in connection with the same. All other labour required will be found by the Army, except in cases where the circumstances render it desirable that the Navy should provide some or all of the labour. The ultimate decision on this point will rest with the naval authorities.

(ii) The Navy will be responsible for the berthing of all ships, lighters, tugs, and boats; but the convenience of the Army must be considered as far as practicable in the positions allotted. For

landings and embarkations the Navy will have full control of the entire beach up to high-water mark, and of such further portions of the same, and of piers and wharves, as they consider necessary to enable them to control the work of embarkation and disembarkation. Within these portions the military officers will carry out all instructions issued by the naval officer in charge, but beyond them the responsibility for the safety and transportation of men, animals, guns, vehicles, and stores on shore will rest with the Army.

- (iii) While the foregoing are the general rules governing the division of duties between the Navy and Army, it is to be clearly understood that each Service is working for a common object, and will render the other all the assistance which lies in its power.

CHAPTER XXXVI.

MEDICAL.

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SECTION I. SURVEYS ON INVALIDS.

1227. Surveying Officers.—Surveys upon subjects for invaliding are to be held under the authority of the Commander-in-Chief, or of the senior officer present, by a Captain or Commander, who is in every case to preside, and three medical officers, including the Surgeon-General or Deputy Surgeon-General in medical charge of the fleet, if any; when the survey takes place at a naval hospital the surveying officers will be assisted by the Principal Medical Officer.

2. Injuries not affecting bodily health.—When a survey at a naval hospital is held on an officer or man who is brought forward from the hospital for invaliding owing to an injury which does not affect his bodily health, and is not likely to lead to further surgical complications, on which question the medical board is first to decide, the Executive Officer who presides at the survey is to give the final opinion as to whether such injury alone would debar the subject from the proper performance of his duties. If a case of recovery from a simple uncomplicated minor injury occur on board a ship, the subject is not to be submitted for survey at a hospital, but the Captain of the ship is to decide as to his further fitness.

3. Injuries impairing bodily health.—If a man is brought forward for survey on account of an injury which renders him unfit to perform his ordinary duties, or by which his bodily health is impaired, the Executive Officer is to state on the report of survey his definite opinion from an executive point of view as to the duties which the man could properly perform, and the Principal Medical Officer is to state his opinion as to the duties which the man's health would enable him to undertake, and whether he is recommended for service in the Reserve.

4. Claims to Naval Pensions.—Seamen and marines invalided will be examined as to their claims for naval pensions, under Article 1933, on the same days as those on which the invaliding surveys are held.

1228. Application for Survey.—The form S. 333 for survey, carefully filled up in respect to all the subjects, is to be taken to the survey by the Medical Officer if it has not been forwarded to the Senior Officer for a special survey to be ordered, and also the certificates and medical history sheets of the men brought forward.

1229. Information to Surveying Officers.—Subjects for survey from ships are to be accompanied by the Medical Officer who brings them forward, or some other officer conversant with the cases, to afford the surveying officers all the information in his power.

2. Marines from Headquarters.—Officers of Royal Marines from headquarters are to be surveyed at the naval hospital; the Medical Officer of Marines who accompanies them to the hospital will sign the reports.

Marines sent from headquarters to be surveyed are to be accompanied by the Adjutant and a Medical Officer of Marines, both of whom are to sign the reports.

1230. Invaliding Abroad.—In the case of an officer abroad, the surveying officers, if they are satisfied that his continued employment on the service in which he is engaged would be attended with—

(a) Danger to his life ;

(b) Risk of permanent or prolonged injury to his health, and that change of climate is absolutely necessary to his recovery ;

are to report to that effect on form S. 332 giving full particulars of the causes of disability.

2. At Home.—In the case of an officer at home he is to be sent to the nearest naval hospital with a view to being invalided thence.

1231. Reports of Survey on Officers.—The reports of survey (form S. 332) upon each officer found incapable of continuing on the station where he is employed or in active service, are to be made out in duplicate and signed by the surveying officers ; they are to be delivered by the Captain to the Commander-in-Chief, or Senior Officer, who is to send one copy bearing his signature of approval to the officer surveyed, and the other copy to the Secretary of the Admiralty.

2. The fact of an officer being invalided is at once to be telegraphed to the Admiralty, stating the cause, together with the port and probable date of arrival. If these cannot be stated, the name of the steamer or route by which the officer will return to England should be substituted.

3. A commissioned officer invalided abroad shall send the report which he receives to the Admiralty as soon as he arrives in any part of the United Kingdom ; and a commissioned warrant or other warrant or subordinate officer is to present it at the hospital he may repair to, or to the Captain of the ship to which he may be discharged. See **1235** (*Survey at Admiralty on arrival Home*).

1232. Medical Case.—The Medical Officer of the ship is to send, by the first opportunity, to the Medical Director-General, a detailed statement, on form M. 188, of the commencement and progress of the complaints for which an officer has been invalided.

1233. Reports of Survey on Men.—Separate reports of survey are to be made out on form S. 332*a* for—

(a) Seamen and boys ;

(b) Coastguard men ;

(c) Marines embarked, or from headquarters.

Disposal of Reports.—The reports, after having been duly signed, are to be delivered or forwarded to the officer ordering the survey, by whom they are to be sent to the Admiralty.

2. Surveys on Marines.—In the case of marines at the home ports, the report of survey (form S. 332*a*) is to be sent to the Commander-in-Chief for his information, and is then to be returned to the hospital, where it is to be retained as a record.

1234. Re-survey of Continuous Service Men.—Continuous service men and boys who have been invalided, are, on arrival in England from abroad, or when brought forward at places on the home stations where there is not a naval hospital, invariably to be re-surveyed (form S. 333) at the nearest establishment of that kind. Those found on re-survey to be serviceable, if their

ships should be at home, are to be returned to them, or, if they should be abroad, are to be sent to the general depôt at the port for disposal. The reports are not, however, to be sent to the Admiralty.

1235. Survey of Officers at Admiralty.—Commissioned officers of the Navy and Marines invalided from foreign stations will be examined at the Department of the Medical Director-General daily (Sunday, Christmas Day, and Good Friday excepted), between 11 a.m. and 2 p.m., and they are to appear there for that purpose as soon as possible after their arrival in England; if from illness they are unable to do so, they may be examined at the nearest naval hospital.

2. Surveys at Haulbowline.—Officers found unfit for further service after survey at Haulbowline Hospital are to be directed to appear at the Department of the Medical Director-General for examination in the same manner as if they had been invalided abroad.

3. Officers to be surveyed at Hospitals.—Subordinate officers, commissioned warrant officers, and warrant officers invalided from abroad are to be re-examined at one of the naval hospitals at home. If any of them should land at any port in England where there is no hospital, and be unable to travel to one, they must transmit to the Secretary of the Admiralty a certificate of such inability, signed by the Captain and the Medical Officer of the ship in which they came home, or by the Admiralty Surgeon and Agent at the place, or, if there is none, by any registered medical practitioner; and when able to travel, they are to proceed to the nearest naval hospital.

4. Travelling expenses will be allowed to all officers as provided for in Chapter XL.

5. Officers unnecessarily invalided.—If it shall in any case appear that an officer has been unnecessarily invalided, he will be ordered back forthwith to rejoin his ship, and the Admiralty will take such other measures with regard to him and to the surveying officers as the case may require. *See 1231 (Report of Survey to be sent to Admiralty by Officer on arrival).*

SECTION II. HOSPITAL AND SICK QUARTERS.

1236. Patients to Hospital.—When practicable, a medical officer is always to accompany a patient to hospital.

1237. Unfit Cases.—If the Medical Officer in charge of a hospital should consider any particular patient (officer or man) sent to hospital not to be a fit case for treatment there, the patient is still to be received, but the Medical Officer will report his opinion, with the grounds for forming it, to the Senior Officer.

1238. Officers' Servants.—No officer while sick in a naval hospital is to take his servant to attend upon him where there is a staff of nurses or other attendants provided; in exceptional cases, when it may be necessary to permit a servant to accompany his master to hospital, the victualling of the servant is to be arranged from afloat.

1239. Infectious Cases.—All persons serving in ships who are afflicted with any infectious disease are, if practicable, to be sent to the nearest naval hospital as soon as possible.

2. Itch.—Patients affected with itch are to be received into naval hospitals at home and abroad, provided they are not sent in such numbers as to encroach on the room and accommodation required for the treatment of more serious cases.

1240. After Venereal Disease or Itch.—No man after being under treatment for venereal disease or itch is to be allowed to go on leave until eight days have elapsed after his discharge from the sick list.

1241. Patients' Clothing.—Officers are to be allowed to take with them to hospital such clothes or effects as they may desire ; but men are to take the whole of their clothes and effects. See 1168 (*Arms and Accoutrements of Marines*).

1242. Supplies of Clothing.—If a patient should require to take up a supply of clothes or material at the hospital, the value is to be charged as directed by Article 1588 when provided with a ticket ; otherwise as directed by Article 1601.

1243. Discharge of Patients.—Captains are to receive from the hospital authorities the particulars relative to patients from their ships who may die, or be discharged invalided, or are otherwise disposed of, so that proper notations may be made on the ship's books. See 1601, clause 3 (*Pay Ticket*).

1244. Disposal of cured Patients.—When patients are cured, they are to be returned to the ship to which they belong if she is in port ; but if not, they are to be discharged from the hospital, received as supernumeraries, and retained, either for passage or disposal, in such ship as, in the absence of general local orders on the subject, the senior officer present may specially direct.

2. Patients from hospital as well as from the sick list may be treated as convalescents for so long as the Medical Officer of the ship may think it necessary.

3. **Discharged Patients unfit to rejoin.**—If any patients on being discharged from hospital should be deemed unserviceable, or if there are urgent reasons why they should not be received on board, and if reference to a senior officer is impracticable, they may be sent back, but the Principal Medical Officer of the hospital should receive from the Captain and the Medical Officer of the ship with the returned patients a statement of the grounds for refusing to receive them, and full particulars are also to be at once furnished to the superior authority under whom the Captain may be acting.

4. **Misconduct in Hospital.**—The misconduct of a man while in hospital is to be reported by the Principal Medical Officer to the Captain of the ship or the Commandant of the division to which the man may belong.

1245. Men invalided.—When a man is invalided out of the Service at a hospital, the officer presiding at the survey is to certify to the fact by his signature on the service certificate.

In the case of a marine he is to notify the fact of the invaliding to the Colonel Commandant of his division. See 829, clause 7 (*Assessment of Character*) ; 1168, clause 2 (*Disposal of Marines*).

1246. Landed for Treatment.—If the necessity should arise for landing sick officers or men at a place where there is no hospital or sick quarters, the Senior Officer is to make the best arrangements in his power. If the services of a private practitioner are necessary, he is to enter into a contract with him for the attendance and medicines for each patient, and the victualling also if deemed expedient, on such terms as may be best for the public service, with due regard to the comfort and care of the patients.

2. **Duties of Private Practitioners.**—The practitioner so appointed is to be required to render any returns or reports that may at the time be deemed necessary. He should be informed that he will receive the usual documents with the patients, and when they are returned to their own or to any other

ship he is to send back the documents, and obtain from the Captain a certificate that the patients have been received. If any patient die or desert, he is to note the date on his ticket, and send it, with a statement showing how his effects have been disposed of, to the Admiralty for the Accountant-General, and a duplicate thereof to the Captain, or, if the ship has left English waters, to the Commodore of the man's port division. In cases terminating fatally, he is to note the particulars of death on the medical case which accompanied the patient, also the course of the illness and the treatment, and transmit it to the Medical Director-General.

3. Payment.—Before approving of the payment of these accounts, the Senior Officer will assure himself that they have been carefully examined by competent officers.

4. Illness, &c., on Leave.—Where there is no naval hospital nor regularly established sick quarters, the expense of medical attendance by private practitioners, consequent upon accidents or illness occurring to officers while on leave, will only be allowed when the Admiralty are satisfied as to the circumstances and causes thereof, and where the exigencies of the case would not admit of the officer being removed to a naval hospital. A special report is to be made on each case, which will be considered on its merits. The expenses of dental treatment will not be allowed.

5. In a case of emergency, where it is necessary for a surgical operation to be performed on an officer on leave by a private practitioner because the officer's condition renders him unable to travel to a naval hospital, the sum allowed in payment of such operation will be specially considered, but will not exceed 25*l.* unless in very exceptional circumstances.

1247. Sick Quarters.—When patients are sent to sick quarters on shore other than those of established Surgeons and Agents, or to civil hospitals, &c., a statement, showing why the case could not be safely treated on board, is in each instance to be approved by the Captain and forwarded at once to the Admiralty for the Medical Director-General. When there is no Medical Officer in a ship, the Captain will obtain this information for transmission from the practitioner to whom the patient is sent.

1248. Subsistence.—No charge will be made for the subsistence of patients of the Naval or Military Service in the hospitals of either Service, but the stoppages to which army officers are liable under Army Allowance Regulations, are to be received, and the Accountant Officer of the hospital is to debit himself with the amount as a credit to the proper Vote.

1249. Distressed British Subjects.—Distressed British subjects arriving home in ships may be sent to naval hospitals until they can be received in the union workhouses as casual poor, or conveyed to their proper unions or parishes.

1250. Deaths and Funerals.—If a person belonging to the Fleet should die on board a ship at a place where there is a naval hospital, the body is to be sent to the hospital for interment; but if the friends of the deceased desire to undertake the burial, the body is to be delivered up to them, and a sum in aid of the funeral expenses, not exceeding the cost that would have been incurred had the funeral been carried out by the hospital authorities, is to be allowed them if they apply for it. This is to apply also to officers and men of ships who may die at their homes or elsewhere on shore, at any place where there is a naval hospital, and whose friends may prefer that they shall be buried from their homes rather than be sent to the hospital for interment wholly at the public charge.

2. When a body is sent to hospital for interment, the Medical Officer of the ship is to forward a statement, approved by the Captain, of the deceased's age, date of death, and the disease of which he died.

1251. Deaths while on Leave.—Officers and men of ships, including any on leave, who die at a place where there is no naval hospital or burial ground, may, unless their friends wish to undertake the burial, be interred at the public expense; but if their friends wish to undertake the burial, the body is to be delivered up to them, and a sum in aid of the funeral expenses, not exceeding the limits prescribed hereunder, may, if applied for, be allowed. In no case can a grant in aid be sanctioned by the Admiralty exceeding 1*l.* for the funeral of an officer, or 6*l.* for that of any other person. Proper vouchers, for such payments as the Captain may direct to be made under this head, but which are not to include the cost of hatbands, scarves, or gloves, are to be transmitted by the Accountant Officer with his cash account. The amount specified for the funeral of an officer or man is for actual funeral expenses only, and is not to include any expenditure for the erection of a tombstone or monument.

2. Coast Guard officers are also instructed to make the necessary arrangements when such persons die near to their stations. See 653 (*Funeral Service*).

1252. Private Practice.—Medical officers on full pay are forbidden to engage in private practice except in cases of sudden emergency or accident, nor are they to receive fees from persons outside the Naval Service, whom it may be their duty to relieve when application for assistance is made, or when they are directed to give it.

SECTION III. DUTIES OF MEDICAL OFFICERS.

Surgeon-General or Deputy Surgeon-General.

1253. General Duties.—On appointment for service afloat, he is to perform such medical duties as may be required of him by the Commander-in-Chief or Senior Officer of the fleet, squadron, or station, or by the Captain of the ship in which he may be serving, or other his superior officer, and he will comply with all orders he may receive from the Admiralty, or from the Medical Director-General.

1254. When in a Hospital Ship.—When in a hospital ship, he or the medical officer in charge is to have medical charge of all the patients, and he is to visit them regularly morning and evening, or oftener if necessary. All arrangements relating to the part of the hospital ship appropriated for the sick and wounded are to be entirely under his control, and when necessary he will propose to the Captain any measure likely, in his opinion, to conduce to the comfort of the sick or to the acceleration of their cure.

1255. Visits to Ships.—Under the direction and with the sanction of the senior officer on the spot, he is to visit from time to time the ships present, to inquire into their sanitary state and the treatment of their sick. He may call on the Medical Officers of ships for written statements as to the prevalence of any disease, or as to the treatment or progress of any particular case or cases. He will also make himself thoroughly acquainted with the conduct and abilities of the several Surgeons.

1256. Inspections.—He is occasionally to examine the instruments, medicines, and necessaries in the ships, and when from any cause he finds remedial measures necessary, he will suggest them to the Senior Officer.

1257. Reports.—He is to report, on form M. 170, to the Commander-in-Chief or to the Senior Officer, weekly, or oftener, if required :—

- (a) The state of the sick in the hospital ;
- (b) The general condition of the sick of the fleet, sending duplicates to the Medical Director-General.

1258. Suggestions.—He will suggest to the Commander-in-Chief or Senior Officer any measures which he may consider will improve the health of the men or check the progress of disease in particular ships, or promote the health of the fleet generally.

1259. Reports to Medical Director-General.—He will report annually, on form M. 171, to the Medical Director-General upon the health of the fleet ; he will enter fully into the sanitary state of the respective crews as regards their effectiveness, and also into the medical topography of the station. He will report fully upon any epidemic that may have broken out, or any disease that may have been unusually prevalent. In order that he may be fully informed on these subjects, the Medical Officers will be required to furnish him quarterly with duplicates of their nosological returns.

1260. Visits to Hospitals.—When on a foreign station, if required to do so by the Senior Officer, he is to visit the naval hospitals or sick quarters, when not in charge of a medical officer senior to himself, and report on the medical treatment, diet, and comfort of the patients, and on the general economy of the establishment, as well as upon the expenditure and condition of the stores, and the general efficiency of the officers and others employed therein.

1261. Surveys.—When directed to attend a survey on officers or men, he will assist the surveying officers with his opinion.

1262. Reports, Correspondence, &c.—He will forward his correspondence in the following manner :—

- (a) Returns and accounts - - - Direct to the Medical Director-General.
- (b) Reports relative to the medical and surgical treatment and care of the sick and wounded - - - } Direct to the Medical Director-General.
- (c) Suggestions as to the fittings and internal arrangements of the hospital ship, and correspondence relative to individual officers and men borne on her books, on subjects other than (b) - - - } To, or through, the Captain of the ship.
- (d) Reports and returns relative to the fleet generally, or to ships other than the hospital ship - - - } Direct to the Commander-in-Chief or senior officer present.

1263. Advice to Commander-in-Chief.—The Surgeon-General or Deputy Surgeon-General in charge of a hospital at a home or foreign port is to assist and advise the Commander-in-Chief as required, on questions of sanitation and other matters pertaining to the medical profession and duties within the command, but should the Commander-in-Chief wish him to leave the port on any special duty the Admiralty is to be informed.

2. Inspection Duties.—He is to inspect the marine infirmaries, dockyard surgeries, and the sick quarters of the various establishments at the port once

a quarter, reporting to the Commander-in-Chief on their sanitary condition, the state of the surgical instruments, the cooking of food for the sick, and any other special matters which may come under his notice, and, when required by the Commander-in-Chief, he will visit the ships in harbour and make a similar report on the above matters.

The Principal Medical Officer of a Fleet.

1264. General Instructions.—The Medical Officer of the senior flag-ship of a fleet, or of a detached and independent squadron, is to be recognised as the Principal Medical Officer of that fleet or squadron. He will be appointed on the staff of the Commander-in-Chief or of the Flag Officer commanding the independent squadron and will wear an aiguillette. He will act as the Admiral's principal adviser on all medical and sanitary matters connected with the fleet, and it will be his province to report to the Admiral periodically upon the arrangements for the treatment of the sick, the sanitary conditions, and the state of the medical appliances in the various ships; also to supervise and report upon the arrangements for the treatment and transport of wounded, the instruction given in first aid, and other matters as he may be directed. He will have direct access to the Admiral and be in a position to propose for his consideration any measures likely to conduce to the efficiency of the medical organisation of the fleet, and he will be directly responsible to the Admiral for keeping him informed on these matters generally.

Fleet or Staff Surgeon or Surgeon-in-Charge.

1265. General Duties.—He is to obey not only all orders he may receive from his Captain, or other his superior officer, but also any directions relating to—

- (a) The administering of medicines,
- (b) The treatment of the sick, or
- (c) His accounts and returns,

which he may receive from the Medical Director-General, or from the Principal Medical Officer of the fleet or squadron to which his ship belongs; he will furnish them, or any of them, through his Captain, with any information that may be required of him respecting—

- (d) The patients under his care,
- (e) The measures adopted for their cure,
- (f) His accounts and returns;

but any suggestions, explanations, or observations he may have to offer, connected with his particular duties, not of a purely medical or surgical character, which directly or indirectly concern the duties and responsibilities of other than medical officers, and which obviously lie beyond the province of the Medical Department to remedy or adequately to deal with, are to be made in duplicate to his Captain, who will forward the original to the Commander-in-Chief, and the duplicate to the Medical Director-General, noting in each case his approval, or adding such observations as he may wish to offer on the medical officer's representations.

1266. Communications to Medical Director-General.—Any medical officer serving on board any of His Majesty's ships, previous to sending any letter or any communication whatever relative to his public duty to the Medical Director-General, is to submit it to the Captain, who is to note thereon his approval, or such observations as he may think necessary.

1267. Instruments.—The Medical Officer is to provide himself with, and keep in proper repair, at his own expense, a complete set of surgical instruments, as specified in form M. 200; on commissioning he will obtain a certificate from the naval hospital as to their number and condition, and send it to the Medical Director-General.

2. Surgeons' Instruments.—He is to frequently examine the surgical instruments with which the Surgeons are hereby required to provide themselves, to see that they are in good repair and according to form M. 200, giving, on the same form, annually, certificates of their number and condition.

1268. Supplies.—On commissioning he will apply to the nearest hospital or depôt for the established supplies of medicines and medicine chests, utensils, necessaries, bedding, appliances, and surgical instruments, specified in established scales (forms S. 570, 571, and 571a).

1269. Medicine Chests.—The contents of one of the medicine chests, when more than one are supplied, and of the grocery and necessary chests, are to be stowed away in the dispensary, and the empty chests immediately returned into store, addressed to the officer in charge of the depôt from which they were issued. The other complete medicine chests will be placed in a safe place, so that the Medical Officer may have ready access to them, and from these chests the medicines required from time to time in the dispensary are to be drawn, the empty bottles and jars being returned into the spaces from which the full ones are taken.

2. Where only one medicine chest with one or more "Necessary" chests are supplied, they are to remain on board, and in vessels where there is no dispensary the medicines and necessaries are to be kept in their respective chests. Diagrams showing the position of the medicines are supplied with the articles on commissioning.

3. Care of.—The medicine chests are not to be struck down into the hold or spirit room upon any pretence whatever, nor placed in any situation where they may sustain injury. Accommodation being provided for the due care of all medicines and medical stores, the Medical Officer will be held responsible for their preservation.

4. Demands to complete.—He is annually, or oftener if necessary, to make out demands in forms M. 174 and 175 showing the quantities remaining, and the quantities required to complete the established proportions according to the scales. These demands, when approved by the Captain, are to be taken, with the medicine chests, to the hospital or depôt, in order that the requisite supplies may be obtained; and to prevent inconvenience or delay, demands are to be presented there, if possible, before three o'clock in the afternoon, and no stores are to be returned after that hour. Demands are not to be repeated for medicines, utensils, or necessaries within a year, nor for groceries within six months, unless the ship is ordered on detached service, or extraordinary circumstances shall have caused, or are likely to cause, an unusual expenditure, the reason for which is to be explained on the demand, and to be reported to the Medical Director-General by letter at the same time. Trusses, however, are to be completed as often as necessary. As to purchases, see 1271 (*Purchase of Articles for Sick Berth*), and 1274 (*Moneys for Sick Mess*).

5. Home Stationary Ships.—The Medical Officers of stationary ships at home ports where there are no hospitals or medical depôts are not, when making their demands, to send the empty chests and bottles; their supplies will be sent in contractor's bottles, which are to be emptied and retained until an opportunity offers of sending them to the issuing depôt free of expense.

1270. When no Medical Officer.—The Commanding Officer of any vessel not bearing a Medical Officer is to keep in his possession a daily sick book (M. 195) in which medical officers visiting the vessel are to make the usual entries, rendering a report to the Commanding Officer on each occasion.

At the end of each quarter the Commanding Officer is to forward the book through the usual official channels :—

- (a) in the case of torpedo craft, to the Medical Officer of the parent ship ;
- (b) in the case of other vessels, to the Medical Officer of the flag-ship of the division or squadron to which the vessel belongs.

The Medical Officers of the flag-ships and parent ships to which the daily sick books are sent will be responsible for the medical returns which, in the case of flag-ships, are to be rendered on lists separate from the ship's return.

Daily sick books are to be returned to the vessels to which they belong without delay.

2. In a small vessel not bearing a medical officer, except in the case of torpedo boats and torpedo boat destroyers, to which Article 1803 is to apply, the officer in command is to have the charge of the medicines and medical stores, which, with the Medical and Surgical Handbook, containing the quantities allowed, instructions for using the medicines, and directions for applying tourniquets, will be supplied from the nearest naval hospital on demand when commissioning. He will take care to replenish the medicines or the stores as occasion may require. See 1329 (*Dispensing Medicines*).

3. He is to render an account of the stores on form M. 177, unless the vessel is a tender, in which case they will be accounted for by the Medical Officer of the parent ship. See 1805, clause 2 (*Rendering of Accounts for Tenders*).

1271. Purchases of medicines or medical stores included in forms S. 570, 571, and 571a are not to be made at ports where there are medical depôts or ships which can supply them, but should those sources not be available, the articles may be purchased by the Medical Officer on his complying with the regulations on this subject laid down in Articles 1783, 1784, and 1785.

1272. Sick Mess.—The Medical Officer will superintend the sick mess, which is to be formed in each ship for the comfort of the sick and wounded. He will record in his sick book daily the number victualling in the sick mess. He will cause the Accountant Officer to be informed when any man in the sick list is to join the sick mess, so that the man may be checked of his provisions.

2. **Spirit Stoppage Book.**—He will see that the Sick Berth Steward records each day in the prescribed book (S. 76b) the names of all persons on the sick list, and that the book is taken daily to the ship's office, in time to enable the Accountant Officer to check the men of their spirit. The Medical Officer may, however, if he deem it necessary, allow the issue of the spirit ration, inserting the permission, attested by his initials, in the spirit stoppage book, for the information of the Accountant Officer. See 1689, clause 2 (*When Sick Mess cannot be formed*).

1273. Medical Comforts.—The Medical Officer is to demand from the Accountant Officer, with the approval of the Captain, such articles of diet, medical comforts, &c., including wine and spirit, as he may consider necessary for the use of the sick and invalids ; but, while fully providing for the due comfort and subsistence of those for whom the ordinary ration is unsuitable, he is to guard against profuse expenditure or unnecessary indulgence, and he

will adhere so closely as may be to the following daily scale of diet for the sick :—

	Full Diet.	Half Diet.	Low Diet.
Soft bread (when procurable)	1 lb.	12 oz.	8 oz.
Beef	1 "	8 "	None.
Vegetables (when procurable)	1 "	8 "	"
Broth	1 pint	1 pint	$\frac{1}{2}$ pint
Barley for ditto	12 drachms	12 drachms	6 drachms
Or rice, in lieu of barley	10 "	10 "	5 "
Pot herbs (when procurable)	24 "	24 "	24 "
Salt			
Vinegar			
Pepper			
Mustard			
Tea	3 drachms	3 "	3 "
Sugar	14 "	14 "	14 "
Milk (when procurable)	$\frac{1}{2}$ of a pint	$\frac{1}{4}$ of a pint	1 pint
Wine		At the discretion of the Medical Officer.	
Chocolate (as a substitute for tea)	1 oz.	1 oz.	1 oz.

2. Receipts for Supplies.—For these supplies he is to grant receipts quarterly and to obtain from the Accountant Officer counterparts or issue notes with his signature thereto. It is, however, to be understood that the Medical Officer is not to give receipts to the Accountant Officer for any articles forming a part of the authorised scale of rations for men unless the quantities supplied may have exceeded the proportions allowed for the number victualled in the sick mess; care being taken that in regard to tea, sugar, and other articles specified in scale B, form S. 571, the excess, if any, is limited to the proportions allowed by that scale, except on extraordinary occasions, which are to be stated by the Medical Officer in his reports.

The Medical Officer is to certify each month, across the right-hand page of the mess book, that the totals of the provisions shown therein as issued for use in the sick mess have been properly expended for that purpose.

1274. Moneys for Sick Mess.—The Medical Officer, in accordance with Article 1654, will demand of the Accountant Officer on first commissioning or joining, such sum of money as he may think necessary to provide for extra fresh diet, washing, and other small occasional expenses on behalf of the sick. At the end of each quarter, or sooner if the advance is nearly exhausted, he will render to the Captain a detailed statement (form S. 16) of the payments made, to be accompanied, when practicable, by receipts or sub-vouchers; he will then, on the Captain's approval, receive from the Accountant Officer a sum equal to the amount actually accounted for, so as to have in his hands the amount originally advanced. On being superseded, or on the ship being paid off, or in case of his death, the balance of this public money is to be returned to the Accountant Officer, with the accounts and vouchers for the intervening period since the accounts were last rendered.

1275. Accounts.—An account of the medicine and medical stores is to be rendered for a period of 12 months from the date of the officer taking charge (form M. 177), and for each ensuing 12 months from the date of completing the last account; or for any shorter period on giving up charge or on the ship being paid off.

1276. Supplies.—Medicines and medical stores supplied from a regular establishment will be accompanied by invoices in forms M. 62 and 63, by which

he is to examine the several quantities, and, if correct, they are to be entered in the proper columns of his account. All articles obtained from any other source, or purchased for the sick berth, except diet, for the sick, are also to be entered in the account; all invoices, issue or supply notes, are to be preserved by the Medical Officer for future reference.

2. Expenditure of Stores.—The articles received are to be administered as occasion requires for the relief of the sick and wounded, and no part of them is to be wasted or applied to any other purpose than that for which they are intended; and if any unusual expenditure of medicine or stores should occur, an explanation of the circumstances causing such expenditure is to be forwarded with the account. Should any articles of medicine, utensils, bedding, necessaries, appliances, or surgical instruments, become unfit for use, they are not to be taken credit for, nor returned into store, until a survey has been held upon them. Credit will not be allowed for any bedding or utensil expended, unless in unavoidable circumstances, which must be satisfactorily explained; and an explanation on form M. 189 of the cause of all losses and breakages must be transmitted with the account.

3. Losses due to Theft.—The instructions contained in Article 1810 as to special reports to be made in the case of losses of stores due to theft, or of prosecutions under the Public Stores Act, 1875, are applicable to medical stores.

1277. Trusses.—Receipts for all supplies to other medical officers and for trusses issued (form M. 184), as well as for all articles returned into store, are to be obtained and are to accompany the account.

1278. Surveys.—The account is always to be closed by a survey, as directed by Article 1837, except when the ship is paid off, when the whole of the remaining stores are to be returned into the nearest medical establishment, and the receipts for the quantities returned into store transmitted as vouchers to the final account.

2. Schedule.—The account is to be transmitted by the Captain, and is to be accompanied by a schedule prepared by the Medical Officer on form S. 558 to be obtained from the Accountant Officer, specifying the documents forwarded with it.

1279. Transfer to Successor.—When the Medical Officer is superseded or invalided, he is to deliver the whole of the stores in his charge to his successor, or in his absence to some authorised person, by survey, as directed by Article 1837.

1280. Naval Sick Quarters.—In matters of accounts, naval sick quarters on shore which are not in charge of a resident medical officer are to be treated as sick berths on shore of the ships from which men have been sent for treatment, or on the books of which they may be borne if left behind in the quarters, in charge of the Medical Officer of another ship.

2. Purchases.—All articles, other than of diet, purchased for men sent to such sick quarters, and treated there by the Medical Officers of their ships, are likewise to be accounted for by the Medical Officers on their annual account of medicines and stores, and a receipt is to be obtained by them from the officer who has charge of the sick quarter buildings, for any stores which they may leave at the sick quarters on the final departure of their vessels from the port.

3. Bedding and Stores.—As these sick quarters are, however, provided with all necessary bedding, furniture, hospital stores and utensils, by demand of the officer in charge of the buildings upon the Medical Director-General, to

whom he is responsible for duly maintaining the stock of such stores, Medical Officers of His Majesty's ships are not to make purchases of any articles of the foregoing description for the use of officers and men under treatment in these quarters.

1281. Convalescents.—He is to represent to the Captain whenever he may consider any men from recent illness or impaired health unfit for any shore, boat, or detached service which is about to be undertaken. See 1244, clause 3 (*Convalescents from Hospital*).

1282. Sulphate of Quinine.—Whenever the Medical Officer considers it advisable, he will administer to every person about to form part of a working party on shore in unhealthy localities, whether tropical or not, 4 grains of sulphate of quinine in water before landing, and again on his return; if any men remain on shore all night, the officer in immediate charge should be furnished with a sufficient quantity of the solution for each man night and morning. When the Medical Officer considers wine or spirit more advisable than water, he will inform the Captain, who will direct the Accountant Officer to make the requisite issues.

2. The formula for making the sulphate of quinine for issue in the manner above directed is given in Appendix E. to the Medical and Surgical Handbook, copies of which will be supplied to ships for boat service.

3. **Extra Issues of Wine, &c.**—He will not charge himself with these extra issues of wine or spirit, but he will observe and report very fully on their effects, and note the total quantity so issued at the end of his journal.

1283. Disinfection of New Entries.—Should he consider any newly raised men, who have been found fit for the Service, to be likely, from any cause, to propagate any infectious disease, although no such disease may have been developed, he will inform the Captain, who will order the men and their clothing to be thoroughly disinfected and kept apart from the ship's company for a reasonable time. Should the disease have developed itself at the place from which the suspected men came, the Captain will, in addition to these precautions, report immediately the particulars to his Commander-in-Chief.

1284. Infectious Disease on board.—When an infectious disease breaks out, he will at once apprise the Captain, for the information of the Commander-in-Chief or senior officer present. If the ship should be absent from a flag or senior officer, the Captain is immediately to communicate the particulars direct to the Admiralty, as provided for in Article 1863. The Medical Officer will also inform the Principal Medical Officer of the fleet or squadron, if any, but otherwise the Medical Director-General, and state his opinion as to the nature of the disease and the health of the ship's company generally; and he will give full information on these points in his nosological returns.

2. After an epidemic of infectious disease on board, the Medical Officer, in conjunction with the Captain, is to decide as to the necessity for disinfecting, and whether it shall include the whole or only part of the ship.

If the epidemic has been that of a serious infectious disease it will be necessary to disinfect the whole ship.

Disinfection is to be carried out under the personal supervision of the Medical Officer in accordance with the approved Admiralty procedure. See Enclosure No. 56 to "Guard Book containing Special Memoranda."

1285. Disease prevalent and Infectious Cases.—If he should learn on arrival at a place that any disease is prevalent which is likely to prove detrimental to the health of the ship's company in his medical charge, he will inform the

Captain, so that proper measures may be adopted to prevent its occurring or breaking out in the ship or among any of the ship's company. Should it break out or occur, or should he have reason to suspect its presence in a latent form, he will adopt, with the Captain's sanction, every possible measure to prevent its spread or development. Patients with infectious diseases should be at once removed from the ship, or if that be not practicable, separated as much as possible from the ship's company; the bedding and clothing of all these patients when changed or on recovery should be thoroughly disinfected, or, in those cases where thorough disinfection is impossible, destroyed. See 1239 (*Infectious cases to Hospital*).

1286. Ventilation and Clothing.—Whenever necessary, and especially when infectious diseases have broken out or are threatening, the Medical Officer will suggest to the Captain to cause stoves to be placed in parts of the ship where they are required for ventilation or for dryness. He will also make such suggestions as may occur to him as necessary with reference to clothing when going from a warm to a colder climate, or *vice versa*.

1287. Antiseptic Precautions.—If wounds or sores under treatment should assume unhealthy action, or septic disease break out, the most careful antiseptic precautions are to be taken, and the patients affected should, so far as practicable, be kept perfectly isolated in a well-ventilated part of the ship, if they cannot be removed from her.

1288. Injuries.—He will report to the Medical Director-General the particulars of any accident occurring on board, whereby severe injuries are sustained by any of the ship's company. See 1318 (*Certificate for Injuries*).

1289. Malingering.—Whenever in the course of his duties the Medical Officer shall discover that any person has wilfully produced, concealed, aggravated, or feigned any disease to the prejudice of the Service, he will report the particulars of the case to the Captain, so that, if deemed advisable, the offender may be punished as the case shall deserve.

1290. Concealed Diseases.—When directed by the Captain, he and the Surgeons will inspect the men, to ascertain if they have any concealed diseases requiring treatment. When cases of venereal disease or itch are discharged cured, he will in each case make a particular report in order that the provisions of Article 1240 may be complied with.

1291. Visiting Sick.—He and the Surgeons are to visit the sick at least twice a day, and oftener when necessary; he will take care that the nurses or attendants fully understand that day or night he is at once to be called in case any doubtful or unfavourable change takes place in a patient.

1292. Authority in Sick Berth.—The sick berth itself, and the sick berth staff, are to be entirely under his direction. The berth is to be kept dry, clean, and sufficiently warm. All bedding and other articles supplied for the use of the sick are to be kept clean, and ready for immediate use. He will judge what patients should remain in the berth, and, when necessary, will apply to the Captain for any further requisites that may be needed for the sick or any additional men as day or night nurses.

1293. Testing Water.—Whenever supplies of water are obtained from the shore, or from rivers, for drinking or cooking purposes, he will institute as careful an analysis (form M. 191) of it as is possible with the chemical tests supplied, and he will at once inform the Captain if any doubt exist as to its purity, in order that it may be rejected altogether.

2. All such analyses are to be duly recorded in the medical journal.

1294. Precautions generally.—His attention is not to be confined exclusively to men on the sick list, but he will watch attentively every circumstance likely to affect the health of the ship generally. Should he suspect the presence of disease or indisposition in any man, he is at once to examine and deal with him as may be requisite.

2. **Food.**—He will exercise a watchful supervision over all articles of food which may be brought on board, paying particular attention to all supplies of milk, mineral waters, tinned provisions, fruit, and vegetables. If he should have reason to suspect anything of a deleterious nature, he should immediately inform the Captain, in order that an investigation may be made, and, if necessary, steps taken to prevent its issue.

1295. Wounded Men.—He is to take care that every preparation is made for the accommodation and treatment of the wounded. When clearing for action, he, with the Surgeons and others appointed to attend him, will repair to their station, where a platform with every convenience is to be provided.

2. **Instruction in First Aid.**—He is to arrange for the instruction of the undermentioned officers and men, in the principles of first aid to the injured, and is responsible that the necessary appliances for use by those instructed are readily available in those parts of the ship where they will be needed in action :—

All officers of the Non-military Branch.

Midshipmen.

Naval Cadets.

Master-at-Arms and ship's police.

Light Q.F. and machine guns' crews not utilised in a ship action.

Coxswains and bowmen of boats.

Markers of companies and field guns.

Non-commissioned officers of the Royal Marines not stationed at guns, and Royal Marine band ranks.

Writers, Ship's Stewards, Cooks, Officers' Stewards and Cooks, and other daymen, including band ratings (old system).

A proportion of Engine-room Artificers, Mechanicians, Chief Stokers, Stoker Petty Officers, and Leading Stokers, who are to be given special instruction in the treatment of burns and scalds, and the removal of wounded from the bunkers, stokeholds, and engine-room.

3. Officers and men detailed to assist the medical staff in action and afterwards, are, in addition to first aid, to be given instruction in some of the simple nursing rules.

4. Officers qualified in first aid are to be given a certificate, and in the case of men the fact is to be noted on their service certificates. A candidate for a certificate of competency as master or mate in the mercantile marine will be exempted from the first aid portion of the Board of Trade examination, provided that he can produce a naval first aid certificate which has been obtained within three years of the date of the Board of Trade examination.

1296. Deaths.—When he is so informed, he is to report at once to the Medical Director-General every death that occurs among persons borne on the ship's books, whether on board, on leave, or at hospitals, except naval hospitals.

2. The reports to the Medical Director-General are to contain full details of the cases, and where the death arose from wounds or injury he is to state how the accident occurred and whether the person was on duty and sober at

the time. When a death from disease is considered to be due to extraordinary exposure on duty, or exertion on service, thereby making it attributable to the service, the evidence in support of such opinion is to be included.

1297. Sudden Deaths.—In cases of sudden death, without previous indisposition, he is, with the sanction of the Captain, to examine the body to ascertain the cause; should there be any appearance of a suspicious character, he will at once inform the Captain, so that, if advisable and practicable, an inquest may be held. See 576 (*Inquiry into Accidental Deaths*); 577 (*Inquests*).

1298. Subjects for Survey.—He is to represent to the Captain, on form S. 333, whenever he considers any officers or men, from impaired health or other causes, are fit subjects for survey; he will be very careful not to suffer himself to be deceived by men feigning disabilities for the purpose of being discharged, or sent home.

1299. Medical Cases of Invalids.—When sick persons are sent to a ship for passage home, a concise statement of each case, in form M. 188, is to accompany them, detailing the medical treatment to the period of their being discharged; it is to be handed over to the Medical Officer of the hospital or ship into which they may be discharged on their arrival home. When officers are sent home sick from foreign stations, the Medical Officer is to deliver to each a detailed statement, sealed up, of the commencement and progress of his complaint, or he may send it by the first opportunity through the proper channel to the "Director-General, Medical Department."

1300. List of Invalids.—A nominal list (form M. 185) of all the invalids embarked is to be transmitted to the Medical Director-General, and, should any of the invalids have died during the passage, the Medical Officer is to transmit the original cases (form M. 188) received with them, accompanied by a detail of the symptoms and mode of treatment while under his care.

1301. Military Invalids.—Should military invalids be embarked in a transport or freight ship on board which there is a naval medical officer in medical charge of naval ratings, he is to assume medical charge of the military invalids in the absence of an officer of the Royal Army Medical Corps.

1302. When to send to Hospital.—When men can be conveniently cured on board, they are not to be sent to a hospital, hospital ship, or sick quarters; but if labouring under an infectious or contagious disease, or if their injuries or complaints render their retention on board dangerous to others or injurious to themselves, or if the number of sick and wounded be so great as to prevent their receiving proper attendance, they are to be sent to hospital as soon as possible. Whenever, therefore, it becomes necessary to send patients to a hospital, the Medical Officer is to inform the Captain, who will give the requisite orders for preparing their pay and sick vouchers, noting upon the latter whether or not the patient has been victualled on board for that day and inserting on it an inventory of each man's effects. The patients' effects are to be carefully stowed in bags or other receptacles, which are to be labelled and sealed in a similar manner to a mail bag, the mail seal issued to His Majesty's ships being used for that purpose. The label is to be signed by the person who enters the effects on the sick voucher and by the responsible officer.

2. The Medical Officer will also give as early information as possible to the Principal Medical Officer of the number of patients to be sent to the hospital, and the probable time at which they will be disembarked, in order that due preparation may be made for their reception. When practicable, a medical officer is to accompany the patients to see that they are properly received

at the hospital or sick quarters, and that they are conveyed thither with as little inconvenience as possible ; and should two boats be required, he is to be sent in the one with the worst cases in order to afford ready relief on the passage. A detailed statement of each case, sealed up, is to be delivered with the patients at the hospital, showing the manner in which they were first seized, the nature and progress of their disorders, the means used for their cure, and whether there is reason for suspecting any of their complaints to be feigned.

1303. Rupture.—Patients with rupture, strangulated or in a dangerous state, are to be sent to hospital ; but no man should be sent for simple uncomplicated rupture unless he first expresses his desire to be operated on for its radical cure, and the Medical Officer of the hospital considers it a fit case, and the man a suitable subject for such operation.

1304. Visits to Patients in Hospital.—The Medical Officer from whose ship men have been sent to a hospital is to visit them as frequently as the Captain may require ; obtaining in every case the previous consent of the Principal Medical Officer of the hospital, who will give such information as may enable the Medical Officer of the ship to inform the Captain when any of them are likely to return to their ship.

1305. Daily Sick Book.—The Medical Officer is to keep a daily sick book (form M. 195) which is to contain the names of all the sick on board, and which he is to submit to the Captain every morning, at the same time suggesting any measure he may consider necessary for the comfort and benefit of his patients.

2. Whenever the name of any person is inserted in the sick book for a wound or injury, the part of the body injured is to be stated, and, if possible, how the wound or injury was occasioned.

1306. Weekly Return of Sick.—He is also to deliver to the Captain weekly, or at such other periods as he may direct, a return of the sick on board on form M. 186.

1307. Nosological Return.—He is to forward quarterly to the Medical Director-General a nosological return (form M. 178) of the state of the sick, properly filled up and signed by himself, subjoining to it, under the head of Remarks, a clear and succinct account of the several diseases, the state of the weather, of any peculiarities of climate, and the average heat registered by the thermometer, and he is also to detail every other circumstance that may have had an influence in promoting health or generating sickness in the ship's company. This return is to be completed and ready for transmission within one week after the termination of the period for which it is made up, excepting returns from general depôts and stationary ships at home with large and varying complements, in which it may be impossible to ascertain the average numerical strength of the ship's company, until the Accountant Officer can certify to the correctness of the average complement during the period to which the return relates, when it may be forwarded within a reasonable time. Before being transmitted to the Medical Director-General it is to be submitted to the Captain for his information, and any delay in forwarding it is to be fully explained by letter to the Medical Director-General. In each return a list is to be given of men to whom hurt certificates have been granted or trusses issued during the period ; or if none have been granted, it is to be so stated. In the event of a continuance of any prevailing sickness when abroad, whether of an endemic or epidemic character, or whether originating from infection, contagion, or other causes of a climatorial nature, a special report in connection therewith is to be sent monthly, or as often as opportunities may offer.

A copy of every nosological return is to be transmitted to the Principal Medical Officer of the fleet or squadron to which the ship belongs.

2. Non-invalided Sick from other Ships.—In the case of non-invalided men borne in any of His Majesty's ships, other than that to which they belong, for passage to hospital for treatment, separate lists, giving ships, names, ages, ratings, diseases, dates of admission and discharge, and days' sickness of the men conveyed, should be transmitted with the nosological return and journal of the Medical Officer of the ship in which they are borne for passage.

1308. Journals.—He is to keep a rough and fair journal of his practice (forms M. 179 to 181), transmitting the fair journal to the Medical Director-General made up to 31st December of each year; but should he take charge within three months of the expiration of the year, he is to transmit his journal completed to 31st December of the following year, taking care that all the tables in the journal are drawn up according to the instructions given therein.

1309. Particulars in Journal.—In his journal he is to give the daily symptoms of particular cases, including all those sent to hospital, invalidated, or dead, being careful in every case to record the "place where," as well as the "date when" the patient was placed on the sick list; and under the head of General Remarks, a history of the complaints prevalent in the ship during the period of the journal, as well as any information of a professional character, or in connection with the collateral sciences, that he may think of value. If any malignant or infectious diseases make their appearance, he is to endeavour to trace them to their source, to account for their introduction, and to explain the means used for destroying the infection and preventing their reappearance.

2. He is to include in the general remarks a concise statement of meteorological observations.

3. He is to keep his fair journal in such a state of forwardness that at any time it may be transmitted to the Medical Director-General; and it is, at the latest, to be transmitted within three weeks after the period for which it is due.

4. The importance of these injunctions cannot be overrated, as pensions and gratuities are often dependent upon the care with which the cases of both officers and men have been recorded in the medical journals of the ships in which they have served.

1310. Medical History Sheet.—A medical history sheet (form M. 190) is to be provided for each man or boy on first entry by the Medical Officer, by whom these documents are to be kept and carefully filled up.

2. The medical history sheet is always to accompany the service certificate, so that it may follow the man wherever he goes. When he is finally discharged the Service, it is to be sent to the Medical Director-General, and if he re-enters it is to be forwarded to the Medical Officer of the ship on the Captain's application. When he dies, it is to be sent to the Medical Director-General with the report of death.

3. If a history sheet is missing, the fact is to be at once made known to the ship, depôt, or hospital from which it should have been received, and the said ship, depôt, or hospital will be held responsible for its replacement.

4. Should the man or boy be borne as part complement, the Medical Officer will record "Nil," in case he should never have been on the sick list.

5. In ships without a Medical Officer, the Captain is to take care that the Medical Officers who may be called on to give occasional attendance shall make the necessary entries in the medical history sheets.

6. When men or boys are being medically examined, the Medical Officers will note on the medical history sheet all marks or scars on the person or other

peculiarities, congenital or otherwise, which would be useful for future identification, or, if already noted, he is to verify and, if necessary, amend the previous notations.

7. The sickness of men and boys on leave is to be shown on the medical history sheet.

8. Medical history sheets are never to be allowed to be in the possession of any petty or non-commissioned officer, man, or boy.

9. At all inspections the inspecting officer is to insert on the report a note as to whether the rules respecting medical history sheets are properly observed.

1311. Medical Examination of Men and Boys.—When directed by the Captain to examine men or boys, he is not only to examine their persons very carefully, to ascertain whether they are fit for the Service, but he is also to inquire very particularly into their previous history, so as to be able to judge whether there is any risk of their bringing infection into the ship.

1312. Examination for Admission to Navy.—When a medical officer is examining any person for admission into the Naval Service or into the Royal Marines, he is first to observe whether he is deformed, or lame, or has an impediment in his speech, or is of weak intellect; whether he has any marks of wounds or injuries of the bones of the head; whether the sight of either eye is defective, or the perception of colours imperfect, each eye being separately examined by means of Snellen's tests; or whether the hearing of either ear is impaired. Should any of these or other mental or physical defects exist to such an extent as might, in the opinion of the examining officer, disqualify him for the efficient discharge of his duty, he is to report him unfit.

2. He is to ascertain that there is no disease of the eye or eyelids, of the ear, or of the nose, that the teeth are good, strong, and sufficient in number, the palate, throat, and tonsils healthy.

3. Should the person so far present no cause of unfitness he is to be directed to strip, and the Medical Officer is then to satisfy himself, by a careful inspection of the entire cutaneous surface, that it is free from disease, and shows no evidence of the existence of constitutional defect, that there are no extensive or adherent cicatrices on the body or limbs, and no varix.

4. **Limbs, &c.**—He is to observe also that there is a proper and just proportion between the different members of the body, that there is no spinal weakness or deformity, that the limbs are of equal length, strong and well developed, and that there is no evidence of old fracture.

5. **The Chest** should be carefully examined in reference to its form and capacity, and the condition of the heart and lungs ascertained.

6. **The Abdomen** should be examined with a view to detect any disease of the contained viscera, hernia or any tendency thereto, disease or malformation of the genital organs.

7. **Upper Limbs.**—The examining officer will next direct the person to extend and slowly raise his arms until the hands meet above his head; he is then to perform the various movements of the shoulder, elbow, and wrist joints; to flex and extend, supinate and pronate the forearm, to flex and extend the fingers and thumbs, and by holding on by a rope, show that he can bear the weight of the body clear of the ground without any difficulty with each hand for at least five seconds.

8. **Lower Limbs.**—In the examination of the lower extremities the person is to be made to walk, to hop first on one foot and then on the other, to flex and extend the limbs and feet, and show that the movements of the various joints can be freely and rapidly performed.

1313. Physical Requirements for Officers.—The regulations as to the physical requirements of candidates for commissions in the Royal Navy are contained in the Quarterly Navy List.

2. Men and Boys.—The Regulations for the medical examination of men and boys for entry in the Royal Navy and Royal Marines are contained in the "Recruiting Instructions."

1314. Final Medical Examination.—The medical examination of candidates for the Navy, whether men or boys, is to be considered final in all respects, when carried out by naval medical officers on board any of His Majesty's ships or at the recruiting stations on shore.

1315. Examination for Re-entry.—In the case of men, or of pensioners re-entering for further periods of service, the examining officer may exercise his discretion and accept persons with minor defects, who may be desirable candidates from a Service point of view. The applicant's medical history sheet should, however, be consulted whenever practicable, so that persons who are subject to chronic complaints may not be accepted.

1316. Re-vaccination.—All persons entering the Service are to be re-vaccinated; should no results follow on the first operation, a second vaccination is invariably to be performed. In the case of candidates for artificer and artisan ratings, the operation is to be deferred till they have been finally accepted for the Service.

2. All persons who have not been re-vaccinated between their first entry into the Service and the age of 18 shall be re-vaccinated as soon as possible, however good their primary vaccination cicatrices may appear, or even should they present unmistakable evidence of having suffered from small-pox previous to that age. The re-vaccination is to be made with calf lymph from a recognised establishment which is carried on under proper supervision.

3. On both the home and foreign stations the Medical Officer will obtain supplies of calf lymph by written application to the Principal Medical Officers of the naval hospitals; on foreign stations, if supplies cannot be obtained at the naval medical depôts, such calf lymph should be locally purchased, but if such cannot be procured, application is to be at once made to the Medical Director-General.

4. No person shall be considered re-vaccinated who has had the operation performed with lymph taken from the arm of a re-vaccinated person, but all persons so re-vaccinated shall again be vaccinated with lymph taken from the sources specified above.

5. A notation of the date of re-vaccination is to be made by the Medical Officer on each man's medical history sheet, specifying the result, whether successful or otherwise, and such cases only are to be considered successful in which either vesicles, normal or modified, or papules surrounded by areolæ have resulted. When the first operation is followed by no result, which should, however, be rare when it has been carefully performed, vaccination should be repeated in 14 days from the first attempt.

6. The Medical Officer, as soon as convenient after he joins a ship, will satisfy himself, by personal inspection, that each officer and man has been successfully vaccinated, and when necessary re-vaccinated, and so also with regard to every officer and man who may subsequently join, except those borne for disposal or as temporary supernumeraries in home ships, and whose stay in them will be but short.

7. He is to certify, on the second nosological return (form M. 178) which he sends into office after joining the ship, that he has done so, and that the instructions have been fully carried out.

8. When vaccination or re-vaccination cannot be satisfactorily performed in a ship, recourse is to be had to local vaccinators, who, under the authority of the Captain, will be paid by the Accountant Officer for each successful case, on the certificate of the Medical Officer or, when none is borne, of the Captain.

9. When circumstances arise rendering recourse to local vaccinators necessary, the facts are to be immediately reported by the Medical Officer to the Medical Director-General.

1317. Record of Examinations for Entry.—All persons examined for entry into the Naval Service or Marines by a Medical Officer are to be entered in form M. 93, in ships and establishments especially furnished therewith; in other cases on a list in the medical officer's journal for the ship. In all cases of persons rejected the cause of unfitness is to be correctly recorded.

1318. Hurt Certificate.—When any person shall receive a wound or hurt in any act of duty while serving either afloat or on shore, or shall become insane from what is clearly the result of an accident on duty, or in consequence of extraordinary exposure or exertion on service, the Medical Officer is to prepare a hurt certificate, on form M. 183, describing minutely the nature of the injury or disability, together with the manner in which it was received, the particular act of duty on which the injured person was employed, and whether he was sober or not at the time; the certificate is to be signed by the Captain and by the Medical Officer, and also, if possible, by some officer of the Military Branch, or if there is none, by some other person who witnessed the accident. The certificate is to be granted whether the injury disable the individual from continuing in the Service or not.

2. **When not to be given.**—These certificates, except in an act of duty whilst on leave, are not to be given for wounds or hurts received on leave or occasioned by drunkenness or other improper conduct, but shall be confined solely to injuries received in acts of duty.

3. **Rupture.**—They are not to be granted for rupture, unless the individual shall make application immediately after the accident, in which case they should be made out within 48 hours of the rupture. In exceptional cases, when this rule cannot be observed, the reasons are to be given on the certificate.

4. **Custody of Hurt Certificates.**—Men's hurt certificates are to be kept and dealt with in the same manner as their service certificates until they are pensioned or otherwise disposed of. Officers' hurt certificates are to be delivered to them.

5. **Marines at Headquarters.**—When marines are at headquarters a hurt certificate, signed by the Commandant and the Medical Officer, and by some officer or other person who witnessed the accident, is to be granted under the same conditions as when serving afloat.

6. Notices are to be posted up on board all ships and at the marine divisions cautioning men to report immediately any appearance of rupture.

1319. Medical Officers' Addresses.—All unemployed medical officers upon the active list of the Navy are to keep the Medical Director-General informed of their permanent addresses, so that they may be speedily communicated with as occasion shall require; and whenever such officers are in or passing through London, on appointment to a ship, or after discharge from a ship, they are without fail to communicate personally with the Medical Director-General.

1320. Rendering Returns.—The Medical Officer is to transmit regularly all the medical returns, accounts, and other documents required by these Instructions, to enable his accounts to be speedily closed.

1321. Certificates to Surgeons.—The Medical Officer is to grant to Surgeons serving under him at the end of each year, and also when he or they leave the ship, a certificate as to the conduct of their professional duties. This certificate is to be approved by the Captain and will be forwarded by the Surgeons to the Medical Director-General with their journals.

2. In the event of the certificate not being satisfactory the Captain will call upon the Medical Officer for a detailed report, which he will forward to the Admiralty through the Commander-in-Chief with his own remarks.

1322. Friendly Societies.—On being applied to, the Medical Officer may certify to the secretary of any established friendly society the nature of the illness under which any officer or man of the ship, who is a member of the society, may be suffering.

1323. Encouragement to acquire Information.—As medical officers are afforded many opportunities of obtaining a knowledge of the medical topography of the places they visit, of the more prevalent diseases and the approved mode of treatment, and of the healing properties, preparations and uses of medicinal plants or productions, they should report all the information they can collect on these interesting and other cognate subjects that they may believe to be new or but little known; and the senior medical officers should encourage those serving under them to cultivate a taste for scientific observation, which can hardly fail to be of use to the individual himself as well as to the Service and the cause of science.

Surgeon (not in Charge).

1324. Duties generally.—The Surgeons are to make themselves acquainted with the foregoing Instructions for the Medical Officer, and to comply therewith at all times in so far as they may relate to their duties, or when they are acting for the Medical Officer.

1325. Instruments and Journal.—They are to provide themselves with the instruments specified in form M. 200, and when not in medical charge they are to keep a Surgeon's journal (form M. 182) and to forward it to the Medical Director-General on 31st December in each year.

1326. Medical Certificate.—Every Surgeon is to send to the Medical Director-General at the end of every year's service, and on quitting a ship, a certificate of conduct signed by the Medical Officer, together with form M. 200, certifying that he has furnished himself with the instruments required, and that they are in complete order.

1327. When Medical Officer absent.—In the absence of the Medical Officer, or in ships where no Fleet or Staff Surgeon is borne, the senior Surgeon on board is to observe and follow the foregoing Instructions; and in the event of the invaliding or death of the Medical Officer, he will be held responsible for the medical returns and accounts of the ship until another joins.

SECTION IV. GENERAL.

1328. Operations at Naval Hospitals.—Whenever operations are to be performed at any naval hospital timely notice will be given, in order that as many as possible of the Medical Officers in port may attend; and, on receiving notice that operations are to be performed elsewhere, medical officers in charge

will attend and encourage those under them also to attend, that no opportunity may be lost of enlarging their surgical experience.

1329. Dispensing Medicines.—All medicines are to be uniformly received issued, and accounted for by avoirdupois weight of 16 drachms to the ounce, and 16 ounces to the pound, but they will be dispensed by the weights and measures of the British Pharmacopœia.

1330. Poisons, Precautions as to.—All medicines or medicinal compound, kept in chests or in dispensaries are to be dealt with as follows :—

- (a) *If poisonous*, to be put into dark blue bottles or jars, with yellow labels, with the word POISON legibly printed over the name of the medicine ;
 - (b) *If harmless*, into white or pale green glass bottles, or white ware jars with green labels.
2. When supplied to patients, whether for internal or external uses, they are—
- (a) *If poisonous*, to be put in ribbed or fluted bottles of a dark blue colour only, with the yellow POISON label ;
 - (b) *If harmless*, in bottles of pale green or white glass only, with green labels.
3. No other bottles or labels are on any account to be used.
4. All medicines labelled POISON are to be kept under lock and key, and apart from the others in the dispensary.
5. The Medical Officer is to be responsible for the correct issue and use of all drugs, in order to avoid accidents caused by the administration of medicines, poisonous or otherwise, in improper doses.

1331. Distillation.—The purest water available is to be used for distillation.

CHAPTER XXXVII.

INSTRUCTIONS TO THE ACCOUNTANT OFFICER.

1332. General Duties.—The Accountant Officer, under the directions of the Captain, is to perform all the duties required of him with reference to keeping the ship's books correctly and rendering accounts as laid down in these Regulations, particularly in Chapters XXXVIII. to XLVIII.

2. Disbursements.—He is responsible for all the accountant and victualling duties of the ship, and, under the authority of the Captain, is to make all disbursements for the naval service ; but the Captain will have under his control all the cash, victualling and clothing transactions, and the Accountant Officer is therefore never to make purchases or payments of any kind, nor issue or dispose of articles in his charge without the Captain's authority.

3. Supplies.—The Accountant Officer is charged with the duty of obtaining all requisite supplies of provisions, victualling stores and clothing for the ship, but when an Accountant Officer for victualling duties is also borne, that officer is to be responsible for obtaining all the stores in his charge and for the prices paid in the case of purchases, the liability of the Accountant Officer for cash duties in the matter being limited to checking the calculations on the vouchers to the cash account and making the actual payment by the most economical method.

4. Officers authorised to pay and receive.—Only the Accountant Officer, his assistant, or other properly delegated officer, is authorised to make payments or to receive unpaid moneys or moneys for banking, discharges, safe custody, postal orders and other purposes ; monetary transactions with any other person will not be recognised and will be at the officer's or man's own risk. Form S. 6 is to be kept posted by the Accountant Officer in a conspicuous place in the ship's office.

1333. Preservation of Stores, &c.—He will be responsible for the care and preservation of the provisions and other public stores in his charge, as well as for their being kept complete, and issued, expended, and accounted for according to the established regulations.

1334. Maintenance of Supplies.—He will take steps to obtain such timely supplies as may keep the remains of every article in his charge adequate to the requirements of the ship, and thus avoid making purchases more frequently than may be necessary ; he is particularly to observe this caution with respect to clothing, which should never be purchased except when absolutely requisite.

1335. Report to Captain.—He will keep the Captain fully informed as to the provisions and other articles in his charge. Once a week, and whenever the ship is to proceed to sea, he will furnish the Captain with an account of the number of days' provisions and candles on board at full allowance and according to the average consumption, for the number victualled, and also of the balance of public money in his hands.

1336. Loss of Stores.—When stores are lost by the misconduct or neglect of any person, the Accountant Officer will be held responsible that the amount to be charged is recovered from the wages of the offender. See 1602, clause 2 (*Responsibility for Deductions*).

1337. Discharges by Purchase.—He will be responsible for any loss to the Crown due to insufficient payments for discharge by purchase or to erroneous repayments of purchase money. The amount to be paid for discharges is to be settled on board without reference to the Accountant-General except in cases of doubt or difficulty. See 602, 603, 1172 (*Discharge by Purchase of Seamen and Marines*).

2. On the purchase money being lodged with the Accountant Officer, he is to give a receipt to the person by whom it is paid and is to debit himself with the amount in his current cash account. If the money is lodged for the discharge of a non-commissioned officer or man of the Royal Marines, he is also to forward to the Colonel-Commandant of the division to which the marine belongs, through the Captain, a receipt in due form, stating the necessary particulars as to the object for which the money has been paid.

3. If the discharge is not approved, the purchase money may, with the approval of the Captain, be refunded to the person by whom it was paid. Great care is to be taken to avoid erroneous payments, especially in the cases of men not serving in the ships in which the money was lodged. Any case of doubt or difficulty is to be submitted to the Commander-in-Chief or referred to the Accountant-General as may be necessary. In the case of a marine, the Colonel-Commandant of the man's division is at once to be informed of the refund.

4. All applications for the repayment of a portion of the purchase money in respect of re-entry into the Navy or Marines must be made to the Accountant-General.

5. In the case of a seaman who is discharged to another ship or to a depôt after his discharge by purchase has been approved, or while his application is under consideration, form S. 222 is to be attached to his service certificate, and is to bear a statement, signed by the Accountant Officer, showing whether the purchase money has been lodged or not. When the money is lodged, the amount and the name of the person from whom it is received are to be noted on the form, the address being added in case of payment by any other person than the man himself. If the original is not available, a fresh form S. 222 is to be made out for this purpose.

On the man's final discharge from the Navy, form S. 222 is to be attached to the page of the ship's ledger showing the settlement of his wages.

1338. Office Staff.—He is to have the direction, under the control of the Captain, of the Assistant Paymasters, Clerks and Assistant Clerks on board; they are to be employed in assisting him in all his duties; he is to take care that they fulfil the duties assigned to them, and when necessary he is to require them to initial all accounts they prepare or examine.

2. **Instruction of Juniors.**—He is to instruct junior accountant officers in their professional duties and is personally to see that, apart from the actual duties which Clerks and Assistant Clerks are called upon to perform, they study and show a satisfactory knowledge of the duties of an Accountant Officer.

3. He is to report annually, on form S. 206, upon the conduct and qualifications of the Assistant Paymasters, Clerks, and Assistant Clerks, also on paying off, and if he should be superseded, or upon any of those officers being discharged.

4. **Captain's Clerk.**—The Captain will select an Assistant Paymaster, Clerk, Assistant Clerk, or Writer for his correspondence and other clerical duties; but when the time of this officer or Writer is not occupied therein, the Captain is to take care that he is employed in the ordinary duties of the office.

In ships where only one Assistant Paymaster is borne he is not to be employed as Captain's Clerk without specific authority and in cases where only two Accountant Officers are borne a Writer is to be selected.

1339. Reports on Juniors.—He is to furnish, through the Captain of the ship, to the Commander-in-Chief the following reports on form S. 433*a* on junior accountant officers under his charge who entered the Service in or after the year 1909, a duplicate being given to the officer for production when he is examined for Assistant Paymaster :—

(a) At the end of one year's service as Assistant Clerk, a report as to the officer's knowledge of the following subjects :—

1. Ledger work ;
2. Ship's Steward's books ;
3. Captain's Clerk's work ;
4. General work of a ship's office.

This report is to be in addition to the certificate required for advancement to Clerk (*see* 296).

(b) At the end of two years' service as Clerk and Assistant Clerk, a report as to the officer's knowledge of subjects (1) to (4), as above, and

5. Admiralty Instructions generally.

(c) At the end of three years' service as Clerk and Assistant Clerk, a report as to the officer's knowledge of subjects (1) to (5), as above, and in addition :—

6. Pay, cash, store and victualling accounts ;
7. Receipt and custody of cash, provisions, clothing, &c. ;
8. Naval Discipline Act, court-martial procedure, &c.

2. He is to assign marks for the annual reports up to a maximum of 100 for each report, and the mean of the marks obtained will be added to the marks gained in the examination for Assistant Paymaster.

1340. Writers, Ship's Steward, &c.—The Accountant Officer will have under his control, to assist him in the performance of his duties, the Writers, Boy Writers, Ship's Steward, Second Ship's Steward, Ship's Steward's Assistant, and Ship's Steward's Boy, and also, whenever his duties shall require it, the Cooper and Cooper's Crew. The Butcher and all cook ratings will also be under his direct supervision.

1341. Report on Stewards and Cooks.—The Accountant Officer is to report upon the qualifications of all Ship's Steward and Ship's Cook ratings half-yearly, on form S. 507, approved by the Captain. A report is also to be made on supersession or on paying off.

1342. Absence of Accountant Officer.—In the absence of the Accountant Officer from any temporary cause the senior commissioned officer of the Accountant Branch is to take charge of the duties for him. In cases where no commissioned accountant officer is present, the duties are to be discharged either by some other commissioned officer, or, at the Captain's discretion, by the Clerk, if one is borne.

2. Temporary Charge.—If any officer should be placed in temporary charge of an Accountant Officer's duties, owing to the death or removal of the former Accountant Officer, he is to render into office accounts for the period during which he may have been in charge, transferring the remains by survey to the officer appointed to succeed the deceased or removed officer, unless he should consent to take charge from the date of the late Accountant Officer's death or removal.

1343. Death.—If the Accountant Officer should die, his accounts are to be completed by his successor, and transmitted by the Captain, with a complete schedule. Public books and documents not required in office relating to the accounts are to be retained on board for the use of the officer who completed them. See 594 (*Survey on death of Accountant Officer*).

2. The Captain, in transmitting these accounts, is to furnish in his special letter of advice any explanations in his power relative to them, to facilitate their examination in office.

1344. Incapacity.—If the Accountant Officer should become incapable of performing his duties from illness or from any other cause, the Captain is to take the necessary steps, when practicable, for ensuring all the books and accounts being kept closely up, and the balance of cash is in such cases to be forthwith verified and compared with that appearing due by the cash book, as provided by Article 588.

1345. Change of Accountant Officers.—In order to enable the Accountant-General to pass the accounts of an Accountant Officer who has died, or has been superseded during a quarter, a separate abstract of the ledger showing debits and victualling is to be prepared for the period during which such officer had charge; the debit and victualling columns of the ledger are to be separately totalled for the period of each Accountant Officer's charge, and the abstract of the officer giving up charge is to be certified by the officer taking charge, who will be held responsible that the deductions certified are duly abated. This abstract is to be sent into office with the quarterly ledger.

CHAPTER XXXVIII.

FULL PAY, ALLOWANCES AND DEDUCTIONS.

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SECTION I. GENERAL.

Pay.

1346. Scale of Full Pay.—The full pay of officers, petty officers, seamen, marines and boys is set forth in the Appendices I. and XV., according to their several ranks and ratings.

2. **Stoppages.**—Stoppages of pay are not on any account to be made, whether as regards officers or men, except in the cases expressly authorised by statute or by the regulations of the Service.

3. **Time for Pay.**—In regard to all questions of the pay of officers and men of the Navy or Marines, the definitions of time given in the "Explanation of Terms" (page xi.), are to be followed.

1347. Commencement of Full Pay.—All officers appointed from half pay, or from the shore, and all warrant and subordinate officers not appointed from full pay, shall commence their full pay from the date of appointment, with the following exceptions:—

(a) Flag Officers and Commodores First Class, *see* 1375.

(b) If an officer or a petty officer shall be ordered by a competent authority to act in a superior rank in another ship, he shall commence the full pay of the higher rank from the date of discharge from his former ship, whether for passage or otherwise.

(c) If similarly appointed in his own ship, he shall commence such pay of the higher rank from the date of the acting appointment, which is to be noted on the ledger.

2. **Delay in joining.**—If there shall appear to have been any unnecessary delay in joining, or in embarking for the purpose of joining, the full pay of the officer shall only commence from such time as the Admiralty may direct.

Officers appointed to ships commissioned at home are to join at 9 a.m. on the day of commissioning.

3. **Delays in Hospital.**—Whenever an officer is delayed in taking up an appointment by being in hospital, the fact is to be reported by letter by the Captain of the ship on whose books the officer is borne, for reference to the Admiralty.

4. **Royal Marines.**—Officers of the Royal Marines shall commence full pay on the day following that up to which they may have last been paid at their respective headquarters.

1348. Acting Appointments.—Officers removed from one ship to another, or appointed to act in proper vacancies, by competent authority, shall continue on full pay of the rank to which they may be appointed so long as they continue to do the duties thereof.

1349. Pay to Acting Ranks.—An officer is not to receive the pay of a rank superior to that which he holds in the Navy, unless he has been given an acting order in such superior rank by a competent authority, in which case he will be entitled only to the lowest rate of the full pay of that superior rank. See 231 (*Vacancies in Certain Ranks*).

1350. Acting for Officers on Leave.—An officer appointed by order to act in place of another officer on leave, shall be paid according to the rank in which he acts; and the officer on leave, in such case, shall be checked to half pay until he rejoins his ship; but at home no officer is to be so checked unless his leave should exceed 42 days in the year, nor without special directions from the Admiralty.

1351. Increase by Service.—Officers whose full pay is regulated by length of service, are not to be paid the increased rates, consequent on having completed any stated periods of service, until their claims have been referred to the Accountant-General and they have been informed of the dates on which the increase rates are to commence. When the increase depends on their position upon the list, they will receive notice from the Accountant-General of the date from which it is to commence.

1352. When wounded : Commissioned Officers.—Commissioned officers entitled to half pay, who, while serving in any ship, tender, boat, or transport, or while employed on shore, are wounded in action with the enemy, pirates or smugglers, or in quelling disturbances afloat or ashore, or who may be wounded by mistake in an encounter with a friendly ship, shall, on ceasing to be entitled to full pay under Article 1396, be placed upon the half-pay list, but will be paid the difference between full and half pay under the following regulations, in addition to any gratuity that may be awarded under Article 1910.

- (a) If the wound received shall occasion the loss of an eye, or a limb, or the use of a limb, or if the injury sustained shall prove equivalent or nearly equivalent thereto, the person so wounded shall be entitled to the difference between full pay and half pay during the time he shall appear, by good proof, to have lain under cure, if no pension shall have been settled upon him, or until a pension shall have commenced;
- (b) Should the wound not amount to the loss of a limb, or an eye, or the use of a limb, or the injury sustained be not equivalent or nearly equivalent thereto, the continuance of this allowance in such case shall not extend beyond eighteen calendar months from the time the person was wounded, unless in very special circumstances the Admiralty shall see cause to order it for a longer time, nor for any period beyond which he may have been under cure, or after a pension shall have been settled upon him;
- (c) If not entitled to half pay, the officer shall be paid a sum equal to his full pay for the same periods, and under the same conditions.

2. Counting Time.—The time during which officers receive this allowance shall not be reckoned as service, but when entitled to half pay they will count the proportion of such time for retirement.

3. Commissioned Warrant Officers and Others.—All commissioned warrant officers, warrant and subordinate officers, petty officers, seamen, marines and boys who may be wounded in action with the enemy or wounded as specified in clause 1, shall receive the full amount of their full pay till their wounds shall be healed, or, if declared incurable, until they shall receive a pension or be admitted to the benefits of Greenwich Hospital.

1353. Accidental Injuries.—Whenever any person belonging to the Fleet may be sent to a naval hospital or sick quarters at home, for treatment of any serious bodily injury, sustained by him while serving, and arising from an immediate act of duty, or for treatment of insanity which is clearly the result of accident on duty, or of extraordinary exposure or exertion on service, and shall, under the regulations of Articles 1396, 1425 and 1426, cease to be entitled to full pay, the Admiralty are authorised to allow such person, if an officer and entitled to half pay, to be paid the difference between his half pay and full pay—or, if an officer or other person not entitled to half pay, then to be paid a sum equal to his full pay—for such further period as he may remain in hospital or sick quarters on the same conditions and subject to the same limitations with regard to time as are provided for in Article 1352.

1354. Hurt Certificate and Report.—To enable the Admiralty to judge of the propriety of awarding this boon, the Captain will transmit to the Accountant-General, in each particular case of a person being so sent to hospital, a hurt certificate as provided for by Article 1318, together with a report from the Medical Officer describing the nature and extent of the injuries and other particulars of the case, or certifying that the insanity resulted from the Service.

2. The certificate and report are to be forwarded at the time or immediately after the injured or insane person has been sent to hospital, copies of these documents being also sent to the hospital with the patient.

1355. When Ship wrecked, &c.—In the event of a ship being captured, wrecked, or otherwise lost or destroyed, the officers and ship's company shall, subject to provisions of the Naval Discipline Act in force at the time, be entitled to full pay until the time of their being discharged, or removed into other of His Majesty's ships, or of their dying, unless the sentence of the court-martial held on the loss of the ship shall otherwise direct.

1356. Officers Abroad for Study.—Officers allowed to reside abroad for the study of foreign languages under Article 340 will be entitled to full pay and time for the period of study, but will not receive any allowance for victuals nor any other allowances in addition to the full pay.

1357. Officers Discharged Abroad.—If an officer of any rank or grade is discharged abroad and sent home on account of—

- (a) Having been promoted ;
- (b) His ship having been put out of commission, or his particular employment having ceased ;
- (c) Reduction of complement ;
- (d) Having been superseded, or having completed his term of service ;
- (e) Having been retired compulsorily ;
- (f) Being sick ;

his full pay shall continue until his arrival in England ; unless there shall appear to have been any unnecessary delay in returning, in which case it shall cease at such time as the Admiralty may direct. See 1531 (*Documents on Arrival Home*).

2. **Officers on Supplementary List, &c.**—Lieutenants on the supplementary list of the Navy and officers promoted to Lieutenants under Article 299 are entitled to continuous full pay, except when placed on half pay either through misconduct or at their own request, or when full pay shall have ceased in consequence of sickness. They are, if coming under the conditions of clause 1, to be discharged on arrival in England to one of the General Depôts, unless appointed to another ship in commission and a report of the depôt selected

by the officer so discharged is at once to be sent to the Admiralty. See 229 (*Officers Waiting Disposal*).

1358. Discharge Abroad.—The full pay of every officer or other person discharged abroad for any of the following reasons, viz. :—

- (a) Discharged or superseded at his own request ;
 - (b) Retired from the Service at his own request ;
 - (c) Dismissed his ship or from the Service ;
 - (d) Discharged for misconduct ;
 - (e) Discharged as unfit or incompetent, being an Officers' Steward or Cook ;
- shall cease on the day of his discharge, and he shall not be entitled to full pay during the passage home, unless specially placed on ship's books under the provisions of clause 2.

2. Officers Dismissed Abroad.—An officer not entitled to half pay who is dismissed his ship abroad is not to be replaced on ship's books except by special Admiralty order which will fix the date from which full pay is allowed.

1359. Officers sent Home for Disposal.—Officers sent home from foreign stations by order of the Commander-in-Chief, for disposal by the Admiralty, are to be borne for victuals only, during the passage home, and the question of their full pay will be decided by the Admiralty on their arrival in England.

2. The full pay of any officer or other person ordered to do duty for the passage home shall, however, be continued until his arrival in England.

1360. In Prison or under Detention.—Every person committed to prison or to naval detention quarters or military detention barracks under the Naval Discipline Act is to cease full pay during the term of his imprisonment or detention respectively. His pay is to recommence on the day following his release. See 774, 775 (*Imprisonment and Detention*).

1361. Penalties of Desertion.—A person against whose name R. or R.Q. is placed in the books of the ship to which he belongs, as denoting his desertion, forfeits all pay and allowances due to him to the date of his desertion, and, for the purposes of pension and badges, all past service.

2. Removal of R.—The Admiralty reserve to themselves the power of ordering the R. to be removed, and of authorising payment to be made and restoration of time in such cases as they think fit, but in no case will the remission of these penalties be considered unless the man has completed seven years' service with continuous "V.G." character since desertion, nor if he has deserted more than once.

3. The removal or confirmation of the R.Q. is provided for in Article 806. See 744 and 1941 (*Effect of R. on Badges or Pension*).

1362. Recovered Deserters, &c.—Recovered deserters are to be borne on ship's books for victuals only, but all other offenders waiting trial are to be borne for wages.

2. Should any person charged with desertion be acquitted of that offence, his pay is to be adjusted according to the circumstances of the case, as follows :—

- (a) Should his absence be satisfactorily explained, or should he be convicted of leave-breaking only, the R. or R.Q. is to be removed and his pay adjusted from the date of his original discharge ;
- (b) Should his absence have been caused by conviction by the civil power, the R. or R.Q. is to be removed, but pay and time will be stopped, except in such special cases as the Admiralty or the Commander-in-Chief may direct. (See 812, clause 3.)
- (c) Should the punishment awarded entail the loss of any allowance, the allowance is to cease from the date of the offence.

3. Should an offender waiting trial be sent to a home hospital, and be ultimately invalidated or discharged out of the Service without trial or punishment, special application should be made to the Accountant-General as to the date on which his pay is to cease.

1363. Assignments of Pay, &c.—Any assignment, sale, or contract of, or relating to, any pay, wages, bounty money, grant or other allowance in the nature thereof, payable in respect of service in His Majesty's Naval or Marine Force to a person being, or having been, a subordinate officer, seaman or marine, is void.

1364. Unclaimed Pay, &c.—Every description of pay or allowance shall be deemed forfeited if it is not claimed within six years from the next 1st day of January following the time when it became payable, or if the claim made to it is not proved to the satisfaction of the Admiralty.

The Admiralty may, however, if they see good cause, in any case remit such forfeiture.

Allowances.

1365. Scale of Allowances.—The officers, petty officers, seamen, marines and boys belonging to His Majesty's ships shall be entitled according to their several ranks and ratings, to the following allowances, and to those specified in Appendices I. and XV.

2. **When Payable.**—The periods for which these allowances shall be paid are governed by the Regulations for full pay, unless specific directions to the contrary are given elsewhere in these Regulations.

3. **Stoppages.**—No stoppages of allowances are on any account to be made whether as regards officers or men, except in cases expressly authorised by statute or by the Regulations of the Service.

4. **How calculated.**—Allowances at annual rates are to be calculated as follows:—

(a) For a full quarter, one-fourth of the yearly rate;

(b) For a broken period, a proportion of the amount payable for a full quarter, based upon the number of days in the quarter in which the broken period occurs.

1366. Flag Allowances, &c.—No allowances paid to any Flag or other officer belonging to any detached fleet or squadron are to be altered on account of such fleet or squadron being employed within the limits of any particular station without the express sanction of the Admiralty.

1367. Interpreters.—Officers appointed as Interpreters or Acting Interpreters shall be paid on the ledger in accordance with the scale laid down in Article 341, clause 3, in addition to their full pay. The allowance as Interpreter shall be payable in addition to any other allowances an officer may be receiving.

2. **Instruction in French and German.**—Interpreters and Acting Interpreters, who are employed to instruct junior officers in French or German may be paid 5s. for each lesson given to classes of junior officers on board His Majesty's ships, provided the number of officers under instruction is not less than four; such lessons, of one hour each, are not to exceed four a week.

When circumstances do not admit of a class of four officers being formed the question of payment is to be specially submitted to the Admiralty as laid down in Article 342, clause 2.

The names of the officers instructed on each occasion are to appear on the vouchers for the payments.

Instruction in any other languages may be given, subject to the approval of the Admiralty.

A winner of the Ryder prize, if employed as an Instructor, when no Interpreter is available, may receive the pay of an Acting Interpreter.

3. Oriental Languages.—Officers of ships on the East Indies station and in the Red Sea, who qualify to act as Interpreters by the lower standard test in Oriental languages, will be granted the allowances laid down in the scale contained in Article 346, the moonshee allowance being payable on passing, and the Interpreter's allowance payable only when appointed as Interpreter by the Admiralty.

1368. Naval Bands.—The whole of the naval band service forms part of the organisation of the Royal Marines.

2. All usual instruments, with cases, band stands and other accessories, for a brass and reed ceremonial band, will be supplied free of charge to the officers in all ships and establishments allowed bands, together with music to the value of from 8*l.* to 15*l.*, according to the size of the band, and the Admiralty will bear the expense of repairs, &c., due to fair wear and tear.

1369. Stationery Allowances.—Stationery allowances, as specified in Appendix V., are granted to the officers therein described, to enable them to provide such stationery and forms as may be necessary for the conduct of their duties, in addition to the established books and forms supplied from the respective naval establishments. The sum allowed to the Accountant Officer is to cover the cost of binding ship's books. To prevent any misconception on the part of tradesmen, supplies of stationery which are covered by the above allowance should be ordered in such manner as to make it clear that the claim for payment in respect of the goods supplied is against the individual officer and not against the Crown. See 1656 (*Stationery*).

2. Should any officer in command of a station or squadron consider that any form should, for the good of the Service, be included in the established list, and supplied at the public expense, he will make a special representation to the Admiralty setting forth fully his reasons. Printed forms not established, but which are required to carry out the Service, are to be provided out of the allowance for stationery.

3. In the case of ships and establishments which are supplied with stationery in kind, local charges for purchase of stationery and for printing are not to be incurred without the previous sanction of the Admiralty, except in urgent circumstances which should be immediately reported.

If any charges are incurred contrary to the foregoing instruction, and the Admiralty are not satisfied that the circumstances justified the local expenditure, the difference between the actual cost and that which would have been incurred if the supply had been made in the regular manner will be charged against the responsible officer.

1370. Messes.—Allowances and advances to messes are provided for in Articles 841 and 843.

1371. Fired Cartridge Cases, &c.—Accounting officers in charge of naval ordnance stores are to return to store at convenient opportunities all fired machine gun and small arm cartridge cases, nickel and lead from bullets, fired vent-sealing tubes and other similar produce which is the property of the Admiralty.

2. Officers in charge of naval ordnance store depôts are to receive these fired cases, tubes, lead, &c., and bring them on charge and give a certificate to that effect, stating thereon the weights received and approximate numbers.

- (c) Cause, through his misconduct or negligence, permit or conduce to, the loss, deficiency, embezzlement, destruction or deterioration of any money, stores or provisions ;
- (d) Order or sanction any unnecessary or unauthorised expenditure of any articles whatsoever ;
- (e) Being in charge of money or stores, have a deficiency thereof, of which he can give no satisfactory explanation or excuse ; or
- (f) Wilfully destroy or injure the clothes or effects of persons in the Royal Navy or others, in which case the loss or injury shall, in the first instance, be made good at the public expense. Where the value of the private property destroyed or injured cannot readily be fixed by the Captain he should take competent advice on the subject.

2. **Charges against Officers.**—The particulars of all such charges against officers are to be specially reported to the Commander-in-Chief in each case for his approval or otherwise.

3. **Against P.O.s and Men.**—The particulars of all charges made against petty officers, seamen or boys, showing also the rate book or other authorised value of the article, its estimated value at the time, and the amount actually charged, are to be shown on the ledger.

When a man is summarily punished in connection with any of the losses or damages specified in clause 1, the sum charged against his pay is to be noted for information on the punishment warrant and in the daily record of offences.

4. **Losses by Neglect** are dealt with by Articles 1161 (Band Instruments, &c.); 1162 (*Marines' Arms, Accoutrements and Musical Instruments*) ; 1217 (*Troops*) ; 1727 and 1753 (*Seamen's Library and Books*) ; 1750 and 1752 (*Provisions and Victualling Stores*) ; 1754 (*Mess Utensils*) ; 1809 (*Naval and Ordnance Stores*).

1374. **Ship Subscriptions.**—Whenever the officers and men of a ship are permitted to enter into a subscription for charitable or other purposes, the following directions are to be observed :—

- (a) The total amount of the subscription, whether received in cash or charged against wages, is to be ascertained by the Captain and remitted by him to the Accountant-General on form S. 66, his signature thereon being taken as certifying to the correctness of the amount.
- (b) The sums thus remitted will be imprested against the Accountant Officer, and cleared by the debits in his cash account in the usual course.
- (c) Sums subscribed in cash and sums charged against wages, although for the same charitable object, are to be distinguished on form S. 66, and in the case of sums charged against wages a nominal list of the subscribers signed by each individual against the sum he contributes, attested by the Accountant Officer and approved by the Captain, is to accompany the remittance list ; but for subscriptions in cash a detailed list is not required.
- (d) The Captain is to take care that sums subscribed which are not received direct by the Accountant Officer are charged against each of the subscribers on the ledger and on all pay documents, in order that the necessary deductions may be made from their pay.

SECTION II. FLAG OFFICERS AND COMMODORES.

Pay.

1375. **Commencement after Half Pay.**—A Flag Officer or Commodore of the First Class appointed from half pay shall commence full pay from the date on which his flag or broad pendant is hoisted under Admiralty order.

1376. Flag Officers on Promotion.—Flag Officers promoted while their flags are flying shall be allowed the rate of full pay of the rank to which they are promoted, from the dates of their promotion.

1377. Commodore First Class.—A Commodore of the First Class appointed by a Commander-in-Chief abroad under the authority of Article 226, or a Commodore of the Second Class or a Captain on foreign service, who may be authorised by Article 204 to hoist a broad pendant as Commodore of the First Class, shall commence full pay as Commodore of the First Class from the date of hoisting his broad pendant as such.

1378. Cessation.—The full pay of a Flag Officer or Commodore at home shall cease on the day on which his flag or broad pendant is struck by order of the Admiralty or other competent authority. Flag Officers and Commodores who may temporarily strike their flags or broad pendants on account of absence on duty or on leave, except as provided for in Article 1350, and Commodores who temporarily strike their broad pendants in the presence of a senior Captain shall nevertheless during such period continue to receive their full pay.

An officer returning, otherwise than in his flag-ship, from the command of a station or squadron abroad shall receive full pay to the date of his arrival in England, but an officer returning in his flag-ship shall continue on full pay to the date of the striking of his flag or broad pendant.

Allowances.

1379. Table Money, Rates of.—Flag Officers and Commodores shall be entitled to table allowance in addition to their full pay, at the rates laid down in Appendix I. See 1366 (*Allowances not to be varied without Sanction*).

1380. When payable.—Officers appointed to stations shall be entitled to table allowance for the period during which their flags or broad pendants are actually flying within the limits of such stations, subject, however, to the provisions of Article 1382.

2. Flag Officers are to be paid table money at the lowest rate, viz., 30s. a day, whilst proceeding to, and returning from, their stations in their flag-ships, subject to the following conditions:—

- (a) When proceeding to their stations, the allowance of 30s. a day is to commence on the date of setting up the mess in the flag-ship.
- (b) In the event of a Flag Officer proceeding on leave of absence at home for more than 48 consecutive hours after having established his mess, only one-half the authorised rate, viz., 15s. a day, is to be paid during the whole of such absence.
- (c) The payment at 30s. a day is to cease on the day preceding entry within the limits of the station on passage out and to commence on the day succeeding the passing out of the limits on the passage home.

1381. Special Cases.—Officers appointed to detached fleets or squadrons shall receive their table allowance within such dates as the Admiralty may direct, subject, however, to the provisions of the following Article.

1382. Table Money, Temporary cessation.—Officers who, after having commenced to receive their table allowance, shall temporarily strike their flags or broad pendants on account of absence on duty or on leave, shall be entitled to table or subsistence allowance as follows:—

- (a) If absent on duty - - - - The full table allowance.

Admirals Superintendent of home dockyards when summoned thence on business connected with a committee, will be paid, in

addition to full table money, subsistence allowance under Article 1506, for a limited period not exceeding one month.

Otherwise officers paid table allowance under this rule will not be granted subsistence allowance except :—

- (i.) When travelling on duty at home if the rate of table money payable does not equal the rate of subsistence allowance that could be paid under the provisions of Article 1506, or when accompanied by their staffs, if the table money does not equal the total allowances for subsistence payable to the officers and the members of the staffs. In such cases the subsistence allowance rates may be paid, less the table money drawn for the period.
 - (ii.) When travelling on duty abroad, if the conditions at (i.) prevail. In such cases actual expenses may be paid under the provisions of Article 1511, less the table money drawn for the period.
- (b) Officers in command of the three home ports ; of squadrons employed either wholly or occasionally in home waters ; the Senior Officer, Coast of Ireland ; the Commodores of the naval barracks at the home ports ; and Admirals Superintendent of home dockyards :—
- (i.) If absent on leave for a period not exceeding 48 consecutive hours. } The full allowance.
 - (ii.) If absent on leave for a period exceeding 48 consecutive hours at one time. } One-half the allowance, but not to exceed 42 days in any one year.
 - (iii.) If absent on leave for any period exceeding 42 days in the year. } No table allowance for such period in excess.
- (c) The Officers in Command of the squadrons referred to in sub-clause (b). are only to be allowed one-half table money at such times as service in those squadrons does not count for foreign service leave under Article 1393.
- (d) Officers holding any appointment abroad :—
 If absent on leave - - - No table allowance is payable.

2. Attendance at Court.—Flag Officers at home when attending His Majesty's levees or courts, and the Senior Officer on the Coast of Ireland, when attending the Lord Lieutenant's levees or drawing-rooms, are to be considered as absent on duty, and allowed to receive their table money, so long as the absence does not exceed a week. No addition is to be made to the table money of the Second in Command of the port or of the Flag Officer in charge of the port duties during such absence.

1383. Temporarily in Chief Command Abroad.—Flag Officers or Commodores on foreign stations, temporarily succeeding to the chief command of a station or squadron, under Articles 204 and 205, shall be entitled to table allowance as Commanders-in-Chief, as authorised by the Admiralty, for the time during which their flags or broad pendants so hoisted are actually flying ; that is to say, between the dates when official intelligence shall be received by them of the death, relinquishment of command or absence of the Commander-in-Chief, and of the arrival of an officer on the station, duly authorised to assume the chief command.

1384. Temporarily in Chief Command at Home.—Flag Officers or Commodores temporarily succeeding to the chief command of a station at home or of

a squadron employed wholly or occasionally in home waters, under Article 203, shall be entitled to table allowance, as authorised by the Admiralty from the day following that on which the allowance or any part thereof may have ceased to be paid to the Commander-in-Chief or Flag Officer in command, and ending on the day previous to that on which such flag may be rehoisted; provided that the temporary allowance payable to the officer in temporary command shall in no case exceed the amount not drawn by the Commander-in-Chief or Flag Officer in command in consequence of his absence.

2. The senior Flag Officer shall in all cases be entitled to his table money for the day during any portion of which his flag may be flying.

1385. Table of Flag Officer, &c.—The table of the Flag Officer or Commodore of the First Class shall be considered as the regulated place for the daily entertainment of the Captain of the Fleet, Captain of the ship, Secretary and such officers composing the retinue of the Flag Officer or Commodore as he may think fit to receive, when he is actually resident on board. When the table of the Flag Officer or Commodore is not kept on board, those officers must make the necessary arrangements for messing, on their own account.

1386. Transfer of Command at Home.—During the day on which a Commander-in-Chief at home transfers the command to his successor, the flags of both officers will remain flying, and they shall receive their full table money and other allowances for such day. The same rule is to be observed in respect to Admirals Superintendent at home.

1387. Allowance to Commodore Second Class.—A Commodore of the Second Class shall, from the day of hoisting his broad pendant by order, to the day of striking it, be entitled to 10s. a day in addition to his table allowance and to his pay and command money as Captain; but if also appointed to the command of a station, or if in the actual command of a separate squadron, and not being in either case under the orders of any senior officer, he may, if so ordered by the Admiralty, while actually within the limits of his station or while holding such separate command, receive an allowance of 1*l.* a day instead of 10s.

1388. Temporarily 2nd Class Commodore.—A Captain, who, in consequence of the death or absence on leave of a Commander-in-Chief on home service, may hoist a broad pendant as Commodore of the Second Class under Article 203, shall be entitled to receive 1*l.* a day in addition to his pay and command money as Captain and to his table allowance as Commodore, for the period during which he actually holds the chief command.

2. **Table Money while on Leave at Home.**—When a Commodore of the Second Class strikes his broad pendant on proceeding on leave at home for any period exceeding one week, the Commander-in-Chief by whom the leave is granted is authorised to order the table money to which the Commodore would otherwise have been entitled, to be paid, during the continuance of such leave, to the Captain upon whom the duties of the officer on leave devolve.

1389. Commodore in Presence of Senior Captain.—A Commodore, who, in the presence of a senior Captain, may strike his broad pendant, shall nevertheless during the period it is so struck continue to receive all the allowances he would have been entitled to if his broad pendant had not been so temporarily struck.

1390. Commuted Allowances in lieu of Servants are to be paid to the Commanders-in-Chief at the home ports and to the Senior Officer at Queens-town, and their Secretaries, as laid down in Appendix I.

Deductions.

For regulations as to deductions, see Section I.—*Deductions*. Articles 1373 and 1374.

SECTION III. OFFICERS.

Pay.

1391. Subordinate Officers Transferred.—On the home station, subordinate officers ordered to proceed, otherwise than by a ship-of-war, from one ship to another at a different port, shall continue their full pay without interruption, provided they perform the journey according to the route laid down by the Captain and within the time to be specified by him. The time specified must, if practicable, be noted on the officer's transfer list, and should the period be exceeded through any fault on his part, his entry in the ship to which he is discharged shall be from the date of joining only, and an explanation of the circumstance is in such case to be given in the ledger.

1392. Appointments carrying Higher Pay.—Officers appointed by the Admiralty to a ship or service carrying a higher rate of pay, or promoted by the Admiralty while serving, and appointed in the higher rank, shall be entitled to the full pay of their position or rank only from the date of their appointment, except as specified in Articles 1376 and 1393. If not re-appointed on promotion, they shall continue on the full pay of their former rank until discharged.

1393. Promoted Officers and Petty Officers.—Officers and petty officers who may be advanced to any of the following ranks while serving shall be entitled to the pay attached to such rank from the dates of their promotion or advancement, viz. :—

- (a) Fleet and Staff Surgeons.
- (b) Fleet and Staff Paymasters.
- (c) Lieutenants promoted from commissioned warrant officers and warrant officers, Military Branch, under Article 299, clause 1.
- (d) Carpenter Lieutenants.
- (e) Sub-Lieutenants and Midshipmen.
- (f) Assistant Paymasters who entered the Service prior to the year 1909, and Clerks.
- (g) Commissioned warrant officers.
- (h) Warrant officers.

2. The date of seniority when expressed in an order or warrant is to be accepted as the date on which full pay in the higher rank is to commence.

1394. When Accountant Officer Absent.—Additional pay may be allowed by the Admiralty to an Assistant Paymaster or Clerk, although not holding an acting order as Paymaster, for doing duty in the continuous absence, otherwise than on leave, of the Accountant Officer for upwards of three months; but the additional pay is not to exceed the difference between the pay of the Assistant Paymaster or Clerk and the lowest rate of a Paymaster's full pay.

1395. Chaplain.—A Chaplain, who is also a Naval Instructor, while serving in the double capacity, is to receive half his pay as Naval Instructor in addition to his pay as Chaplain; but, if employed only as Chaplain or as Naval Instructor, is to receive, in addition to his full pay, an allowance according to the scale set out in Appendix I.

2. When serving as Chaplain of a dockyard, hospital, or a marine division, he is to be paid his full pay as Chaplain, and, if he holds a commission as Naval Instructor, the allowance according to the scale in Appendix I., also a civil allowance of 100*l.* per annum if occupying an official residence; if not, 150*l.* per annum, but so regulated that the total emoluments, inclusive of residence or house allowance, are not to exceed a maximum of 550*l.* per annum.

1396. Officers in Hospital at Home.—Any officer serving in a ship at home who may be sent to a hospital or sick quarters, shall continue to receive his full pay until he is able to rejoin, provided that no other officer is acting in his stead; but if there be an officer acting in his stead or an officer has joined to supersede him, or if the officer in hospital is a supernumerary, then it shall only continue until the expiration of 42 days from the date of his being sent sick, provided that he shall remain so long in hospital and his ship shall continue in commission. In the event of the supersession of an officer in hospital not occurring until after the lapse of 42 days, he shall remain on full pay until the date of supersession. On the completion of 42 days the Commanding Officer is to report the fact to the Admiralty, stating at the same time how much longer the officer is likely to be absent, and whether his services can be spared for so long without detriment to the Service. Marine officers are in such circumstances to be discharged from the ship's books at the expiration of 42 days, unless previously superseded. Any officer sent to a hospital or sick quarters while undergoing a course of instruction on full pay shall receive full pay for such period as he shall remain in hospital, but not beyond the date of the expiration of the course or for more than 42 days, whichever is the earlier.

2. **Full Pay Sick Leave.**—Any officer who, while serving or attending a course of instruction on full pay, becomes unfit for service at home or abroad from causes beyond his own control, may be awarded full pay sick leave at the discretion of the Admiralty, up to a limit of 91 days in ordinary cases. The period of full pay sick leave may be extended to a maximum of 12 months on the recommendation of the Medical Director-General, provided there is a reasonable probability of the officer's ultimate return to duty, in the following cases, viz. :—

- (a) Junior officers of the actual or relative rank of Sub-Lieutenant or under :
- (b) Other officers when the circumstances are such as to call for exceptional treatment, viz., when the illness is due to service in the Tropics or an unhealthy climate, or when the rate of half pay is very small, or when heavy expenses for medical treatment have necessarily been incurred by the officer.

3. The period of full pay sick leave granted to officers will include time which may be spent in hospital, but not full pay leave earned by foreign service, the latter being granted on completion of the period of full pay sick leave, except in the cases of officers invalidated from the Service, who will not be granted any period of foreign service leave.

4. **A Commissioned Warrant Officer or Warrant Officer** is to be retained on the books of his ship until superseded, or until the expiration of 42 days, if he is a supernumerary, provided the ship continues in commission. He is then to be discharged to his depôt or establishment as laid down in Article 229, to await disposal. He will be entitled to his usual rate of pay while so borne.

5. The foregoing provisions do not apply to officers wounded in action, who are to be dealt with under Article 1352.

See 1407, clause 4 (*Payment of Allowances while in-Hospital*).

1397. While Closing Accounts.—The following officers and men, at the discretion of the Commander-in-Chief, may be borne on ship's books, as specified,

for full pay while closing their accounts from the date of paying off or supersession at home, for the periods stated, in addition to any full pay leave to which they may be entitled under Article 1398.

2. These periods are in each case to be regarded as the maximum, and Commanders-in-Chief, in every instance, are to report to the Admiralty the number of days which they consider to be actually required.

3. On paying off at home, if in charge of stores, or required to assist the officers in such charge, or in charge of stores on passage home :—

Navigating or other commissioned officers in charge of Accountant Officers' stores. Accountant Officers — — Assistant Paymasters — — Clerks — — — — Ship's Stewards — — — — Writers — — — — Mess Stewards or other persons paid the allowance for care of officers' mess traps.	In ships whose complement is— Over 600 — 14 days* " 400 — 10 " Of or under 400 — 7 "	Where to be borne whilst closing accounts. —————
Engineer Officers in charge	All ships — — 7 " Or until the survey of the machinery and boilers by the officers of the dockyard has taken place.	General depôt.
Medical Officers in charge of stores. Carpenter Lieutenants, Chief Carpenters and Carpenters.	All ships — — 7 " " " — — 10 "	" " — — 7 " " " — — 14 "
Navigating or other commissioned officers in combined charge of Accountant Officers' and naval stores. Navigating or other commissioned officers in charge of naval stores. Boatswains — — — — Gunners or other warrant officers in charge of Gunners' stores.	" " — — 7 " " " — — 10 " " " — — 14 "	General depôt, except Gunners, who are to be borne in the gunnery school.
Torpedo warrant officers in charge of their own stores.	" " — — 10 "	General depôt, except at Portsmouth and Devonport, where they are to be borne in torpedo school.

4. On supersession at home, if in charge of stores, or required to assist the officers in such charge :—

Navigating or other commissioned officers in charge of Accountant Officers' stores. Accountant Officers — — Assistant Paymasters — —	In ships whose complement is— Over 600 — 10 days* " 400 — 7 " Of or under 400 — 5 "
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* Both on paying off and on supersession, the maximum period is to be allowed for general depôts, gunnery and torpedo schools, T.B.D. depôts, and training establishments, and for such other ships, establishments, and special services as the Admiralty may authorise.

Navigating or other commissioned officers or Gunners and Boatswains and Carpenters in charge of stores, but only in cases when they can be retained on board their own ships.	All ships — — 7 days	Where to be borne whilst closing accounts. ————— On the supernumerary list of their own ships if practicable; if not, in general depôt.
Medical Officers — — —	" " — — 5 "	
Navigating or other commissioned officers in combined charge of Accountant Officers' and naval stores.	" " — — 7 "	
Engineer Officers — — —	In ships with Engines under 4,000 H.P. — 7 " In ships with Engines of and above 4,000 H.P. 10 " (Where both N.D. and F.D. are given in Navy List, the F.D. is to be taken.)	

5. On supersession, in a naval establishment on shore.—

Barrack Masters — — —	In naval barracks and gunnery schools. } 14 days	On the supernumerary list of their own ships.
Gunners and Boatswains — — —	" " " " } 7 "	

6. On supersession in the Coast Guard, District Paymasters may be granted two days to close accounts, subject to the approval of the Admiral Commanding Coast Guard and Reserves. They are to be paid for such period on the pay list of their district.

7. **Re-commissioning.**—When ships at home, with reduced crews, are ordered to re-commission, officers will be appointed to relieve the storekeeping officers 14 days before the turnover is to take place. Stores should be immediately surveyed and turned over to the incoming officers.

8. In the case of a ship re-commissioning at a home port, the Yeoman of Stores of the old commission is to be retained for a period not exceeding 14 days, in order that his relief may become acquainted with the stores transferred. When a ship re-commissions abroad and the Yeoman is due for relief, he is to be retained as long as practicable within the limit of 14 days, but is to return with the paid-off crew. The allowance to the Yeoman of Stores of the old commission is to cease on the date of paying off.

9. **Detention of Navigating Officer.**—Should the Commander-in-Chief see occasion to detain the Navigating Officer of a ship paying off who is not in charge of stores, he may do so for a period not exceeding that which he would be allowed if in charge; but the Commander-in-Chief will report his reasons by special letter in every such exceptional case.

10. **Closing Accounts abroad.**—The Commander-in-Chief, or senior officer present, abroad, may detain any of the above-named officers, warrant or petty officers, for a period not exceeding that shown in clause 4, when it may be absolutely necessary to complete surveys or to close accounts on the spot; but whenever he does so he is to report his reasons for the information of the Admiralty.

11. The pay due in respect of closing accounts is to be reported to the Accountant-General for settlement in those cases in which the full pay for subsequent foreign service leave is dealt with at the Admiralty (Article 1398, clause 7).

Engineer officers in charge, when likely to be detained for the survey, and officers borne in ships where they will remain for disposal, as well as the Ship's Stewards, will be paid on the ledger of those ships.

12. Store allowances are not payable to officers borne to close accounts. (See Note to Appendix VII.)

1398. Full Pay Leave.—All commissioned officers below the rank of Flag Officer, and warrant officers, including those occupying official residences or in receipt of allowances for house rent, are, after service on foreign stations, to be allowed leave with the full pay of their respective ranks for the following periods, according to the length of their total continuous service abroad:—

(a) Seven days' full pay leave for each completed period of six months' service.

(b) Leave for periods of service of less than six months to be reckoned at one day for each complete month's service.

Special Cases.—This scale to extend to a period of five years' absence from England. Cases in which the absence from England is more than five years, will be separately dealt with by the Admiralty, when, in their opinion, circumstances warrant the extension of some special indulgence to an officer returning to England after such absence.

2. Subject to the convenience of the Service leave to officers serving in the following fleets, &c., will be governed by Articles **863** and **864**:—

Home Fleets	-	-	-	} With the exception of vessels stationed at Gibraltar or employed off the coasts of Africa and North and South America.
Training Squadron and sea-going training ships for				
Cadets.				
Stationary ships at home.				

Shore appointments at home.

3. **Commencement.**—Full pay leave is to commence from the date of the officers being paid off, or otherwise ceasing full pay. Officers retired, superseded for their own convenience, dismissed by sentence of court-martial, removed from their ships for any misconduct, or returning to England to fill an appointment at home, are not entitled to this indulgence.

4. Officers returning to England on promotion will be allowed full pay leave in the same proportion, but they will only be allowed the pay of their former rank, unless they have held acting appointments in the higher ranks confirmed by the Admiralty, or unless they have been promoted under Article **299**, or are commissioned warrant officers. See **1393** (*Promoted Officers*).

5. **Reckoning Service for Leave.**—The foreign service of an officer shall be taken to commence on the date of his leaving England, whether in the ship to which he has been appointed or for passage to the same, and to end on that of his arrival at the first English port. Should an officer return to England and proceed again to a foreign station, neither the previous foreign service for which leave may have been granted, nor the time in England, is to be reckoned as foreign service for full pay leave.

6. Should an officer have been checked on leave to England during his service, the period will be deducted from the amount of full pay leave to which he would be otherwise subsequently entitled.

7. Officers liable to discharge to half pay on the completion of full pay leave are to be entered on the books of a general dépôt for time only on receipt of particulars from the Accountant-General. Their full pay will be dealt with on a section of the ledgers, kept at the Admiralty, and payment made by the Accountant-General on the expiration of the leave. See **1608** (*Advance while on Full Pay Leave*).

8. Officers entitled to continuous full pay and commissioned warrant officers and warrant officers are to be borne in the various ships and establishments as provided for in Article **229**, and in these cases application on form S. 48 is to be made to the Captain of the ship or establishment where the officers are to be borne.

9. **Allowances.**—Officers while on full pay leave after foreign service are only to be allowed the full pay of their rank, and not any extra or special allowances whatever, except in the case of Carpenter Lieutenants, Chief Carpenters and Carpenters, who are to continue drawing their allowance for tool money.

10. **How Full Pay Leave counts.**—Full pay leave will be allowed to reckon as time served, in the rank for which officers are paid, for increase of full and half pay, for promotion, and for retirement, and the date for compulsory retirement on account of non-service will in all cases reckon from the cessation of such full pay leave.

11. **Time closing Accounts.**—The time allowed to officers to close their accounts, or for any other special and temporary service after being paid off, is not to be considered as a portion of the full pay leave; but when leave for over four days is granted to any officers by the Admiralty or by the Commander-in-Chief or Senior Officer, between the arrival of their ships in England and paying off, the amount of such leave is to be deducted from any full pay leave to which the officers may be entitled, and the deduction is to be shown on the full pay leave form S. 48.

1399. **Date of cessation of Full Pay.**—The full pay of commissioned officers in ships at home, except as provided for in the following clauses, is to cease on the day of their being superseded, invalidated, or discharged to half pay or from the Service.

The full pay of Lieutenants on the supplementary list and officers promoted to Lieutenant under Article 299 in ships at home is only to cease in the following cases:—

- (a) Invalided or otherwise discharged from the Service.
- (b) Placed on half pay on account of misconduct or at their own request.
- (c) When full pay shall have ceased in consequence of sickness under Article 1396, clause 2.

In other cases they are entitled to continuous full pay.

3. The full pay of commissioned warrant officers, warrant officers and subordinate officers shall cease on their being no longer borne on a ship's books, or on being discharged from the Service.

1400. **Failure in Examination.**—No pay is to be forfeited for the loss of time or seniority to which an officer may be subjected by his failure to pass in navigation, gunnery, &c., for the rank of Lieutenant.

Allowances.

1401. **Period for which payable.**—All allowances to officers, with the exception of command money, charge pay to Assistant Paymasters, and tool money to Carpenter Lieutenants, Chief Carpenters and Carpenters (for which see Appendix I.), are payable only between the dates of commencement and ending of performance of the duties for which they are paid, save as provided in Article 1406.

1402. **Command Money.**—The officers in command of His Majesty's ships shall be entitled to an allowance, under the designation of command money, at the rates laid down in Appendix I.

2. Command money is to be paid concurrently with full pay and under the same Regulations to all Captains, Commanders, and other officers appointed to the command of His Majesty's ships, as well as to Captains and Commanders when employed on special service but not in actual command. The allowance to Flag Captains is to cover the expenses incurred by them when the flag is temporarily struck.

Command money is not to be paid to officers employed on committees or to those appointed for courses of instruction when in receipt of the difference between half and full pay.

3. Command money is to be paid to an officer proceeding in a transport, &c., with a relief crew to re-commission a ship paid off on a foreign station, at the rate prescribed for the ship which he has been selected to command; and when an officer is appointed by competent authority to act in command of a vessel in the temporary absence of the Captain through illness or other cause, he is to be paid the rate of command money authorised for the ship which he is appointed to command, or such other of the authorised rates of command money not exceeding the rate allowed for the particular ship, as may be determined by the Admiralty.

In such cases the authorised rate of command money may be continued to the absent officer except under the following conditions:—

- (a) When his full pay shall have ceased on account of his being discharged to a hospital or sick quarters at home.
- (b) When he is in receipt of the difference between full and half pay, while under cure for wounds received in action, or injury from other cause, under Articles 1352 and 1353.
- (c) When he is absent from any other cause than sickness, wounds or injury, unless he is engaged on some special service such as would entitle him to command money.

1403. Temporary Flag Captain.—When the flag or broad pendant of a Flag Officer or Commodore is hoisted temporarily in a ship other than his proper flag-ship, the Captain of such ship shall continue to receive command money at the rate allowed before the flag or broad pendant was hoisted.

1404. Special grant of Command Money.—The Admiralty reserve to themselves the power of awarding the highest rate of command money to Captains commanding ships other than those specified in Appendix I., according as there may be circumstances rendering it advisable to do so.

1405. Flag Allowances will be granted under the following regulations to the various ranks enumerated below when serving in ships carrying the flags or broad pendants of Flag Officers or Commodores.

Classes of Officers.	In Ships bearing the Flag of a Commander-in-Chief.	In Ships bearing other Flags or Broad Pendants.
Commander for executive duties — — — —	A day.	A day.
Commander (N) — — — —	5s. 0d.	2s. 6d.
Lieutenant (N) — — — —	5s. 0d.	2s. 6d.
Engineer Commander or Engineer Lieutenant (Senior List):—		
If an Engineer Captain is attached for service of the fleet, and is not accommodated on board the flagship — — — —	2s. 6d.	2s. 6d.
If the Engineer Captain is absent from the fleet 30 days, or if none is borne — — — —	5s. 0d.	2s. 6d.
If the Engineer Captain is accommodated on board — — — —	No allowance	No allowance
Senior officer of Royal Marine detachment — —	5s. 0d.	2s. 6d.
Fleet or Staff Surgeon — — — —	5s. 0d.	2s. 6d.
Paymaster-in-Chief, Fleet Paymaster, Staff Paymaster, or Paymaster — — — —	5s. 0d.	2s. 6d.

2. These allowances shall only be payable during such periods as the flag or broad pendant of the Admiral or Commodore shall be flying within the limits of his station, except in cases where the Admiralty may otherwise direct, and they shall not be granted to officers serving in :—

(a) Flag-ships at home ports.

(b) Stationary ships bearing a flag or broad pendant on a foreign station.

3. **Commencement and cessation.**—An officer appointed to a flag-ship or to a Commodore's ship, to supersede or to act in the place of another officer on board such ship, to whom this allowance has been granted, shall not be entitled to receive the same until the day on which he shall take charge of the duties of his office. In like manner, an officer who may be superseded or invalidated, shall cease to draw this allowance on the day on which he shall give up the charge of the duties.

4. **Flag temporarily struck.**—In the event of the Flag Officer or Commodore at any time temporarily striking his flag or broad pendant, this allowance shall continue to be paid during such temporary absence; and in the event of the Flag Officer or Commodore temporarily hoisting his flag or broad pendant in another ship, the officers in the latter shall not be permitted to receive it.

5. **Doubtful Cases.**—In the event of any question arising as to the nature of the transfer of the flag or broad pendant, no payment of flag allowance is to be made in any vessel not commissioned as a flag-ship, without the sanction of the Admiralty being first obtained.

6. **Special Cases.**—In the event of any squadron of great extent and importance being placed under the command of a Flag Officer not holding the commission of a Commander-in-Chief, the officers in the ship of the Flag Officer in command, if so ordered by the Admiralty, shall be paid at the higher rate. See 1366 (*Flag Allowances not to be varied without Sanction*).

1406. **First Lieutenant's Allowance.**—The Lieutenant appointed for First Lieutenant's duties, although he may not be the senior in the ship, is entitled to receive the senior Lieutenant's allowance whilst performing these duties.

2. The Lieutenant appointed for First Lieutenant's duties, whether he is the senior Lieutenant of the ship or not, if also appointed for gunnery or torpedo, or navigating duties, will be entitled to the allowance for any one of such duties, but not for more than one, in addition to the senior Lieutenant's allowance.

In ships in which no Commander is borne, the Navigating Officer will not be appointed for First Lieutenant's duties, except in special circumstances.

3. **While on Passage.**—The First Lieutenant's allowance may be paid while the officer is on passage in all cases in which he is performing the duties for which the allowance is granted; but in no case is payment to be made without the previous sanction of the Admiralty.

4. It may also be paid whilst he is sick in hospital or is on leave sanctioned by the Admiralty, provided that he eventually returns to his ship for duty, and that no other officer is appointed for the duties in the meantime.

5. **On promotion of Commanding Officer.**—No alteration in the rate of the First Lieutenant's allowance is to be made on account of the promotion of the commanding officer, though he should be retained in the ship.

6. **During Leave.**—Should an officer on leave from a ship at home, who has been receiving this allowance, be appointed to another vessel for the performance of the same duties as he has hitherto been discharging, the allowance is to be continued throughout his leave, unless it shall be necessary for him to embark for passage to his new appointment, in which case the allowance shall only be payable to the date of embarkation. Should, however, the new appointment not be for the performance of First Lieutenant's duties, the payment thereof shall cease on the date of proceeding on leave.

1407. Navigating, Gunnery, or Torpedo Officers.—Commanders, Lieutenants, Sub-Lieutenants, commissioned warrant and warrant officers, appointed for navigating duties, and Lieutenants appointed for gunnery or torpedo duties, are to receive additional pay according to the rates in the table of pay, Appendix I., as an allowance while actually performing the duties, *i.e.*, payment should commence on joining to take up the duties, and, in the case of an officer who is actually serving on board when superseded, should cease on the day preceding that on which his successor takes up the duties. When an officer is absent from his ship otherwise than on duty at the time of supersession, and is not entitled to the continuance of the allowance under clause 6, the date of ceasing to perform duty is to be the date of cessation of the allowance.

2. When, owing to exceptional circumstances, the navigation of a ship devolves upon an officer not appointed for navigating duties, he may, provided no other officer is entitled to navigating allowance for the ship under clause 4, receive that allowance, under the sanction of the Admiralty in the case of ships at home, or of the Commander-in-Chief in the case of officers abroad.

3. **While on Passage.**—Gunnery and torpedo allowances may be paid to duly qualified Lieutenants, commissioned warrant officers and warrant officers while on passage, in all cases in which the officers are performing the duties for which the allowances are granted; but in no case is any payment to be made without the previous sanction of the Admiralty. This also applies to Chief and Signal Boatswains performing signal duties whilst on passage.

4. **Whilst in Hospital, &c.**—The special allowances to Navigating Officers, Gunnery or Torpedo Lieutenants, and all other gunnery and torpedo officers, Chief and Signal Boatswains, are to be continued while these officers are sick in hospital, or are on leave sanctioned by the Admiralty, provided they eventually return to their ships for duty, and no other officer is appointed for the duties in the meantime.

5. Officers promoted to Lieutenant under Article 299, clause 1, are to receive gunnery, torpedo, or signal allowances at the rate payable before promotion and under the same conditions.

6. Should an officer on leave from a ship at home, who has been receiving any of these allowances, be appointed to another vessel for the performance of the same duties, the allowance is to be continued throughout his leave, unless it shall be necessary for him to embark for passage to his new appointment, in which case the allowance is only payable to the date of embarkation. Should, however, his new appointment not be for the performance of duties in respect of which any of the above-mentioned allowances have hitherto been paid to him, the payment thereof shall cease on the date of proceeding on leave.

7. **Gunnery Allowance to Boatswains.**—In cases where a temporary vacancy for a Gunner or Gunner (T) occurs on board a ship, the Captain, at his discretion, may appoint a Boatswain, qualified under Article 337, to perform the gunnery or torpedo duties of the appointment. While so employed a Boatswain is to receive an allowance of 1s. a day, in addition to any other allowance of which he may be in receipt, provided he holds a first-class certificate in the combined gunnery and torpedo courses, or 8d. a day if he holds a second-class certificate.

8. **Navigating Warrant Officers.**—Warrant officers appointed for navigating duties are to receive additional pay according to the rates in the table of pay, Appendix I., as an allowance while actually performing the duties.

9. **While Absent on Special Duty.**—Officers holding the positions of senior Lieutenant for executive duties or gunnery or torpedo officer, &c., may continue in receipt of the allowance attached to the performance of those duties when absent from their ships on special and important duty, and the officers temporarily performing the special duties of the absent officers may, on obtaining

the sanction of the Admiralty, be paid a special allowance at such rates as may be determined, but not in excess of the ordinary rates of extra pay authorised by the Regulations, nor the amount of the allowance attaching to the special duty performed.

10. Non-qualified Lieutenant doing Gunnery Duties.—In the case of a ship allowed a Gunnery Lieutenant in the complement, when no Lieutenant holding a gunnery certificate is available the Admiralty may appoint a Lieutenant who has not qualified in gunnery to perform the duties, and he will receive an allowance of 1s. a day while so employed.

11. Allowances not paid concurrently.—No officer in command is to be paid navigating allowance in addition to command money.

12. Lieutenants, commissioned warrant officers, and warrant officers are not to receive command money concurrently with gunnery or torpedo allowance without prior Admiralty sanction in each case.

1408. For Charge of Engines.—In ships in commission Engineer Officers are entitled to charge pay and senior allowance according to the scale laid down in Appendix I. The allowances will commence from the date of a ship being taken over from a contractor as complete and efficient, but they are not to be paid while the machinery is in charge of dockyard officers or contractors, for construction, repairs, reconstruction, &c.

2. Chief and other Engine-Room Artificers in possession of the necessary certificates of competency (Article 831, clause 13), qualified for charge of engines, will receive these allowances, subject to the same conditions as Engineer Officers, when performing the duties.

3. An Engineer Officer attached to a sea-going base for torpedo boat destroyers for service with the destroyers, additional to the Engineer Officer in charge of the machinery of the ship, will receive an allowance according to the importance of the work, but not exceeding 5s. a day.

4. These allowances shall only be payable to officers and men when actually so employed, and shall cease on their being sent to hospital, invalided or superseded, and they shall not be payable to Engineer Officers or men of floating factories or steamboats.

1409. Senior Marine Officers of Home Ports.—An allowance of 2s. 6d. a day will be paid to the senior Royal Marine officer at each of the three general depôts.

2. Accountant Officers.—Allowances will be payable to Accountant Officers in addition to full pay, as set forth in Appendix I.

1410. Officiating Judge-Advocate.—The allowance to an officiating judge-advocate of a court-martial is as follows:—

	£	s.	d.
If the court shall sit one day only	4	0	0
If more than one day, then for each day	3	0	0

He is not, however, to be paid more than the sum of 10l. 10s. for any one day during which he officiates, whatever number of courts-martial he may attend on that day.

2. Provost-Marshal.—The allowance to a Provost-Marshal is:—

	£	s.	d.
For each day the court shall sit	0	10	0
For each day, exclusive of those days on which the court has sat, during which he may have an offender in his charge, for each offender	0	4	0

He is not, however, to be paid for any one day more than the sum of 11., whatever number of offenders may be in his charge beyond five, nor is he to be paid for the custody of any one or more of the offenders after the court is dissolved.

3. These allowances are to be paid by the Accountant Officer of the Flag or Senior Officer's ship at the port where the court-martial is assembled.

1411. Troop Allowance to Paymasters.—The Accountant Officer will be paid, at the discretion of the Admiralty, a troop allowance at a daily rate, when the number of troops or naval supernumeraries on board is not less than 100.

This is not applicable in the case of ships carrying relief crews.

1412. Allowances for Religious Ministrations to seamen and marines will be made on the following scale to ministers of religion, other than those of the Church of England, who are not paid a fixed salary by the Admiralty, viz. :—

For 1 to 100 men, at the rate of 10s. each per annum.

After the first 100, and up to 300, at the rate of 3s. each per annum.

After the first 300, at the rate of 2s. each per annum.

2. In cases of occasional ministrations, *e.g.*, at ports which are not regularly visited by a ship or a squadron, the allowances are to be calculated according to the numbers actually attending the services; but at marine headquarters, and at ports where ships are more or less permanently stationed, and the duties performed include visitation of the crews and the sick in hospital in addition to the conduct of Divine Service, payment is to be based on the average number, taken quarterly, of officers and men of the particular denomination, present at the port or headquarters on each Sunday morning, during the period the ministrations are given. The numbers will be communicated by the Senior Officer to the minister on his requisition.

3. When it is necessary for the minister to hold a special separate service exclusively for the benefit of seamen and marines, an allowance of 10s. for each such service may be paid in addition to the capitation allowance.

4. No allowance will be paid for any ministrations in respect of which application for payment is not made within a year of the service being rendered.

5. These Regulations as to allowances are applicable to clergymen of the Church of England officiating at ports where no naval chaplains are appointed.

6. At Scottish ports where two or more Presbyterian ministers propose to give religious ministrations to seamen or marines, preference is to be given to the clergyman connected with the Established Church of Scotland.

7. The allowances are to be paid by the Accountant Officers, with the approval of the Captain or of the Senior Officer or of the Colonel Commandant, as the case may be. The amounts paid as capitation allowance are to accord strictly with the rates specified in clause 1, whether in respect of casual ministrations for short periods, or on account of continuous attendance for a whole year. In cases of doubt, reference is to be made to the Commander-in-Chief, and, if necessary, to the Admiralty.

1413. Instruction in Navigation and Pilotage.—Navigating Officers who are called upon to instruct officers selected to qualify in navigating and pilotage duties are to be paid at the rate of 5*l.* per annum for each officer instructed; the amount is to be paid in the manner directed for tuition allowance in Article 1423.

2. **Naval Instructor's Duties.**—A Navigating or other officer who is directed to perform the duties of Naval Instructor in a ship in which an officer of that

rank is allowed but not borne, is to be paid, in addition to the tuition allowance under Article 1423, an allowance of 2s. 6d. a day.

1414. Tuition Allowance to Naval Instructor.—The Naval Instructor will be paid a tuition allowance at the rate of 5*l.* a year for each Acting Sub-Lieutenant, Midshipman, and Naval Cadet who receives instruction.

1415. Training ships and the Colleges are under special regulations in regard to tuition allowances. (See 1423.)

1416. Surveying Pay and Allowances.—Officers appointed to surveying vessels are to receive the surveying pay and allowances laid down in Appendix I. When appointed to a surveying ship commissioning at home for service abroad their surveying pay is to commence from the date of joining the ship. In other cases, when officers are appointed from half pay, they are not to begin to draw their surveying pay until they have reached their respective stations.

2. When transferred from one survey to another for the benefit of the Service, and not at their own request, they are to continue their surveying pay without a break.

If going abroad with a higher rate of pay, such higher rate is to commence only on their reaching the new survey, except as provided for in clause 1 in the case of ships commissioning at home for service abroad.

If transferred from a survey abroad to one at home, they are, provided they proceed direct, to retain the higher rate up to the date of joining the survey at home.

Service in the Hydrographic Department of the Admiralty counts as though it were service in a home survey for the above purposes.

3. Officers returning home from a foreign survey are to retain their surveying pay and allowances until their ship is paid off, or, if returning as passengers up to the date of their quitting their surveying ships.

4. Lodging and Subsistence.—The allowances for lodging and subsistence will be paid to surveying officers as laid down in Chapter XL., but Commanders will receive 4s. 6d. a day lodging allowance. With the sanction of the Admiralty, officers employed on coasts where, from local circumstances, the cost of subsistence or lodging is unusually high, may be granted an additional allowance not exceeding 2s. 6d. per diem.

5. During the summer, generally for about seven months of the year, when officers are actually embarked, and at sea with hired crews, the lodging allowance will cease, except when the hired vessels are so small that officers cannot live on board, in which case they will retain their lodging allowance.

6. Issue of Clothing, &c.—Issues in kind, to compensate for wear and tear of clothing and blankets, will be made to the crews of surveying vessels in cases in which it shall be certified that from the nature of the coast an extraordinary expenditure has been incurred. The vouchers for such gratuitous issues are to be accompanied by nominal lists of the persons to whom made, with their ratings, showing also the last dates of similar issues to each person.

7. For Hydrographic Work.—Officers engaged under the Hydrographer's directions in compiling sailing directions, or in preparing tables of position, or in other *bonâ fide* hydrographic work, will receive 10s. a day of six hours when so employed.

8. Officers or draughtsmen not attached to the Hydrographic Office, engaged on extra drawing work or work that cannot be performed in the office for want of sufficient staff or space, are to be paid 10s. for a day of six hours when so employed.

9. No payment is to be made under this Article to officers unless attached to surveying vessels, or borne for surveying work, without first obtaining the sanction of the Admiralty.

1417. Store Allowances.—Lieutenants promoted under Article 299 and every commissioned and other warrant officer of the Gunner, Boatswain, or Carpenter branches in charge of stores, is to receive store allowance according to the rates laid down in Appendix VII., and in the case of Carpenter Lieutenants, Chief Carpenters or Carpenters this will be in addition to their tool allowance.

The allowance shall be payable from the date of an officer joining to take up the duties, the allowance to his predecessor in charge of the stores ceasing on the preceding day.

2. When a commissioned officer has charge of one description of warrant officer's stores, only half the rate specified in Appendix VII. will be allowed.

3. Reduced Store Allowance.—When any stores, for the charge and accounting for which store allowance is usually paid, are placed in charge of any commissioned or warrant officer, under exceptional circumstances, and the accounts rendered do not show expenditure in detail, a portion, in no case exceeding one-half of the appropriate allowance, shown in Appendix VII., will be paid at the discretion of the Admiralty, according to the merits of each case.

4. Conditions.—All allowances for charge of stores are granted conditionally upon the duties being correctly and properly performed, and satisfactory accounts being duly rendered and passed at the Admiralty.

Although, for the sake of convenience, the allowances are paid periodically, prior to the examination of the accounts, the officers who receive the payments may be required to refund them if, on examination of the accounts, the duties should appear to the Admiralty not to have been correctly and properly performed.

5. Losses or Damages.—The pay, full, half, or retired, or pension of the officers, will also be held liable for the value of any stores lost or damaged, which the store allowance may not be sufficient to cover. See 1805 (*Store Allowance in Tenders*).

1418. Tool Money.—Carpenter Lieutenants, Chief Carpenters, and Carpenters being required to provide themselves with tools in order to perform the duties of their rank, are entitled to tool money at the rate of 3*d.* a day in addition to their full pay, except when borne for disposal in general depôts, or while borne in excess of complement on promotion in ships abroad, and during the consequent passage home.

2. Should a complete set of tools not have been provided, this allowance shall not be paid.

1419. Assistant Constructors afloat.—Assistant Constructors of the Royal Corps of Naval Constructors, when appointed with the rank of Engineer Lieutenant for temporary service afloat, shall be paid a gratuity of 50*l.* for uniform and outfit.

1420. Commissioned Warrant and Warrant Officers on Promotion.—Every officer promoted to Lieutenant, Engineer Lieutenant, or Carpenter Lieutenant under Article 299, otherwise than for acts of gallantry and daring, shall be entitled to 50*l.* as a gratuity to provide himself with a proper outfit. The above officers, when similarly promoted for acts of gallantry and daring, shall be entitled to a gratuity of 100*l.* Petty officers promoted to be warrant officers

shall receive 25*l.* for the same purpose. Applications for the above gratuities are to be made direct to the Accountant-General.

2. **Acting Warrant Officers.**—Petty officers serving in ships on foreign stations, ordered to act temporarily as warrant officers, in order to fill vacancies, are to be allowed a gratuity of 20*l.*; this amount is to be paid to them by the Accountant Officer of the ship to which they belong, under the authority of the Captain, with the Commander-in-Chief's sanction. Should they revert to a chief petty officer rating, and be subsequently appointed in the acting rank of warrant officer, they will not be entitled to the payment of a second gratuity.

3. **When confirmed.**—Should officers so appointed acting, be confirmed, an additional sum of 5*l.* will be paid to them on application to the Admiralty, to make up the total gratuity of 25*l.*

4. Petty officers thus temporarily promoted may, at their option, until confirmed or superseded, continue to wear their petty officers' uniform, and mess with the chief petty officers; but if they so elect, they will receive no gratuity unless confirmed; they are, however, to be allowed to use the warrant officers' cabin to which they may become entitled.

1421. **Mail Officers.**—Warrant officers appointed to perform the duties of mail officer at places abroad may be granted an allowance of 6*d.* a day, at the discretion of the Admiralty.

1422. **Midshipmen and Assistant Clerks.**—The parents or guardians of Midshipmen and Assistant Clerks are called upon to pay half-yearly in advance to the Accountant-General the following sums to be held to their credit:—

50*l.* per annum for each Midshipman.

20*l.* per annum for each Assistant Clerk.

To commence—for Midshipmen—from the date when the sums due for tuition in the training establishments cease to be payable; for Assistant Clerks—from the date of their entry into the Service.

Captains are not to allow bills to be drawn by these officers.

2. The Accountant Officer of the ship in which any of the subordinate officers are serving is to make payments at those rates in proportionate monthly sums upon form S. 15. This form is to be forwarded with the cash account as a supplementary voucher to the monthly advance and settlement vouchers which should show the witnessed payments to the other officers and crew; but one monthly total only of the pay shown on the two vouchers is to be entered on the ledger abstract.

3. Should any Midshipman desire to draw less than 50*l.* per annum, he is at liberty to do so, with the approval of his Captain, on showing that all his debts are paid. The sum thus saved would be carried by the Accountant-General to the credit of the succeeding or some following half-yearly claim on his parents or guardians.

4. **Cessation of Allowance.**—The payments, in every case, are to cease for Midshipmen on attaining the rank of Sub-Lieutenant, and for Assistant Clerks when rated Clerk.

5. **Additional Allowance.**—The maximum sums hereby authorised are not to be exceeded, as it is undesirable that young officers should have the command of larger sums of money; but if the parents or guardians of any one of them desire that he should have greater means to enable him to visit places of interest abroad, they may remit an additional sum, not exceeding 10*l.* per annum, to the Accountant-General to be placed by him under the control of the Captain, to be expended for the purpose stated, and at such time as the Captain may approve.

6. **Cessation.**—In the absence of any request to the contrary from parent or guardian, these private allowances will not be paid in respect of any period during which the officer may not be on full pay; and the payments are in all cases to be so regulated on board ship, unless special directions are given in any particular instance by the Admiralty.

7. When a subordinate officer, for whom the allowance is paid, is moved from one ship to another, sent to sick quarters, or employed on detached duty, the date to which the private allowance was last paid is to be noted on his transfer list or pay ticket, as a guide to the Accountant Officers of other ships, or of the hospital or sick quarters, in making further payments as they become due, in the manner above provided for.

Deductions.

1423. **From Midshipmen for Tuition.**—A deduction at the rate of 5*l.* a year, in accordance with the scale in Appendix III., is to be made from the pay of each Midshipman who receives tuition from the Naval Instructor, and the amount thereof is to be paid to that officer quarterly on the ledger by the Accountant Officer, under the direction of the Captain.

2. In ships where no Naval Instructor is borne, and where any other officer is detailed to carry out Naval Instructor's duties, the above deductions are to be made from the officers instructed, and the amount is to be paid, in the manner before described, to the officer doing the duty.

3. The Accountant Officer will be responsible that these deductions are duly charged on the ledger against the respective officers under tuition.

4. **When no deduction.**—No deduction is to be made when either the Naval Instructor or the officer under instruction is:—

(a) Sick in hospital or victualled in sick mess;

(b) Absent on leave or on duty for more than four days.

5. These regulations as to tuition allowances do not apply to the Cadet training establishments.

6. For other deductions from officers, see Section I.—*Deductions.*

SECTION IV. PETTY OFFICERS, SEAMEN, AND MARINES.

Pay.

1424. **Commencement.**—Petty officers and others of the ship's company shall commence full pay, according to their ratings, from the date of their entry or re-entry into the Service. Men re-entered shall count their former service towards increase of pay, provided the period of absence shall not have exceeded five years. Absence for a longer period than five years entails forfeiture of previous service for all purposes unless otherwise ordered by the Admiralty in a particular case.

2. **Old system ratings,** Seaman and Signal classes, who are allowed to re-enter after discharge are to receive old system rates of pay until they qualify for new system ratings.

3. **Flag Officer's retinue.**—The Coxswain and Stewards and Cooks of a Flag Officer or Commodore First Class shall be entered on the books of the ship in which the officer shall have hoisted his flag or broad pendant, or in which they may be specially ordered to be borne.

4. **Royal Marines.**—Men of the Royal Marines shall commence full pay on the day following that up to which they may have last been paid at their respective headquarters.

5. **Joining Ships Abroad.**—Petty officers and others of the ship's company from the shore, and Royal Marines, ordered under Article 1519 to join ships absent from the United Kingdom, shall commence their full pay in those ships from the date of embarkation.

1425. **Men checked sick.**—Men and boys entered for continuous service who may be checked sick from ships at home shall be allowed their full pay for 91 days from the date of their being first so checked, provided that they are not invalidated or discharged dead within such period; subject, except as specified in clause 6, after the expiration of the first 30 days to stoppages at the rate of—

10*d.* a day, should the pay of their rating be not less than 1*s.* 7*d.* a day;

8*d.* a day, should the pay of their rating be less than 1*s.* 7*d.* a day;

4*d.* a day for Boys;

to be charged in one sum on the ledger. See 1353 (*Men and Boys receiving Serious Bodily Injury*).

2. Men and boys not entered for continuous service who are checked sick from ships at home shall continue to receive their full pay for 30 days from the date of their first being so checked, provided they be not invalidated or discharged dead within that period and that their ships remain so long in commission. Should the ship be paid off while the men are in hospital, their pay, unless they are Officers' Stewards or Cooks, is to cease on the date of paying off, and they are to be discharged to the general depôt to be borne for purposes of discipline under Article 601; but if they are Officers' Stewards or Cooks they are to be allowed full pay in hospital, not exceeding 30 days, and for this purpose are to be transferred on the paying off of their ships to the books of a general depôt for wages, necessary notations being made on the transfer lists, to enable the Accountant Officer of the general depôt to make requisite abatements for allotments, &c., and to mark the men D.S.O. at the proper time.

3. **Marines.**—All marines, other than commissioned officers, checked sick from ships at home are to be borne for pay on ship's books for a period of 91 days from the date on which they were first so checked, and then, unless previously invalidated or discharged dead, they are to be discharged from ship's books to headquarters. They are, however, to be subjected, after the expiration of 30 days, to an abatement for hospital stoppages at the rate of 7*d.* a day, which is to be charged by the Accountant Officer on the ship's ledger.

4. **Relapses, when to be considered continuous.**—In the case of venereal disease, all persons, who are again checked sick within 14 days of the expiration of the previous period of sickness, are to be considered as under continuous treatment, counting, however, only the days actually so checked. All other cases are to be dealt with on their merits, but, as a general rule, they are to be considered as continuous if checked sick with the same complaint within seven days.

5. **Medical Officer's decision.**—The Medical Officer's decision should be obtained, on form S. 60, in all cases of men returning within 14 days for further treatment, as to whether the treatment should be regarded as continuous or not, and his decision should be recorded in the "Remarks" column of the ledger. The form is to accompany the other enclosures of the ledger when sent into office.

6. **Private treatment.**—A man or boy under private treatment (see 880, clause 4) will be exempt from hospital stoppages. Should he, however, be sent for further treatment to a naval hospital, or be placed in the care of a naval Surgeon, or Surgeon and Agent, he will become chargeable with stoppages as soon as 30 days' treatment, reckoning the time under private treatment, shall have expired, or forthwith if that period has already expired.

7. **In Civil Hospitals.**—Men sent for treatment to a civil hospital by the naval authorities are to be regarded for purposes of pay and hospital stoppages as if under treatment in a naval hospital or sick quarters.

8. When a man or boy is checked sick on shore, it should be stated in the ledger on which he appears for pay whether he was under treatment by a naval Surgeon or a Surgeon and Agent, by a private practitioner, or in a civil hospital; if in a civil hospital, it should also be stated whether he was placed there by order of the naval authorities or not.

9. **Prisoners, &c., in Hospital.**—Should a prisoner or person under detention be under treatment in a hospital when his sentence expires, the time during which he has been under treatment is to count towards the 30 days after which hospital stoppages become chargeable under this Article, and towards the 91 and 30 days after which continuous service and non-continuous service men respectively cease to be borne for pay. See 601 (*Discharge to Sick Quarters*); 599 and 600 (*Men left in Hospital on Sailing*).

1426. **Sick Men sent home from abroad.**—Continuous service men and boys sent home sick from abroad, who, on arrival home, require further hospital treatment, shall be allowed pay for 91 days from that date, if not invalidated or discharged from the Service before the expiration of that period. They shall be subject to hospital stoppages at the rates laid down in Article 1425, after the expiration of 30 days in hospital at home. See 1353 (*Persons injured on Duty*); 1428, clause 5 (*When invalidated from Home Hospital*).

2. **Officers' Stewards and Cooks** sent home sick from abroad are to be borne on ship's books and paid for a period not exceeding 30 days while in hospital, unless found unfit for further service before the expiration of that period. Their pay while under treatment shall not be subject to hospital stoppages.

3. **Other Non-C.S. Men and Boys.**—If other non-continuous service men and boys are sent home sick from abroad, their pay will cease on their arrival in England, except as specially provided for in Article 1353. See 1600 (*Pay Tickets*).

1427. **In Hospitals Abroad.**—Petty officers, seamen, marines and boys who shall be sent to hospital or sick quarters abroad, are to remain checked until they return to their ship or are otherwise finally disposed of from the hospital or sick quarters, but they are not to be subject to any deduction from their pay on account of hospital stoppages. Should any such men or boys be left in hospital or sick quarters, they are to be transferred to the books of the flag-ship, and checked as above, when the ship to which they belong receives her final orders to quit the station; and, if they join any other ship from hospital, the Captain of that ship is to send a notification thereof at once, to the flag-ship, in order that they may be discharged from her books.

2. **Natives in Hospitals Abroad.**—Natives of places abroad, who may be sent from ships to hospital or sick quarters, are to be dealt with as follows:

- (a) If sent to hospitals in the country from which they entered, they are to be dealt with under the provisions laid down in Article 1425 for non-continuous service men in hospitals at home; should, however, their ship be about to sail within the periods therein mentioned, and their services be no longer required, they are to be discharged to the shore on the date of sailing;
- (b) If sent to hospitals other than those in the country from which they are entered, they are entitled to receive full pay to the date of return to their port of entry.

1428. **Men discharged.**—Petty officers, seamen, marines, and other persons belonging to a ship's company, who may be discharged to the Coast Guard,

to headquarters, or from the Service, shall cease to be entitled to sea pay on the date of their discharge from ship's books.

2. If, however, they should be discharged abroad, and sent home for the following reasons :—

- (a) Their ships having been put out of commission ;
- (b) Reduction of complement ; or
- (c) To be pensioned ;

they shall continue on full pay, according to their respective ratings and former conditions of service, until they shall be disposed of in England.

3. Men sent home on account of expiration of periods of service cease to be borne for pay on the date of their arrival in England, unless they return home at their own request in other than His Majesty's ships, in which case they cease to be borne for pay on the date of their discharge from the ship's books. See 358 (*Officers' Stewards and Cooks from Abroad*).

4. **Time-expired Men.**—Men who may become entitled to claim their discharge by the expiration of their engagement while serving abroad, but who remain in the ships to which they belong, for the remainder of the commission, shall be allowed to retain their full pay according to their respective ratings and former conditions of service until the expiration of the period of foreign service leave earned under Article 872. They are to be discharged to their general dépôt for leave purposes as soon as practicable after their arrival in England. See 369 and 371 (*Time-expired Men retained on Station*).

5. **Invalided or "D.D." at Home.**—Persons belonging to the ship's company and borne on ship's books, who may be invalided or discharged "dead" from a home hospital, from sick quarters at home, or from a ship on the home station, will not be entitled to sea pay beyond the date of their being so invalided or discharged "dead," and marines so invalided are to be discharged from ship's books to headquarters on the date of invaliding. See 1426, 1427 (*Invalids from Abroad*).

6. Persons as specified above, remaining in home hospitals, or sick quarters at home, under medical treatment for injuries received in the execution of duty, will be dealt with under Article 1353.

7. **Sick Marines.**—Marines sent home sick from abroad will be discharged to headquarters on their arrival in England, whether sent to hospital or not.

1429. **Pensioners called out.**—Seamen pensioners called out shall be allowed their pensions in addition to their pay, and shall receive the continuous service pay of the ratings in which they are borne.

2. Marine pensioners when called out will receive the pay of their respective ranks, in addition to their pensions.

3. Pensioners voluntarily entered in duly authorised posts will only receive the non-continuous service pay of the ratings which they are entered to fill ; unless in any particular instance the Admiralty may otherwise direct. See 745 and 746 (*Badges of Pensioners*) ; 1449 (*Gunnery Pay*).

1430. **Reserve Men up for Drill.**—Men belonging to the Seamen Pensioner Reserve, when up for drill, will be allowed to receive their naval pensions, and the non-continuous service pay of the rating last held by them in the Navy.

1431. **Acting Ratings.**—A man holding an acting rating (whether substantive or non-substantive) is to receive the lowest scale of pay of that rating.

1432. **Duty in Higher Rating of another Branch.**—If the necessity should arise for employing any person on the duty of a rating more highly paid than

his own but of another branch, *e.g.*, a Seaman doing Artisan's duty [see 367 (*Avoidance of Employment out of Proper Rating*)], he may, at the discretion of the Captain, receive the difference between the rate of pay of his own substantive rating and the lowest rate of pay of the more highly paid rating (except in the cases stated in clause 5), provided that :—

- (a) Such higher rating is allowed in the complement ;
- (b) His general conduct and performance of the duties are satisfactory.

See 1475 (*Rates of Pay for Work in Double Bottoms*).

2. Of Higher Rating in same Class.—Any person who may be employed on the duties of a higher rating, whether substantive or non-substantive, in his own particular class, is to receive the difference of pay on very exceptional occasions only, and provided that in each case :—

- (a) The conditions laid down in sub-clauses (a) and (b) of clause 1 of this Article are fulfilled.
- (b) In the opinion of the Captain, real and definite responsibilities are involved.
- (c) The performance of the duty in the higher rating exceeds seven consecutive days.
- (d) The written authority of the Commander-in-Chief is obtained. (This authority is to be forwarded into office with the ledger on which the payment commences.)

3. Continuous service men and marines are to receive the C.S. rate and non-continuous service men the non-C.S. rate of pay of the higher rating.

4. Men doing the duty of Naval Schoolmaster and Sick Berth Attendant are to be dealt with as laid down in Articles 1451, and 1458 respectively, and men qualified in Armourer's work as in Article 403.

5. E.R.As and Writers.—Difference of pay between the different classes of Engine-Room Artificers and Writers is not to be granted without the express sanction of the Admiralty, except in the following cases :—

- (a) An Engine-Room Artificer may receive difference of pay as Chief Engine-Room Artificer when from any cause he is in actual charge of the machinery of the ship, or is doing the actual duty of an engineer officer allowed to the ship but not borne.
- (b) A First Writer doing duty in a vacancy for Chief Writer or a Writer of a lower grade doing duty in a vacancy for either a Chief or First Writer, may be allowed to receive the lowest rate of pay of the higher rating.

In each of these cases payment can only be made under the conditions of clause 2.

1433. Natives filling Naval Ratings.—On foreign stations where natives are entered for service on the station only, and where the rates of pay authorised by the Regulations for corresponding naval ratings are in excess of the labour rates obtaining locally, the Commander-in-Chief, at his discretion, may authorise payment at such lower rate as he shall deem fair and equitable in the circumstances.

2. In such cases the word " Native " is to be added after the rating on the ship's ledger and in all documents, thus :—

Stoker—
(Native),

and the authority of the Commander-in-Chief for the special rate paid is to accompany the ship's ledger on which the first payment appears.

1434. Re-engagement Pay (R.P.).—Continuous service men of the Seaman, Signal and Telegraphist branches who entered the Navy before 1st October

1907, and after completing their first term re-engage to complete time for pension, are to be allowed additional pay of *2d.* a day.

2. Such men discharged from the Service before the end of their first term and afterwards re-entered, are to be granted this allowance on the completion of 12 years' total service, provided they then re-engage to complete time for pension or have already done so.

3. The allowance is to commence from the date on which the re-engagement to complete time for pension is executed, or, should the execution of the re-engagement be unavoidably postponed, from the date on which the man volunteers to re-engage; always provided that no man shall be entitled to the allowance until he has completed under continuous service engagements 12 years' actual service in man's rating and in receipt of wages.

4. Marines transferred to ratings of the above-mentioned branches before 1st October 1907 are to be granted this allowance of *2d.* a day on completion of 12 years' combined service in the Royal Navy and Royal Marines, exclusive of service in the Royal Marines with character below "Fair," provided that they then re-engage to complete time for pension or have already done so.

5. This *2d.* a day, re-engaged pay, is to be distinguished on the ship's ledger by the letters R.P.

6. These regulations do not apply to men serving in the Coast Guard.

1435. Extension Pay (E.P.).—The following classes of continuous service petty officers and men who re-engage after completing time for pension will receive an addition of *6d.* a day to their pay, from the date of actually volunteering to re-engage, viz. :—

All Petty Officers of the Seaman class.

Leading Seamen, Leading Signalmen, and Leading Telegraphists of over three years' service as such and passed for Petty Officer.

Artisans.

Electricians.

Chief and other Engine-Room Artificers.

Mechanicians.

Chief and other Stokers.

Naval Schoolmasters (at the discretion of the Admiralty).

N.B.—The actual ratings entitled to receive this additional pay are specially distinguished in Appendix XV. (Part I, col. 2).

Men not entitled.—Seamen class ratings not included in the above who are permitted to re-engage after completing time for pension will receive extension pay subject to the following conditions :—

A.B.s and Leading Seamen } not passed for Petty Officer, }	} on passing for Petty Officer provided that they have then completed three years' service as Leading Seaman.
Leading Seamen passed for Petty Officer but with less than three years' service as such, }	
	{ on completing three years' ser- vice as Leading Seaman.

If, however, they should afterwards be reduced to Able Seaman, the pay is not to be continued to them whilst serving in the lower rating. Leading Seamen over three years passed for Petty Officer who may have re-engaged after completing time for pension are not to be deprived of extension pay if subsequently disrated to Able Seaman. These conditions apply also to the corresponding ratings in the Signal and Telegraphist branches.

2. This *6d.* a day extension pay is to be distinguished on the ship's ledger by the letters E.P.

3. Extension pay is not to be granted to Instructors of the Royal Naval Volunteer Reserve, or men holding such other permanent appointments ashore as the Admiralty may direct.

Allowances.

1436. Clothing Gratuities (G.C.).—Clothing gratuities of the amounts stated in clause 2 are to be credited as follows:—

(a) On first entry into the Royal Navy to men who engage for continuous service and are not supplied gratuitously with kit in kind under Article 1738.

Men transferred from the Royal Marines and continuous service men who re-enter the Royal Navy after discharge as boys or with less than four years' service from the age of 18, are to be treated as first entries so far as concerns clothing gratuity or the gratuitous issue of kit.

(b) On first entry, to those Officers' Stewards or Cooks, who are required to provide themselves with a full regulation service kit, except on stations where orders to the contrary have been given.

(c) To Engine-Room Artificers 5th Class, on being rated Acting Engine-Room Artificer 4th Class.

(d) To men who, having actually served 12 years under continuous service engagements in men's ratings, and in receipt of wages, re-engage for a further term of not less than five years.

(e) To men discharged after four, but with less than 12 years of such service, if allowed to re-enter for continuous service or as Officer's Steward or Cook.

(f) To continuous service men allowed to serve after completing time for pension, provided that they execute re-engagements for a further term of five years and that they have not already received the gratuity under (d).

2. The amount of the gratuity allowed under clause 1 is *2l.* 10s., except in the case of the following ratings, who are to be credited with *3l.* 10s., viz., Naval Schoolmasters, Chief Engine-Room Artificers, Engine-Room Artificers, Chief Electricians, Electricians, Chief Carpenters' Mates, Carpenters' Mates, Leading Shipwrights (O.S.) and Shipwrights.

Men advanced to Shipwright from Leading Carpenter's Crew or Carpenter's Crew are to be credited with the difference of *1l.*

3. On change of Rating.—Continuous service men permitted to change their rating are to be credited with the clothing gratuity, if any, allowed to first entries in the rating to which they are transferred, provided that they are required to change their uniform from Class II. to Class III., from Class III. to Class II., or from Class II. to Class I.

4. Officers' Stewards or Cooks allowed to transfer to, or re-enter in, a continuous service rating dressed under Class II. of the Uniform Regulations are to be credited with the clothing gratuity, if any, allowed to first entries in the new rating.

5. **Special Service Men** allowed to change their rating, or to re-enter, are to be credited with the clothing gratuity, if any, allowed to continuous service men in similar circumstances.

6. Cases of re-entry or change of rating that are considered to require exceptional treatment with regard to the credit of a clothing gratuity are to be referred to the Accountant-General.

7. The gratuity on entry, re-entry or transfer (except re-entry after discharge on expiration of engagement) is not in any case to be credited until the man has received clothing.

8. **Outfit of C.P.O.s (O.G.).**—A gratuity of 5*l.* is to be credited on the ledger to every petty officer dressed as a Seaman, who is advanced in his own class to the position of chief petty officer, to assist him to procure the necessary outfit. It is to be credited when he is rated "Acting Chief Petty Officer" and noted on the ledger O.G. (Outfit Gratuity).

9. **Police.**—A gratuity of 5*l.* is to be credited on the ledger to every petty officer dressed as a Seaman, and to every non-commissioned officer of Royal Marines, on advancement to the rating of Ship's Corporal. In the case of the marine the 5*l.* is to take the place of the clothing gratuity of 2*l.* 10*s.* allowed to men on first engaging for continuous service by clause 1 of this Article, and no further gratuity will be credited in respect of his first naval engagement.

1437. Bedding Gratuity (G.B.).—A bedding gratuity of 1*l.* is to be credited in the cases specified below:—

- (a) To men who, having actually served twelve years under continuous service engagements in men's ratings, and in receipt of wages, re-engage for a further term of not less than five years.
- (b) To men discharged after four but with less than twelve years of such service, or after not less than four years' special service, if allowed to re-enter.
- (c) To continuous service men allowed to serve after completing time for pension, provided that they execute re-engagements for a further term of five years.
- (d) To non-continuous service men, who, having completed five years' actual service in receipt of wages from the date of the gratuitous issue of bedding in kind or the last credit of the gratuity, volunteer for a fresh period of service and execute a re-engagement under Article 365.

2. **Marines, &c.**—This gratuity shall not be allowed to marines or other persons who are granted the loan of bedding, nor to persons who are not required to maintain a complete set of bedding. See 1739 (*Marked Bedding*).

1438. Recovery of Gratuities, &c.—If a man or boy, other than a marine, or a boy dealt with under the Training Service Regulations, is discharged within two years of entry, he will be liable to be charged with the value of the kit and bedding supplied to him gratuitously on entry, or, if credited with a clothing gratuity, with the amount of the gratuity and the value of the bedding. This charge is to be made in every such case if the discharge is for misconduct or fraudulent entry. In cases where discharge is not for these causes, the charge is to be made only when ordered by the Admiralty or a Commander-in-Chief at home or abroad, as the case may be, at the time of approving the discharge.

2. **Sale of Effects.**—Every man and boy against whom this charge is made is, if already in debt, or if the charge brings him into debt, to have his naval effects sold, or as much of them as is needful for the purpose, to meet the debt, and the sum realised is to be credited to him on the ledger. If expedient, the sale should take place before his discharge to the shore. In every such case of compulsory sale of effects the man or boy is to be allowed to retain at least one old suit. See 759 (*Men dismissed*).

1439. Ward-Room Officers' Stewards' Dress Gratuity.—At such naval establishments at home as are approved by the Admiralty an allowance at the

rate of 2*l.* a year for each Officers' Steward rating employed as a personal servant to an officer, or as a ward-room mess waiter, is to be paid to the ward-room mess committee by the Accountant Officer to enable the man to provide himself with the necessary mess clothing.

2. Payment is to be made for one year in advance from the date on which the man commences attendance on a officer or at the mess, and subsequently quarterly in arrear at the rate of 10*s.* a quarter. These quarterly payments are to be made at the end of each quarter, a proportionate amount being paid for the adjustment of a broken period.

The advance of 2*l.* may be paid notwithstanding that payment has already been made in advance on account of a servant replaced, provided that it is not made in respect of a servant on whose account a similar advance has been made within the year at the same or some other establishment. In the latter case payment at the rate of 10*s.* a quarter may be made quarterly in arrear on the expiration of the period covered by the original advance.

3. This allowance is not to be considered as a part of the mess fund, but is to be paid over by the mess committee to the Officers' Stewards as compensation for providing themselves with the mess clothing.

4. It is not to be credited on the ledger, but paid on a voucher to the cash account on form S. 24, which is to show :—

- (a) The names of the ratings employed, with the amounts and periods for which each of them is paid, and the dates to which they were last paid on previous vouchers.
- (b) A certificate signed by a member of the mess committee that the Officers' Stewards, &c., paid have all been employed as mess waiters or as personal servants during the period to which the payment relates.

1440. Warrant Officers' Mess Waiters' Dress Gratuity.—At certain naval establishments at home, to be determined by the Admiralty, an allowance at the rate of 10*s.* a year may be paid on account of the Officers' Stewards employed as waiters in the warrant officers' messes in order that they may be provided with extra mess clothing.

2. The allowances payable at each establishment are to be on the scale of one for every six warrant officers borne, with one additional when the total number of warrant officers borne is at least three in excess of six or a multiple of six.

3. Payment is to be made (at the rate of 2*s.* 6*d.* a quarter for each waiter allowed by his scale) to the warrant officers' mess committee by the Accountant Officer on vouchers to the cash account, the voucher in every case showing the names of the waiters employed and the dates to which previous payments have been made, a certificate being added as to the number of warrant officers borne during the quarter. The allowance is not to be considered as part of the mess fund and is to be expended solely in the provision of the necessary clothing.

4. The first quarterly allowance may be paid in advance, but subsequent payments are to be made quarterly in arrear at the end of each quarter, a proportionate amount being paid in adjustment of a broken period.

1441. Working Suit Allowance (W.S.A.).—All persons holding any of the ratings marked "W.S.A." in column 3 of Appendix XV., Part I., who are liable to be employed in coaling their ships, whether as part complement or supernumeraries, are entitled to an allowance at the rate of 10*s.* per annum to provide themselves with the necessary working suits, shoes, and soap.

2. **In General Depôts.**—This allowance is also payable to men (except marines) borne on the books of the general depôts at the home ports and Malta

who are actually employed with working parties, &c., in such cases as the Admiralty may direct.

3. Ratings not eligible.—Payment is not to be made to :—

- (a) Men employed in stationary ships other than general depôts.
- (b) Men who may not have provided themselves with proper working suits.
- (c) Ratings included in the retinues of Flag Officers or Commodores First Class, and marines doing duty as ward-room officers' servants ; but if at any time required to assist in coaling they are to be paid extra pay (Article 1469).

4. The allowance is to be credited on the ledger quarterly in advance, 2s. 6*d.* on the first day of each quarter. Men who enter a ship in which the allowance is payable and have not previously received the allowance for the quarter in which they enter, and men who receive ratings entitling them to the allowance after the beginning of the quarter, are to be credited with the allowance in full if they enter or are so rated on or before the 15th of the second month of the quarter. No credit for the quarter is to be made to men entering or being rated after that date.

5. Men in Hospital.—As the allowance is authorised to be credited in advance, men temporarily absent in hospital or otherwise on the first day of a quarter are entitled to the quarterly credit, provided they are borne for pay ; and the credit is not to be recovered from men discharged to the shore.

6. On the discharge of men who have received the allowance the letters W.S.A., and the date to which credit has been made, are to be noted on their transfer lists or pay tickets.

1442. Engine-Room Clothing Allowance (E.D.C.A.).—Engine-Room Artificers, Mechanics, Electricians, Chief Stokers, and other stoker ratings, whether borne as part complement or as supernumeraries, are entitled to an allowance at the rate of 12s. per annum to provide themselves with the necessary working suits ; the allowance is to be known as engine-room department clothing allowance (E.D.C.A.).

2. The allowance is to be credited on the ledger quarterly in advance, 3s. on the first day of each quarter, and the instructions contained in Article 1441, clauses 4, 5, and 6, are applicable to this allowance.

1443. Working Suits to Marines.—Marines when employed in working parties at the general depôts at the home ports and Malta are to be allowed two duck working suits, according to the authorised uniform pattern, and two pairs of boots in lieu of shoes, on joining ; and one duck working suit and one pair of boots every half-year after the first year. The date on which the issue is last made is to be noted against the men's names in each ledger until superseded by corresponding entries of the dates of subsequent issues. Similar notations are to be made on all transfer lists or pay tickets, and on the ledgers of the ships to which men may be transferred. The uniform working suits for marines are to be drawn from the victualling yards, and nominal lists of the issues are to be forwarded with the clothing accounts, as vouchers to the credits.

1444. W.S.A. for Kroomen and Seedies.—Kroomen and Seedies who are liable to be employed in coaling their ships are entitled to a working suit allowance of 2s. 6*d.* per annum, which is to be credited to them on the ledger yearly in advance on 1st April ; those who enter the Service after this date being credited in advance to 31st March following at the rate of 2½*d.* a month, to commence from the first day of the month in which they enter if they enter

on or before the 15th of the month, or from the first day of the following month, if they enter after the 15th.

1445. Good Conduct Pay.—Petty Officers, seamen and marines, on whom good conduct badges carrying with them pay have been conferred under Chapter XIX., Section III., and Chapter XXXIV., Section X., are entitled to the following Allowance in addition to their full pay so long as they retain such badges—

For each good conduct badge - - - 1*d.* per diem.

1446. Good Shooting Prizes.—Prizes for good shooting with heavy, light, and other guns are allowed to seamen and marines under special regulations contained in the gunnery manual. Prizes for good rifle and pistol shooting are allowed to Seamen under special regulations laid down in the Rifle Practice Instruction, Part VI., and also to marines, subject to the modifications mentioned in Article 1160.

1447. Torpedo Firing Prizes.—Prizes for proficiency in torpedo firing in torpedo boats and torpedo boat destroyers are allowed to seamen under special regulations contained in the Torpedo Manual (Vol. III.).

1448. Time-expired Men detained.—All men, whether entered for continuous or non-continuous service, who, in cases of emergency, are detained in the Service after the expiration of the period for which they were originally liable to serve, are entitled, with the approval of the Commander-in-Chief, to receive 2*d.* a day in addition to the pay of their respective ratings.

The sanction of the Commander-in-Chief is to be forwarded into office in each case.

2. This allowance is not payable, in ordinary circumstances, to men who voluntarily remain in their ships after their engagements have terminated nor to men who volunteer to remain abroad when their ships are ordered home ; nor to marines ; nor to men waiting passage home.

1449. Pensioners with Gunnery Rates.—Pensioners who may be exceptionally allowed to retain their pensions while serving shall not be entitled to gunnery or torpedo allowances, unless qualified for and serving as Gunner's Mate or Torpedo Gunner's Mate [Gunnery Instructor (O.S.), Torpedo Instructor (O.S.)], in which case they may be paid the allowance for that qualification alone.

1450. Temporary Schoolmaster.—In the temporary absence of a Naval Schoolmaster from a ship allowed that rating, an allowance of 6*d.* a day will be paid to the person, who, not being a Naval Schoolmaster, is selected to perform the duties, for the period of actual employment.

1451. Ships without a Schoolmaster.—If a person is appointed by the Captain to perform the duties of Naval Schoolmaster, where none is allowed, he is to receive, in addition to his pay, an allowance of 1*s.* per lesson, which is to be credited on the ship's ledger. The total payment for any one quarter is not to exceed 45*s.*

This allowance is conditional on the instructions laid down in Article 389, clause 3, and also provided that the duty has been performed to the satisfaction of the Captain, and that the person has not neglected any other duty which by his rating he was bound to perform. A certificate that these conditions have been complied with is to be furnished on the form provided in the ship's ledger.

The register referred to in Article 390, clause 2, is to be kept.

1452. School Stationery.—In every ship, not supplied with stationery in kind in which a Naval Schoolmaster is borne, or a competent person detailed to perform the duties, the following allowances may be paid, if so much be required:—

Ships with complements exceeding 600,	4 <i>l.</i> on commissioning and 1 <i>l.</i> at the end of each subsequent quarter;
Ships with complements 201 to 600,	3 <i>l.</i> on commissioning, and 15 <i>s.</i> at the end of each subsequent quarter;
Ships with complements not exceeding 200,	2 <i>l.</i> on commissioning, and 10 <i>s.</i> , at the end of each subsequent quarter;

by the Accountant Officer to the Chaplain for the purchase of slates, paper, and school necessaries for the use of the men and boys attending the school, and of the Schoolmaster; if no Chaplain is borne, the payment is to be made to the officer superintending the school work.

School Books.—Arithmetic and other school books are not to be purchased out of this allowance, but are to be issued by the Accountant Officer. (See 656, clause 2.)

2. The officer in charge of the school is to procure the articles for which the allowance is required and present the account for payment to the Accountant Officer, who is to transmit it with the voucher to the Accountant-General.

3. The allowance is not to be drawn each quarter, unless the Captain is satisfied that it is required for the efficient working of the school.

1453. Ship's Library.—In ships not bearing a Naval Schoolmaster, or any person receiving the allowance under Article 1451, the person appointed to manage the issue and return of the books of the ship's library shall receive 1*d.* a day while so employed. See 1727 (*Charge of Library*).

1454. Playing Harmonium, &c.—In all ships in which a Chaplain is allowed in the complement an allowance of 2*s.* a week is to be paid to any properly qualified person of the ship's company, selected by the Commanding Officer, who plays the harmonium or any other suitable instrument and conducts the choir during Divine Service.

2. In other ships payment is only to be made if a harmonium is in use, and subject in each case to the prior approval of the Admiralty.

3. This allowance is to be paid quarterly on the production of a certificate, approved by the Commanding Officer, that the duty has been efficiently performed.

4. Officers other than Chief or Head Schoolmasters are not eligible for this allowance.

1455. Victualling Store Allowance.—Ship's Stewards, Second Ship's Stewards, and persons acting in those capacities, when in charge of stores, are entitled to victualling store allowance in addition to their full pay, as shown in Appendix XV., Part III., provided they shall in all respects have performed their duties honestly and efficiently, and that they are sober, well-conducted persons.

2. If the Accountant Officer considers that payment should be withheld he is to represent the circumstances to the Captain; and in case of its being withheld, he is to fill up and sign the certificate provided for the purpose in the ledger, and a report thereof is to be furnished through the Captain to the Commander-in-Chief in order that due inquiry may be made, and the result forwarded to the Commander-in-Chief at the port to which the man is attached.

3. **Commencement.**—Ship's Stewards and Second Ship's Stewards are to commence this allowance as follows :—

- (a) When appointed to ships at any port in the United Kingdom :—
From the date on which they commence duty under the Accountant Officers of such ships.
- (b) When appointed to ships on foreign stations, or sent to foreign stations as disposable supernumeraries :—
From the date of their embarkation for such ships or stations.
- (c) When promoted while serving on a foreign station, if they are directed to be borne as disposable supernumeraries :—
From the date they are so borne.

4. **Absent from Ship.**—Ship's Stewards and Second Ship's Stewards in receipt of this allowance are entitled thereto during absence from the ship in the following circumstances, viz. :—

- (a) While sick at hospital on account of disease not the result of their own misconduct ;
- (b) While absent from the ship on duty or on leave.

5. Ship's Stewards and Second Ship's Stewards discharged abroad, and sent home on account of :—

- (a) Their own ships having been paid off ;
- (b) Their term of service having expired ;
- (c) Being sick ;
- (d) Having been superseded, except for misconduct, or at their own request ;

are entitled to this allowance until disposed of in England.

6. **Closing Accounts.**—Ship's Stewards and Second Ship's Stewards employed in closing the accounts of their ships, after paying off, are to be granted this allowance for the time so employed, which is not to exceed the period authorised by Article 1397.

7. **Cessation.**—Ship's Stewards and Second Ship's Stewards invalided, superseded, or otherwise discharged from ships on the home station, cease to be entitled to this allowance on the day on which they cease to do duty on board such ships.

8. Ship's Stewards and Second Ship's Stewards borne for disposal in general depôts at home are not entitled to victualling store allowance.

9. **Navigating Parties, &c.**—Ship's Stewards, Second Ship's Stewards, Ship's Steward's Assistants, or the persons doing duty as such, with navigating parties, &c., in ships not in commission, will be paid victualling store allowance according to the authorised scale, but in no case is any such payment to be made without the express sanction of the Admiralty.

10. **Tenders, &c.**—Ship's Steward's Assistants, or the persons doing duty as such in tenders or vessels in which no Ship's Steward or Second Ship's Steward is borne, may be granted an allowance of 6*d.* a day.

1456. **Troop Allowance.**—In cases of His Majesty's ships carrying troops, the Ship's Steward or Second Ship's Steward is entitled to troop allowance at the rate of 3*d.* per diem for every 50 Military persons victualled, but not for less than 40. This allowance is to be paid by the Accountant Officer upon a certificate signed by the Captain, showing the numbers victualled each day, which is to be attached to the receipt for payment.

This allowance may also be paid, at the discretion of the Admiralty, to the Ship's Steward or Second Ship's Steward of any ship employed in the conveyance of naval supernumeraries, but in no case will it be paid for any day on which the number of naval supernumeraries carried does not cause the authorised sea-going complement to be exceeded by 200.

1457. Tool Money.—Leading Carpenter's Crew and Carpenter's Crew are required to provide themselves with tools in order to perform the duties of their rating, and are entitled to tool money at the rate of 3*d.* a day in addition to their full pay.

2. Kroomen and natives entered to fill the vacancies of artisans of these classes in the ship's complement are also entitled to tool money.

3. If a complete set of tools is not provided by the man, this allowance is not to be paid.

1458. Sick Berth Attendant's Duties.—In ships in which no sick berth rating is allowed in the complement, or in which, though allowed, no such rating is serving, the person employed on the duties of Sick Berth Attendant may be credited with an allowance as follows:—

(a) 3*d.* a day in a ship in which a sick berth rating is allowed but not borne, or in a ship in which a sick berth rating is not allowed nor a medical officer borne.

(b) 2*d.* a day in a ship in which a medical officer is borne but a sick berth rating is not allowed.

2. The allowance is not payable in a ship allowed two or more sick berth ratings unless no sick berth staff is borne.

3. While it is not desired to restrict the Captain in selecting the most efficient man for this duty, it is to be understood that in making the selection preference should be given to men whose pay does not exceed 1*s.* 8*d.* a day.

1459. Lamptrimmer.—A Private of Royal Marines employed as lamp-trimmer in a ship in which this rating is allowed, is to receive 2*d.* a day, and, in addition, the allowance specified in clause 2, if he is the senior or only lamp-trimmer. The employment of marines as lamptrimmers is to be noted in red ink under their names in the ledger.

This allowance is also payable to any person, who, in the absence of a duly qualified marine, satisfactorily performs the duty of lamptrimmer in a ship allowed the rating. The person so performing the duty is to be shown on the ship's books as "Acting Lamptrimmer."

2. **Senior or only Lamptrimmer.**—For the due care of the lamps and lamp stores in His Majesty's ships and establishments an allowance at the rate of from 1*d.* to 4*d.* a day (at the discretion of the Admiralty) is payable to the senior or only lamptrimmer allowed or the person acting in that capacity.

3. The allowance to the senior or only lamptrimmer is to be considered as a gratuity for thoroughly efficient performance of duty, and is not to be paid as a matter of course, but only upon a special certificate on the ledger signed by the Carpenter or, in ships in which a Carpenter is not borne, by the Navigating Officer, and approved by the Captain, that the lamps and stores have been carefully and properly attended to.

4. **Lamps in another Ship.**—Whenever, in exceptional cases, a lamptrimmer is allowed in the complement in one of His Majesty's ships, vessels, or depôts, for the care of lamps and lamp stores on board another ship not in commission, or on board a hulk or overflow ship, an allowance within the rates authorised in clause 1 of this Article may be granted for the due care of such lamps and lamp stores. The Captain will therefore transmit to the Accountant-General a detailed statement of the circumstances of each such case as it arises, with a view to enabling the Admiralty to determine whether an allowance should be granted, and, if so, at what rate.

1460. Butchers or Barbers.—Royal Marines employed as butchers or barbers in ships in which these ratings are allowed in the complement are to

receive 2*d.* a day in addition to their pay and other allowances. The fact of their being so employed should be entered in red ink under their names on the ledger.

2. **Acting Butcher.**—This allowance is also payable to any person, who, in the absence of a duly qualified marine, satisfactorily performs the duty of butcher in a ship allowed the rating. The person so performing this duty is to be shown on the ship's books as "Acting Butcher."

1461. Engineer's Writer.—An allowance of 6*d.* a day whilst actually doing the duty is to be paid in such ships as the Admiralty may direct, to the Stoker rating selected by the Engineer Officer, with the approval of the Captain, to perform the duty of Engineer's Writer.

2. On the Engineer Officer of a ship being superseded, or on a man who is performing the duty of Engineer's Writer leaving a ship or being removed from the duty through misconduct or inefficiency, a report is to be attached to his certificate as to his fitness or otherwise for the duty.

1462. Ships undergoing Trials, &c.—Men employed in a ship undergoing trials, but not in commission, on the duties of the following ratings, viz. :—Ship's Steward, Yeoman of Stores, Engineer's Writer, Lamptrimmer and Butcher—may at the discretion of the Admiralty be credited with the established allowances (Appendix XV., Part III., Nos. 80, 81, 83, 93, 21, 53, 54, and 2).

2. The sanction of the Admiralty is to be obtained in each case before payment is made, and the application for payment is to be accompanied by certificates that the men have performed their duties satisfactorily.

1463. Gunnery Lieutenant's Writer.—An allowance of 3*d.* a day is to be paid to the seaman gunner employed on clerical duties with the Gunnery Lieutenant in ships having hydraulic or electric gun mountings. This allowance is not to be paid in special service vessels.

Deductions.

1464. Fraudulent Entries in Navy.—When a man is found to have joined the Royal Navy or Royal Marines from the Special Reserve, Militia, Territorial Force or any other force affiliated to the Army, he will be required to make good any sums that may be due from him under the regulations of the force to which he previously belonged. The amount due from him will be notified by and repaid to the Commanding Officer of the unit from which he joined, and charged against the man on the ship's ledger.

1465. Report to Admiralty.—The circumstances of each case, and whatever evidence may be procurable, are to be reported to the Admiralty for their directions in the matter. See 354 (*Questions on Entry*).

1466. Fraudulent Entry in Army or Marines.—The value of any clothes or other articles supplied gratuitously to a deserter from the Navy, who, while in a state of desertion, shall have entered the Army or the Marines, as well as all moneys due by him to the regiment or corps when reclaimed for the Navy, shall be charged against him on the ledger of the ship in which he may be re-entered, and the amount shall be payable to the Army in satisfaction of the debt, irrespective of the state of the man's account.

2. Whenever practicable, the necessary adjustment of these debts is to be made locally between the Accountant Officers of the Services concerned, otherwise the case should be reported to the Admiralty.

1467. Forfeitures generally.—The forfeiture of pay, allowances, &c., necessary under the various conditions specified in the Regulations, are dealt with in the following Articles:—

- 602, 603 (*Discharge by Purchase and Re-entry*); 613 (*Men lent to Merchant Vessels*); 758 (*Dismissal with Disgrace*); 812 (*Men in Civil Custody*); 807-810 (*Rewards for Recovery of Deserters and Absentees*); 1360 (*During Imprisonment or Detention*).

CHAPTER XXXIX.

EXTRA PAY AND COMMITTEE ALLOWANCES.

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SECTION I. EXTRA PAY.

(a) *For Casual Services.*

1468. Authority.—Extra pay, subject to the following regulations, will be granted to officers, men, and boys of ships in commission when employed on extra duty, under the special orders and at the discretion of the Commander-in-Chief or Senior Officer present, who, however, is never to sanction such employment except when it is absolutely necessary.

2. Occasional Services.—Extra pay under Class I. of the following table is not to be granted for occasional services, such as watering or towing a ship, taking off stores to another ship, or other similar temporary service, but only for work lasting some time, which entails wear and tear of clothes, except as hereinafter may be provided.

3. Scale.—The following are the several rates of extra pay, and the circumstances in which it may be allowed:—

Class of Work, and Circumstances in which Extra Pay may be paid.	Ranks and Ratings.	Rate to each Person per Diem.
		<i>s. d.</i>
I. General Work. At the discretion of the Commander-in-Chief or Senior Officer, in particular cases, while employed to execute any work. II. Engineering Work: while employed on manual labour in— (a) repairing the machinery or boilers or (b) other engineering work of ships. Artisans employed at their trades.	1. Lieutenants of the Navy and officers of corresponding or superior rank.	3 0
	2. Sub-Lieutenants and officers of corresponding rank; warrant and subordinate officers.	2 0
	3. Chief petty officers, petty officers (N.S.), petty officers 1st class (O.S.), and sergeants of marines.	1 3
	4. Second class petty officers (O.S.), corporals of marines, leading rates, Able Seamen, Stokers, and others whose substantive pay is not less than 1s. 7d. a day.	1 0
	5. Ordinary Seamen, Stokers 2nd Class (N.C.S. or S.S.), Privates R.M., and others of the ship's company.	0 9
	6. Boys - - - - -	0 3
	7. Engineer Lieutenants (Junior List) - - - - -	6 0
	8. Engineer Sub-Lieutenants - - - - -	5 0
	9. Chief Artificer Engineers, Artificer Engineers, Commissioned Mechanicians, and Warrant Mechanicians.	4 0
	10. Chief Engine-Room Artificers or Chief Electricians.	3 6
	11. Engine-Room Artificers or Electricians	3 0
	12. Mechanicians - - - - -	2 6
	13. Chief Carpenter's Mates - - - - -	2 6
	14. Carpenter's Mates - - - - -	2 3
	15. Leading Shipwrights, Shipwrights, and Chief Armourers.	2 0
	16. Stokers and all other men employed as mechanics.	1 6
	17. Other artisans - - - - -	1 3

Artisans shall include all men employed as such, whatever their ratings may be on the ship's books, viz.:—as Carpenters, Sailmakers, Blacksmiths, Coopers, Armourers, Shipwrights, Plumbers, and Painters.

Class of Work, and Circumstances in Which Extra Pay may be paid.	Ranks and Ratings.	Depth, Fathoms.		Time under Water.		
		From	Up to and including	For 1st Hour.	For every subsequent Half hour.	
III. Diving - - - While actually employed in diving if not paid a bonus or gratuity for special work in connection with such employment.	18. Diver - - -	1	6	<i>s. d.</i> 4 0	<i>s. d.</i> 1 0	
		6	12	4 6	1 6	
		12	20	5 0	2 0	
		20	25	6 0	2 6	
		Over 25	—	12 0	4 0	
	19. Artificer Diver.	1	6	6 0	1 6	
		6	12	6 9	2 3	
		12	20	7 6	3 0	
		20	25	9 0	3 9	
		Over 25	—	15 0	5 0	
	When employed as Instructor.	20. Diving Instructor.	1	6	1 6	0 9
			6	12	3 0	1 0
12			20	5 0	1 6	
		20	25	6 0	2 0	
When actually employed in attending on Divers, if not paid a bonus or gratuity for such attendance.	21. Attendant	6 <i>d.</i> an hour. This payment is to be made to the actual Attendant on each Diver, and not to the Warrant Officer in charge of the party.				

- (a). The period for which payment is made is to count from the time of entering to that of leaving the water; and should the work be subsequently found to be improperly done, the Captain, at his discretion, may cancel the whole or any portion of the payment. See 893 (Rules as to Divers).
- (b). Artificer Divers, when actually employed under water on a purely mechanical piece of work, which the ordinary diver is not capable of efficiently performing, and when not paid a bonus or gratuity, are to be paid half a day's pay of their substantive rating for every hour and proportionately for parts of an hour in addition to the diving extra pay to which they may be entitled for the several depths.
- (c). For recovery of articles, a bonus not exceeding 1*l.* nor one-fourth the value of the article, may be given in lieu of payment by scale, of which bonus one-tenth is to be paid to the Attendant.

When diving takes place for recovery of articles, a certificate should be inserted on the extra pay sub-voucher, stating whether blame was attributable to any officer or man for the loss, and if so, where the corresponding charge has been made against their pay in accordance with Article 1373.

- (d). A gratuity not exceeding 5*l.* may be given in lieu of payment by scale, in exceptional circumstances requiring despatch, and for important skilled work satisfactorily performed, of which gratuity one-eighth is to be paid to the Attendant.
- (e). A Diver who fails to conform to conditions of exercise, or is at any time unwilling to dive is liable to be deprived of his Diver rating and retaining pay for the current quarter.
- (f). Men lent to another ship and employed diving are entitled to extra pay under Class I., and, in addition, extra pay for diving under Class III.
- (g). Divers are to be paid under this class when they are employed in diving work for their own ships, or for the tenders of their own ships.
- (h). Only one 1st hour rate is to be paid for any one day, but in cases of diving at two different depths payment may be made at whichever 1st hour rate is more advantageous to the Diver.

4. When not entitled.—No officer or other person, except as herein expressly provided for, is entitled to extra pay in any of the foregoing circumstances

for work done in or directly for the ship to which he belongs, either as part complement or as supernumerary, or in which he may be borne for the express purpose of performing any given work, or for any work done in or for the tenders or boats of such ship.

5. Supernumeraries in Stationary Ships.—It being part of the ordinary duty of officers and men borne as supernumeraries in the general depôts or stationary home ships when directed by the Commander-in-Chief to perform the various duties appertaining to a seaman's work in connection with masts, rigging, fitting out, and stores, &c., of ships in or out of commission, such services are not to be considered as extra duty carrying extra pay.

Artisans so borne are to be similarly employed at their various trades without extra pay.

6. Natives.—Except where otherwise expressly provided, the rates of extra pay laid down in this and subsequent Articles are not to be paid to native ratings (Kroomen, Seedies, Goanese, &c.), employed in ships on foreign stations. The rates payable to such ratings will be fixed by the Admiralty, within the limits laid down for European ratings, at their discretion.

1469. Coaling.—When men or boys holding ratings not eligible for W.S.A. are employed in coaling their ships, they shall be paid extra pay of 1s. a day as compensation for the extra wear and tear of their clothing, on the certificate of the Captain that it was necessary to employ them on this service; but the payments so made are not to exceed a total sum of 10s. to each man or boy in any one calendar year.

1470. Supernumeraries Coaling other Ships.—If any of the men referred to in Article 1468, clause 5, are employed in coaling, they are each to be paid at the rate of 6*d.* a day, provided they are not in receipt of working suit allowance; but the seamen borne as supernumeraries in depôts, &c., are not to be employed in coaling, except in cases of emergency, and then only with the express sanction of the Commander-in-Chief.

1471. Receiving Stores in Dockyards.—Engineer Sub-Lieutenants and warrant officers, when employed in dockyards in receiving and taking account of coal, fuel, or other bulky articles, shall receive 1s. a day, which will be paid at the dockyard.

1472. Adjustment of Compasses.—Navigating Officers of general depôts, employed swinging ships for the adjustment of their compasses, are to be paid for the same at the following rates:—

		<i>s.</i>	<i>d.</i>
For each Captain's command	— — — — —	10	0
For each Commander's command	— — — — —	7	6
For each smaller vessel	— — — — —	5	0

2. When in exceptional circumstances Navigating Officers are employed in swinging ships other than their own, they are to be paid at the same rates.

1473. Chaplains doing another's Duty.—When a Chaplain is ordered to do the duty of another Chaplain in addition to his own, he shall receive for every day on which he so acts by order, whether in conducting services or religious ministration and visiting the sick, the sum of 3*s.* extra pay. This allowance is not payable when a Chaplain does duty in or for a ship not allowed a Chaplain in her complement.

1474. Assisting in Clerical Duties.—The Captain may authorise the employment of any person competent to assist in the clerical duties of the ship, and the payment to him of extra pay at the rate of 1*s.* 3*d.* a day, consisting of not

less than six hours' work, in any of the following cases, which must be stated on the extra pay form S. 9 :—

- (a) When the office staff is short of complement ;
- (b) When sickness or absence, except on leave, of any of the office staff has continued for more than 14 days ; or
- (c) When any extraordinary pressure has thrown more than a fair day's work upon the office staff daily for any period exceeding 14 days, provided the Captain be satisfied that the pressure has not arisen from previous want of application, and cannot otherwise be overcome.

1475. Work in Double Bottoms, &c.—Extra pay at the following rates is to be paid to all persons employed in scraping and repainting the double bottoms, the water-spaces, the foremost and aftermost portions of the wings or other closed spaces of steel ships, steel engine and boiler bearers, and also the store rooms and bilges of torpedo-boat destroyers, to which access is only obtained through manhole hatchways, viz. :—

- | | | |
|--|-----------|------------|
| (a) Ordinary rate | — — — — — | 9d. a day. |
| (b) Within the Tropics | — — — — — | 1s. „ |
| (c) When in the Red Sea or Persian Gulf, between 1st April and 30th November inclusive | — — — — — | 1s. „ |

2. This allowance is not to be granted for scraping or repainting the open parts of steel ships for which working dresses are allowed. Should the work not be done satisfactorily, the extra payment is not to be made.

1476. Steaming in Tropics.—All stoker ratings and seamen under training in the stokehold, actually employed and doing duty when steam is up in the ship or in a steamboat, within the Tropics, or when within the Red Sea or Persian Gulf, between 1st April and 30th November inclusive, are entitled to extra pay equal to one-half the substantive pay of their ratings in addition to their full pay ; but it shall not be paid for any time during which the fires are only banked, or when steam is only used for auxiliary purposes, such as electric lighting or condensing.

2. **Surveying Ships.**—All stoker ratings belonging to surveying ships, when employed in surveying, but not on ordinary passages, shall be also entitled to the above extra pay in the following circumstances :—

When between the Northern Tropic and latitude 30° North, between 15th June and 15th October inclusive, or between the Southern Tropic and latitude 30° South, between 15th December and 15th April inclusive.

3. Chief and other Engine-Room Artificers and Mechanics are not eligible for this extra pay, nor are Kroomen or other Africans or Asiatics.

4. For the purposes of this Article, the substantive pay of a Stoker Petty Officer 2nd Class (O.S.) and Stoker 1st Class (Mech.) (O.S.) is to be calculated at 2s. 3d. and 2s. 1d. a day respectively.

1477. Acting as Stokers.—Men other than those holding stoker ratings (except seamen under training in the stokehold), also soldiers, or distressed British subjects, employed to act as stokers in a ship or in a steamboat, are to be paid for such duty 1s. a day, but while within the Tropics, or, between 1st April and 30th November inclusive, while within the Red Sea or Persian Gulf, 1s. 6d. a day in addition to their ordinary pay.

2. In selecting men to act as stokers, preference is to be given to those who have qualified in the course laid down in Appendix X., Part XVIII.

3. Petty officers, non-commissioned officers of marines, and boys are not to be so employed, unless their services are urgently required.

4. **Natives.**—Kroomen, native Africans, or Asiatics performing this duty, within or without the Tropics, and whether in ships or in steamboats, are to be paid extra pay at the rate of *5d.* a day.

1478. **Stokers in Instructional Torpedo Boats.**—Stoker ratings employed in running torpedo boats for educational or experimental purposes, for not less than six hours continuously, under conditions which do not entitle them to receive hard-lying money, are to be paid *4d.* a day extra pay; but no extra pay is to be given to the officers or others of the crew on these occasions.

1479. **Soldiers as Stokers, &c.**—Soldiers are only to be employed as stokers, coal trimmers, or artisans when they volunteer, except in cases of emergency, and then only with the consent of the military Commanding Officer, and if the Army Medical Officer certifies that they are capable of performing the duty without injury to their health. Each case is to be specially reported to the Admiralty. They are on such occasions to be paid extra pay as follows:—

(a) When employed as artisans, *1s.* a day.

(b) When employed coaling ship, *9d.* a day.

(c) When otherwise employed as stokers. (*See 1477.*)

2. Soldiers are not to be employed on duties which, through their lack of naval training, might place them in positions attended with risk to life or limb.

1480. **Armourer's Work.**—Seamen and marines employed to execute Armourer's work at the discretion of the Commander-in-Chief, or in a vacancy in the complement, under the authority of the Captain, are to be paid extra pay at the rates established under Class I.

To be eligible for employment, the men must have undergone the course of training specified in Article 403 and have been found efficient in armourer's work.

1481. **Work in Mud or Water.**—Seamen and marines employed at naval establishments upon work which entails their standing in mud or water are to receive an allowance of *6d.* a day, in addition to any other allowances payable for the duty.

1482. **Slinging and unslinging Hammocks.**—An allowance of *6d.* a day will be paid to every man employed in slinging and unslinging troop and Royal Marine hammocks at a victualling yard, provided he completes not less than 30 a day.

1483. **Hammock-Men.**—The Captain will take care that officers not provided with cabins pay to their hammock-men *2s. 6d.* a month as a remuneration, or, when two are employed, *1s. 3d.* a month each, the men providing their own brushes and soap.

2. In the case of men and boys employed as hammock-men to commissioned warrant officers and warrant officers not provided with cabins, they are to be paid the allowance laid down in clause 1, for the periods they are so employed. The names and ranks of the officers who have no cabins, and to whom the men or boys were appropriated for this duty should be shown.

1484. **Collecting Absentees.**—Each Master-at-Arms, Ship's Corporal, or person doing duty as Ship's Police, is to be paid *1s. 6d.* a day whilst employed on shore collecting deserters or absentees, without reference to the length of his absence from the ship, and in addition to any subsistence and lodging allowance to which he may be entitled under Article 1506 or Article 1511.

1485. Cutting Firewood.—When firewood is cut for the use of the ship on a foreign station, extra pay as compensation for the labour, exposure, and wear and tear of clothing is to be paid, under the Captain's directions, to the men so employed at the rate of 6s. a fathom for the wood cut. Each fathom is by measurement to be 6 ft. by 6 ft. by 2 ft., or by weight 630 lb. The firewood is to be taken on charge by the Engineer Officer, the necessary particulars to be inserted in the voucher.

2. The necessary implements for cutting it are to be obtained from the Carpenter, and returned to him when done with.

1486. Docking or Undocking.—In cases in which the duty of docking or undocking one of His Majesty's ships in a colonial or private dock abroad falls upon the senior Carpenter rank or rating of the ship he may be granted a gratuity not exceeding 1*l.* for each docking or undocking, on the certificate of the Commanding Officer that the operation has been successfully carried out.

(b) *Hard-lying Money, Climate Pay, and Field Allowance.*

1487. Hard-lying Money.—All officers and men (including those belonging to record parties and those appropriated for service in any particular vessel) are entitled to hard-lying money at the rates set forth in the following schedule whilst actually living on board ships and vessels in the circumstances specified, viz. :—

Class of Ship and Circumstances under which payable.	Rate.
Torpedo Boats :—	} As provided under Article 1468, Class I.
In commission — — — — —	
Not in commission :—	
During trials or cruises or when manned by a navigating party.* Undergoing refit, &c., but payment to be subject to prior Admiralty sanction in each case.	
Torpedo Boat Destroyers :—	} Half the rates provided under Article 1468, Class I.
In commission — — — — —	
Not in commission :—	
When manned by a navigating party, or undergoing steam, gunnery, torpedo, &c., trials. Undergoing refit, &c., but payment to be subject to prior Admiralty sanction in each case.	
All other ships not in commission, when manned by a navigating party, or undergoing steam, gunnery, torpedo, &c., trials.	

2. In cases where the period of living on board is less than 24 consecutive hours, hard-lying money for one day will only be granted provided the officers or men have to sleep on board the ship.

3. The officer in command of navigating parties or of a ship under trial shall receive, in addition to hard-lying money, the established sea-going command money of his rank.

1488. Climate Pay.—Officers and men serving in the river gunboats, sloops, and other small vessels in the China rivers, and in ships employed in

* Applicable also at Admiralty discretion to vessels for auxiliary services, e.g., dredgers.

the Persian Gulf, may be paid during the months of June, July, August and September climate pay at the following rates:—

- 3s. a day to commissioned officers,
- 1s. „ warrant officers,
- 6d. „ the rest of the ship's company ;

payment to be restricted to Europeans.

2. For the purposes of this Article, Shanghai, Macao, Ningpo, and Wenchau may be considered as in China rivers, and the eastward limit of the Persian Gulf as an imaginary line drawn from Ras al Hadd on the Arabian coast to the point where the meridian of 61° 36' E. cuts the northern shore.

3. Payment may be continued to officers and men while sick within the localities during the months stated.

4. When vessels are entering a river payment is to commence on the date on which they are first anchored or are moored to a buoy. The dates of first anchoring or mooring in and finally leaving a river and of crossing the line referred to in paragraph 2 are to be noted in the ship's ledger in the list of passages. The allowance is not payable whilst vessels are on passage between the mouths of rivers.

1489. Field Allowances to naval and marine officers, seamen, and marines employed in military operations on shore are to be paid according to the following scale under the authority of the Commander-in-Chief.

2. Payments may be made in advance to officers of a sum equal to one month's allowance, repayment of which is to be required in the event of an officer leaving the force for his own convenience before the expiration of that period.

3. These allowances are not to be made to officers, seamen, or marines provided with quarters at the public expense, nor is lodging money payable in addition thereto.

4. Scale of field allowances:—

	Per Diem.
Flag Officers, Commodores, and officers of the same relative rank	s. d. 15 0
Captains, Commanders, and officers of the same relative rank ; and all officers entitled to mess in the ward-room	5 0
Sub-Lieutenants and all officers entitled to mess in the gun-room ; commissioned warrant officers and warrant officers, Royal Navy ; and Royal Marine Gunners	3 6
Warrant officers, Royal Marines (other than Royal Marine Gunners)	1 0
Chief and other petty officers and seamen, non-commissioned officers and privates of marines, and others of the ship's company	0 6

1490. Living under Canvas.—When naval or marine officers and men are landed for field training, service at rifle ranges, or other duty which necessitates their living under canvas, but which does not come within the definition of military service, they may be paid allowances calculated at half the rates of extra pay laid down in Article 1468, clause 3, Class I. The authority of the Commander-in-Chief is to be obtained in each case before payment is made, and it is to be forwarded into office with the ledger on which the allowance is credited.

(c) *General Instructions.*

1491. Extraordinary Service.—Any case of an officer or man being employed on extraordinary service not herein provided for, which, in the

opinion of the Commander-in-Chief, may give him an equitable claim to extra remuneration, or for payment at more than the usual rates, is to be referred to the Admiralty for decision.

2. Captains are to exercise great discretion in forwarding applications for extra pay in cases where the grant thereof by the Commander-in-Chief is not provided for by these Regulations.

3. **Work for Private Individuals.**—Extra pay is not to be paid to officers or men for work performed for private individuals in rendering salvage services, or assistance to a ship in distress, without special Admiralty authority; and the circumstances of each case of this nature, in which a Captain may consider that extra remuneration should be granted, are to be fully reported for consideration and decision.

4. **Other Governments or Departments.**—Extra pay to officers and men for work performed for, or services rendered to, other Governments or Departments, is to be paid according to the rates and regulations of their proper Departments, and, whenever practicable, by the Accountant Officers of their ships. This rule is to hold good whether the amount paid is ultimately recoverable or not from the Government or Department for which the work is performed.

5. Extra pay to officers and men, as well as to soldiers, for other services than those appertaining to naval, victualling, and medical establishments at home and abroad, is to be paid by the Accountant Officer of the ship in which they are borne.

6. Separate schedules (form S. 9) are to be made out for persons belonging to different ships, in which not only the nature of the work performed, but the grounds on which it has been authorised to be paid for as an extra duty, are invariably to be stated. These lists are to be made out in duplicate; one to accompany the quarterly ledger, the other to be retained by the Accountant Officer.

7. **Approval.**—All extra pay lists are to be approved by the officer ordering the extra duty, or by the senior officer present, except in the cases provided for in Articles 1468, clause 3, Class III., 1474–1479 and 1481–1485, when the Captain's approval will suffice.

8. The order of the Commander-in-Chief, Senior Officer, or Captain, as the case may be, for the employment of persons on extra pay, or a copy, is to accompany the schedule, or the substance of the order is to be stated thereon.

9. **Day, how reckoned.**—With regard to extra pay, the day is to be reckoned as follows:—

Hard-lying money	-	-	-	-	} 24 hours.
Field allowances	-	-	-	-	
Stoking	-	-	-	-	
Climate pay	-	-	-	-	
Engineering work	-	-	-	-	
General work	-	-	-	-	} 10 hours, including intermediate dinner hour.
Coaling ships	-	-	-	-	
Slinging troop hammocks	-	-	-	-	
Receiving coal, &c., in dockyards	-	-	-	-	
Working in double bottoms	-	-	-	-	
Soldiers employed as stokers, &c.	-	-	-	-	} 6 hours.
Cutting firewood	-	-	-	-	
Stoker ratings in torpedo boats performing instructional duties	-	-	-	-	
Assisting in ship's office	-	-	-	-	

10. Unless otherwise directed, proportionate amounts are to be paid for the adjustment of broken periods.

See 1591, clause 5 (*Extra Pay in Shore Establishments*).

SECTION II. COMMITTEE ALLOWANCES.

1492. Full-Pay Officers away from Ship.—Officers on full pay, employed on committees, or on special duties by the Admiralty, at a distance from their ships, will be paid their actual travelling expenses and lodging and subsistence allowance as laid down in Chapter XL.

2. Full-Pay Officers at their Ports.—Officers receiving full pay while employed as members of committees under the Admiralty at the port where their ships may be, or at their place of residence, are not to be paid the daily allowance for lodging and subsistence, but only the allowance in lieu of provisions, as under Article 1517.

1493. Half-Pay Officers.—Officers on half pay, employed as members of committees under the Admiralty, will be paid—

- (a) Their actual travelling expenses in attending the meetings of, or when employed on special duties connected with, the committee.
Whenever practicable, advantage should be taken of the obligation imposed on railway companies to convey officers proceeding on service under written orders, at three-fourths of ordinary fares.
- (b) The difference, without command money, between full and half pay for those days on which officers attend the meetings of the committee, or are employed on special duties connected therewith, including the days occupied in travelling from the officers' residences and back.
- (c) Lodging and subsistence allowance, according to Article 1506, when employed at a distance from their residences, for those days on which they attend the meetings of the committee, or are engaged on special duties connected therewith, including the days occupied in travelling.
- (d) Should officers' residences be at such a distance from the places at which the committee meets as to cause the expense of going there and returning between the dates of any two consecutive meetings to be greater than that of remaining in the vicinity, and receiving the pay and allowances they are entitled to whilst actually attending the committee, officers are to adopt the latter course, acquainting the President of the committee of the facts of the case, and reporting the same to the Admiralty in forwarding their claims for payment.

2. Officers on half pay while employed on special duties under the Admiralty will be paid in accordance with these Regulations, the days of employment on special service being taken as answering to those of attendance on committees.

3. Officers on half pay, when called upon to give evidence before committees assembled at a distance from their residences, will be repaid their actual travelling expenses, and receive the daily allowance, as specified in Article 1506, for lodging and subsistence.

4. **Retired Officers** employed on duties similar to those mentioned in this Article will be paid under these Regulations, receiving the difference between full and retired pay.

5. All claims under this Chapter are to be made by the respective officers in detail, and in the case of employment on a committee, the claim of each officer must be certified by the president or chairman, as to the number of days and the dates on which the officer actually attended a meeting, or was employed on special duties connected with the committee.

CHAPTER XL.

TRAVELLING EXPENSES, SUBSISTENCE AND LODGING ALLOWANCES.

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SECTION I. TRAVELLING EXPENSES GENERALLY, AND AT HOME.

1494. Officers who may issue Travelling Warrants.—All Commanders-in-Chief, Senior or Commanding Officers, in whom is vested the power of ordering or allowing others to travel, have the power of issuing railway or steamboat travelling warrants, and on them lies the responsibility of determining in the first instance whether the journey is on the public service or not.

1495. When serving on Shore.—The repayment of travelling expenses, the allowances for subsistence and lodging, and the provision of passages for naval officers and men borne on ships' books for service in naval establishments on shore, are governed by the same regulations as apply to officers and men serving afloat, except where express provision to the contrary is made.

1496. When borne by the Public.—All officers, seamen, and marines proceeding to carry out orders to meet Service requirements, transferred from one ship or establishment to another, or from one branch of the Service to another, are entitled to travel at the public expense.

2. Expenses not borne by Public.—The expense of first joining the Service, or taking up an appointment from half pay (except as shown in clause 6) or from the retired list, or proceeding on or returning from leave, and of removals exclusively for the officer's or man's own benefit, or at his request, or at the personal request of a superior officer, or for misconduct, will not be borne by the public.

3. Joining from Half Pay : Special Exception.—When an officer on half pay, or on the retired list, is ordered to join a ship in the United Kingdom at any port distant from Sheerness, Chatham, Portsmouth, or Devonport, and his travelling expenses exceed 4*l.* 10*s.*, an application for repayment of the excess may be submitted for the consideration of the Admiralty.

4. Discharged to Half Pay, &c.—Officers discharged to half pay (except as shown in clause 6) or to the retired list, will not be entitled to repayment of their expenses, but those discharged at distant ports in the United Kingdom, where ships are not usually paid off, may submit for the consideration of the Admiralty the expenses incurred by them in returning to their homes, which will be settled on the same general principle of allowing any excess beyond 4*l.* 10*s.*

5. Temporary Appointments.—When an officer is appointed from half pay or from the retired list to a ship for temporary service, and is discharged to half pay or to the retired list within three months from the date of his appointment by reason of his services being no longer required, an application for repayment of his travelling expenses in joining the ship, and in returning to his ordinary place of residence, may be submitted for the consideration of the Admiralty.

6. Baggage Expenses.—Officers appointed from or discharged to half pay may be repaid the expenses incurred in connection with the conveyance of their service allowance of baggage, within the cost of forwarding it from or to a naval general dépôt.

7. Arrival from abroad in Merchant Ship.—Commissioned, warrant, and subordinate officers entitled under Article 229 to be borne on the books of a general dépôt, gunnery or torpedo school, for disposal, and who, on arriving from foreign stations in merchant ships, are permitted to proceed at once on leave of absence, will be allowed their actual necessary disbursements within the amount of the expenses they could have claimed for travelling had they proceeded direct from the port of arrival to the general dépôt, &c., on the books of which they are to be borne.

8. Attending Examinations.—Any expenses incurred by officers and others already in the Service, in attending examinations which the Regulations render compulsory, will be allowed. Those connected with optional qualifying examinations will be allowed if the officer succeeds in passing.

9. P.O. Instructors to R.N.V.R.—Active service petty officers appointed as Petty Officer Instructors to Royal Naval Volunteer Reserve Divisions for three years will be allowed the actual reasonable travelling expenses of their wives and of their children, also conveyance of furniture, &c., not exceeding 35 cwt., and similar expenses will be allowed on removal provided that the full period of service of their appointment is completed, or that the men are removed before the expiration of this period from causes not under their own control.

The term "children" is to be understood to include sons under 16 years of age, unmarried daughters dependent on and residing with their fathers, and sons over 16 years of age who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

1497. Route Order.—When an officer or a man has occasion to travel on Service, in default of any special directions from the Admiralty, he is to apply to his Captain or Commanding Officer who will furnish him with a route order (form S. 542) accompanied by the requisite travelling warrants, care being taken to select the most economical routes compatible with the interest of the Service.

1498. Class of Travelling Warrants.—First class travelling warrants are to be furnished to all officers including warrant officers, R.N., Gunnery Sergeant Majors, Royal Marines, when borne on ship's books, and subordinate officers. Other warrant officers of the Royal Marines, Gunnery Sergeant Majors when not borne on ship's books, and chief petty officers are to be given second class travelling warrants, but if no second class carriages are available, warrants for third class and not first class carriages are to be substituted; whenever it is possible chief petty officers should be placed in separate third class compartments from lower ratings. Petty officers, Colour Sergeants, and non-commissioned officers, seamen, marines, and others are to be given third class travelling warrants.

2. Instructions for issuing.—Warrants are to be issued for single journeys only for naval officers and others when travelling on duty at the reduced rates, *i.e.*, one warrant is to be given for the outward journey and another for the return, requisitions on form S. 559 being made accordingly.

It is important that the fullest details of the duty should be shown on the travelling warrant in order that the head of charge may be determined.

3. Applications while on Leave.—When officers and men on leave, &c., are unable to obtain travelling warrants from their ships, they may apply for them to the Accountant-General of the Navy, Admiralty, S.W.

1499. Subsistence of Large Parties.—When men travel in large parties proper economical arrangements for their subsistence are to be made by the officer in charge of the party.

2. When such arrangements are made, or when seamen take their provisions with them on a journey, subsistence allowance is not payable, except for such further expenses as are actually and necessarily incurred.

1500. Claims for Repayment.—On the same form that contains the route order, the officer or man is to make out his claim for repayment of expenses incurred.

No payment of expenses will be made unless a route order is produced or a satisfactory explanation of its absence given when a claim is preferred.

1501. Cab Hire, Gratuities, &c.—The necessary cost of cab hire, portorage, and waterage, as incurred and stated in detail, will be allowed, but not stewards' fees or gratuities to porters or servants.

1502. Extra Luggage.—On such journeys as involve conveyance of luggage beyond the quantity conveyed free by the Railway Companies, the expense of its conveyance, to the extent of the regulated quantity, will be allowed on production of the voucher. *See Appendix IX. (Scale of Baggage).*

1503. Officers from afloat to shore posts.—When an officer serving on the home station is appointed from service afloat to a salaried post on shore at home, his travelling expenses are not allowed if the increase of emolument amounts to 100*l.* a year or upwards.

1504. Officers proceeding for Medical Survey.—Travelling expenses incurred in proceeding to the Admiralty, or to a naval hospital from the port of disembarkation in England for the purpose of being surveyed, will be allowed to all officers who have been invalided; also in cases of re-survey and other special cases of a like nature.

1505. Travelling Warrants on discharge.—Men and boys dismissed or finally discharged the Service for any cause other than by purchase or at their own request, including those dismissed or discharged from a naval prison or military detention barrack, are to be furnished with travelling warrants to convey them to their homes, provided there is no opportunity of sending them in Government vessels; and where there is no railway they are to be granted an allowance of one penny for every mile they may have to travel. They are to receive subsistence allowance under Article **1506**, but should any wages be due, the amount advanced for subsistence is to be charged against them.

2. **When too ill to walk.**—In the case of invalids who are so ill as to be unable to walk, any necessary cab hire, both between railway stations, and from hospital to station, or station to home, will be allowed.

3. **Discharged from Civil Prisons.**—Seamen sentenced or ordered to be discharged from the Navy on release from confinement in civil prisons, will not be entitled to conveyance to their homes or elsewhere at the cost of naval funds, the arrangements on discharge being left to the prison authorities. This also applies to marines who may be discharged the Service direct from His Majesty's ships.

4. **Discharge by purchase, &c.**—Travelling warrants are not to be granted to men and boys discharged by purchase or at their own request.

1506. Lodging and Subsistence at Home.—Officers and men on the home stations, when travelling either by land or by water, are to be paid subsistence

and lodging allowances at the following rates, subject to the qualifications contained in Articles 1382 and 1385 :—

Class.	Rank or Rating.	Whenever absent a Night, or for every 24 Hours of Absence.			Above 9 Hours and not absent the Night.	Above 5 but under 9 Hours.	Remarks.
		A.	B.	C.			
		£ s. d.	s. d.	s. d.			
I.	Flag Officers actually flying their flags.	1 10 0	15 0	6 0		For the first or only day of absence. For each day after the first.	
		1 0 0	10 0	4 0			
II.	All other Flag Officers, Commodores, Captains, Commanders in command of ships, and officers of corresponding rank.	1 0 0	10 0	4 0			
III.	Commanders not in command of ships, Lieutenants and officers of corresponding rank.	0 15 0	7 6	3 0			
IV.	Sub-Lieutenants, Midshipmen, and officers of corresponding rank.	0 10 0	5 0	2 0			
V.	All other officers	0 7 6	3 9	1 6	Captains, if satisfied that expense has necessarily been incurred, may approve of reimbursement within a limit of 1s., provided the Man or Boy is not entitled to the Allowance in lieu of provisions specified in Article 1517.	* Boys (Class VII.) may receive an additional sum of 1s. a night, when it has been necessary to pay for sleeping accommodation <i>en route</i> .	
VI.	Petty and Non-commissioned officers, seamen, and marines, when travelling singly.	0 5 0	2 6				
VII.	Boys (including those under training).*	0 2 6	2 6				

2. **Part of a day.**—When an officer or man is entitled to payment for 24 hours or upwards, no fractional part of a day is to be allowed in addition, unless the extra time for which payment is claimed shall exceed by more than five hours the full time for which he would be paid under column A. of the above table.

3. **Prolonged absence.**—Officers and men borne on ship's books, when employed on duties involving prolonged absence, are to be paid subsistence allowance under clause I while travelling to the place of detached duty, and, if requisite, for one week after arrival; after that period they are to receive lodging money and allowance in lieu of provisions, under Articles 1515-1517. During any necessary short absences, and while travelling on return to their ships, the subsistence allowance under clause I will be paid, when the victualling allowance will cease, but not the lodging money if the lodgings are retained.

4. **When ordinary rates insufficient.**—In exceptional circumstances, such as the uncertain duration of the detached employment or the impossibility of finding lodgings, when the ordinary rates of lodging and provision allowance will not cover expenses necessarily incurred, the rates of subsistence allowances payable under clause 1, or a portion thereof, will be continued for such time beyond the first week as may appear to be reasonable, under the special authority of the Admiralty, but after fourteen days the amount is not to exceed two-thirds of the full rate.

5. **Officers on Committees, &c.**—Officers on half pay serving on committees or employed on other special duties will receive subsistence allowance under clause 1, but should the service on which they are employed entitle them to the allowance for more than fourteen nights consecutively at the same place, a reduction of one-third will be made in the allowance during any further stay at that place.

6. When an officer in receipt of reduced subsistence allowance is absent on subsidiary business for a few days, the full subsistence allowance will be paid in respect of such absence, not exceeding fourteen days, but on return to the original place of employment the reduced rate will recommence.

7. **Marines to and from Ships.**—When officers, non-commissioned officers and men of the Royal Marines are drafted to any of His Majesty's ships, or are rejoining headquarters from any of His Majesty's ships, their travelling expenses and allowances are to be governed by these Regulations.

8. Where payments of subsistence allowance, or of advances for subsistence, are made to or on account of officers and men travelling on the public service, the names, ranks, and ratings, and number on ship's books of all such officers and men are to be given on the voucher (form S. 542) on which the payment is made.

1507. **On Court-Martial duty, &c.**—Officers who may be ordered to a port for a few days on court-martial, or other temporary duty, will be allowed subsistence allowance under Article 1506, clause 1, on a report being made to the Commander-in-Chief that they cannot be accommodated and messed in the general dépôt or other ship.

On arrival at the port they are to repair immediately, either to the Commander-in-Chief direct, or to the Captain of the ship to which they are to be attached, for instructions as to their accommodation, &c.

1508. **Advances to meet expenses.**—When an officer or seaman is about to proceed on a journey likely to entail expense, a moderate sum may be advanced by the Accountant Officer towards meeting such expenses, and this advance is to be noted on the officer's or man's transfer list or other pay documents as a guide when his final claim is being adjusted.

2. The receipt obtained for the advance, which will be the voucher to the Accountant Officer's cash account, should indicate the steps taken to secure its being accounted for.

1509. **Payment of Claims for Travelling.**—The claims for travelling expenses are to be examined and paid by the Accountant Officer on the approval of the Captain, but in case of doubt reference is to be made to the Commander-in-Chief, and, if necessary, to the Admiralty, with a statement of the particular point on which a decision is desired. An advance to the extent of that portion of the claim respecting which there is no doubt may, in such cases, be made.

1510. **Absentees and Men from leave.**—Men and boys forwarded to their ships in consequence of having been absent without leave when their ship sailed, or granted travelling warrants to enable them to return from leave of absence, are to have the expense incurred charged against their wages.

SECTION II. TRAVELLING EXPENSES ABROAD.

1511. Lodging and Subsistence Claims.—The principles on which travelling expenses incurred on service abroad will be allowed are the same as govern them on the home station, except that the rates of subsistence in Article 1506 do not apply. In lieu thereof and subject to the qualifications contained in Articles 1382 and 1385, actual reasonable expenses, supported by vouchers whenever possible, will be allowed; but, as on the home station, not for any absence of less than five hours when not absent the night; detached vouchers are to be submitted to the Commander-in-Chief or to the Admiralty for considerable items of any kind.

SECTION III. LODGING AND PROVISION ALLOWANCE.

1512. Authority required.—Lodging money at either the daily or annual rates is not to be paid without the special authority of the Commander-in-Chief or Admiralty having been obtained.

1513. Officers temporarily without accommodation.—Officers engaged at the out-ports in the ordinary duties of the Fleet, such as superintending the fitting of ships, &c., and temporarily unprovided with accommodation on board any ships or in naval barracks, will be granted lodging allowance at the following rates:—

- (a) Captains, and officers of corresponding rank, 4s. 6d. per diem.
- (b) Commanders, Lieutenants, and officers of corresponding rank, 3s. 6d. per diem.
- (c) All other officers, including warrant officers, 2s. 6d. per diem.

Officers holding appointments of a permanent nature (*i.e.*, of longer than three months' duration) are to be paid at the annual rates, in accordance with Article 1515.

2. It is a condition for a grant of this allowance that previous application for accommodation shall have been made, and that it is applied for immediately upon its being ascertained that accommodation could not be provided. See 1416 (*Officers on Surveying Service*).

1514. Flag Officers' Staff.—The same rates of lodging allowance will be granted to the staff of a Flag Officer when temporarily landed for duty on shore and unprovided with accommodation, but each Flag Officer is to apply for authority before directing payment of the lodging allowance and the application should state the number of the staff proposed to be paid.

1515. Officers permanently on Shore.—When it may be necessary for officers who are borne on ship's books, and engaged in the duties for which they were appointed, to reside on shore, and no accommodation is provided for them, they shall be granted a lodging allowance at the following rates:—

- (a) Captains and officers of corresponding rank, 70*l.* per annum.
- (b) Commanders, Lieutenants, and officers of corresponding rank, 50*l.* per annum.
- (c) All other officers, including warrant officers, 40*l.* per annum.

See 1365, clause 4 (*Computations*).

1516. Ratings residing on Shore.—When chief petty officers and seamen are compelled to reside on shore, and no accommodation is available for them, men ranking as chief petty officers are to be paid 1s. 6d. per diem, and men below that rating 1s. per diem.

1517. In lieu of Provisions, Fuel, and Light.—Officers and men borne on ship's books, except the officers designated in clause 2, who are not victualled in consequence of absence on duty, are to be paid allowance in lieu of provisions, fuel, and lights, at the daily rate laid down in Appendix IV., unless orders are given to the contrary.

2. Officers borne on ship's books for service on shore, when they do not draw their provisions, fuel, and lights in kind, are to be paid a commuted allowance of 2*l.* a year in lieu, and such allowance shall not be stopped when they are absent on leave. See Appendix IV. (*Annual Rate*).

3. These allowances may be paid in addition to lodging allowance, but not in addition to subsistence allowance; and if provision allowance, which in both cases is to be taken as 1*s.* 6*d.* per diem, has been previously paid, it should be abated from the subsistence allowance, provided the absence exceeds nine hours.

4. **Officers closing Accounts.**—When no accommodation can be found in any ship or naval barracks for officers detained to close accounts, or when it is prejudicial to the work for them to return to their ship for their meals, they may be granted the allowance of 1*s.* 6*d.* a day in lieu of provisions, fuel, and lights, for the prescribed periods, subject, in each case, to the approval of the Commander-in-Chief.

SECTION IV. PASSAGES OF OFFICERS AND MEN IN MERCHANT SHIPS.

1518. Authority to order.—All passages that may be required will be ordered by the Admiralty, or, on foreign stations by the Commander-in-Chief, or the senior naval officer or naval agent present.

2. **Bearing on Ship's Books.**—Care is to be taken whenever officers, men, or boys are ordered passages to or from the United Kingdom in contract packets or other merchant vessels, that they are borne on a ship's books during such passages. On joining their proper ships, the senior officer present will take the necessary steps to ensure the provisions of Article 1530 being carried out.

This regulation is also to be observed in regard to passages between foreign stations, or from one part of a foreign station to another.

3. **When to be ordered.**—Passages are only to be provided in contract or merchant ships when no opportunity by a ship-of-war or transport appears likely to present itself within a reasonable period. Great discretion is to be exercised in ordering passages. On all requisitions for passage the quantity of baggage to which an officer or man is entitled is to be stated.

4. **Lunatics or Diseased Persons.**—No lunatic or person affected with a loathsome or infectious disease is to be ordered a passage in a contract packet or other merchant vessel, without the previous consent of her master, or of the local agent of the owners, after they have been duly informed of all the particulars. Whenever practicable, the particulars of the case of every invalid sent home by such a vessel, who is likely to require care in treatment, is to be communicated by a medical officer conversant with the case to the master and to the surgeon of the vessel.

Details of the arrangements made with the Steamship Company for the accommodation, &c., of such invalids should be reported.

5. **In Foreign Steamers.**—Passages should not be ordered in steamers sailing under a foreign flag, when a suitable British steamer is available within a reasonable time. If the exigencies of the Service render it advisable that an officer should proceed in a foreign steamer, he should be given an advance to make his own arrangements.

See 1594, clause 4 (*Return of Ranks and Ratings on passage*).

1519. Report of Passage ordered.—In every case in which a passage is ordered, the officer ordering it is to report the same to the Director of Transports on form S. 215, and whenever an officer is ordered home, he is to be furnished with a duplicate of the report, so far as relates to his individual case.

2. Whenever an officer serving abroad is ordered by the Admiralty to return to England or to proceed to another station, a special report is to be made by the earliest opportunity, stating in what ship-of-war, transport or packet he is proceeding, with date of sailing of the ship, and probable date and port at which she will arrive.

3. A Senior Officer ordering such a passage is to transmit a copy of this report to the Commander-in-Chief.

1520. Contract steamers have no monopoly for the conveyance of officers and men in His Majesty's Service, and the arrangements that may be most advantageous for the public service should be made without reference to the existence of a contract, except when otherwise ordered.

1521. Nature of Accommodation authorised.—The following accommodation will be provided whenever practicable :—

- | | | |
|--|-----------|-----------|
| (a) For Flag Officers and Commodores, 1st and 2nd Class | — | Reserved. |
| (b) For all other officers, including warrant officers, R.N., and subordinate officers | — — — — — | First. |
| (c) For all chief petty officers, and for warrant officers and Colour-Sergeants of the Royal Marines (subject to the provisions of clause 3 as regards the latter) | — — | Second. |
| (d) For all others | — — — — — | Third. |

2. In the event of the packet having only deck accommodation, petty officers and non-commissioned officers are to be provided with second-class accommodation.

3. Bodies of Men.—When, however, bodies of seamen and marines are embarked for passage in a transport or other hired ship, Colour-Sergeants, R.M., are to be provided with accommodation and rations with the men, but chief petty officers and warrant officers, R.M., in such cases, are to have second-class accommodation and messing.

1522. Payments in Advance.—Homeward passages should, as a rule, be left for settlement at the Admiralty, except when local payment is advantageous to the Crown owing to the rate of exchange : in such cases the passage money may be paid in advance to the local agents of the ship, the fact of such payment being reported to the Director of Transports, on form S. 215.

1523. When Officers allowed Free Passage.—Officers are entitled to a passage at the public expense as follows :—

- (a) When proceeding to join a ship or an establishment on a foreign station, or when ordered home with the like object, or on ordinary relief.
- (b) When, being on a foreign station, they are appointed to a ship or an establishment at a distant part thereof.
- (c) When serving in naval establishments abroad, they are sent on service or for the recovery of their health, on the recommendation of a medical board, to another part of a foreign station. In the latter case such passages should only be granted on the distinct understanding that in the opinion of the medical board ultimate invaliding to England would be obviated.
- (d) When retired compulsorily ; when discharged abroad in consequence of a reduction in the complement, or of a ship being put out of commission ; or on completion of the usual term of service in stationary ships abroad.

- (e) When invalided.
- (f) When ordered to join a ship for passage home from another part of the station.
- (g) When returning home on promotion from a foreign station.
- (h) When dismissed a ship by court-martial on a foreign station.

1524. Servants allowed Free Passage.—The following officers will be allowed to embark servants for whom passages will be provided at the public expense, but passages for servants entered from the shore under Article 358, clause 4, will only be allowed at the public expense, provided they have been entered on ship's books prior to embarkation in the contract steamer :—

Flag Officers and Commodores, 1st and 2nd Class	--	{ The number on the staff.
Captains	-- -- -- -- --	
Commanders, Secretaries to Commanders-in-Chief, Lieutenants appointed in command, provided the complement allows an Officers' Steward for the Commanding Officer's sole use	-- -- -- -- --	One.

Note.—Servants to Secretaries of other Flag Officers, Commodores 1st Class, and Captains of the Fleet, also to Flag Lieutenants, are only entitled to third-class passages as naval ratings.

Marine Attendants.—Marine officers may embark marines as their attendants, but only as third-class passengers. Officers not allowed a servant, if invalided on account of wounds or sickness, and in such a condition as to require the attendance of a servant, and if the necessary attendance cannot be given in the vessel in which the passage is ordered

Note.—Officers invalided from causes due to their own imprudence or misconduct, and who require the attendance of a servant on passage, will be liable to defray the cost of such servant's passage, either wholly or in part, as the Admiralty may determine, according to the circumstances of each particular case.

2. In other cases officers' servants are only entitled to passage at the public expense on the same conditions as other naval ratings.

3. **Servants not allowed Free Passage, &c.**—Should an officer elect to take out all his servants from England, although servants are available on the station, those in excess of the numbers specified in clause 1 are not to be entered for pay in England; and if no government ship is available, their passage is to be paid by the officer. Where servants are not available on the station, entry for pay in England may be authorised by the Admiralty, and a third-class passage granted to the additional servants when no government ship is available.

1525. When Officers not allowed Free Passage.—Officers are not entitled to passage at the public expense :—

- (a) When returning home on resignation of appointment.
- (b) When dismissed the Service by sentence of court-martial; except when an officer is absolutely without means to provide his own passage, in which case a second-class passage to England may be ordered, at the discretion of the Senior Officer, on condition that any balance of full pay due is withheld towards meeting the expense of the passage.
- (c) When removed at their own request, or at the request of any superior officer, with the consent of the officer so removed.

- (d) When coming home on private affairs, on leave of absence, or on voluntary retirement.
- (e) When ordered home by "first government opportunity," and not otherwise entitled to passage.

The conditions (c) (d) and (e) are applicable also in the case of naval ratings 2. Whenever officers serving abroad are appointed by request as Secretaries, Flag Lieutenants, or Secretary's Clerks to Flag Officers or Commodores at home or abroad, and there are no opportunities of their proceeding by ships-of-war, they will be required to pay their own passage and travelling expenses to their destinations, with this exception, that when any such officer serving on a foreign station is thus transferred, *viâ* England, to another foreign station, the passage from England will be defrayed at the public expense.

1526. Wives and Families of Officers.—Naval or marine officers appointed for service in naval establishments abroad for a term of years, and borne definitely for shore and not for fleet duties, may be allowed, at the discretion of the Admiralty, on first appointment and on final relief therefrom, passages at the public expense for their wives and children with the usual accommodation for one female servant irrespective of the servants allowed by Article 1524. In cases where passage for a female servant is required, the officer, when making the application, must furnish a certificate that the person to be embarked is a *bonâ fide* domestic servant. In the case of passages ordered abroad, this certificate is to be forwarded to the Director of Transports with the report of passage ordered. (Form S. 215.)

2. The cost of a passage home for a female servant accompanying an officer's family will only be allowed if a servant was taken abroad at the public expense, or if children under 10 years of age are brought home.

3. As a general rule, when the appointment is for five years and upwards, the passages will be at the public expense. When the appointment is for any period short of five years, but not less than three, one-half of the expense will be borne by the public; but if the female servant mentioned in the preceding clause be taken in substitution for a male servant, allowed under Article 1524, her passage will be provided at the public expense to the same extent as the passage of such male servant would have been provided.

Flag Officers and Commodores when accompanied by their families, will be allowed the option of substituting an additional female servant for a male servant allowed under Article 1524, her passage being provided at the public expense to the extent laid down in the previous paragraph.

4. The term "children" is to be understood to include only such sons as are under 16 at the date of the commencement of the passage, whether outward or homeward, and unmarried daughters dependent on and residing with their fathers. An exception to this rule will be permitted in the case of sons over 16 years of age who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

Passages of adopted children are not allowable except under special circumstances with the approval of the Admiralty.

5. **Homeward Passage** at the public expense will not be granted to any member of the family until the officer's own final relief, and no deviation from this rule will be permitted, except in urgent cases on the ground of ill-health and on the recommendation of a medical board, all such cases being specially submitted for consideration.

6. **Families of Officers dying abroad.**—The proportion of the expense of the homeward passage of the families of officers dying abroad to be borne by the public will be decided by the Admiralty with reference to the circumstances

of each particular case, and having regard to what would have been the cost had the officer survived to return home.

1527. Officers making own arrangements.—When an officer is permitted to select his own route, or when it may be convenient to order him to make his own arrangements for his passage, he may be advanced such sum as may be considered sufficient to meet necessary expenses. In reporting the passage on form S. 215, it should be stated whether the officer is ordered or permitted to find his own way.

2. The advance is to be noted as an imprest on the officer's pay ticket, to clear which he will be required to render an account of his disbursement for examination and adjustment under the Regulations.

3. The settlement with him will be on the basis of the expenses actually incurred, and when an officer is permitted to select his own route, the amount allowed will not exceed the cost to the public of the passage that would otherwise have been provided for him.

It should be shown on the voucher for the advance, and on a separate communication to the ship to which the officer is discharged, by what route, at what cost, and on what date he would have travelled if he had not been permitted to make his own arrangements.

4. The full pay and allowances to which he may be entitled will be adjusted to the day of his arrival, unless unnecessary delay should appear to have occurred, in which case the date on which he might have arrived by the contract packet, or such other date as the Admiralty may determine, will be taken.

1528. Drawing Bills of Exchange.—In case the advance cannot be otherwise obtained, the officer may draw bills of exchange at three days' sight on the Accountant-General, transmitting a certified copy of the order for the passage with the letter of advice.

1529. When Officers not to pay Passage.—Officers are not to pay for their passage in contract packets, nor in other cases, unless they receive orders to that effect or have been permitted to select their own route under Article 1527.

2. Messing Certificate.—To enable the shipowners to obtain payment of their claims for passage money, or messing (in the case of transports), each officer and second-class passenger is required to sign a messing certificate to be handed to the master of the vessel. Forms will be provided by the master. This certificate is also to be signed by men proceeding individually by packet.

1530. Report of Arrival.—When officers or men are received from a contract packet or merchant ship in which they have taken passage, the Captain of the ship they join is at once to apprise the Captain of the ship on whose books they are borne (*see* 1513, clause 2), in order that their names may be removed therefrom.

1531. Reports, &c., to Admiralty on arrival Home.—The residue of the full pay of all officers ordered passages home by any route will be withheld until their cases have been investigated; they are, therefore, immediately on their arrival in England, to send to the Secretary of the Admiralty the following documents:—

- (a) Letter reporting the date of their arrival, referred to in Article 412.
- (b) The duplicate of the report on form S. 215, referred to in Article 1519.
- (c) If invalidated, a copy of the report of survey, as directed in Article 1231.
- (d) Vouchers for any expenses incurred during the passage.

1532. Officers proceeding on private affairs.—In the event of officers who are proceeding on leave of absence or on their own private affairs being allowed

to take passage in transports, as indulgence passengers, they are to pay the whole expense of their messing to the master, at the authorised rate.

1533. Men invalided and time-expired.—When necessary, in consequence of there being no opportunity by ship-of-war or transport, passages for seamen and marines ordered to be sent home sick or time-expired are to be engaged in contract steamers or merchant vessels. Passages to England for men not sick or time-expired are not to be ordered at the public expense without Admiralty approval.

2. Disposal on Arrival.—Every order or agreement is to state distinctly in what manner the men are to be disposed of on their arrival at the port of their destination; and when they are to be received on board any of His Majesty's ships a letter is to be sent to the Captain informing him of the circumstance. This rule also applies to passages in transports.

The master of a transport or freight ship with men is required to report his arrival—

At the port of London, to the Director of Transports, Admiralty.

At Portsmouth and Plymouth, to the naval Commander-in-Chief.

At Southampton }
At Liverpool } to the Admiralty Transport Officer.

3. Engagement of Freight.—In the event of freight being engaged in merchant vessels for any considerable number of men, the engagement is to be made in accordance with the regulations of His Majesty's Transport Service.

4. Parties sent abroad on Freight.—When considerable parties of seamen and marines are ordered to proceed abroad on freight or by transport they are to be collected at one depôt and are to be entered on the books of the ship in which they will be borne for passage on the day previous to the date of embarkation.

5. Officers will be selected to take charge of such parties and will be ordered to proceed to the depôt where the men are to be collected. They will join on the day before the party is due to leave for embarkation, and will be borne on the books of that depôt for passage.

6. The party is then to proceed to the freight ship or transport, in charge of the officers selected.

7. Officers in charge are to be guided while on passage by the instructions contained in Article 1223, clause 4.

8. Charge of small Parties.—In the case of small parties not provided for under the previous clauses, one of the party is to be placed in charge, and, should the size of the party require it, a petty officer, warrant officer, or commissioned officer, as the circumstances may render advisable, is to be selected for the duty.

9. Medical Attendance.—Should there be an officer of the Royal Army Medical Corps in medical charge of troops on board the transport or freight ship on which naval invalids are embarked for passage, he will assume medical charge of such invalids in the absence of a naval medical officer.

10. Soap and Tobacco.—Provision is to be made for the issue during the passage of a sufficient quantity of soap and tobacco, as authorised by Article 1741.

11. The foregoing regulations are to be complied with, so far as practicable, when parties are ordered passages on freight or by transport from foreign stations to return to England, or from one station or part of a station to another.

1534. Officers ordering homeward passages (both naval and civilian) in transports, or in mail or passenger steamers are to take care that the directions for rendering form S. 1119 are carried out.

SECTION V. CONTRIBUTION ON ACCOUNT OF MESSING.

1535. **Officers' Families.**—Messing contribution is not recoverable from naval or civilian officers in respect of themselves or their servants (naval or domestic), but contributions towards the expense of messing while on passage and towards hotel expenses incurred abroad are to be recovered from officers entitled to first-class passages in respect of their families in accordance with the following scale :—

Scale.—Families of naval, marine, and civil salaried officers with pay or salaries of 350*l.* per annum when ordered passage :—

							Per Diem.
							—
							s. d.
Ladies over 16	-	-	-	-	-	-	5 0
Children 7 to 16	-	-	-	-	-	-	3 4
„ 1 to 7	-	-	-	-	-	-	2 6
„ under 1	-	-	-	-	-	-	Free.

Families of naval, marine, or civil salaried officers with pay or salaries not exceeding 350*l.* per annum when ordered passage :—

							Per Diem.
							—
							s. d.
Ladies over 16	-	-	-	-	-	-	2 0
Children 1 to 16	-	-	-	-	-	-	1 0
„ under 1	-	-	-	-	-	-	Free.

- (a) In the case of officers in receipt of pay or salary of not more than 500*l.* per annum, the total messing contribution recoverable in respect of their families is limited to 10*s.* per diem.
- (b) Messing contribution is not chargeable for the families of civil salaried officers and others ordinarily entitled to second-class passages for whom first-class passages are ordered for special service reasons.

¶ 2. **Period.**—The contribution for messing is to commence from the day on which the first dinner meal is taken on board, and to end with that on which the last dinner meal is taken.

3. **Wine and Beer.**—Officers will not be entitled to reimbursement of any expenses incurred by them or their families in the purchase of wine or beer on board ship or at hotels.

1536. **Method of Recovery.**—The messing contributions due from naval or marine officers appointed for service on shore abroad, in respect of their families' passages which have been provided at the public expense under Article 1526, are to be recovered at the regulated rates by the Accountant Officers from whom they receive their pay or salary at the first quarterly settlement after the completion of the passage in respect of which messing contribution is payable.

In cases where, in addition to messing contribution for his family, the officer is also liable for a portion of the passage money, the claim will be specially raised by the Accountant-General.

2. An officer taking passage to England in a contract packet or merchant ship is to procure from the master of the ship a passage certificate (form S. 454)

giving the dates and places of embarkation and disembarkation, and the date of arrival in England; and, when he is accompanied at the public expense by his family, the dates of the first and last dinner meals.

3. The officer will be required to deliver this certificate duly filled in and signed, together with his pay ticket, to the Accountant Officer of the ship or establishment which he joins, or to the Accountant-General of the Navy in cases where the final settlement of pay will be made in office.

CHAPTER XLI.

PASSENGER ALLOWANCES AND COMPENSATION FOR LOSSES.

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SECTION I. ALLOWANCES.

1537. List of Passengers.—The Captain is to transmit quarterly to the Admiralty, and before leaving home for a foreign port, a list on form S. 176 of every passenger received on board who is not a naval or military passenger embarked on service.

1538. Authority for conveyance at Public Expense.—No passenger is to be received at the public expense either abroad or at home without a special order from the Admiralty. Any officer who shall give or order any passage without such authority will himself be liable for all the expenses incurred, unless the special circumstances of the case, in the opinion of the Admiralty, were such as to warrant this Regulation being departed from.

1539. Superintendents, Store Officers, &c.—In the case of Superintendents and store officers and their families, the Senior Officer on a foreign station is authorised to order passages without a previous order from the Admiralty. See 737 (*Passages for women*).

1540. Victualling Allowance.—In order to cover the expenses necessarily incurred by officers at whose table passengers are entertained, an allowance, as laid down in the following table, will be made according to the rank and length of stay on board of each passenger.

2. Royal Personages, &c.—The passages of royal personages, or of foreign ambassadors, consuls or other persons of rank, will be separately considered by the Admiralty.

1541. Scale.—The scale of allowances for the entertainment of passengers, and the messes in which they are to be received in His Majesty's ships, shall be as follows:—

Class.	Passengers.	Allowances per Diem.
CAPTAIN'S TABLE.		
I.	Viceroy and Governor-General of India -	} 6 0 0 for the first 7 days. 1 5 0 afterwards.
	Ambassadors - - - - -	
II.	Each individual composing the suite -	} 1 5 0 for every day. 4 0 0 for the first 7 days. 1 1 0 afterwards.
	Governors of India, and Governors or High Commissioners whose salaries, exclusive of allowances, are not less than 3,000 <i>l.</i> a year - - - - -	
	Ministers plenipotentiary and envoys -	
	Inspector-General of the Forces -	
	Commanders-in-Chief of Forces if General Officers - - - - -	
	Each member of their suite - - - - -	

Class.	Passengers.	Allowances per Diem.
CAPTAIN'S TABLE— <i>continued.</i>		
III.	Chargés d'Affaires, Secretaries of Legation, other Governors, Lieutenant-Governors and Bishops, and Chief Civil Commissioners of the Seychelles	£ s. d. 3 0 0 for the first 7 days. 1 1 0 afterwards.
	Each member of their suite	1 1 0 for every day.
	Members of Council, Commissioners, Political Residents, Secretaries to Governments	In India. 3 0 0 for the first 7 days. 1 1 0 afterwards.
IV.	General Officers, Colonial Bishops, Second and Third Secretaries, Attachés, and other subordinate diplomatic officers, Consuls-General, and Consuls	1 1 0 for first 14 days. 0 15 0 afterwards.
	Political Agents, Assistant Political Residents, General Officers and Consuls	In India.
V.	Field Officers on the Staff, Colonels and Lieutenant-Colonels and officers of the Civil Departments of the Army of the rank of General Officer, and also officers of equal rank in India	0 15 0 for every day.
VI.	Majors not on the Staff and Army Officers junior in rank to Field Officers when not able to be received at the ward-room mess	0 12 0 for first 14 days. 0 9 0 afterwards.
VII.	Refugees	0 9 0 for every day.
WARD-ROOM MESS.		
VIII.	Store officers	0 12 0 for first 14 days. 0 9 0 afterwards.
IX.	Vice-Consuls and all others for whom passages may be ordered in this mess, except as under	
X.	Commissioned officers of the Army	0 7 6 for every day.
XI.	Refugees	0 9 0 for every day.
GUN-ROOM MESS.		
XII.	Commissioned officers of the Army when no room in ward-room	0 5 0 for every day.
XIII.	Other individuals ordered	0 9 0 for first 14 days. 0 6 0 afterwards.
XIV.	Refugees	0 6 0 for every day.
WARRANT OFFICERS' MESS.		
XV.	Warrant officers (Army)	0 3 0 for every day.

2. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the others only at the rate of 25s. or 21s. a day each, as the case may be.

3. **Army officers** messing in the ward-room or gun-room will make their own arrangements with the mess committees for such liquors as they may require.

1542. Women, Children, and Female Servants.—If it is found necessary to convey women, children or female servants in any of His Majesty's ships, either as passengers or refugees, they are to be entertained at, or messed from the Captain's table, at the following rates per diem :—

Families of Passengers as classed in Article 1541.	Ladies.	Children of both Sexes.		Female Servant.
		Between 16 and 7 Years.	Under 7 Years.	
I. — — — — — — —	s. d. 16 8	s. d. 8 4	s. d. 6 3	} 2 0
II., III., IV. — — — — —	14 0	7 0	5 3	
V. — — — — — — —	10 0	5 0	3 9	
VI., VIII., IX. { For first 14 days — — — — —	8 0	4 0	3 0	
{ Afterwards — — — — —	6 0	3 0	2 3	
VII., XI. — — — — — — —	6 0	3 0	2 3	
X. — — — — — — —	5 0	3 4	2 6	
XIII. { For first 14 days — — — — —	6 0	3 0	2 3	
{ Afterwards — — — — —	4 0	2 0	1 6	
XIV. — — — — — — —	4 0	2 0	1 6	

2. The messing contribution to which army officers are liable for their families when entertained on board ships is to be recovered from them prior to disembarkation.

1543. Captain's Table : definition.—The Captain's table includes the table of a Flag Officer, or a Commodore, should there be one on board, and also the table of a Commander in the actual command of a ship. The ward-room is to be understood as including also the table of a Lieutenant in actual command.

2. **Lieutenant in command.**—When a person entitled to mess at a Captain's table is entertained by a Lieutenant in command, such person is to be paid for as if entertained at a Captain's table.

1544. Naval Officers on passage.—Naval officers taking passage in ships are to be entertained as follows (making their own arrangements as to messing):—

- (a) Captains, Engineer Rear-Admirals, and Surgeons-General—at the Captain's table.
- (b) Commanders, Deputy Surgeons-General, Secretaries to Admirals of the Fleet and to Commanders-in-Chief, Paymasters-in-Chief, and Engineer Captains—at the ward-room table, or the table of a Commander in actual command.
- (c) Other ward-room officers at the ward-room table.
- (d) Gun-room and warrant officers at their respective messes.

1545. Messing Pilots.—Pilots are to mess at the ward-room table or with the warrant officers, as the Captain may direct. Five shillings a day will be allowed to the ward-room mess, and 3s. 6d. a day to the warrant officers' mess for the entertainment of a hired pilot not belonging to His Majesty's Service; and 3s. 6d. a day to the warrant officers' mess for the master of a yard craft, and the same amount is to be paid in the exceptional case of a pilot being obliged to mess in the gun-room mess. These payments are to be made by the Accountant Officer on the approval of the Captain. See 1633 (*Victualling of persons not belonging to the Navy*).

1546. Departure from Scales.—The Admiralty are authorised to depart from the scales in cases where they consider the allowances more than adequate to meet the expenses incurred for the entertainment of the passengers embarked, and to increase them when they deem the scales insufficient.

1547. Governors and other Colonial Officers.—When a Governor, High Commissioner, or other colonial public officer proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate per diem will generally only be paid for the seven days' entertainment following his first embarkation. Should there be special reasons for repeating this payment, the Captain will represent the circumstances for the consideration of the Admiralty.

1548. Army Officers.—Majors not on the staff, and officers of the Army below the rank of Field Officers, when embarked on service, with or without their regiments, and entitled to passages at the public expense, are to join the ward-room mess; but when the whole number cannot be received at that mess, they may be entertained at the Captain's table, or in the gun-room mess.

1549. Civil Officers of Army.—Civil officers of the Army of the rank of Major-General are to be entertained at the Captain's table; if below that rank, in the ward-room.

1550. Refugees.—Refugees received on board ships, under Article 488, whether foreigners or British subjects, are to bear the expense of their own entertainment and that of their families; but if in too distressed circumstances to be able to do so, they will be paid for at the established rates, under the special sanction in each case of the Admiralty.

1551. Periods for which paid.—The periods for which these rates are to be paid shall commence on the day on which the first dinner is taken on board, and shall terminate with the last dinner on board.

1552. Male Servants and Extra Expenses.—The sums specified in the scales include a provision for a reasonable number of male servants, and for extra expenses of every kind, except bedding and such fittings as the dockyard may be ordered to furnish.

1553. Joining an Inferior Mess.—When persons ordered passages shall prefer to join an inferior mess to that to which they are entitled by their rank, they are to be permitted to do so. If a person entitled to be entertained at one table is received at a superior table by personal invitation or favour, no additional allowance will be granted for his entertainment; if the change be to an inferior table, such allowance only will be made as would be given for a person of the proper rank for entertainment at such inferior table.

1554. Arrangements for payment by Passengers.—When any person of His Majesty's diplomatic, consular, colonial, or Indian Services shall be ordered a passage, the Captain is to direct the Accountant Officer to inform such passenger of the rate laid down herein for his entertainment, and the Accountant Officer is to arrange for payment of the amount before the passenger leaves the ship if possible, or upon his certificate through the Consulate, Colonial or Indian Government on the spot, as the case may be.

2. If the passenger should not be satisfied with the statement of the Accountant Officer as to the scale under which the passage is to be paid for, the matter is to be at once referred to the officer ordering the passage, or to the Admiralty, and it will be arranged with the Secretary of State.

3. A report of the particulars of each case, and of the amount paid by each passenger, is to be at once forwarded to the Admiralty, through the Commander-in-Chief.

1555. King's or other Official Messenger.—When a King's or other official messenger is ordered to be embarked for passage, the Captain will direct him,

unless it shall be specified in the order, to be messed with such of the officers as he may see fit.

If in the ward-room the allowance shall be at the rate of 9s. a day ; in the gun-room, 6s. a day ; or with the warrant officers, 5s. a day ; on embarkation, he will be called on to pay to the Accountant Officer for the mess, one-half the estimated amount for the passage, and the balance on disembarkation. The Captain will also take care that he is provided with a suitable berth.

1556. Master or Mate of a wrecked Ship.—Whenever the master or a mate of a merchant ship, who has become destitute by the loss of his ship, is ordered by the Captain or other competent authority to be entertained in a mess or by an officer, a sum, at the discretion of the Captain, but not exceeding 9s. a day for a master, or 5s. a day for a mate, is to be paid by the Accountant Officer to the mess or to the officer entertaining him, upon a certificate from the Captain. The certificate is to state the circumstances and the number of days the master or mate was on board and entertained by the mess or officer, and that the Captain considers the sum allowed to be fair and reasonable in reference to the expenses actually incurred for the messing, and to the class of ship to which the destitute master or mate had belonged.

1557. Advance of Allowance.—In special cases, not herein provided for, when officers ordered to make preparations for any passenger desire an advance, the Admiralty at home, or the Senior Officer abroad, may, on receipt of a special application, authorise an advance of one-half the estimated allowance being paid by the Account Officer, out of his contingent money ; but no bills may be drawn specially for these allowances, and particulars of any such advances are to be shown in the claim for final settlement.

1558. Passengers, if not embarked.—If a passenger for whom provision has been made under competent authority should not embark, or, having embarked, should be re-landed or transferred to another ship, the officer or the mess, as the case may be, will be entitled to half the allowance to cover the expenses incurred in making the necessary preparations. No deduction is to be made from the allowances for the time passengers may spend on shore at intermediate places for their own pleasure.

2. Passengers disembarking on duty.—When a Governor or other public officer disembarks for the purpose of performing *bonâ fide* public service, without being able to give sufficient notice of his intended absence to prevent expense being incurred in preparing for his entertainment, one-half of the rates of allowance above authorised will be payable during such absence. For the purpose of computing the seven days referred to in Article 1541, each day in respect of which a charge for entertainment is made at half of the authorised rate is to be counted a full day.

SECTION II. COMPENSATION.

1559. Losses in Action, by Fire, Shipwreck, &c.—Officers, seamen, marines and boys, who, being on duty, may lose in action with the enemy, by fire, by shipwreck, or by other casualty of the Service, any necessary articles of clothing or equipment, or any books, instruments, or tools used in connection with their duties, will be compensated for such loss, subject to a certificate being furnished that the following conditions have been fulfilled, viz. :—

- (a) That the claimants are acquitted of all blame as to the cause of loss ;
- (b) That the loss occurred in circumstances altogether unavoidable by them ;

(c) That it was not by the neglect nor fault of the applicant ; and

(d) That every exertion was used by them to prevent the loss.

2. **Amount of Compensation and conditions.**—The amount of compensation awarded will be calculated on the principle of making good actual losses so far as to enable officers and men to re-equip themselves with what is necessary for service. The scale given in Appendix VIII. will not be exceeded, except in the case of equipments for special or exceptional service.

Cases in which an officer or man dies, or leaves the Service for causes other than his own misconduct, before re-equipment takes place, should be submitted to the Admiralty with a view to the award of compensation either to the officer or man concerned or to his legal representative in case of death.

The grant of compensation in such cases will be at the discretion of the Admiralty, and will in no case exceed the actual value, so far as it can be ascertained, of the articles lost or damaged.

3. **Inadmissible claims.**—No claim will be admitted for losses sustained when proceeding on or returning from leave of absence, nor for the loss of money the property of individuals.

4. **Baggage sent by another Vessel.**—When for his own convenience baggage or articles of equipment are sent by a vessel, whether one of His Majesty's ships or a merchant vessel, in which the officer to whom they belong is not himself a passenger, it is incumbent upon him to protect himself by insurance, and if the opportunity to do so be neglected, no compensation will be given in the event of loss.

5. **Loss entitling Officer to claim on Individual.**—Should any loss occur in circumstances which give the officer a claim to indemnification from persons through whose fault it happened, no compensation will be paid under these Regulations ; but should the officer desire it, and lose no time in making application to the Senior Officer present, an inquiry is to be ordered by the latter, and every assistance given to obtain documentary or other evidence to substantiate the claim against the parties liable.

6. **Period.**—All claims should be submitted to the Captain or Senior Officer within one month from the date of loss, and any neglect in this respect may be held sufficient reason for rejecting a claim valid in other respects.

7. **How to be made.**—The claims are to be made out in MS.; on receipt of the claims the Senior Officer will order an investigation with all convenient despatch.

8. **Investigations.**—The investigating officers are to inquire into and report the circumstances attending the loss, and to certify as to the correctness of the items set forth in the claim.

Officers and C.P.O.s.—Claims of naval and marine officers, warrant officers R.N., and chief petty officers are to be submitted to the Admiralty for consideration. Reasonable money advances may be made under the authority of the Senior Naval Officer in these cases, but such payments are to be reported to the Admiralty when the claims are transmitted. Claims of petty officers and lower ratings are to be dealt with as provided in clause 9.

Marines.—Articles lost by marines are, as a general rule, to be replaced in kind, form S. 371 (Claim for replacement of clothing and necessaries lost, &c.) being used in these cases, but compensation at current issuing rates will be paid for any article replaced at the man's expense.

9. **Men below C.P.O.**—In the case of men below the rating of chief petty officer the following procedure is to be carried out in regard to losses of uniform clothing and tools, claims of a special nature being referred to the Admiralty for decision :—

(a) Immediately after the loss any absolutely necessary articles are to be issued and their value charged on the ship's ledger against the men

to whom the issues are made. These charges need not, however, be actually abated from pay pending the result of the investigation, and may be carried forward, if necessary, to subsequent ledgers as debts.

- (b) The investigating officers will assess the compensation proposed (if any) in money, articles of uniform clothing being allowed for at the issue price of new articles. Care is to be taken that in no case is compensation awarded for articles of clothing, &c., in excess of the regulation kit (obligatory and optional) of the rating held by the man at the time of the loss.
- (c) The report of the investigating officers is to be submitted to the Commander-in-Chief or Senior Officer, who will award such compensation as he may consider equitable in each case. The amounts awarded are then to be credited to the men concerned on the ship's ledger, any debts incurred under (a) being liquidated before payment is made.
- (d) The report of the investigating officers, with all other correspondence, is to be forwarded to the Admiralty as soon as practicable after the decision of the Commander-in-Chief is obtained.

10. **Instruments and Books.**—Claims on account of the loss of instruments or professional books will be treated on their merits. The titles of the books with their original cost, and the maker's name of any instrument or chronometer, should be stated, and if the latter were used in the navigation of the ship, the Captain should give a certificate to that effect. The compensation for instruments lost will be either by the supply of others in lieu, or by a money payment, at the discretion of the Admiralty.

11. **Officers of the Civil Departments.**—All officers and others in the civil departments of the Navy, proceeding on service by order in authorised vessels, are entitled to compensation for the loss of reasonable equipment occurring in circumstances which would give naval officers or seamen a claim; the Senior Officer present should, therefore, direct an investigation, and report as to the circumstances of any such loss that may be brought to his notice.

12. **Destruction of Infected Clothing, &c.**—When the clothing or effects of an officer or a man suffering on board ship from an infectious disease are ordered to be destroyed to prevent the risk of infection to others, a list is to be made, and the actual value is to be appraised.

13. In the event of the restoration of the patient to health, replacement is to be made or compensation paid according to the foregoing rules, but in the event of death only the actual value of the articles destroyed, appraised as before directed, is to be added to and form part of the deceased person's assets, payable to his representatives.

14. A certificate from the Medical Officer, stating the necessity for destroying the articles, is to be given on the list thereof, and attached to the voucher for the payment or replacement, and such list should not include articles other than those referred to in Appendix VIII.

SECTION III. REPLACEMENT OF MEDALS.

1560. **Conditions of replacement.**—Medals lost on duty in similar circumstances to those detailed in Article 1559, clause 1, may be replaced at the public expense. Those lost in other circumstances may be replaced at the expense of the officer or man concerned.

2. **Inquiry.**—The Captain will in all cases make inquiry as to the cause of the loss, and the measures taken for recovery, and a report of his investigation should accompany any application for replacement, which should be made to the Accountant-General.

3. **Punishment for selling, &c.**—Men who are found to have sold or made away with the decorations awarded to them are to be dealt with under the provisions of Article 757, Table I., § 4. I., and the cases specially reported to the Admiralty.

4. **Pensioners.**—Applications for replacement of medals from pensioners and others who have left the Service will be considered only on the execution of a statutory declaration as to the circumstances of the loss of the originals.

CHAPTER XLII.

PAY ACCOUNTS.

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For modification of these Instructions in time of War, see Article 34 and Appendix XIX.

SECTION I. BOOKS AND RETURNS CONNECTED WITH PAY AND NUMBERS VICTUALLED.

1561. **List of Books and Returns.**—The following are the books and returns to be kept by the Accountant Officer :—

To be forwarded.

The ledger, abstract, and classified summaries — — —	}	Quarterly.
The mulct account — — — — —		
Return of numbers borne on the 15th of each month —	}	Monthly.
Return of entries and discharges on 15th of each month, and as directed by Article 1595 — — — — —		
Return of alterations in allotments — — — — —		
Return of deaths and desertions — — — — —		
Return for Admiralty register of Services — — — — —		
Return of ratings appropriated to home ports — — —		Yearly.

2. The books are to be opened immediately after a ship is commissioned, and are to be kept constantly complete.

3. Whenever an Accountant Officer is giving up charge, the surveying officers are to inspect these books, and are to make a report, which is to be transmitted by the Captain to the Commander-in-Chief, for the Admiralty.

SECTION II. LEDGER.

1562. **Accuracy.**—The ledger (forms S. 41a and B. 606) being the basis both of payments on board, and of audit in office, it is essential that :—

(a) It should be kept with absolute accuracy ;

(b) The ship's ledger upon which the payments are based should be in agreement in every particular with that which is sent into office.

Duplicate Ledger and Abstract.—To attain these objects the ledger and abstract are both to be kept in duplicate independently and concurrently, so that one may serve as a check upon the other, and, where the ship's complement admits of it, one of these ledgers is to be kept by an Accountant Officer. Where it is unavoidable that both ledgers should be compiled by Writers, a statement to this effect is to be added by the Accountant Officer to Certificate 2 (Payment at settlement) on page 1 of the ledger.

2. **Lists of Credits and Debits.**—It is the sole record, in regard to all persons serving on board, of—

(a) The following credits :—

Full pay and allowances of the nature of full pay.

Hard-lying money.

Extra pay of any description (except prizes for good shooting).

Field allowance.

Lodging allowance.

Compensation.

Mess trap allowance.

Leave allowance.

Grog money.

Working suit allowance.

Clothing and bedding gratuities.

Gratuity to marines on re-engaging, and marching money.

Outfit gratuities to warrant and chief petty officers on promotion, and to Royal Naval Reserve officers on appointment.

Allowances for acting as printers.

Allowances for acting as Senior Officers' clerks, when already authorised by the Admiralty.

Allowances for local audit and stocktaking.

Clothing allowances in Royal Yachts.

(b) All charges against pay.

(c) The particulars requisite for calculating the number of rations with which the Accountant Officer may be entitled to be credited in his victualling account.

3. **Entries in and Closing of.**—It is to be kept constantly complete by the entry of every transaction or particular, at the time of its occurrence or as soon afterwards as possible. It is to be closed, and sent into office, at the end of every quarter, and a new ledger is to be commenced on the first day of the succeeding quarter. It is also to be closed, and sent into office, when the ship is paid off.

4. **Extension of Ledger and Victualling Accounts.**—When a ship is commissioned within twenty-eight days of the end of a quarter the foregoing rule may be modified, and the ledger, instead of being closed at the end of the quarter, may be carried on to the end of the quarter following; and, similarly, when a ship is to be paid off within twenty-eight days after the commencement of a quarter, it may be continued for such period. In all these cases the periods of the victualling and clothing accounts rendered by the Accountant Officer must coincide with the period of the ledger.

5. **Sections.**—The officers' and men's sections of the ledger are to be rendered separately, each complete in itself in regard to the scheme of complement, certificates, tables, lists, and the index; but on being sent from the ship they are to be securely tied together, the several lists and folios following

in proper numerical order, so as to form one ledger, and an abstract (form S. 41*b*) with a classified summary, duly balanced, is to be rendered for the complete ledger.

6. Contents.—The ledger is to contain the names of all persons (except troops and prisoners of war, who are to be shown in numbers) of whatever rank or rating and whether belonging to the Service or not, who are borne or victualled during the period to which it relates. It is also to contain a debtor and creditor account for every person entitled to pay or incurring charges, except those taking passage, who are to be dealt with as directed by Article 1569; and all the particulars required by the headings of the columns are to be duly noted. The names of supernumeraries borne for victuals only, such as distressed British subjects and other persons who have no claim for pay, are to be inserted in the ledger for the purpose of showing the details of victualling. All men and boys recovered from desertion are to be so noted on the ledger with the name of the ship from which they deserted, and the dates of desertion.

7. Classification.—The officers, seamen, marines and boys forming the ship's complement, as well as the supernumeraries and others, are to be classified in lists as laid down in the printed ledger forms. While in course of preparation the ledger if possible should be so arranged as to avoid the inclusion of blank pages in the completed volume.

In all ships with a complement of 60 and above the complement list should be subdivided as follows:—

- List 5. Military Branch.
- „ 5A. Engineer Branch.
- „ 5B. Artisan Branch.
- „ 5C. Sick Berth Staff.
- „ 5D. Accountant Staff.
- „ 5E. Miscellaneous ratings.
- „ 5F. Schoolmasters in training ships, and seamen riggers.

In ships of complements of below 60 the list should be subdivided thus:—

- List 5. Military Branch.
- „ 5A. All other ratings.

The same course should be followed with regard to the supernumerary lists where the number of supernumeraries borne is large. (*See also* 723, clause 4.)

8. Marines, pensioners, and officers and men of the Royal Naval Reserve, Royal Fleet Reserve, or Royal Naval Volunteer Reserve, are always to be borne on separate lists, or subdivisions of lists, those on any list except 4, 6, 9, 10 and 11, in a sub-division marked respectively M., P., R.N.R., R.F.R., or R.N.V.R.

9. Substantive Ratings and Pay.—The pay of seamen is to be shown on the Ledger at the rates specified in the table of wages, Appendix XV., and in the case of men whose rates of pay increase by length of service, the fact of their having completed such service should be shown in the rating column as follows:—

“ Master-at-Arms ”
(over 3 years).

“ Chief Stoker ”
(over 6 years' service, &c.)

10. Abstract and Classified Summaries.—The following regulations are to be observed in the preparation of the abstract and classified summaries:—

(a) The totals of the ledger folios are to be arranged on the abstract in two groups:—

I. All lists except those on which marines are borne.

II. Lists on which marines are borne.

- (b) Only such items as have no separate columns provided for them in the abstract are to be shown in the "Miscellaneous Other Credits" and "Miscellaneous Other Charges" columns thereof.
- (c) Separate totals are to be rendered at the foot of each column for each class of credit or debit with the exception of the column headed "Balances Debtor from Former Accounts," &c., for which one total will suffice.
- (d) The totals of groups I. and II. of (a) above are to be transferred to the classified summary of pay and inserted under the proper headings as shown thereon, the credit totals (excluding those for the column headed "Former Credits, Full Pay Wages and Allowances") being shown in the schedule headed "Charges to Votes" and the debit and settlement totals in either Table II. or Table III. "Credits at Settlement" as the case may be. The several totals of each sub-head are to be entered in the second money column of the "Charges to Votes" schedule and in the third money column of Table III., "Credits at Settlement," the grand total of which should agree with the total of the schedule on page 4 of the summary.
- (e) The credits and debits to Vote 2 should also be shown on the classified summary of victualling in the spaces provided for the purpose.

11. Ratings, &c., borne in lieu.—When a rank or rating is borne in lieu of another not available at the time of commissioning, or on account of advancement to a higher grade, or for other causes, no alteration is to be considered as having been thereby made in the complement, but a notation is to be made in the ledger that such rank or rating is "borne in lieu" of the one authorised, the authority for so bearing being quoted.

12. Permanent Supernumeraries.—In the case of permanent supernumeraries care is to be taken to define clearly, under proper headings in the complement tables of the ship's ledger, and opposite their names in the "Remarks" column of the body of the ledger, the several duties or services for which they are specially authorised and borne. At the beginning of each list the class of men borne on the list, or the nature of the establishment for which borne (Torpedo store, &c.), is to be noted.

The duty for which each man is borne on the complement lists (5¹ to 11¹¹) is also to be noted against his name on the ledger in the case of general depôts, shore establishments, and all ships where the scheme of complement issued sets out the duties in detail.

13. Officers on passage.—An officer superseded or discharged abroad, and not appointed to a ship in commission, is to be placed on the supernumerary list for victuals only, for passage to England; but if appointed to a ship in commission, he is to be borne on the supernumerary list for passage to join such ship.

14. Passing for Petty Officer.—When a man of any class passes educationally or professionally for petty officer a detailed notation of the fact, together with the date of passing, is to be inserted against his name in the "Remarks" column of the ledger.

1563. Characters and Abilities.—The characters and abilities in rating awarded to petty officers, seamen and others are to be carefully noted on the ledger for the quarter in which the assessment of character and ability is made on the service certificates. The notation as to character is to be carefully distinguished from that as to ability, which it is invariably to precede.

2. Names and Addresses of Relatives.—The name and address of the nearest known relative or friend of each seaman and boy and of each marine serving

afloat are to be obtained on form S. 537 and noted in the ledger on which they are borne for pay on 1st September in each year, after the particulars on the service certificate have been verified. (See Article 829, clause 13.) Men D.S.Qd. to hospital or to sick quarters, &c., or in prison, on 1st September, are to have their relatives' names and addresses noted in the ledger on which they are next re-entered for pay. This information is also to be inserted in the ledger in the case of men, and youths (over 17 years of age) on first entry or re-entry, and in the case of marines who embark for service afloat, in the ledger on which they are first borne for pay.

3. Recommendations, Badges, Conduct, &c.—Recommendations for good conduct medals and gratuities, the award and deprivation of good conduct badges, changes in class for conduct, notations of offences and punishments by warrant, and special recommendations as to gallantry, &c., are also to be duly noted in the ledger, in the columns provided for the purpose.

A notation "Recommended for the Royal Fleet Reserve" is to be made in the "Remarks" column of the Ledger when a man's service certificate is so endorsed. (See 830, clause 9.)

In the case of the award and restoration of good conduct badges and restoration to the first class for conduct, for S. 1130 is to be forwarded with the ledger.

4. All examinations are to be noted in the current ledger in the column for remarks when men are not at once advanced.

5. When the corner of a man's certificate is cut off on his discharge, the fact is to be noted in the ledger.

6. Discharges.—Men discharged on completing time for pension are to be so described in the ledger, and are not to be shown as discharged on completing continuous service engagements. See 731, clause 2 (*Notation on Ledger of Discharge from Prison or Detention Establishment*); 777, clause 1 (*Men disgraced for Incompetency*); 808, clause 4 (*Charges against Deserters and Absentees*).

1564. Musters.—All persons on board are to be mustered by the ship's books once in each quarter, irrespective of pay-days, and the result is to be entered in the proper table of the ledger.

1565. Number on Ship's Books.—Officers and men are as a rule to retain one number on the ship's books during the whole period of the commission, and those who may have been discharged and re-entered in the same quarter are to return to their original numbers; but if, from having been borne as supernumeraries, or from any other cause, their names necessarily appear in more than one place in the books, cross references are to be made at each entry, so that there may be no difficulty in tracing the whole of their services.

1566. Men with same name.—When several men of the same name are borne on the books of a ship during her commission, they are each to receive a distinguishing number, as John Smith (1), John Smith (2), and John Smith (3).

1567. Particulars on joining.—When any person is received on board, his name, the place where, or ship from which he was received, together with his list and number in such ship, his rank or rating, the date of commencing pay, rates of pay and allowances, and other information, as well as the official number of each man and boy, and whether C.S., S.S., or Non-C.S., are to be immediately inserted in the ledger and verified by the man's certificate. It should also be ascertained that the official number corresponds to the class of the man's or boy's rating—*vide* 1593, clause 3.

2. In the case of an officer, the date of his appointment, in whose vacancy, and whether additional or for special service, are also to be stated.

3. As regards boys, the dates of their C.S. engagements are to be noted on the ledger in which their names appear on first entry, but these particulars need not be repeated on subsequent ledgers. Entry of these dates is in all cases to be made direct from the boy's service certificates.

1568. First entry.—Each first entry into the Service is to be noted on the ledger, and the official number is to be inserted as soon as received from the Admiralty.

2. **Port Division.**—The port division of every man is to be noted against his name, immediately over his official number, the letters P., C., and D. standing for Portsmouth, Chatham, and Devonport respectively.

3. **Petty Officers' designations.**—Petty officers of the seaman class are to be designated in the ledger by classes; others are to be shown in their individual ratings.

4. **Marine Servants.**—All marines employed as servants to naval or marine officers are to be shown on the ledger as so employed by red ink notations under their names.

1569. Persons on Passage.—Persons borne for passage from one ship to another are to be entered on List 17 of the Ledger of the ship conveying them, for the purpose of showing the dates of victualling, and of noting any charges incurred during passage. All such charges are to be shown in the proper columns of the ledger and duly brought to account in the classified summary, and the total of the charges incurred by each person is to be shown as a debt against his name on the original transfer list or pay ticket, which is to accompany them to the ship to which they are ultimately discharged. The dates, with the fact of their having been victualled during the passage, are also to be noted, both on the transfer list, or pay ticket, and in the "date" and "lent" columns of the victualling section of the ledger of the ship to which they are discharged, as laid down in Article 1573.

2. Supernumeraries, however, on passage in a ship specially detailed for the conveyance of relief crews, are to be borne for pay on the ledger of that ship. On arrival at home, any balance of wages and naval savings bank money, and any advance of pay and leave allowance under Article 1607, clause 7, to which they may be entitled are to be paid to them before their discharge.

1570. Accounts of persons lent.—The account of a person lent from one ship to another, to do duty, is to be closed, and the details of his pay and victualling for the period are to be shown in the ledger of the ship to which he is lent. His name is, however, to continue open at his number in the ship to which he belongs, with a notation in the victualling column of his being so lent, all particulars with regard to his pay during his absence being omitted. This rule is not to apply when he can continue to receive his pay and clothing from the ship to which he belongs; in such a case he is to be borne on List 17 of the ship to which he is lent.

2. If any such person is discharged or transferred to a ship other than that to which he belongs, a notification is to be sent immediately to the ship from which he was originally lent.

1571. Absence on Special Active Service.—When officers or men, whether naval or marine, are absent on special active service, the nature of the service, and with what force they are acting, are to be stated in the ledger. If they cease to be victualled by their ship, they are to be checked accordingly; but as long as they are supplied with rations from their ship they are not to be

checked, but the period and cause of their absence should be stated, in red ink, in the victualling columns.

2. A list of officers and men absent on special active service, giving full name and address of nearest relative, is to be transmitted to the Admiralty, by post, on form S. 1117 as soon as possible after their leaving their ship. On the re-embarkation, either in their own ship or in any other, of any officers or men who have been so absent, a list of their names, &c., is to be transmitted in like manner, on form S. 1118. In the event of the death, whilst so absent, of any officer or man a return on form S. 544 should be forwarded to the Registrar-General of Births, Deaths, and Marriages as is required by Article 1857 in the case of a death on board.

1572. Pensioners.—Should a pensioner, who may not be allowed to receive his pension while serving, re-enter the Service, he must produce his identity certificate, showing the period up to which his pension has been paid, in order that any payment for a period beyond the date of re-entry may be charged against his wages on the ledger, and a report of the same is to be sent to the Admiralty.

2. Men who are pensioners are to be noted as such on the ledger, and other ship's books and returns.

1573. Persons not victualled on board.—When officers or men from any cause are not received on board the ship to which they are ordered or transferred on the same day as that on which they are entitled to commence full pay, the period which may have elapsed, and for which they have not been victualled on board, is to be noted in the column headed "For victualling," and the date of appearance is to be noted under the name of the place or ship whence they are received.

2. When officers and men belonging to a ship are absent the cause is to be noted in the victualling column, thus :—

c.	Paid compensation	-	-	-	-	} The name of the hospital place or ship, and the inclusive dates are to be stated, and if ✓ whether on leave or on duty.
l.	Lent	-	-	-	-	
✓	With leave or on duty	-	-	-	-	
×	Without leave	-	-	-	-	
s.	Sick in hospital, sick quarters, or at home	-	-	-	-	

3. Any period for which a man is granted leave allowance while checked sick is to be noted in the leave allowance column ; but it is still to be counted as absence due to sickness for purposes of pay under Article 1425.

Sick Mess.—In the case of men checked to the sick mess on board the period so checked is to be indicated in red in the sick column.

1574. Former Credits.—In the column headed "Former Credits, Full Pay, &c." the following items are to be inserted, with a brief description of the nature of the credit in each case against the amount, together with the date of the ledger or the name of the ship on account of which the credit is allowed, viz. :—

Credit balances transferred from former accounts or other ships.

Credits on account of pay and allowances not specified in Article 1575.

Other credits resulting from corrections on the audit of former accounts.

1575. Miscellaneous Credits.—The column for miscellaneous credits (in both the sea-going and depôt ledgers) is to contain any of the following items :—

Wages of men entered from merchant ships, when received in cash.

Full pay of officers and men provided out of votes other than Vote 1, *e.g.*—

- Naval Instructors.
- Chief, Head and Naval Schoolmasters.
- Staff of torpedo stores.
- Royal Naval Reserve (pay, messing allowance to officers, and training gratuities).
- Royal Naval Volunteer Reserve, &c.
- Pay granted under special authority, which should be quoted on every ledger on which the credit appears. (This does not apply to difference of pay authorised under Article 1432.)
- Repayments (on account) of overcharges on previous accounts for clothing, desertion or absence without leave, and for income tax, hospital stoppages, losses, mulcts, allotments, &c.
- Allowance for performing the duty of Naval Instructor and Naval Schoolmaster.
- Allowance to Chaplain as Naval Instructor.
- Surveying pay.
- Gratuities to marines on re-engaging.
- Allowance for playing the harmonium.
- Allowances to officers as Interpreters.
- Climate pay.

See 1633 (Work done for Private Individuals).

2. Separate totals are to be rendered at the foot of each column for each class of credit or debit.

3. **Extra Pay, &c., Sub-vouchers.**—Amounts credited on the ledger on account of extra pay, &c., with the exception of hard-lying money, climate pay and submarine pay, are to be supported by sub-vouchers which are to be alphabetically arranged, so as to enable the separate credits made on the ledger to be identified, corresponding letters being inserted in the columns provided for this purpose on the ledger forms.

4. **Credits when Accounts closed.**—In the cases of officers or men who have been discharged to other ships before credit of extra pay, &c., could be effected, the closed account is not to be reopened for the purpose of including the credit, but an extract of voucher is to be forwarded.

5. **Leave Allowance, how calculated.**—Leave allowance is to be credited on the ledger for the quarter in respect of which the amounts become due, whether those to whom it is credited have returned from leave or not. When two quarters are involved the credits are to be divided proportionately.

1576. **Increased rates of Pay, &c.**—In cases of persons becoming entitled to increased rates of pay or allowances, any amounts subsequently directed to be credited to them in respect of the same are to be entered against their names on the ledger on a separate line, with dates and other particulars.

1577. **Payments on account.**—Monthly payments on account are to be entered in the proper columns as provided for in Article 1602, clause 5 (a), and the requisite certificates (form S. 17) transmitted into office with the cash account. Weekly payments on account are to be shown in detail as indicated on the ledger form, the monthly totals being shown in the column provided for the purpose. Notations of allotments, charges for tuition, desertion, absence without leave, &c., and charges for clothing, dead and run men's effects purchased, mulcts, and other charges are to be entered at the time of their occurrence. Charges for allotments and tuition are to be entered severally in the respective columns whenever an account is closed. Cash payments to

officers, as advances on joining, are to be entered in one of the columns for monthly payments and described as "Advance." Income tax is to be regulated by the tables which are from time to time supplied, and is to be shown in red ink. Tuition allowance is to be regulated by Appendix III., Part IV.

1578. Allotments.—Abatements made from the pay of officers and men in respect of allotments being brought to account separately, the following instructions on the subject are to be observed by the Accountant Officers of His Majesty's ships :—

(a) The abatements are to be shown on the ship's ledger in the column provided. One total for the three months is to be rendered at the foot of the column, except in the Lady-day Quarter, when two totals are to be furnished, one representing the quarterly total, excluding March, the other the total for the month of March only. Arrears are to be totalled separately in red ink. See 1588 (*Hospital Allotments*).

(b) Credits in respect of overcharges for allotments are to be distinguished, and the periods to which such sums relate are to be specified.

1579. Allotments of Men transferred.—Persons having allotments in force who are transferred from ship to ship are to be debited with the allotment for the current month in the ship from which they are discharged, whenever the discharges take place after the 15th of the month ; and in the ship to which they are discharged, when the transfers take place on or before the 15th of the month.

1580. "Other Charges."—The column headed "Other charges" is to contain any of the following items, the description of which is in each case to be specified, viz. :—

Balances debtor from former accounts or ships.

Conduct deductions, Articles 780, clause 4, and 1183, clause 2.

Recoveries of wages overcredited.

Travelling warrants.

Money advanced by surgeons and agents to men on leave after medical treatment to enable them to return to their ships.

Stoppages for liabilities incurred during army service.

Losses by neglect (Article 1373).

Any other charges, the particulars of which are to be separately detailed.

2. Credits and charges directed to be made after the examination of the ledger in office are to be inserted in the proper columns, according to the nature of the credit or charge, and a notation is to be inserted in the column for remarks, giving the date and number of the official communication.

1581. "Remarks."—In the "Remarks" column the following notations are to be made in addition to those enumerated on the ledger :—

When a rank or rating is borne in lieu of another not available (Article 1562, clause 11).

Permanent supernumeraries—duties for which borne (Article 1562, clause 12).

Names and addresses of seamen's relatives (Article 1563, clause 2).

Whether corner of a man's service certificate is cut off on his discharge (Article 1563, clause 5).

Balances of deserters—if irrecoverable (Article 1584, clause 1).

Special recommendations as to gallantry, &c. (Article 1563, clause 3).

Medical officer's decision as to continuity of illness on form S. 60 (Article 1425, clause 5).

1582. Men imprisoned, &c.—Men undergoing imprisonment or detention are to be borne as laid down in Article 775, clause 1.

Men sentenced to cells are not to be discharged on the ship's books, but the forfeiture of time is to be shown by a notation under their names in red ink on the ledger for the period, specifying the inclusive dates, and the forfeiture of their wages is to be regulated by a charge entered as a mulct in the proper column. See 1682 (*Checked for Victualling*).

1583. Debts of recovered Deserters.—In the case of a recovered deserter, steps are at once to be taken to ascertain whether he was in debt to the Crown at the time of his desertion, and the amount of the debt, if any, is to be charged against him in the ledger of the ship in which he is re-entered.

1584. Wages, when to be Balanced.—The wages of persons who die, desert, or are discharged are to be finally balanced; the wages of all other persons are to be balanced whenever the ledger may be closed, and the balances, debtor or creditor, are to be transferred to the next account or ship.

The final balances of deserters are to be treated as follows:—

Balance Creditor. As in the case of a balance creditor transferred, with the word "forfeited" written against it in red ink.

Balance Debtor. To be carried to the remarks column and noted in red ink as a "Balance Irrecoverable," and separately totalled in the abstract and summary.

2. When the wages account of a person about to be discharged to the shore shows a balance debtor, steps are at once to be taken to notify the debt to the Accountant-General.

1585. Particulars when Balancing, &c.—The date to which the pay has been cast and adjusted is always to be inserted; and in casting out the credits of wages, the daily pay of the rank and rating, and all allowances of the character of full pay, as specified in Appendices I. and XV., are to be shown separately. On the last day of each quarter the gross pay, &c., are to be computed in one sum, unless any change takes place in the rates, in which case the component amounts are to be shown, and the total debits and credits, with the balances, debtor or creditor, are to be inserted. After the payment any amounts not paid are to be transferred to the ledger for the succeeding quarter.

1586. Discharges and Transfers.—The pay and victualling of officers, seamen, or others transferred from ship to ship, or discharged to hospital, are to be claimed in the ledger of the ship from which the removal takes place, provided it occur after the hour of noon; but should it take place at or before noon, the pay and victualling shall be accounted for in the ship or hospital to which the transfer or discharge is effected.

1587. Sent to Hospital, &c., abroad.—When any person is sent from a sea-going ship to a hospital or sick quarters abroad, his account is to be closed in the ledger, and the result transferred to a pay ticket, which is to accompany him to the hospital; but his name is to continue open on the books of the ship to which he belongs until his return, or until he is finally disposed of. See 1601 (*From Ships at Home, &c.*).

1588. Re-entries from Hospital, &c.—When a person for whom a pay ticket had been made out rejoins the Navy from hospital or sick quarters, he is, when entered for pay, to be given an entry for the same, if entitled thereto, from the date following the date of his discharge from his own ship shown on his pay ticket, and the balance, creditor or debtor as the case may be, and all charges

shown on the pay ticket, together with any charges for hospital stoppages and allotments, are to be duly transferred to his account on the ship's ledger. Should he, however, return to his own ship during the same quarter in which he was discharged, his pay is to be so adjusted on the ledger as to have only one account for such period as he may be entitled to pay. In either case the pay ticket is to be transmitted into office with the ledger. See 601 (*Sub-section of List 17, "Persons borne for Discipline only"*).

1589. Documents to accompany Ledger.—The following documents are to accompany the ledger when sent into office :—

- Transfer lists and pay tickets ;
- Office victualling and check sheets ;
- Mulct account (*see* 1561) ;
- Sub-vouchers in support of credits of extra pay, &c. ;

Requisitions from consuls, &c., or orders from Senior Officers to receive and victual distressed British subjects or other persons not belonging to the Navy, to accompany ledger in which the names first appear. In the case of persons who have belonged to merchant ships, the names of such ships are to be specified in the ledger ;

Wills executed during the period of the ledger ;

and all other orders and correspondence relative to questions of pay and victualling which are dealt with in each ledger. See 1425 (*Certificate of Continuous Treatment of Sick*).

1590.—Completion of Ledger.—As the ledger, in a great measure, can be prepared in advance, a period of fourteen days only will be allowed for its final completion and transmission into office except as provided in clause 2.

2. Sea-going flag-ships will be allowed an extension of time not exceeding seven days. Depôt ships and establishments may be allowed under Admiralty authority a longer period according to circumstances, but the time is in no instance to exceed six weeks.

1591. Persons serving on shore at Home.—The sea pay and any amounts due in respect of extra pay, compensation, lodging, and kindred allowances of persons borne on the books of stationary ships at home, for permanent service in a naval establishment on shore, are to be paid by the Accountant Officer of the establishment, to whom the Captains are to furnish all requisite information respecting ranks and ratings, rates of pay, allotments, &c. Men so borne will be supplied with clothing and soap from their ships, and the Accountant Officer of the ship is to inform the Accountant Officer of the establishment of such supplies in order that the necessary abatements from pay may be made.

2. **Abroad.**—The sea pay and any amounts due in respect of extra pay, compensation, lodging, and kindred allowances of officers and their coxswains or servants, and of Naval Schoolmasters, borne on the books of ships abroad for service in a naval establishment on shore, are to be paid by the Accountant Officer of the establishment.

Petty officers, seamen, and marines similarly borne in stationary ships abroad are to be credited with their pay and any amounts due in respect of extra pay, compensation, lodging and kindred allowances by the Accountant Officer of those ships on the ledger ; the amounts so credited being charged in the classified summary of pay, direct to the debit of the Vote and head of service under which provision is made for the same in the estimate, the classification, where necessary, being obtained from the Accountant Officer of the shore establishment.

Petty officers, seamen and marines borne for service at any shore establishment, where there is no stationary ship, are to be paid by the Accountant officer of the naval dépôt on shore, and dealt with generally as provided in the preceding paragraph.

In the case of members of the sick berth staff, serving in naval hospitals, the amounts are to be credited on the hospital ledger, and payment made by the Accountant Officer of the establishment.

Credits of extra pay, compensation, lodging and kindred allowances are to be supported by sub-vouchers (forms S. 9 and S. 14), which are to accompany the ledger into office.

The pay of officers while on passage is to be charged to the establishment vote, but the wages of petty officers, seamen and marines while on passage are to be charged to Vote I.

3. The sea pay and allowances of officers and others lent to do work for private individuals, or for dependent or foreign governments, &c., are to be dealt with as directed in Article 1633, clause 8, the classification, where necessary, and other particulars being obtained from the Accountant Officer of the naval establishment.

4. **On Shore temporarily.**—Officers and men lent for temporary or special service in an establishment on shore are to be credited with their pay and any amounts due in respect of extra pay, compensation, lodging or kindred allowances by the Accountant Officers of their respective ships, the necessary classification—with a brief description on subsidiary vouchers (forms 202*a* and *c*) of the services performed—being furnished by the Accountant Officer of the shore establishment.

5. **Supernumeraries.**—Officers or others borne as supernumeraries on the books of His Majesty's ships for special duties, who are not attached to naval establishments on shore, but whose pay and allowances are provided in votes other than Vote I, are to be paid by the Accountant Officer of the ship in which they are borne, and the amounts so paid are to be charged in the classified summary of pay direct to the debit of the Vote and head of service under which provision is made for the same in the Estimates.

1592. **Men from Merchant Ships.**—By the Merchant Shipping Act, 1894, sections 196–7, the wages of men who enter the Navy from merchant vessels are to be settled to the date of their discharge by the masters of such merchant vessels, either in money or by bill on the owners, the wages being paid to the officer who receives the men, as they are not entitled to be paid their merchant seamen's wages before they would have been payable had they remained in the service of the merchant vessel they volunteered from. The amounts due to them from the merchant service are, therefore, to be placed to the credit of such men on the ledger, to be paid to them with their naval pay. (Article 1575.) If money should be received in payment of such merchant wages, the Accountant Officer will debit himself with the amount in his cash account; if by bill on the owners, such bill, properly endorsed, is to be transmitted by the first opportunity to the Admiralty, for the Accountant-General, in order that payment of the same may be obtained.

SECTION III. REGISTER OF SERVICES, AND MONTHLY RETURNS.

1593. **Entries, Re-entries, &c.**—A return (form S. 52) is to be transmitted to the Accountant-General at the close of each month, for record in the Admiralty register of services, of all men and boys who have engaged for continuous or special service, or have re-engaged for the former during the

month, and of all non-continuous service men and boys who have entered or re-entered the Service during the same period. The descriptions of all boys who have been rated as men during the month are to be notified on separate sheets of the same form.

2. **Official Number.**—Every man and boy will have an "Official Number," which, in the absence of special instructions and subject to clause 3, will appertain to him throughout his entire career, and is to be specified against his name in the books, returns, and documents of all ships in which he may be borne, and in all letters or references concerning him. In the case of fresh entries, the number will be notified from office. When official numbers are requested from the Admiralty the dates and ships of first entry should be given.

3. Continuous service and non-continuous service men and boys whose first entry or transfer from special service or from the Royal Marines is made on or after 1st January 1908, will be assigned official numbers according to their class of rating as follows :—

Class.	Official Number.
Seamen - - - - -	J1, J2, &c., &c.
Stokers - - - - -	K1, K2, &c., &c.
Officers' Stewards and Cooks - - - - -	L1, L2, &c., &c.
Miscellaneous (to include E.R.A.s and all other ratings) - - - - -	M1, M2, &c., &c.

4. Those assigned official numbers under this system and subsequently transferring to other classes will receive fresh official numbers according to the class transferred to. For this purpose a report of transfer, stating the last day in the old and first day in the new class, together with a note of the authority under which the transfer is made, is to appear upon the current form S. 52, upon receipt of which the new official number will be assigned and communicated.

5. The assignment of official numbers to special service men and to men and boys of the Australasian Naval Forces—the conditions of whose service differ from those of entries for continuous service and non-continuous service—is as follows :—

Class.	Official Number.
Special Service Seamen- - - - -	S.S. 1, S.S. 2, &c., &c.
Special Service Stokers - - - - -	S.S. 100,001, S.S. 100,002, &c.
Australasian Naval Forces - - - - -	A.N.F. 1, A.N.F. 2, &c., &c.

6. Men permitted to transfer from special service to continuous service are to receive fresh (continuous service) numbers under the new system.

7. The register will be the official record for exhibiting the full particulars of service for pension or for the benefits of Greenwich Hospital or for identification, in regard to all petty officers, seamen and boys in the Navy.

1594. Numbers borne.—A return (form S. 53) of every description of person belonging to the Navy borne on the ship's books is to be made upon the 15th of every month, and transmitted to the Accountant-General by the first opportunity.

2. The monthly return from a general depôt, gunnery or torpedo school, is to include all men paid off from ships to the 14th of the month inclusive, who are to return to such general depôt, &c., at the expiration of their leave. See 1128 (*Lists of Men and Boys to be rendered*).

3. In a ship under orders to proceed abroad, the return of numbers borne, made up to the date of sailing, is to be sent into office before she proceeds to sea.

4. A separate return (form S. 53a) is to be rendered in respect of all persons on passage in contract packets or other merchant vessels borne on ship's books in conformity with Article 1518.

5. **Ratings Appropriated to Home Ports.**—A return (form S. 202) is to be made annually upon the 15th of March, showing the numbers and descriptions of ratings borne on that date under their respective port divisions, and is to be transmitted to the Accountant-General by the first opportunity.

1595. Entries and Discharges.—A return (form S. 165) of every description of person belonging to the Navy and Marines entered on and discharged from the ship's books of all sea-going ships at home and abroad, stationary ships abroad, and all parent ships or depôts in respect of torpedo boat destroyers, and all sea-going tenders, is to be made on commissioning, on finally sailing from England for foreign waters, if any changes have taken place since the rendering of the previous return, and upon the 15th of every month subsequently, and transmitted to the Accountant-General by the first opportunity. The object of this return is to keep the Admiralty and relatives supplied with the latest accounts of the disposition of officers and men. When a protracted cruise or other circumstance is likely to prevent punctual transmission of the form, the Captain may at his discretion cause it to be rendered before the proper date, but in every such case the date of its being rendered should be clearly shown upon the front of the return, together with a short note explanatory of the circumstances.

1596. Deaths and Desertions.—A return on form S. 51 of the deaths and desertions which have occurred during the month is to be transmitted to the Accountant-General at the close of the month. See 1631 (*Pay and Effects of Dead and Run Men*).

1597. Changes in Allotments.—A return on form S. 54 in regard to changes in allotments is to be transmitted monthly as detailed in Articles 1626 and 1627.

SECTION IV. TRANSFER LISTS.

1598. Preparation, &c.—When officers or other persons are transferred to another ship, a transfer list for each ship (forms S. 45, and S. 505 on paying off) is to be prepared by the Accountant Officer, verified by the ledger, and duly signed, showing the official numbers of the men and boys, with all the particulars required by the form. This transfer list is to be sent with them to the ship to which they may be transferred.

In the case of men sent home for discharge from the Service, a note is to be inserted on the transfer list stating the cause of discharge. See 1358 (*Pay on Passage*).

Engineer and Artisan branches, and Marines.—In discharging petty officers and men to the general depôts care is to be taken that the petty officers and men of the engineer and artisan branches are shown on separate transfer lists from those of the other branches. When marines are discharged from headquarters, and embarked, similar information is to be given in the muster rolls sent with them, and when they are discharged from ships to headquarters separate transfers are to be made out for each division; these transfer lists are to be forwarded to the Commandants of the respective divisions with the men. See 1569 (*Persons borne for Passage*).

The transfer list is to be completed on board the ship to which the officers or men are transferred by the insertion of the lists and numbers at which they are entered.

2. All particulars as to the leave of persons who may be transferred while on leave, and of persons in hospital, and when sent sick, are also to be noted. See 1310 (*Medical History Sheets*).

3. **Disposal.**—The transfer lists are to be transmitted into office with the next quarterly ledger of the ship to which they are transferred. Should the removal be effected with such urgency as not to admit of the preparation of transfer lists they are to be prepared immediately afterwards, and forwarded to the ship to which the persons have been transferred, by the first opportunity.

4. In the event of the Accountant Officer of the ship to which the persons have been transferred not being satisfied as to the accuracy of the dates, or other particulars, inserted on a transfer list, he is immediately to take such steps as may be requisite to ensure the adjustment of any discrepancy.

5. **Addresses of Officers on Leave.**—When officers are discharged to a general depôt or other ship for any purpose, and are granted leave without joining such general depôt or other ship, their addresses are to be noted on their transfer lists.

6. **Nominal Transfer Lists.**—When the notice given of drafts is too short to admit of the proper papers being prepared in time to accompany the men, a nominal transfer list is to be sent with them, in which are to be inserted the classes for leave and conduct, and the dates up to which the men are victualled.

SECTION V. PAY TICKETS.

1599. **When to be used.**—A pay ticket (form S. 43) is to be made out showing all particulars required by the form when any officer, seaman, or other person borne for pay or wages is discharged from a ship or her tender:—

- (a) To a hospital or sick quarters abroad, except as provided for in Article 1601 ;
- (b) To a merchant ship for passage to England by order ;
- (c) To a dockyard as rigger, or to the Coast Guard, while on leave from a general depôt after being paid off ;
- (d) To the shore, or from the Service, when the balance of full pay due has not been paid to him before his discharge, except in cases of discharge to half or retired pay or full pay leave ; or
- (e) Having been paid the balance of full pay due—if he is entitled to any further payment after his discharge.

Pay tickets are not to be made out for persons transferred from one ship to another, except as provided in clause 4, Article 1600. See 1397 (*Officers, Closing Accounts*), 1422 (*Private Allowance*), 1569 (*Persons borne for Passage*), 1614 (*Residue to Officers Discharged to Half Pay*).

2. **Officer coming Home in Merchant Ship.**—An officer returning to England in a merchant ship is required to produce a certificate, signed by the master, of the date of arrival. In the case of an officer accompanied at the public expense by his family, the dates of the first and last dinner meals should be stated.

3. Form S. 48 is to be made out whenever an officer is discharged to half or retired pay or full pay leave.

4. **Men lent to navigate Merchant Ships** are to be furnished with pay tickets, when practicable, after being paid such portion of their pay due as they may desire, in order that on presenting themselves on board a ship, as required by Article 613, they may receive any balance due to them.

1600. **Disposal, &c., of Pay Ticket.**—The pay ticket is to accompany the person discharged ; if discharged to a hospital or sick quarters abroad, it is to

be delivered to the Principal Medical Officer, who will cause to be duly recorded upon it, from time to time, any advance of pay made to the patient, and any casual charges incurred while in hospital. In the event of an officer not rejoining his own or any other ship from a hospital at home, his pay ticket is to be sent by the Principal Medical Officer to the Accountant-General for authority as to payment of the balance of full pay due, endorsed with a notation as to where it is desired that the balance shall be paid. See 1588 (*Particulars from Pay Ticket on Re-entry*).

2. Invalids from Abroad.—When a continuous service man sent home sick from abroad is received into a home hospital he is to be entered for pay on the ledger of the general depôt at the port from the date following the date of discharge for pay from his own ship shown on his pay ticket. The balance, creditor or debtor, as the case may be, and all charges shown on the pay ticket are to be duly transferred to the man's account on the ledger.

The pay accounts of non-continuous service invalids from abroad are to be similarly adjusted on the ledger of the general depôt to the date of arrival. Should the men be entered for treatment in a home hospital, their names are to be transferred to the list of persons in hospital borne for discipline only under Article 601.

The pay tickets are to be cancelled and sent into office with the ledger.

Non-continuous service men who may be entitled to pay while in hospital under Article 1353, and Officers' Stewards and Cooks under Article 1426, are to be dealt with as above directed for continuous service men, the necessary authority in the case of Article 1353 for continuing them on pay being first obtained from the Admiralty, as directed by Article 1354.

3. When an officer is discharged abroad, and provided with a passage by any other conveyance than a ship-of-war, the pay ticket is to be delivered to him for transmission on his arrival in England to the Accountant-General, except as provided for in the next clause. The officer is also to procure from the master of the contract packet or merchant ship a passage certificate, as provided for in Article 1536, clauses 2 and 3.

The pay ticket of a seaman or other person sent home in a merchant vessel is to be enclosed in an envelope, and sent by the same conveyance as the man, addressed to the Senior Naval Officer at the port of arrival, who, except in the cases provided for in clause 2 of this Article, after noting thereon the date of arrival and the intended disposal of the man, is to transmit it to the Accountant-General, who will give directions as to payment. Should, however, men arriving from abroad join the general depôt or other ship at home, without papers, immediate application for them is to be made to the Accountant-General.

4. The pay tickets of all officers (except as detailed below) sent home on account of sickness, and received in a home hospital, are to be forwarded to the Accountant-General for adjustment of the balance due to date of arrival in England, and for the issue of instructions regarding the continuation of full pay.

The pay tickets of commissioned warrant and warrant officers are, however, to be forwarded by the Principal Medical Officer to the Captain of the general depôt, or other ship, who, if the officers are entitled to continue on full pay, will cause their names to be entered on the books of the depôt or ship from the date following that on which they were last credited with full pay, and will cause all charges recorded on the pay ticket to be duly brought to account on the ledger. When the names of such officers are entered on the books of the general depôt or other ship a new pay ticket is to be made out from the date of such entry, and is to be delivered to the Principal Medical Officer of the hospital who will retain it in his custody until the officer is finally disposed of, when it is to be dealt with as in ordinary cases.

5. **Officers absent on Duty from their Ships.**—Officers temporarily employed on special service at a distance from any ship are to be provided with similar pay tickets, upon which they may receive their pay, including, in the case of subordinate officers, their private allowance, according to the established rules, from the Accountant Officer of any ship they may fall in with. In these cases the pay and time are to be extended on the pay ticket, which is to be transmitted with the cash account by the paying officer; and the officer employed on special service, if entitled to any subsequent payments, is to be furnished by the paying officer with another pay ticket, showing the name of the ship to which he belongs, as well as that of the ship in which he has been paid, and all other necessary particulars.

6. **Accounts of persons with Pay Tickets.**—The accounts of all persons for whom pay tickets have been made out are to be provisionally closed in the ledger during their absence. See 1588 (*Adjustment on Return to own Ship*).

7. **Final Disposal.**—Pay tickets are to be returned with officers or men discharged to ships from hospitals; and, as a rule, are always to accompany the persons for whom they have been made out, until payment has been made upon them, or until the accounts have been entered on the ledger of the ship to which they have been discharged, in the manner described in Article 1588.

¶ 1601. **When not required.**—When an officer or man is sent to hospital from any ship at home, or from a stationary ship abroad, a pay ticket is not to accompany him, but the sick voucher only (form S. 47), the information required by the form including a list of effects being correctly and carefully filled in.

A pay ticket need not be made out for a subordinate or warrant officer sent home from abroad to be discharged direct to a depôt or gunnery, &c., school, provided the necessary particulars regarding him are entered on form S. 48.

2. His account in the ship is to be kept open, whether he remain in hospital beyond the quarter in which he was sent or not, and the Accountant Officer is to make the necessary abatements for allotments, hospital stoppages, and other charges on the ledger.

3. A pay ticket is only to be made out for such officers and men—

- (a) on information being received from the Principal Medical Officer of the death or invaliding of the patient; or
- (b) if at home, when the prescribed period of hospital treatment on full pay has been completed (D.S.Q.).

Such pay tickets are to be forwarded to the hospital.

When a number of men are invalided on the same day at a home hospital, a pay list (form S. 42) may be used in lieu of pay tickets for reporting to the hospital the amounts due to the men, and in such cases the documents from the hospital giving the date of invaliding must be sent into office with the ship's ledger.

4. **Documents to accompany Invalids from Abroad.**—In the case of any person invalided abroad, the Principal Medical Officer of the hospital is to be most careful that timely notice is given to the ship, so that the pay ticket, service certificate, medical history sheet, and other documents shall invariably accompany the patient home, to avoid any delay in settling the invalids' account.

5. **Remittances and Issues of Clothing.**—Any necessary remittances on behalf of an officer or man in hospital, whose account remains open on ship's books, and all issues of clothing, are to be made by the Accountant Officer of the ship to which the patient belongs. The necessary notice of such requirements is to be given to the Accountant Officer by the Principal Medical Officer; and whenever a remittance is needed the notice should bear the patient's authority, *i.e.*, his signature or witnessed mark, for payment to his nominee.

6. In making such payments, care is to be taken to restrict them to the sums which the patients may require to hand over to their families. The Accountant Officer of the ship, after having ascertained that the amounts are due to the several officers and men, will make the remittances direct to the parties entitled, obtaining their receipts, and show the amounts on the ledger as advances of pay.

7. Remittances on behalf of men whose accounts have been closed on ship's books will be made by the Store Officer and Cashier under the authority of the Principal Medical Officer.

8. The remittances in the case of officers are to be made in the usual monthly list (Article 1650). Such remittances are to be attested by the written authority of the remitter or the signature of the Accountant Officer on his behalf.

9. If an officer desires a payment to himself, notice of such requirement is to be given to the Accountant Officer of the ship by the Principal Medical Officer. The Accountant Officer after having ascertained that the amount applied for is due, will charge the same on the ship's ledger in the column headed " Other Charges " (Advance in hospital) and return the application to the Principal Medical Officer, who will cause payment to be made thereon, including the amount in the hospital cash account.

SECTION VI. PAYMENTS.

General.

1602. **How to be made.**—The pay of all persons serving on board His Majesty's ships is to be paid to them as set forth in these Regulations subject to the following provisions :—

2. **Responsibilities of Accountant Officer.**—The Accountant Officer under the Captain is specially charged with the duty of making these payments and of keeping the requisite accounts. He only, or such junior Accountant Officer as he may, where necessary, entrust with the duty, is authorised to issue money from the public chest for such payments and to receive for return to the public chest such moneys as may for any reason not have been paid. Where possible all payments are to be made by him personally or by an officer under his personal direction, and he is responsible for the correctness of all credits of pay, extra pay, and allowances, for all deductions and calculations, and for all forfeitures of pay and allowances awarded under the Naval Discipline Act being duly carried out.

3. **Mustering.**—The Captain will arrange for the ship's company and supernumeraries being mustered for payment at the time most convenient to the Service and when the smallest number of men will be absent on duty, and for the subsequent payment on the same day of those men who were absent on duty from the general muster.

4. **Officer witnessing.**—The general and miss-muster, payments are to be made in the presence of the Captain, or, should that not be practicable, in the presence of an officer not below the rank of Lieutenant, who is to satisfy himself that complaints and inquiries of every description are investigated and settled forthwith unless for any reason reference to higher authority is necessary. If possible both payments should be witnessed by the same officer.

Police.—The police of the ship are to be in attendance.

5. **Before the payment commences** the following directions are to be complied with :—

(a) All figures, including totals, are to be inserted in ink on the ship's ledger (or weekly pay list for out payments) that will be used at the payments.

- (b) The number of coins of each denomination required for payment of the men named on each folio of the ledger or weekly pay list is to be ascertained, and entered in the coin book (form S. 11a), the total thereof being the amount of cash required to be taken from the public chest for the payment.
- (c) In the cases of men, who, by the information in the ship's office, will be unable to attend either the general or miss-muster payment, being on leave, sick in hospital or in the sick bay, or on duty away from their ship, a red pencil line is to be drawn across the money column opposite their names to indicate the improbability of their being able to attend the payment. The pay of these men is not to be included in the amount coined under (b), but should they attend the general or miss-muster payment, they may be paid thereat the amounts to which they may be entitled, such amounts being shown as "additions" in the coin book, and entered or re-entered on the ship's ledger or weekly pay list above the line previously drawn in the money column, the totals of the ledger or list being altered accordingly.
- (d) The amount which each person is to receive in cash is to be placed by the Accountant Officer in the proper compartment of the pay trays, together with the receipt for any remittance under Article 1650. Where it is not possible for the Accountant Officer to do this himself, he is to take steps to ensure that the duty is correctly performed.
- (e) The Accountant Officer will satisfy himself that all necessary steps have been taken by his staff to ensure that the amounts entered for payment in the ledger or weekly pay list as well as the amount of the coins entered in the coin book are correct.

6. Calling names and amounts.—Where an Assistant Paymaster or Clerk is borne, and is on board at the time of payment, the names of the men and the amounts payable are to be called out by him. He will insert a tick against the amounts paid at the general and miss-muster payments, using different coloured pencils to distinguish those payments. Amounts not paid either at the general or miss-muster payments are to be lined through by him in ink, the totals on the ledger being correspondingly altered and the amounts entered under "Deductions" in the coin book.

Where an Assistant Paymaster or Clerk is not allowed in complement, or, if allowed, is not on board when the payments are made, the foregoing duties may be discharged by a Writer, a statement of the reason for employing a Writer in the latter case being furnished on the certificate of payment (form S. 17).

7. When the miss-muster payment is ended :—

- (a) The corrected totals of the ledger or weekly pay list are to be abstracted, and the coin book is to be closed and signed by the Accountant Officer, who will satisfy himself that the total amount shown as paid by these documents agrees with the amount which he has paid out of the public chest ; and
- (b) A certificate on form S. 17 of the amount paid at the general and miss-muster payments is to be prepared and signed by the Accountant Officer, by the officer or officers who witnessed the payments, and by the Assistant Paymaster, Clerk or Writer who called out the men's names and amounts at the pay table.

8. Signatures of Witnessing Officer, &c.—The signature of the witnessing officer on form S. 17 will be taken as certifying that the ship's company and supernumeraries were duly mustered and paid, and that all complaints and inquiries were investigated in his presence ; and the signature of the Assistant

Paymaster, Clerk or Writer will be taken as certifying that any amounts not paid have been lined through on the ledger or weekly pay list; that, these amounts excepted, the sums appearing on the ledger or weekly pay list were paid to the men against whose names they are entered; and that the amounts shown as paid have been totalled and abstracted.

9. Casual Payments.—Men unable from any cause to attend either the general or miss-muster payment are to be paid individually by the Accountant Officer, their receipts for the amounts paid to them being obtained in a book for casual payments which is to be kept for the purpose in the charge of the Accountant Officer (form S. 18). Men in the sick bay who are unable to attend to receive their wages are to be paid by the Medical Officer, who will sign the casual payments book on their behalf.

10. The amounts of the casual payments during each week or month, according to the system of payment, are to be added to the certificate of payment (form S. 17) prepared under clause 7 (b).

Cash Account.—The total of the monthly payment recorded in the certificates is to be credited in the Accountant Officer's cash account, the certificates being scheduled where necessary on form S. 27.

1603. Payments to Officers.—Except as provided in clause 2, officers are to be paid their full pay and allowances through the officers' pay book (form S. 57), their receipts for the payments being obtained thereon, and the amounts claimed in the cash account on form S. 17 under the heading "Casual and officers' payments."

2. Where for any reason payment direct from the ship's copy of the ledger is considered preferable, this method may be allowed subject to details of the procedure to be followed being first concurred in by the Accountant-General.

1604. Payments to Boys.—Money balances, standing to the credit of boys drafted from the training ships to depôts or stationary ships, are not to be paid to them either as advances or at the quarterly settlements in such ships, but are to be transferred from ledger to ledger until the boys reach a sea-going ship.

This direction is not intended, however, to be construed as preventing issues of clothing, and any charges which may be deemed necessary.

1605. Safe custody of documents.—The Accountant Officer may be required at any time to forward into office the officers' pay book, the ship's ledger, coin book, weekly pay list, and casual payments book for examination, and accordingly he will take all necessary steps to ensure their being preserved, and to guard against their being tampered with: in any case they are to be retained for two years from the date of the transactions recorded therein.

2. Erasures, Alterations.—Erasures on pay books, accounts or vouchers are not to be made in any circumstances. Any alterations necessary before, at, or subsequent to the payments are to be made by lining through the original figures, and inserting the corrected figures, every alteration being initialled by the person making it.

1606. Sent home for misconduct.—Full pay is not payable to any officer or other person sent home, or awaiting passage home, from a foreign station, for the disposal of the Admiralty on account of misconduct; such persons are to be victualled in the manner prescribed in Article 1682, clause (g), and any question of their full pay will be decided by the Admiralty on their arrival in England.

2. **Officers' Mess Bills.**—If an officer returning under these conditions is unable to pay his mess bills, the Accountant Officer may make payments to the mess on his behalf, viz. :—

For a ward-room or gun-room officer, the amount of the undischarged liabilities, within the limits of his ordinary mess subscription (Article 849).

For a warrant officer, an allowance in repayment of actual expenditure, but not in excess of 6*d.* a day.

The amount paid to the mess is to be charged on the ledger and transferred to the officer's next ship or reported to the Accountant-General, if recovery cannot be effected from full pay.

In Advance.

1607. Advance on Appointment.—Flag Officers, when appointed from half pay, upon application to the Accountant-General, may receive as advance of full pay and table allowance, a sum equal to three monthly payments, according to Appendix III., Part I., if appointed for home service, and to six monthly payments if appointed for foreign service.

2. Other naval officers appointed upon first entry, or from half pay, or from the shore, to ships at home or abroad, may be paid three months' advance of pay, either by the Accountant Officer of the ship to which they are appointed, or by the Accountant-General.

Officers appointed from a ship at home to a ship on, or fitting for, a foreign station, may be paid a similar advance by the Accountant Officer of the ship from which they are appointed.

Officers appointed for transport service will, however, only be allowed an advance of one month's pay.

3. **Royal Marine Officers.**—Officers of the Royal Marines appointed to sea-going ships at home may be paid a similar advance by the Accountant Officer of the ship on joining; but it is not to be paid to them when appointed to home stationary ships. When ordered to join ships abroad, the advance will, on application, be paid by the Accountant-General should time permit, but should immediate embarkation be ordered, the advance may be paid by the Divisional Paymaster.

4. **Men going Abroad.**—When a ship is commissioned for foreign or immediate sea service, petty officers, seamen, marines, and others may be allowed one month's payment, as an advance, before the ship proceeds to sea, though not actually due. See 1610 (*Payment of Balances of Pay*).

5. **Pensioners.**—Seamen and marine pensioners, when called out by Royal Proclamation, may be allowed, if they desire it, an advance of one month's wages, at the rates laid down in Appendix III., Part II., in addition to any advance sanctioned by clause 4 of this Article.

6. If the officer or man allots, the amount of his allotment is to be deducted from the advance.

7. **Men going on Leave at Home.**—Petty officers, seamen, marines and boys who are granted not less than seven days' leave while serving in ships at home, including ships from a foreign station paying off in England, may be advanced, before going on leave, a sum not exceeding four-sevenths of the pay and leave allowance which would accrue to them during the period of leave granted (see Appendix III., Part III.); but no payment on this account is to be made to men in debt. See 1609, clause 11 (*Payments on Account in Ships making Monthly Payments*).

1608. Officers on Full Pay Leave.—No advance or payment on account is to be made to an officer borne for full pay leave (Article 1398, clause 7), by the

Accountant Officer of the general depôt on the books of which he is borne. The amount due will be paid by the Accountant-General when the officer's leave expires.

When, however, the full pay leave extends over a month, an officer may, on application to the Accountant-General, be granted a monthly payment on account, but only after the expiration of a month's leave.

2. **On Full Pay Sick Leave.**—Officers who have been granted full pay sick leave (Article 1396, clauses 2 and 3), may be paid, on application to the Accountant-General, monthly payments on account. The first payment, however, will not be made until after the expiration of a month from the date of being sent sick, or, in the case of foreign invalids, of arrival in England. Subsequent payments will be made at monthly intervals. The final payment will be made by the Accountant-General on the expiration of the full pay sick leave.

On Account.

1609. **Monthly.**—The officers of the Navy and of the Royal Marines in all ships, and the petty officers, seamen, marines and others in ships other than ships and establishments at home, may be paid a portion of their full pay for the first and second months of each quarter according to the scale established by Appendix III., provided they will not thereby be brought into debt. All mess debts on board, and the allowances due to servants under Article 1179, are to be defrayed out of the payments thus made.

2, These payments are to be made as soon after the close of each month as may be convenient.

3. **Weekly.**—Petty officers and men serving in ships and establishments at home are to be paid weekly throughout the quarter according to the scale, provided they are not paid such an amount as will bring them into debt. The amounts paid are to be entered in the columns provided on the ledger.

4. **Scale.**—The scale of monthly payments to officers is computed on the principle of allowing an amount equal to the complete pounds of their net pay, omitting fractions of a pound, and with a reduction on account of income tax, &c. The scale of payments to seamen and others is based on the principle of allowing them the full amount of their wages and allowances, after the deduction of a margin to cover charges for clothing, &c. Officers and men who allot are to receive the amounts according to the scales, less the amount of their allotment.

5. **Abatements.**—When charges have been incurred on account of absence without leave, travelling warrants or other authorised abatements, they are to be deducted from the payment. Subscriptions are to be dealt with as directed in Article 1374.

6. **Officers and Men absent on duty or on leave, or sick in hospital,** at times when payments are made, may be paid the arrears on rejoining their ships. The amounts so paid are to be entered separately in the proper column of the ledger for the current month, with the date inserted below in red ink.

7. When weekly payments are made the established form B. 37 is to be used only for such of those payments as are out payments.

8. The amounts paid will be provisionally allowed in the Accountant Officer's monthly cash accounts, upon the production of a certificate (form S. 17), subject to that document being found correct upon the subsequent audit of the ledger.

9. **Newly entered Men in Debt.**—Newly entered men who are unavoidably brought into debt on entry by taking up clothing are not entitled to monthly or weekly advances on the ordinary scale; but until their debts are liquidated,

they may be paid advances at reduced rates as follows, or at such rates as the Admiralty may from time to time direct:—

C.S. men, at half the rate prescribed in Appendix III. for non-allotting men.

Non-C.S. men, at the rate prescribed in Appendix III. for allotting men.

See 1611, clause 4 (*Clothing Debts*).

10. **Other Men in Debt.**—Seamen (except newly entered men who are dealt with in the preceding clause) and marines serving afloat who are in debt to the Crown from any cause, and whom it is intended to retain in the Service, may be granted advances of pay at rates not exceeding those laid down in Appendix III. for men who allot, the advances in the case of ships making monthly payments being those allowed to men allotting at the maximum rate. The actual rate of advance (if any) is left to the discretion of Commanding Officers, but, as a general rule, a man should not be deprived of all pay if there is a reasonable prospect of his ultimately becoming free from debt.

11. **Men going on Leave** from ships making monthly payments may be paid the advances of pay to which they would have been entitled had weekly payments been in force, in addition to the four-sevenths advance of pay and leave allowance. (See 1607, clause 7, and Appendix III., Part III.)

12. Any balance due to men drafted for foreign service may be paid immediately before embarkation, for remittance to their wives and families.

13. **To meet Mess Debts.**—If men about to be transferred to another ship are in debt to their mess, the Accountant Officer may, with the sanction of the Captain, make them an advance for the purpose of discharging the debt. Such advance, however, is not to exceed the balance of wages due. See 347, clause 3 (*Officers*).

1610. **Crew of Ship going Abroad.**—With the approval of the Commander-in-Chief, the crew of a ship about to sail for a foreign station may be paid the balances of pay which have accrued to them in addition to the month's advance if payable under clause 4, Article 1607. Such payments are to be entered in the ship's ledger, in one of the columns for monthly payment, and not in that reserved for the final quarterly settlement.

Quarterly Settlements.

1611. **Calculation of.**—On the last day of every quarter the gross and net sums due to the officers, petty officers, seamen, marines, and others are to be calculated and inserted in the ledger for final balance; and to facilitate this arrangement, the Captain, during the last seven days of the quarter, will not allow the issue of clothing, or the incurring of charges of any kind, unless required by the exigencies of the Service.

2. **When to be Paid.**—Payment of the balances due on closing the ledger for each quarter is to be made to the officers and ship's company on the first day of the subsequent quarter, or as soon after as may be convenient. The balances are to be read to the men at the payment.

In ships, however, in which weekly payments are made, if a separate payment at settlement would interfere with the regular weekly payments, the balances due at the end of the quarter may be transferred to the next quarter's ledger and paid with the first or second ordinary weekly payment.

3. Should fourteen days elapse between the end of a quarter and the date at which an opportunity occurs for obtaining money and making the payment, or should any person be absent from the ship at the time of payment, the ledger is not to be delayed, but is to be transmitted into office; the balances remaining unpaid are to be credited in the ledger for the following quarter, and when paid, are to be charged in one of the columns for monthly payments.

4. **Men or Boys in Debt.**—If men or boys should be brought into debt on account of issues of clothing, or other articles which may be requisite to keep them efficient, all money payments to them are to be suspended until the debt has been covered by their growing pay.

5. **Officers on Detached Service.**—Officers on detached service, who are entitled to full pay, may be paid by the Accountant Officers of any ships as directed by Article 1600, clause 5, but those who cannot be so paid, may draw bills quarterly for the amount due to them, in the common bill (form S. 3) with which they will be supplied on application; they are to advise the Accountant-General of every such bill which they may draw.

6. A certificate (form S. 18) of each quarterly payment is to be sent into office as a voucher to the cash account in which the payment appears. Separate certificates are required when the payment extends over one day.

7. Payments on ship's ledger at settlement are to be vouched by a certificate similar to that supporting the monthly advance payments, form S. 17 (Certificate of payments to officers and men) being used for both purposes.

SECTION VII. SETTLEMENTS ON DISCHARGE.

1612. **Transfer to another Ship.**—When officers, seamen, marines and boys are transferred from one ship to another, their accounts in the ledger are to be closed, and they are to be informed of the result. The credit balances are not to be paid to them, but are to be transferred to the ledger of their new ship. The accounts of marines disembarked are to be dealt with in the same manner, their balances being transferred to headquarters. In order to enable the Accountant Officer properly to close the accounts of persons ordered to be discharged, any clothing which may be required is to be issued, and the day and hour at which the discharge is to take place is to be fixed, when practicable, some time on the day previous; no alteration is to be permitted, unless absolutely required by the exigencies of the Service.

2. Officers returning to England, otherwise than in one of His Majesty's ships, may be paid the balance of pay, if any, due to them on discharge, but are not to receive any payment on account of full pay accruing during passage home. See 1508 (*Advances to meet expenses incidental to passage home*).

1613. **Officers sent to Hospital.**—When an officer is sent to hospital or to sick quarters from a sea-going ship, he may be paid the amount due to him up to the day on which he is sent. If a further payment should become due while the officer remains there, he may be paid by the Principal Medical Officer, who is to note the particulars on his pay ticket. If sent from a stationary ship, he will be paid as directed by Article 1601. In the event of an officer or man not rejoining his own or any other ship, from hospital, the final settlement of his pay will be made by the Accountant-General, and his pay ticket is to be disposed of in the manner directed by Article 1600, clause 4.

1614. **Officers discharged to Half Pay.**—The residue of pay of officers discharged to half pay is to be paid by the Accountant Officer, provided that there be no liability impending on account of passage money or other charges.

2. An exception exists in the case of commissioned officers borne nominally on the books of a general dépôt for full pay leave after foreign service, or for full pay sick leave, the pay in these cases being dealt with by the Accountant-General on sections of the ledgers kept at the Admiralty.

3. **Officers discharged the Service.**—The residue of pay officers discharged from the Service, or to retired pay or pension, and of those against whom there

are liabilities, is to be left for settlement by the Accountant-General, to whom the pay documents should be forwarded.

4. If, however, an officer discharged from the Service abroad desires to remain there, and is clearly under no liability for passage money, cost of telegrams, or other charges, the residue of pay may be paid by the Accountant Officer.

5. **Men discharged the Service.**—The residue of pay of men and boys discharged from the Service is in all cases to be paid by the Accountant Officer.

6. **Receipts of Men and Boys.**—The receipts of the men and boys for the payments made are to be obtained in the casual payments book (form S. 18), and the payments entered on the ledger in the payment column of the week or month in which payment has been made. Amounts so paid are to be claimed in the cash account on form S. 17.

1615. **Return of Officers discharged.**—Whenever officers are discharged from home or foreign service, returns on forms S. 49 and S. 48 respectively are to be made out in accordance with the directions noted thereon.

2. Form S. 48 is to be handed to an officer with his pay ticket, and any other documents required to clear his account, for delivery, unless a more direct opportunity occur for sending it.

1616. **Documents of men sent to Detention, &c.**—A transfer list is to be made out for each man sentenced to imprisonment or detention, except in the case of a man who is to undergo his sentence either in a naval or civil prison and who will be discharged direct from the prison to civil life (*see* clause 3).

2. The transfer list is to be forwarded, with the service certificate and medical history sheet, to the captain of the ship on whose books the man will be borne during sentence (*see* 775, clause 1). In the case of a man sentenced abroad who is also to be finally discharged from the Service at home, the documents are to accompany him from ship to ship until his arrival at the general dépôt at home when the balance of pay due to him is to be paid and claimed as wages in the proper columns of the ledger.

3. In the case of a man who is to undergo his sentence either in a naval or civil prison or military detention barrack at home and who will be discharged thence to civil life, the balance of wages due is to be delivered, with his service certificate, into the custody of the Governor or Commandant of the establishment in order that the wages and service certificate may be handed to the man on his release. The transaction is to be treated as a payment of wages and entered in the proper columns of the ledger in the ordinary course. *See also* 1505 (*Travelling warrants and subsistence allowance*).

SECTION VIII. PAYING OFF.

1617. **Paying off at Home.**—In order to facilitate the completion of the ledger the Captain is not to sanction the issue of clothing, after the receipt of the order to pay off in a home ship, or after the arrival at home to pay off of a ship from a foreign station, except in cases affecting the men's health; neither is a man to be allowed to incur charges of any kind so far as they can be avoided.

2. The ledger is to be completed by the insertion of all charges and deductions in the proper columns, and so soon as notice shall have been received of the date fixed for putting the ship out of commission the wages are to be cast and the amounts due to each officer and man, up to the day appointed for payment, ascertained and inserted by the Accountant Officer, and the ledger finally closed for payment.

3. In the case of C.S. men who allot, *see* 1618, sub-clause (k), and 1620 (*Transfer of Allotments*).

4. **How made.**—The payment, as regards wages, is invariably to be made from the ship's ledger in the manner laid down in Article 1602, and as regards savings bank deposits, from the final withdrawal list.

5. **Savings Bank Deposits.**—Money envelopes (form S. 32) are to be used in the payment of all savings bank deposits on the paying off of the ship. The money should be placed in the envelopes, on each of which should be endorsed the name of the recipient, and the amount of money enclosed therein. The envelopes should be handed to the men at the same time as their wages are paid from the pay tray.

6. **Officers** are to be paid as at quarterly settlements.

7. **Completion of Ledger.**—As soon as possible after the payment, every column and table of the ledger is to be completed, the dates on which and the ships or places to which the men are discharged being inserted; and the ledger is then to be sent into office, accompanied by the conduct book and the usual documents. Characters are to be inserted only in those cases in which they have at the same time to be recorded on the men's certificates under article 829, clause 4.

8. **Paying off Abroad.**—When ships are paid off abroad, and their officers and crews are sent home in transports or merchant ships, separate transfer lists are to be prepared according to the provisions of Article 1129, so far as they are applicable, and forwarded with the officers and men. Such non-C.S. men as are to be discharged to the shore on arrival at home are entitled to be discharged at the port nearest their homes, and are therefore to be transferred to whichever general depôt is most convenient for this purpose.

9. **Advance on arrival Home.**—Any requisite advance of wages may be made by the general depôt at the port of arrival, due notation being made on the transfer lists, but the men are only to be entered for wages on the books of the ships to which they will be attached on return from leave.

SECTION IX. ALLOTMENTS.

1618. Maximum Rates.—Allotments of full pay and allowances may be made—

(i) by officers, at any rate not exceeding, as a rule, the maximum for the corresponding rate of pay and allowances as shown in Appendix III., Part I. (In exceptional cases and at the discretion of the Commanding Officer, such maximum rates of allotment may be exceeded, provided that particulars of the cases are specially reported on form S. 63 for confirmation at the Admiralty);

(ii) by petty officers, seamen and marines, at any rate not exceeding the maximum for the corresponding rate of pay and allowances as shown in Appendix III., Part II.;

under the following regulations, but fractions of a shilling are in every case to be avoided:—

(a) **To whom made.**—Commissioned and warrant officers on full pay, and petty officers, seamen and marines may allot in favour of any persons. Boys, if they keep their clothes complete and in proper order, may, after six months' training, allot to their fathers or mothers or to Cashiers of dockyards for investment in the naval savings banks or to approved guardians.

A uniform rate of 8s. is fixed for all boys' allotments.

- (b) **When forwarded.**—Declarations of allotments whether commenced, increased or reduced, are to be forwarded monthly on form S. 63, in accordance with the instructions thereon.
- (c) **Age of Allottees.**—Allotments are not to be made payable to persons under 18 years of age. Should the allotments be intended for the benefit of persons below that age, they must be made payable to some adult person as a trustee.
- (d) **When in debt.**—Officers in debt to the Crown, or in debt for mess expenses, are not to be allowed to allot. Men entered on ship's books with a debt exceeding 1*l.* are not to be allowed to allot until the debt is cleared off. No boy can allot until he has one clear month's pay due.
- (e) **Commencement and rate.**—The date of the commencement of an allotment, and the rate are always to be determined on board, and both are to be clearly noted in the declaration lists and ledger. In cases where it is desired to effect a transfer from one person to another, from the date to which the allotment may have been paid to the former nominee, the words "payment continuous," provided the rate remains unaltered, should be inserted, instead of the commencing date. When allotments are to be increased, transferred to other persons, or reduced from a certain date, the date of the commencement of the new allotment is to be noted on the declaration list.
- (f) **Where payable.**—Allotments may be made payable at all places within British territory, and at such other places as may be specially approved by the Admiralty in individual cases.
- (g) **Commencement.**—Allotments must always commence on the first day of a month and they are payable for complete months only. The first payment will become due on the last working day of the month in which the allotment commences, and men should be clearly informed on this point. Allotments payable abroad, will, however, be paid, at the discretion of the Admiralty, at such later dates as will allow time for mail communications.
- (h) **Marines embarking.**—The declarations of officers and men of the Royal Marines may be signed at the divisional headquarters previous to embarkation, should the Commandant have no objection. Non-commissioned officers and men declining a month's advance on embarkation may allot from the first day of the month of embarkation. The dates of the commencement of all such allotments and the rates are to be notified on the embarkation sheets, for entry in the ledger.
- (i) **Reduction in Pay.**—If from any cause a reduction should occur in the rate of pay to which an officer or man having an allotment in force is entitled, and the rate of his allotment be in excess of that established for the reduced rate of pay, a corresponding reduction is to be made in the allotment.
- (j) **Debts.**—Men are not to be permitted to incur debts to such an extent as to render it necessary that their allotment should be stopped; those who may be unable to provide themselves with proper clothing without running into debt are only to allot at a rate below the maximum.
- (k) **Transfers.**—When officers or men, having allotments, are discharged from one ship to another, their allotments are to be transferred with them, and the transfers are to be duly notified to the ship to which they may be discharged on the transfer list sent with them.

When an officer or man is sent to hospital or provided with a pay ticket upon any other occasion, the allotment is to be noted on it.

For the stoppage of allotments in the case of officers going on full pay leave, *see* 1620.

- (l) **When proceeding in Merchant Ships.**—Officers and men about to proceed by packet or merchant ship to join their ships abroad, who do not draw advance or who draw advance under the allotting scale, will be permitted to execute declarations of allotment. In cases of officers embarking direct from their homes, application may be made to the Accountant-General for the necessary form of declaration.

1619. Support of Men's Wives and Families.—The Captain and officers are to use their influence with the men to encourage them to make due provision for the support of their wives and families by allotting portions of their wages or by remitting money. When allotments have been made in favour of wives, families, or near relations, men should be discouraged from stopping them, unless the Captain be satisfied of the validity of their reasons for discontinuing payment.

2. The authority given to the Admiralty by sections 179 (7) and 145 of the Army Act, 1881, to order stoppages to be made from the pay of marines for the support of their wives, families, or bastard children, is not to be enforced in the case of marines serving under the Naval Discipline Act.

1620. On paying off, the allotments of officers and men, except as provided for in clause 2, are to be transferred to the ship to which they are discharged unless they wish them to be stopped.

2. The allotments of any officers, seamen or marines who are to be discharged to the shore or headquarters are to be stopped on paying off. If paid off abroad, the date of stoppage is to be calculated so that the last payment will coincide as far as possible with the probable date of their arrival in England.

3. When officers proceed on full pay leave their allotments are to be stopped unless at the expiration of the leave they are to be borne for pay under Article 229.

1621. Allotments to Marine Savings Banks.—Allotments by marines to the savings banks at the Artillery or Light Infantry divisions are to be included with those of seamen or others in the ordinary declaration lists, and are in all cases to be executed in favour of the Divisional Paymasters, and not of Clerks or Pay Sergeants; marines thus allotting, whilst serving afloat, may stop such allotments at any time.

1622. To whom to be paid.—Payment shall be made only to the allottee personally, unless such person may be unable, from illness or infirmity, to attend, in which case payment may be made to a person producing—

- (a) The official authority, with the allottee's written order, duly signed and witnessed, for payment to such person; and
 (b) A certificate from a medical practitioner or other proper certifying authority as to the allottee being unable, from illness or infirmity, to appear personally; provided the paying officer may not see reason to doubt the authenticity of the order or the truth of the certificate.

2. **Precautions on Payment.**—The paying officer will also be required to satisfy himself, so far as may be expedient, of the title of the claimant; and if on any application for payment, the paying officer may entertain any doubt as to the claimant's title, he will inquire into the matter, and may require from the claimant alone, or from the claimant with other persons, such statutory declaration or declarations as he may deem requisite.

3. **Receipt.**—On paying an allotment the paying officer will take a receipt, duly witnessed, on the authorised form, and will endorse on the official authority,

held by the allottee, the date of the payment, and the term for which it is made.

4. **Death of Allottee.**—When the death of an allottee may come to the knowledge of the officer by whom the allotment is payable, that officer will endorse the date of his receipt of the information on the authority for payment, and return the same to the Admiralty.

1623. **When Allotter becomes Insane.**—When an allotter becomes of unsound mind, and his wife, child, or other near relative is the allottee, payment of the allotment, under the directions of the Admiralty, may be continued to such allottee, within the limits of the pay due.

1624. **Death, Misconduct, &c., of Wife.**—When a wife, being an allottee, dies, or deserts her children, or misconducts herself so as to be considered undeserving of support from her husband, the Admiralty, on a certificate to that effect from a proper certifying authority, may stop payment of the allotment; but if, in such case, any child of a person allotting shall be left destitute, the Admiralty, on receipt of a certificate to that effect from a proper certifying authority, may appoint a trustee to receive the money and apply it to the maintenance of the child, until the allotter shall have an opportunity of nominating a trustee of his own choice. Should a wife, being an allottee, become of unsound mind, the Admiralty, on receipt of a similar certificate, may revoke the authority for payment to her, and, similarly, may appoint a trustee to act temporarily on behalf of herself and her children.

1625. **Increase, Reduction, or Stoppage.**—Whenever it is desired that allotments should be increased, reduced, or stopped, the allotment charge at the original rate is to be calculated up to such a date as will allow sufficient time for communicating the change to the Accountant-General, and for making the necessary alterations in England.

1626. **Notices of Stoppage** (form S. 54) are to be made monthly, the reason for stoppage being fully stated in all cases in order that such information may be communicated to the allottee, if inquiry be made of the Admiralty. This regulation applies also to supernumeraries on passage whose allotments are to be entered against their names on the ledgers, although they may not be borne for pay.

In the case of the general depôts, gunnery and torpedo schools, notices of stoppage due to detention or imprisonment are to show the nature of offence, term of sentence, and the establishment in which confined.

2. **Stoppage of Marines' Allotments.**—In all cases of marines discharged to headquarters, or of marines who on arrival in England after being invalided abroad are discharged to hospital, notices are to be sent, either on form S. 54, or, when necessary, by special stop-letter to the Accountant-General to stop their allotments, from the ships so discharging them, whether the marines are borne for pay or not.

1627. **Death, Desertion, or Discharge of Allotter.**—The allotments of all officers and men who die, desert, are discharged to the shore, or in any other way cease to be borne for pay, and those of officers appointed for service in naval establishments abroad are to be stopped; also those of men committed to a prison or detention establishment unless they may have such an amount of pay due to them as will cover their allotments during the period of their sentences.

2. In case of death or desertion, or when officers or men leaving the Service are likely to be brought into debt, immediate notice is to be given by a stop-letter, but if, in any case other than death, the letter is not likely to be received

at the Admiralty in time to prevent payment being made to the allottee (on the last working day of the month) for which there is no corresponding charge, the notice should be given by a telegram, provided that the amount saved is greater than the cost of the telegram. In every case particulars are to be included in the monthly report on form S. 54.

SECTION X. TENDERS.

1628. Ledger for Tenders.—The crews of tenders are to be entered on separate lists (as 12A, 12B, &c., in the ledger), and a copy of every such list is to be kept by the officer in command of the tender. When in company with the ships to which the tenders are attached the crews are not to be checked, but are to be noted in the ledger in red ink as doing duty in the tenders; and similar notations are to be made against the names of officers and men of the ship's complement who may be lent to the tenders, as well as of those lent from the tenders to the ships. When a tender may be ordered on detached service, such of her crew as are actually on board, and such of the officers and men of the ship as may have been lent to her, are to be checked on the ship's ledger, and the particulars of pay and victualling are to be shown on the tender's list, which must contain a complete record of all persons serving on board, and is to be transmitted, at the end of the quarter, to the Captain by the officer in command. Should this list not be received in time, the closing of the ship's ledger is not to be delayed, but it is to be transmitted into office as usual, and the tender's list and abstract are to be separately transmitted as soon afterwards as practicable. When tenders are thus employed on detached service, the officers in command are personally responsible for the lists being kept with correctness, and that all money advances and issues of clothing are duly recorded. See 1761 and 1762 (*Victualling Accounts*).

1629. Clothing and Advances by Parent Ship.—Issues of clothing and payment of advances to the crew, when practicable, are to be made by the Accountant Officer of the parent ship; but a temporary supply of cash, provisions, and clothing sufficient to meet any probable requirements when detached, with the issuing prices of the clothing, is to be placed in the charge of the officer in command, who is to make any necessary advances and issues. He is to be supplied with the necessary established forms.

2. Whenever tenders receive supplies of any kind the original vouchers or supply notes are to be forwarded to the Captain of the parent ship.

1630. Prize Vessels.—So far as practicable, the foregoing Instructions are also to apply to prize vessels.

SECTION XI. DISPOSAL OF DEAD AND RUN PERSONS' EFFECTS.

1631. Dead Men's Effects.—Whenever any person dies on board, the following directions as to his pay documents, and the disposal of his effects, are to be observed, viz. :—

- (a) **Inventory.**—The Captain is to cause the clothes and all the other effects of the deceased, including cash, to be immediately collected and delivered into the charge of the Accountant Officer, who is to make out an inventory on form S. 46 signed by two or more messmates in the case of an officer; in the case of a marine, by a commissioned and a non-commissioned officer of Marines; and by the Executive Officer and the chief of police in every other case.

- (b) No effects of a deceased officer or man are to be handed over, or sent to any person, until instructions as to their disposal are received from the Admiralty, and the Captain is not, in any circumstances whatever, to sanction the payment of any debt out of any deceased person's estate, which is the property of his executors, and can be dealt with by them alone.
- (c) **Sale of Effects.**—The clothes and all other effects of deceased petty officers, seamen and others, except cloth tunics and frocks supplied to marines within 16 months of their death, and such of those of deceased officers as the Captain shall authorise, are to be sold on board as soon after death as convenient, according to the custom of the Service, by auction, under the inspection of the Accountant Officer, and in the presence of an Executive Officer and an Assistant Paymaster or Clerk. The particulars of the effects, the rates for which they were sold, and other information required by the form are to be entered in the account of sale. If any man should die without leaving any effects, the fact is to be certified by the persons referred to in sub-clause (a). No person is to be permitted to make purchases if his doing so would bring him into debt, or if, being the effects of an officer, they would be unsuited to his station; or, if not belonging to the ship, unless he pays for his purchases in money.
- (d) **Articles for Relatives.**—If the deceased be an officer, the Captain, if he think fit, may direct that all or any of his effects shall be preserved until they can be forwarded to his relatives or executors, instead of being sold on board; and if amongst a man's effects there should be any articles which the Captain thinks proper to preserve for the nearest relatives or friends, they may be kept for that purpose. In exercising this discretion, the Captain will take into consideration the circumstances of the deceased, the distance of the ship from his family, and what would, in all probability, be to them the most agreeable course to pursue.
- (e) In cases where the death occurs at a home port, any effects reserved from sale are to be retained on board ship, or at the depôt; but, when the death occurs abroad, they should be sent to the Admiralty for delivery to the legal representative, on admission of claim.
- (f) **Books and Papers.**—In every case the private books and papers of a deceased officer are to be sealed up in parcels, in the presence of witnesses, and retained with other articles reserved from sale. Such of the public books and papers of an officer in charge of stores as are not required to be retained on board are to be transmitted into office with his accounts, by his successor, accompanied by an inventory.
- (g) **Documents to clear Accounts.**—All the documents necessary to clear the accounts of a deceased Captain are to be forwarded by the officer succeeding to the command direct to the Commander-in-Chief, for transmission to the Accountant-General, without delay.
- (h) **Medals and Decorations.**—Medals and decorations belonging to officers, seamen and marines dying on service, are to be preserved for delivery to their representatives, unless administration is taken out by a creditor, in which case any such medals or decorations are to be returned to the Admiralty.
- (i) **Disposal of Inventory.**—The inventory is to be retained by the Accountant Officer until the effects have been disposed of, when it is to be completed by the addition of the account of sale, or a notation as

to the disposal of the effects. Full particulars are to be noted on the inventory of all effects which are retained for delivery to friends of an officer or man, and in what manner they have been disposed of, whether for delivery, or awaiting the relatives' decision.

- (j) **Cash.**—All cash coming into the Accountant Officer's hands, whether found among the effects or collected as debts due from private individuals, or from the sale of articles disposed of for money, is to be included in form S. 46, and debited by the Accountant Officer in his monthly cash account, and a notation is to be made on the form that this has been done.

The amount of any extra pay, or of the arrears of any allowance to which the deceased may have been entitled at the time of his death, provided such allowance be payable by the Accountant Officer, should be inserted in red ink on the form, but not debited in the cash account.

- (k) Form S. 46 is to be prepared and transmitted into office immediately after the sale, a duplicate being retained by the Accountant Officer.

2. **Persons dying in Hospital.**—On the death of a seaman, marine or boy, in hospital or sick quarters, whether at home or abroad, his effects—in all cases properly cleaned and, if necessary, disinfected—are to be sent to his own ship if present, to be dealt with as above directed; should she not be present, they are to be sent to such other ship for disposal in such manner as the Commander-in-Chief may in reference to local circumstances see fit to appoint, in order to ensure the best possible price. In every such case the inventory of the articles sent from the hospital for disposal will be prepared by the Principal Medical Officer; it should give the name and rating of the deceased, and it is to be completed, and the proceeds of the sale duly charged or debited by the Accountant Officer of the ship in which it takes place in the manner above directed. In the case of an officer, a similar course is to be pursued in respect to such of his effects as it may be deemed better to dispose of by sale, and also as to the effects of deceased invalids, pensioners, and others not borne on any ship's books.

3. **Distressed British Subject.**—If a distressed British seaman or subject should die on board, his effects are to be treated precisely in the same manner as if he belonged to the Service, but a special report of the case giving the best information that can be procured of the name and residence of nearest relatives of the deceased, and in the case of a seaman, the name of the merchant ship to which he had belonged, and of her owners, is to be transmitted as soon as possible, in order that the proceeds of the sale may be paid over to, and dealt with by, the Board of Trade.

4. **Wages of deceased Krooman, &c.**—On the death of a Krooman, a native of Africa, or an Asiatic, his account, on form S. 46, is to be sent for examination and assignment by the Accountant-General, who, if requested, will cause the wages of the deceased to be paid to the next-of-kin or legal representative.

5. **Sale of Deserter's Effects.**—The effects left by a deserter are to be dealt with in a similar manner, on receiving the authority required by the Naval Discipline Act, and provided that the other requirements of the Act be observed.

SECTION XII. DIFFERENCES ON AUDIT OF LEDGER.

1632. **List of Differences.**—When the official examination of the ledger is completed, the Accountant Officer will be apprised of all corrections made therein, or discrepancies or omissions discovered, and of all casual or other charges raised in office; in the case of a continued account, all such corrections

are to be made by him in his open ledger for the current quarter, immediately after receipt of such notification, care being taken to quote therein the number and date of any special Admiralty letters. When the errors have occurred in the accounts of officers or men who have been transferred to other ships, extracts containing the necessary information are to be forwarded forthwith to such ships, and a notation that this has been done is to be inserted on the list of differences, which is to be returned into office as soon as the corrections have been made. Should the list be retained on board for more than 10 days an explanation of the cause of detention is, at the expiration of that period; to be forwarded to the Accountant-General.

SECTION XIII. WORK DONE FOR PRIVATE INDIVIDUALS OR FOR DEPENDENT OR FOREIGN GOVERNMENTS.

1633. Private Individuals.—When officers or men are employed on their own ships or are sent from their ships to work for private individuals their gross pay, allowances, extra pay when payable, and cost of victuals, or allowance in lieu, are to be reclaimed.

When, however, fleet labour is employed on behalf of machinery contractors for placing coal on board and trimming it in the bunkers for carrying out steam trials of His Majesty's ships, the charges for any such labour will be fixed as follows:—

(a) At naval establishments:—

Whenever there is a coaling contract in operation at the port, the rates then current for contract labour for such coaling will be charged, and when no such coaling contract is in operation the charge will be made on the basis of dockyard labour under the scheme of prices applicable thereto.

The claims in these cases, with an addition in respect of the authorised percentage charges, will be made on the machinery contractors by the naval establishment.

(b) At places other than naval establishments:—

The local contract rates current at the port for coaling labour as determined by the Admiral or Captain Superintendent of the district will be charged.

The claims in these cases, with an addition in respect of the authorised percentage charges, will be made on the machinery contractors by the Accountant-General of the Navy from information furnished by the engineer overseer through the Admiral or Captain Superintendent of Contract Work for the district.

2. Dependent or Foreign Governments.—When sent direct to do work for a foreign ship-of-war or foreign or dependent government, the extra pay only, if payable, is to be claimed.

3. When landed for service in a naval establishment and forming for the time part of the strength thereof, the exception in clause 2 will not hold good; the naval establishment will be liable in common with private individuals for the whole of the pay, extra pay, &c.

4. The reclaims on account of services performed are to be made out on board, and should show—

(a) The names, ranks or ratings, periods of employment, and rates and amounts of pay, allowances, extra pay when payable, and cost of victuals or allowance in lieu, together with the incidental charges thereon, as authorised by the memorandum prefixed to the Rate Book.

(b) Whether or not stores have been supplied, a reference being made to the supply voucher on form S. 134*d*, on which a similar reference is to be made to any charge made for wages, extra pay, and allowances.

5. **Payment.**—If the reclaim is paid at once, a copy of it is to be retained with a reference to the debit voucher for the sum received.

6. If not paid at once, it should be signed by the responsible officers of the government or by the individuals to whom the service was rendered, and is to show all particulars necessary to enable the Accountant-General to recover the amount.

7. **Reclaims by Naval Establishments.**—The reclaims on account of services rendered through a naval establishment will be prepared therein, the Accountant Officers furnishing the officer in charge thereof with the rates and amounts of pay and allowances which are to be recovered, in addition to the extra payments made in the establishment under existing regulations.

8. **Notations in Ledger, &c.**—On the ship's ledger where the wages paid will appear as usual, the Accountant Officer is to note in the Remarks column against the name of each officer or man employed for private individuals, &c., the name of the private individual, &c., the period of employment, and the amount of pay and allowances on account thereof, which amount he is to show on the classified summary of pay in the space provided thereon.

9. Repayments are to be similarly brought to account in the cash account under the head of "Private Individuals, &c.," but the amounts repaid for wages, stores, and incidental charges, are to be kept distinct.

SECTION XIV. BOUNTY REGULATIONS.

1634. Whenever men are entitled to bounty under Royal Proclamation, the Accountant Officer is to pay it under the following Regulations:—

- (a) The amount paid must be in accordance with the Proclamation, with reference to the ratings that may have been assigned to the men on volunteering.
- (b) Should any men entitled to bounty die, desert, be invalidated, or discharged from the Service for any other reason, within the period when the bounty due to them would become payable, particulars are to be reported forthwith to the Accountant-General.
- (c) All payments of bounty, and the dates thereof, are to be noted against the men's names in the ledger and on their service certificates.

SECTION XV. PAY OF OFFICERS AND MEN WHILE PRISONERS OF WAR.

1635. All officers, petty officers, seamen, marines, and boys are entitled to receive the full or sea pay of their respective ranks and ratings while detained as prisoners of war; the following rules are to be observed in such circumstances:—

- (a) The senior officer present at the place of confinement is to procure money by a bill to be drawn at three days' sight on the Accountant-General, for the purpose of paying himself and the other officers and men present either the whole or any portion of the pay due to them which they may wish to receive at the end of each quarter, or, if practicable, at the end of each month.
- (b) Any officer or man may remit a portion of the pay due to him in accordance with Article 1650.
- (c) An account of these payments is to be prepared in manuscript, and each officer or man is to sign it in acknowledgment of his having

received the amount paid to him, and the account is to be sent to the Admiralty for the Accountant-General by the first practicable opportunity.

- (d) Such of the officers, petty officers, seamen, and marines as have not already made allotments are to be permitted to do so in accordance with the provisions of Article 1618.
- (e) If any of the petty officers, seamen, marines, or boys should require small advances of money while in prison, in consequence of monthly payments being impracticable, the senior officer present may draw a bill at three days' sight upon the Accountant-General for such moderate sums as are sufficient to meet their immediate wants, but these sums are not to exceed the proportion of monthly advance money.
- (f) A correct account of these remittances and advances is to be kept, showing the amounts remitted by and advanced to each person, and the ship to which he belonged. This account is to be forwarded to the Admiralty for the Accountant-General by any practicable opportunity.
- (g) Reports of the death of officers or men, and of the absence of those who may have left the place of confinement, so as to be no longer under the observation of the Senior Officer, are to be made to the Admiralty for the Accountant-General by the earliest opportunity.
- (h) In all lists of payments or allotments declared, the names of the ships to which the persons referred to belonged at the time of their becoming prisoners of war must be distinctly stated.

SECTION XVI. SAVINGS BANKS.

1636. Books and forms relative to the naval savings banks on board His Majesty's ships, at the home dockyards and at the marine divisions, are supplied to ships for the guidance of officers and others concerned.

2. Whenever an Accountant Officer is superseded, he shall transmit to the Accountant-General an abstract account for the whole period of his charge, in the same form (S. 483) as that rendered when a ship is paid off.

3. The balance of this abstract account is to be verified by comparison with a schedule (form S. 490) to be prepared from the savings bank ledger, of the amounts due to the depositors.

4. The preparation of this schedule is to be superintended by a commissioned officer appointed by the Captain, who shall, previously to signing the certificate at the foot of the schedule, require the production of the depositors' pass books, and compare in each case the balance shown as due with the amount standing to the depositor's credit in his pass book, and in the ship's savings bank ledger. The schedule is to be forwarded to the Accountant-General.

5. In discharging petty officers and men to the general depôts, care is to be taken that those of the Engineer and Artisan Branches are shown on separate naval savings bank transfer lists.

CHAPTER XLIII.

CASH AND CASH ACCOUNTS.

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SECTION I. OBTAINING SUPPLIES OF MONEY.

1637. General Instructions.—The Accountant Officer, under the authority of the Captain in every case, will carefully observe the following regulations in obtaining money for the ship or for the public service:—

- (a) Supplies are to be obtained from the Naval Accountant Officer at all home ports where such an officer is stationed, at Gibraltar and Malta, and elsewhere out of the United Kingdom where there is a Naval Accountant but no Treasury Chest.

At places out of the United Kingdom—other than Gibraltar and Malta—where there is a Treasury Chest, supplies are to be drawn direct from the Treasury Chest Officer.

In all the above cases the money is to be requisitioned on form S. 5.

- (b) The requisitions are to show the estimated amounts required for each particular service, and are to be approved by the Captain.

When advances are made from the Treasury Chest, information of the amount of the advance will be sent direct to the Captain by the Treasury Chest Officer.

- (c) **Preparation of Requisitions.**—The requisitions, whether upon the Treasury Chest or upon naval accountants, where sterling money is current, are to be for so many pounds sterling, as fractions of a pound are not to be demanded. At places where sterling money is not current, the requisitions are to be for so many dollars, rupees, or other coins, the equivalent in sterling money being, however, also specified by the Accountant Officer, both on the requisition and on the receipt, as well as the issuing rate and the authority for it.

- (d) **Number of Requisitions required.**—Requisitions upon the Treasury Chest are to be made out in triplicate; two of them when receipted will be retained by the officer advancing the money; and the triplicate copy, when signed by him and receipted, is to be returned to the Accountant Officer, who is to forward it as a debit voucher to his cash account; if the money is obtained from a naval accountant, they are only to be made out in duplicate. See 461 (*Supplies of Cash*).

- (e) **Drawing of Bills.**—Where there is no naval Accountant or Treasury Chest Officer the Accountant Officer is to draw bills upon the Accountant-General at three days' sight, forms S. 2 or 3 being used for the purpose. The Captain is to satisfy himself before approving a bill that the sum for which it is drawn is required. The rate of exchange as well as the premium, or discount, is to be distinctly inserted in each bill and certified by the manager of a local bank of repute,

and due allowance is to be made for the gain or loss by exchange. If for any reason such a certificate cannot be obtained from a bank the rate is to be certified by the British consul, or, in his absence, by two respectable merchants. When British coin is obtained at par abroad, the certificate of the rate of exchange is still necessary, the only exception being when payment is made under a contract or written agreement by bill at a fixed rate ; in such a case it is to be so stated on the bill and in the letter of advice, and the date of the contract is also to be stated.

(f) **Letter of Advice.**—The Accountant Officer on every occasion of drawing a bill for the public service is to prepare and carefully fill up a letter of advice (form S. 4), which he is to deliver when presenting the bill for his signature to the Captain, who will forward it to the Accountant-General by the most expeditious route, so that it may arrive, if possible, before, but at least as soon as the bill can be presented for payment. In the event of a bill being cancelled, a notification to that effect is to be inserted in the letter of advice for the next bill drawn.

(g) **Bill Book.**—Every bill drawn by the Accountant Officer for public purposes is to be on the forms supplied in the bill form books, and each bill, or set of bills, is to receive a consecutive number, commencing with No. 1 in each book ; the counterfoils are to bear corresponding numbers and to have the other particulars of the bills carefully inserted in the spaces left for the purpose. These bill books will only be supplied to Accountant Officers on special demands approved by the Senior Naval Officer.

Special arrangements are to be made in every ship for the safe custody of these books, with a view to preventing their being obtained by persons not entitled to use them.

If the Accountant Officer is superseded, they are to be transferred to his successor, whose receipt, stating the number of forms that remain unused, is to be sent into office with the final cash account of the Accountant Officer giving up charge ; when the ship is put out of commission, the books are to be sent to the Accountant-General.

2. **Exemption from Stamp Duty.**—By Act 33 & 34 Vict. cap. 97, and 35 & 36 Vict. cap. 20, bills drawn by the Lords Commissioners of the Admiralty or by any person under their authority upon the Accountant-General are exempt from stamp duty.

1638. **Demands for Cash.**—In order to ensure that the balance of public money on board His Majesty's ships is at all times kept at as low a figure as is consistent with the requirements of His Majesty's Service, the following regulations are to be observed by Accountant and Commanding Officers in connection with all demands for cash submitted and approved by them respectively :—

- (a) Ships may complete to the money required for one month with the approval of the Commanding Officer. Supplies are, as a rule, to be drawn as nearly before the date of monthly payment of wages as is practicable.
- (b) Ships may complete to the money required for two months with the approval of the Senior Officer present.
- (c) Ships will only complete with money in excess of two months' requirements when ordered to do so by the Commander-in-Chief or Senior

Officer present, who will inform the Admiralty of the orders given by him and the reason which necessitated them.

(d) In the cases referred to under (b) and (c) the orders given are to be quoted on the documents on which the actual demands for the money are approved.

2. **One month's requirements.**—In view of the provisions of Article 1782, a month's requirements (inclusive of postal orders and postage stamps) will ordinarily be less than 4*l.* per head of the numbers borne in the complement, and, except in the cases of flag-ships, depôt ships, and ships on detached or miscellaneous services, all demands for cash are to be considered with reference to this standard by the officers authorised to approve them.

3. **Demands in excess.**—If on any occasion it is considered necessary to exceed this standard, an explanation of the circumstances is to be given on the document on which the demand for the money is approved. In flag-ships, depôt ships, and ships on detached or miscellaneous services, no similar standard can be applied, and probable requirements are therefore to be estimated on the basis of current or anticipated expenditure.

4. **Disposal of excess Moneys.**—Should any unforeseen cause render the balance in hand in any of His Majesty's ships materially in excess of probable requirements, the Accountant Officer is to inform the Commanding Officer, in order that the directions of the Senior Officer may be taken as to the disposal of the amount in excess.

1639. **Money for Custody only.**—Men desirous of depositing money in the hands of the Accountant Officer for custody only are to be permitted to do so, provided that when the amount at deposit in any specific case exceeds a sum of 50*l.*, the authority of the Captain is obtained.

2. Transactions of this nature are to be recorded by the Accountant Officer on form S. 37 as they occur, and the correctness of each entry is to be attested on the form by the signature of a Lieutenant or other officer of the Military Branch, one of whom is always to be present whenever deposits or withdrawals take place. The form S. 37 is to be produced at the time the money is verified in accordance with Article 588.

3. **Ship's Fund, Canteen, &c., Moneys.**—Money deposited in this manner, as well as all moneys in the charge of the Accountant Officer belonging to the ship's fund, service canteen, wine, mess and other funds, and any sums held by him in custody for a canteen tenant, are to be stored, apart from the balance of public money, in a partition of the large money chest fitted with combination lock, whenever such a chest is provided, and in other cases in a spare chest. In no case is public money to be mixed with other moneys.

4. **Losses.**—The State is not liable to make good losses which may occur in respect of any of the deposits referred to in this Article, and officers and men before depositing money are to be so informed.

1640. **Postage Stamps and Postal Orders.**—On commissioning the Accountant Officer is to obtain a supply of postage stamps and postal orders for the use of the crew.

2. As regards stamps, he will, with the approval of the Captain, and unless otherwise authorised by the Admiralty, purchase out of the money in his charge such quantity and different values as it may be anticipated will meet requirements for postage, wireless telegrams, &c.

The following scale is not intended to fix an arbitrary maximum or minimum limit, but merely for guidance :—

	Foreign Service, except Mediterranean and China.	Home Service and China.	Mediterranean.
Ships with complements—	£	£	£
exceeding 600 — — —	50	30	40
from 301–600 — — —	30	20	30
“ 101–300 — — —	20	10	20
not exceeding 100 — — —	10	5	10

3. When English stamps are not procurable abroad, the Accountant Officer is to apply by letter to the Accountant-General for the supply required.

4. **Damaged Stamps.**—The value of any of these postage stamps which may be damaged is to be credited in the cash account under “Cash transferred,” and the damaged stamps are to be forwarded with the cash account as a voucher in support of the credit.

5. **Postal Orders** are to be obtained by requisition, in duplicate, addressed to the Accountant-General, on form S. 34 ; the acknowledgment of the receipt of the orders is to be forwarded as directed on the form.

6. **Limit of Supply.**—The postal orders in charge of the Accountant Officer are not to exceed at any one time the estimated requirements of officers and men for the undermentioned periods, viz. :—

For ships on home stations, two months.

For ships on foreign stations, six months.

7. These postal orders, which are for certain fixed sums, from 6*d.* to 21*s.*, will be cashed at any of the post offices in the United Kingdom and in most of the British possessions and protectorates, as well as at British postal agencies in certain foreign countries.

8. The following are the amounts for which postal orders are issued :—
6*d.*, 1*s.*, 1*s.* 6*d.*, 2*s.*, 2*s.* 6*d.*, 3*s.*, 3*s.* 6*d.*, 4*s.*, 4*s.* 6*d.*, 5*s.*, 5*s.* 6*d.*, 6*s.*, 6*s.* 6*d.*, 7*s.*, 7*s.* 6*d.*, 8*s.*, 8*s.* 6*d.*, 9*s.*, 9*s.* 6*d.*, 10*s.*, 10*s.* 6*d.*, 11*s.*, 11*s.* 6*d.*, 12*s.*, 12*s.* 6*d.*, 13*s.*, 13*s.* 6*d.*, 14*s.*, 14*s.* 6*d.*, 15*s.*, 15*s.* 6*d.*, 16*s.*, 16*s.* 6*d.*, 17*s.*, 17*s.* 6*d.*, 18*s.*, 18*s.* 6*d.*, 19*s.*, 19*s.* 6*d.*, 20*s.*, 21*s.*

9. The number of each description of postal order demanded is to be five (5), ten (10), or multiples of ten (10) only, with the exception of orders for 5*s.*, 10*s.*, and 20*s.*, of which ten (10) and multiples of ten (10) only are supplied.

10. Broken amounts (exclusive of fractions of a penny) may be made up by the use of stamps, not exceeding three in number and 5*d.* in total value, affixed to the face of a postal order in the spaces provided, but the stamps are not to be cancelled by the Accountant Officer, either when issuing or paying the same.

11. **Return of Postal Orders.**—A return on form S. 35 showing the number and value of the postal orders sold and remaining unissued is to be forwarded by the Accountant Officer to the Accountant-General as follows :—

(a) On the last day of each month ;

(b) When the ship is paid off ;

(c) When the officers and crew of one ship are transferred to another, although no change of Accountant Officer may be involved ;

(d) On the supersession of the Accountant Officer ;

(e) When no postal orders have been sold in ships in which postal orders are in charge of the Accountant Officer.

12. **Dating Stamp.**—The date of actual issue is to be clearly impressed upon each postal order ; a stamp will be supplied for that purpose or renewed on

requisition to the Accountant-General. On the paying off of a ship, these stamps are to be returned to the Accountant-General. A memorandum stating the name of the ship from which the stamp has been sent is to be placed inside the box.

13. Each postal order must be signed or initialled by the Accountant Officer in the place set apart for the signature of the Postmaster, and must bear the name of the ship (either written or stamped).

Postal orders must not be signed or stamped until the day of actual issue.

14. **Postal Orders damaged** or spoiled are to be cancelled, and their value credited in the cash account under "Cash transferred," and the postal orders are to accompany the cash account as a voucher (form S. 35*a*), but are not to be included in S. 35. In the quarterly abstract the entry is to be "Cash transferred to Postmaster-General, postal orders cancelled."

15. The postage stamps and postal orders are to be kept as public money in hand; on issuing them the Accountant Officer is to receive the value thereof from the persons supplied, without showing the transaction in his cash account, as either the money, or the stamps and orders, are to be forthcoming when the balance is inspected. When it may be necessary to receive foreign instead of English coins for them, the value in sterling of the stamps or orders issued is to be entered on the credit side of the cash book and monthly cash account, and the foreign coins received, and the value in sterling, are to be entered on the debit side. Vouchers are not required for such transactions, and the entry is to be in one sum at the end of the month. These transactions are not to be shown in the quarterly cash account (S. 30).

16. **Ship leaving Foreign Station.**—Before a ship returns home from a foreign station or pays off abroad, the balance of stamps and postal orders is to be transferred to the Accountant Officer of the Senior Officer's ship, who is to give receipts, as for a transfer of cash, on forms S. 511 and S. 5.

These forms are to be used on all occasions when stamps or postal orders are transferred from one Accountant Officer to another.

Form S. 511 must also be rendered when the officers and crew of one ship are transferred to another, although no change of Accountant Officer may be involved.

When it is found to be inconvenient or inexpedient to transfer the postal orders abroad, such orders as remain in the ship upon arrival home should be transferred to the general depôt at the port of paying off.

17. **Free Issue.**—Postal orders are to be issued free of poundage to the officers and crews of His Majesty's ships on the following conditions:—

- (a) They must not be used for remittances of more than 3*l.* 3*s.* 0*d.*
- (b) As far as possible one order only should be taken for sums up to 2*l.*
- (c) The name of the payee and, if possible, the name of the place of payment, must be written on the order.
- (d) Postage stamps for the purpose of making up broken amounts must not exceed three in number and 5*d.* in total value, and must be affixed in the spaces provided on the orders.

(A notice, embodying these conditions, should be exhibited in the ship's office.)

18. Every facility is to be given to the crew for obtaining postage stamps and postal orders from the ship's office.

19. **When to be issued.**—Postal orders are to be issued once or twice a week at the discretion of the Captain and the convenience of the Service. In ships on foreign stations, if considered desirable, supplemental issues may be made at convenient times, prior to the departure of a mail to England, &c.

20. **Applications.**—Application is to be made to the Accountant Officer on form S. 36 by officers or men requiring postal orders, a day or two before the time fixed for the issue.

21. **Issuing Officer.**—Postal orders are to be issued by the Accountant Officer himself, or by an Assistant Paymaster deputed by him, or, if there be no Assistant Paymaster available, by a commissioned officer appointed by the Captain. On no account are Writers or other similar persons to perform the duty.

22. **Counterfoil.**—Every person to whom a postal order is issued should retain the counterfoil to facilitate inquiry at the post office if the order should be lost. The attention of the man should be called to the directions on the order.

23. **Stock Book.**—The Accountant Officer is to keep a postal order stock book in which to record all receipts and issues of postal orders, and is to comply with the “ Rules for the transaction of postal order business at money order offices ” so far as they relate to the issue and payment of such orders and are not inconsistent with the instructions in this Article.

24. **Verification of Stock.**—At least once a week when furnishing the Commanding Officer with a statement of the balance of cash in hand (Article 1335), and whenever the public cash is counted by the Commanding Officer (Article 588), the balance of postal orders remaining on charge is to be verified by the Accountant Officer personally, the value of the orders of each denomination being entered in the appropriate column of the stock book, and the total thus arrived at carried to the cash balance book (Article 1666).

25. **Cashing of Orders.**—In home waters, postal orders received by officers and men of His Majesty’s ships are not, as a rule, to be cashed by the Accountant Officers, except in the rare cases in which an official remittance by postal order, such as is permitted in special circumstances under clause 29 of this Article, is made from one ship or establishment to another.

Abroad, however, in view of the possible absence of facilities for cashing them otherwise, orders may be cashed without restriction.

26. **Disposal of Paid Orders.**—Paid postal orders, duly receipted by the payee, are to form vouchers to the cash account (S. 35*a*), the transactions being shown under the head of “ Cash transferred to His Majesty’s Postmaster-General, postal orders paid.”

27. Fresh poundage, which is equal to the amount of the original commission, is not to be recovered unless six months have elapsed between the last day of the month in which an order was issued and the day on which it is presented for payment.

28. The observance of rule 23 (*b*) of the “ Rules for the Transaction of Postal Order Business at Money Order Offices ” is not insisted on, but in cases of exceptional delay an explanation of the circumstances should be forwarded.

29. Adjustments of pay, mess debts, savings, extra pay, &c., due from or to officers and men discharged from one ship to another, should, where possible, be effected by means of a reference sheet or extract from pay list, but when this course is not considered practicable, postal orders may be used, provided they be filled in, in accordance with directions on the order, and that a record be kept of their numbers and other particulars. Postal orders posted in the United Kingdom should be sent in registered envelopes. In the event of the loss of postal orders so utilised, which have not been issued in conformity with the above instructions, the Accountant Officer will be held responsible for their value.

30. When a "crossed" postal order is presented for payment, either of the following courses may be adopted:—

- (a) The holder may be requested to return the order to His Majesty's Postmaster-General, London, with a view to the issue of an uncrossed duplicate order.
- (b) A "crossed" postal order may be cashed, provided the Accountant Officer is satisfied that the payee is the rightful owner and certifies accordingly on the back of the order.

1641. Money for conveyance.—Public money received on board one of His Majesty's ships for conveyance to any other ship or ships, or to naval establishments, is to be placed in charge of the Accountant Officer of the ship conveying it, who will give receipts for it to the officers by whom it is supplied, obtain receipts from the officers to whom it is delivered, and account for it in his cash account; such money is never to be placed in charge of the Captain, and no freight for its conveyance will be allowed in any circumstances.

1642. Money Chests.—In order to prevent the possibility of unauthorised persons having access to the keys of money chests, and thus obtaining opportunities of making duplicate keys with unlawful intent, the following arrangements are to be observed:—

- (a) **Precautions.**—Money chests are not to be issued to a ship until absolutely necessary, and when supplied, the keys are to be issued personally by the Naval Store Officer to the Accountant Officer, and his receipt taken for the same.
- (b) In regard to chests with combination locks, full instructions showing how the combination is worked and particulars of the actual combination in use will be supplied in a sealed envelope by the Naval Store Officer, at the same time as the keys are personally handed over. The instructions are to be regarded as confidential. The combination can afterwards be altered by the Accountant Officer as desired, and a record of the combination in use is to be kept in a sealed envelope in the steel chest supplied for the safe custody of confidential books, &c.
- (c) When a ship is paid off, the keys are to be tried in the chests to which they belong, and are then to be placed in sealed covers and handed to the Naval Store Officer for custody until required for re-issue with the money chests. Before being re-issued, the keys are again to be tried in the locks in the Store Officer's presence.
- (d) On the return of a chest fitted with combination lock the instructions showing how the combination is worked and the particulars of the combination in use are to be enclosed in the sealed cover with the key.

2. Use of Chest.—The Accountant Officer is to take care that the iron chests furnished for the deposit and security of the public money are used for this purpose and no other, as he will be held responsible for any loss of such money that may occur, and no explanation will be admitted in respect to such loss until it is satisfactorily proved that the public money had always been kept in the chests provided for that purpose, and that the keys had invariably been kept in his personal custody. See 1639 (*Canteen Money, &c.*).

When insecure.—When a key of a money chest is missing, the proper lock should at once be so altered that the missing key may be rendered useless. On a money chest becoming from this or any other cause insecure, the Accountant Officer is immediately to report the circumstance to the Captain, in order that a survey may be held on it, the report of which is to be transmitted to the

Commander-in-Chief, for the information of the Admiralty, with a statement of the measures adopted for the better security of the public money.

3. **Receipt for Money Chest.**—Before a money chest is returned to a yard or depôt, the Accountant Officer of the ship is to obtain a receipt for it from the Carpenter, stating whether the chest and its locks are in good condition and the keys complete.

4. **Report on condition of Chest.**—When a survey is held on the death or removal from any cause of the Accountant Officer during the ship's commission, a statement is to be made upon the report of survey whether the money chests and their locks are in good condition and the keys complete.

5. **Loss of Keys.**—If any of the keys are missing, the Superintendent of the yard or depôt at which the chest, &c., is landed, is to ascertain to whom the loss is due, and is to report the result to the Commander-in-Chief, in order that the cost of altering the lock and making the keys complete may be charged against the officer responsible for the loss, in accordance with Article 1373.

1643. **Bank Note Record.**—The Accountant Officer is to keep a manuscript record showing the numbers of all Bank of England notes received on charge, with particulars as to the disposal of each. This record will not in the ordinary course be required in office, but is to be held available for production if necessary.

1644. **Foreign Coins.**—In all cases the Accountant Officer will account for foreign coins at the rates laid down from time to time, debiting himself with the gain, or crediting himself with the loss, as the case may be. When British money cannot be procured on advantageous terms, or at places where British money is not current, but foreign coins can be conveniently procured, they are to be taken up for naval payments, brought to account, and disbursed as required by Article 1651.

1645. **Departure from fixed rates.**—At places where British money cannot be procured on advantageous terms, or is not current, and where the foreign coins, for which a rate has been established, cannot be procured, or can only be obtained on unfavourable terms compared with the rate of exchange for local currencies, and the Captain considers that it would be advisable to depart from the foregoing regulations, he is to represent the circumstances to the Commander-in-Chief, or Senior Officer on the station, who may authorise the local currency to be taken up for naval payments, and paid to the crews of His Majesty's ships, either at the current rate at which the coins were procured, or, if more convenient, at an even value approximating thereto, according as the Commander-in-Chief may direct, so that the loss to the Crown, if any, or to the officers and men of His Majesty's ships paid in such coins, may be as small as possible.

2. **Fixing rates for Local Currencies.**—In fixing the even rate to be adopted for such local currencies, when authorised to be taken up in these exceptional circumstances, the Commander-in-Chief will be guided not only by the rate of exchange at the time, but also by the rate at which the coins will probably be procurable while the ship remains on the station, and by the probable saving to the Crown that would result from such local currencies being taken up and used for naval payments, instead of the foreign coins for which fixed rates have been established. The rates so fixed are to be communicated to the Accountant-General.

3. Before a ship leaves a foreign station, or moves from one part of a station to another, any local currencies which may have been so taken up are to be transferred to some other Accountant Officer, or otherwise disposed of, as may be most advantageous to the Service, and not employed in making payments

to the crews of ships at places where such money is not current, or current only at a discount.

1646. Cash Receipts.—The Accountant Officer is to debit himself with all cash receipts arising from transactions given under the head of receipts in the classification of cash accounts.

1647. Bills Received.—He is not to debit himself with any bills authorised to be received in payment for supplies to merchant ships under Article 1812, or any other accounts. Such bills are always to be immediately transmitted, with the vouchers to which they relate, to the Accountant-General.

1648. Discharges by Purchase.—He is to debit or credit himself with the amount of any purchase money received or refunded. See 602, 603, 1172 (*Discharge by Purchase of Seamen and Marines*); also 1337 (*Duties of Accountant Officers as regards Purchase Money*).

2. The following particulars are to be noted on the cash voucher:—

- (a) The name, rank, or rating, and official or divisional number of the person for whose discharge the purchase money has been lodged.
- (b) The name of the person from whom the money has been received or to whom it has been repaid; the address being added if the person is not serving in the Navy or Marines.
- (c) In cases where the full amount of purchase money for complete discharge from the Service is not paid, the reason for the smaller amount being accepted.

SECTION II. BANKING.

1649. Opening of Accounts.—Banking accounts are not to be opened without the specific sanction of the Admiralty, and such sanction will not be given unless it is clearly in the interests of the public service to do so.

2. An application to the Admiralty for permission to open a banking account should state fully the name and branch of the bank proposed (preference being given, whenever practicable, to branches of the Banks of England and Ireland), the reason for its choice, and the terms on which the bank is willing to keep the account.

3. Certificate from Bank.—Upon a banking account being authorised to be opened, a certificate from the bank in the following terms is to be at once transmitted by the Captain to the Accountant-General:—"The account standing in the name of _____ is held by the bank as money belonging to the Admiralty Department of His Majesty's Government, and the bank will at all times comply with any directions which may be given by the Admiralty in respect of such account."

4. Balance.—The balance at the bank is at all times to be kept as low as possible, consistent with the requirements of the public service.

5. Accountant Officer's Responsibility.—The Accountant Officer will be held personally responsible that the public money is kept as a distinct account. He is strictly prohibited from receiving into the public account any money not applicable to the public service, and also from applying any of the money in his charge as a public officer to any purpose or in any manner not authorised by these Regulations. He is never to withdraw for his own private purposes any sum for which he is accountable.

6. Accountant Officer's Signature.—The Accountant Officer is to lodge at the bank his own signature, as well as that of the officer authorised to take charge of the public money during his absence.

7. **Heading, &c., of Cheques.**—Each cheque is to be crossed and headed “On His Majesty’s Service,” and as, by Act 45 & 46 Vict., cap. 72, section 10, all cheques used by officers of public departments in drawing upon public accounts kept at banks are exempt from stamp duty, the Accountant Officer is to use unstamped cheques.

8. **Record of Transactions.**—The Accountant Officer is to keep a record of all sums paid into the bank, and of cheques drawn upon the bank.

9. Every sum paid in, and each cheque drawn, is to be entered in the Accountant Officer’s record at the time of the transaction, so that the available balance of public money may be ascertainable at any time.

10. The Accountant Officer is frequently (at least monthly) to compare his record with the bank pass book, and to set off in the former each cheque shown as paid by the latter. Any differences are to be promptly explained to the Captain.

11. **Inspection of Balance of Public Money.**—When the balance of public money is inspected, as required by Article 588, the Accountant Officer is to produce his own record and the bank pass book, showing in the former, in red ink, any difference between the balances in the two books, and noting any cheques drawn by him but not entered in the bank pass book as paid.

12. The Captain is personally, or by letter under his own signature, to obtain from the bank a statement of the balance there on the day of inspection.

13. **Interest.**—If it is the custom of the bank to allow interest on current accounts, the sum accruing, being public money, is to be brought to account in the cash account in due course.

14. **On change of Accountant Officer.**—It is to be understood that a public banking account is an impersonal and a continuing one, and is not affected by a change of officers authorised to draw upon it. On a change of Accountant Officers taking place the new Accountant Officer is not to require the bank to furnish a new pass book or to open a fresh account, but is to obtain from the bank a certificate of the existing balance for comparison with his predecessor’s record.

SECTION III. REMITTANCES.

1650. **General Instructions.**—Officers, petty officers, seamen, marines and boys are to be allowed to remit once a month and on paying off. A supplementary remittance may be permitted once a month when necessary for the payment of mess debts. The amounts are to be paid over to the Accountant Officer, who is to debit himself therewith in his cash account (form S. 64), and as a rule, they are not to be allowed to exceed the sum received by or due to the remitter on account of pay and allowances during or for the month, except in the case of remittances in payment of accounts due from messes, which are to be distinguished on the remittance lists (form S. 66). Should, however, some exceptional cause render it desirable, in the opinion of the Captain, that a remitter should be allowed to remit a sum in excess of his pay and allowances, a report of the circumstances attending the deviation from the rule is to accompany the list on which the exceptional remittance is shown. See Appendix XIX. (9) (*Remittances in time of War*).

2. **When to be made.**—Sums intended for remittance are to be received by the Accountant Officer at the time of the monthly or quarterly payments, when paying off, and on all other occasions of payment; and, as a security to the remitter, the Accountant Officer is to furnish a receipt on form S. 65 for the sum to be remitted, which is to be retained by the remitter. The Accountant

Officer will retain the counterfoil and state on it and on the receipt the amount remitted in words and in figures.

3. The Captain or other officer present at the payments is to see that the amounts are received, and the receipts delivered to the persons remitting.

4. **How paid.**—Remittances payable in the United Kingdom, Channel Islands, and Isle of Man, for sums exceeding 10*l.*, will be paid by drafts on His Majesty's Paymaster-General, and those for sums of 10*l.* and under by post office orders.

5. The same remittance list is to be used for officers and men, but sums above 10*l.* are to appear on separate lists from sums of 10*l.* and under. A separate list must also be made for remittances to places abroad, &c., referred to in clause 7, but this list should embrace sums both under and over 10*l.*

6. **Lists and Receipts.**—The lists and receipts are to be prepared, so far as possible, before the time of payment of wages, and receipt of the sum to be remitted.

7. **Details to be attended to.**—All remittances are to be made on form S. 66, and as the number to be dealt with in office is very large, strict attention to the following minutiae is enjoined:—

- (a) As a rule, but one remittance should be made in each month by any officer or man, except as provided in clause 1 for the payment of mess debts.
- (b) The name and rank of each remitter, the amount which he desires to remit, the Christian names, surnames and full and complete addresses of the persons to whom the remittances are to be paid, must be clearly specified. It will materially facilitate the issue of money orders if all remittances of 10*l.* and under to the same places are entered on the lists in consecutive order, such as those to Portsmouth, Landport, Plymouth, Devonport, &c., &c.
- (c) When remittances are in favour of married women, their own Christian names must be inserted.
- (d) The addresses are not to be underlined.
- (e) When a remitter is remitting to himself on paying off or other occasions, a statement to that effect is to be placed on the list.
- (f) Any writing that it may be necessary to place in the title page of the list is to appear below the words "Remittance List."
- (g) No erasure in the lists is to be allowed. Any necessary alteration is to be made in writing by the Accountant Officer, who is to affix his initials to the correction in verification thereof.
- (h) When a ship is paying off, the Accountant Officer should explain to those who remit to themselves—
 - (i) That the payments will be paid by bill or post office order, and not as allotments.
 - (ii) That whenever ordinary addresses can be furnished, the address "Post Office" should not be given, observing that, in London, only the General Post Office and the Charing Cross Office are allowed to keep letters awaiting application. From all other London post offices the letters are at once sent to the dead letter office. When, however, it is not possible to furnish any other address than a post office, the remitees should apply to the local postmaster for letters addressed to them, and not for payment of remittances.
- (i) Separate lists are to be prepared and forwarded direct to the ships and establishments concerned, for remittances payable on board any of His Majesty's ships, at the marine headquarters, home dockyards, naval

hospitals, Royal Naval College, and for investment in naval savings banks.

- (7) Remittances to places abroad are allowed only to those places where there is a naval accountant, and the remittees are to be informed, on reference sheet, form S. 546, signed by the Accountant Officer, and despatched on the same date as the remittance lists, of the amount of the remittance, the name of the remitter, and the Accountant Officer to whom they are to apply for payment. The lists mentioned in this and the foregoing clause are not to be forwarded to the Accountant-General, but the total amounts thus remitted to each ship or establishment are to be shown separately on the voucher to the cash account (form S. 64). Lists for such remittances should embrace sums both under and over 10*l*.

8. All persons remitting must sign their names on the list as authority for the payment on their account of the sums named, and as proof that the Christian names, surnames, and addresses of the remittees are correctly shown.

9. **Remittance Book.**—The counterfoils, accompanied by an abstract on the form provided in the receipt book (S. 65), showing the total received, and signed by the Accountant Officer and initialled by the Assistant Paymaster, are to be produced whenever the balance of public money in the hands of the Accountant Officer is being certified under Article 588.

10. **Checking Remittances.**—The Captain is to satisfy himself that the amount received for remittance has been duly entered in the cash book. With this view, he, or an officer deputed by him, will ascertain that all the entries in the counterfoils are accounted for in the abstract, and that the total agrees with that of the remittance list, before the latter is approved. Particular care should be taken in such examination to see that the printed pages in the counterfoil book are consecutive in their numerical order. In case of any page becoming accidentally damaged, both the receipt form and counterfoil are to be cancelled in an unmistakable manner, but should not on any account be destroyed.

11. **Mode of Payment for.**—When the amount to be remitted consists of the whole or part of the pay to be received, it will not be necessary for the actual coins due to be handed over and received back; but payment can be made partly in coin and partly by the receipt for the sums received for remittance. Only such coins are to be received as will be suitable for future disbursements.

12. **Transmission of Lists.**—The lists are to be transmitted as soon as possible after completion, and by the most direct route.

13. **Duplicate Lists.**—Duplicate lists are not to be transmitted unless there is reason to believe that the originals have miscarried, in which case they should be accompanied by explanatory letters, the reason of their transmission being also explained on the face of the lists.

Whenever it is necessary to transmit duplicate lists they are to be prepared from the counterfoils of the receipts in the remittance receipt book (S. 65), and the Captain is to satisfy himself, before approving them, that the total amount shown thereon as remitted corresponds with the entry in the cash book.

SECTION IV. DISBURSEMENT OF PUBLIC MONEY.

1651. **Coins to be used.**—The Accountant Officer is to make all payments to the officers and men at home in British money; but abroad, either in British or foreign coin, whichever may be current, and can be procured on the best terms at the least loss to the Crown and inconvenience to the public service.

2. **Rate of Foreign Coins.**—When payments are made in foreign money, the coins are to be disbursed at the established rates, or at the current rates if procured under clause 1 of Article 1645.

1652. In Local Currency.—He will make all payments for purchases, or for services rendered by persons not in His Majesty's Service, or only temporarily employed therein as pilots when not engaged at a daily rate of pay, men hired to assist in repairing the ship, &c., in the currency of the place where such purchases are made or services performed according to the certificates obtained.

2. If it be impracticable to pay in the local currency, the relative exchange value of such currency, and of the coins in which payment is made, is to be certified in the manner pointed out in Article 1667 as to cash vouchers. See 1781 (*Payments for Purchases of Stores*).

1653. Payments authorised.—Under the authority of the Captain, in every case, he is to make the following payments out of the public money in charge, the items being shown on vouchers to the cash account, supported by the necessary receipts:—

(a) All pilotage to local pilots abroad, where there is no resident naval accountant or consul; at home these payments are made by the Accountant-General.

(b) The authorised allowances for stationery to himself and other officers, and for providing slates, paper, and other necessary materials for the use of the schools, according to the same scale, and to the directions laid down in Articles 656 and 1452.

(c) Every other authorised contingent or incidental expense.

2. Officers who have received the allowance (b) in advance, and who may be superseded before the period expires for which it has been paid, are to deliver to their successors, in money or in kind, the proportion of such advance for the unexpired period.

1654. Advances for Sick Mess Fund.—The Accountant Officer is to advance to the Medical Officer such an amount as the latter may consider necessary for the sick mess fund, in accordance with Article 1274.

2. This advance is not to appear as a credit entry in the cash account; but the approved requisition and Medical Officer's receipt are to be kept in the chest and accepted by the Captain or by the deputed officers, when inspecting the balance, as in lieu of a corresponding amount of public money.

3. **Renewal of the advance.**—As provided for by Article 1274, the Medical Officer is to render to the Captain a statement, on form S. 16, detailing the payments which he has made, and the Accountant Officer is then to repay the amount expended.

4. The statement, duly receipted, with the sub-vouchers attached will be a voucher to the cash account.

5. **Balance of Account, &c.**—The balance in the Medical Officer's hands is to be returned to the Accountant Officer before the ship is paid off. The same course is to be followed in case of the Medical Officer dying or being superseded; his account is to be closed, and a fresh advance made to his successor.

1655. Disposal of Messing Allowance.—*This Article is under revision. See 1699 (Messing Allowance); and 856, clause 8 (Payment of Canteen Bills).*

1656. Stationery Allowance.—Unless otherwise specially provided for, the Accountant Officer may pay himself on commissioning six months in advance and afterwards at the commencement of each quarter an allowance at the rates

laid down in Appendix V. for providing the stationery required in the performance of the public duties of the Captain, and the heads of departments of the ship, for binding the ship's books, and also for any supplies that may be necessary for tenders. The payment is to be made from contingent money, and the Accountant Officer is to send into office his receipts for the same. See 1369 (*Stationery Allowances*).

2. **For broken periods.**—On being superseded, he is to hand over to his successor the proper proportion of the advance in respect of the unexpired period, or articles in kind equivalent in value thereto; the succeeding Accountant Officer, on the other hand, is to reimburse his predecessor for whatever necessary outlays on the above heads he has made, which are not covered by the allowance already drawn, and in the event of the two Accountant Officers not being able to agree on these points, reference is to be made to the senior surveying officer, whose decision is to be final.

1657. **Payments authorised by Captain.**—Payments made under the Captain's authority for repairing the ship, for purchase or salvage of stores, for pilotage, for hire of vessels, or for other services not immediately connected with the Accountant Officer's duties, will be allowed upon the production of satisfactory vouchers; but the amounts will be charged against the Accountant Officer should there be any irregularity or deficiency in the vouchers attributable to him. See 590 (*Captain's Responsibility*). These payments are also dealt with by Article 1853.

2. **Carriage Hire** will be allowed in the following cases only:—

(a) On foreign stations to Flag Officers and Commodores and members of their staff when accompanying or representing them, and to Commanding Officers of His Majesty's ships at places where they have no official residences and the use of a carriage is necessary:—

- (i) when paying any of the visits of ceremony prescribed by Articles 96 to 100;
- (ii) when paying other visits of ceremony which occasion may demand in foreign, Indian or colonial ports to the chief naval, military, civil or municipal authorities present in the port;
- (iii) when attending levées of British Governors or of foreign Sovereigns, Chiefs of State or Governors, not, however, as a general rule to exceed one levée of the same functionary in the year and under the same conditions as visits of ceremony.

(b) To officers generally, whether at home or abroad, when attending as a matter of duty ceremonial functions held by public authorities at places at which the officers are not resident. It is to be distinctly understood that carriage hire is only to be ordered by the senior officer present on these occasions when in his opinion the attendance of the officers in question is required from motives of policy or in the public interest, &c., &c. (This is to be certified on the statement of exceptional payments on form S. 164, forwarded under Article 1853.)

Levées, &c., at Home : exception.—Carriage hire will not be admitted for the attendance of officers at levées at home nor, generally, in attending balls at home or abroad. When, however, an officer, or small number of officers are detailed to attend a ball as a matter of duty or from motives of policy, &c., the expense will be allowed.

3. **Officers and men on duty.**—When specially ordered or approved by the Captain, the cost of cab hire or of other conveyance may also be allowed to officers and men on duty in exceptional cases. The reasons for incurring the expenditure are to be fully set forth on the vouchers.

4. Commander-in-Chief's scrutiny.—These payments are always to be considered as exceptional, and they will be dealt with under Article 1853, by Commanders-in-Chief, who will scrutinise every case.

1658. Boat Hire.—No expense for the hire of boats or other craft is to be incurred except in the case referred to in Article 470; the Captain's order, when Senior Officer, setting out the particulars, and the reasons why the work could not be accomplished by ship's boats, is to accompany the voucher for all such payments.

1659. Warehousing and Commission.—Payment is not to be made for warehousing provisions or stores, except in special circumstances referred to in Article 470, nor is commission for purchasing victualling or naval stores to be paid to any person except a consul, under Article 1772, sub-clause (f). If the Accountant Officer, in his endeavours to counteract monopoly, and to obtain the best articles on the most moderate terms, should be put to any travelling or personal expenses to which he would not otherwise be liable, he may, with the Captain's sanction, repay himself provisionally out of the contingent money, rendering as a voucher with his cash account an account of such expenses, approved by the Captain, for the consideration and final decision of the Admiralty.

2. Insurance of Stores, &c.—No charge for insurance of provisions, stores or specie against sea risk or loss by wreck, fire, or other casualty, is to be incurred either by direct action of any officer, or by the admission of such items in claims for freight or land carriage.

1660. Bank Charges.—Payments made or allowed to banks for cashing or discounting bills or cheques drawn by the Accountant Officer of a home ship are to be supported by receipts from the bank showing the date, amount of the bill, rate charged for discount and the authority for the same.

1661. Surplus Cash and Foreign Coins: disposal.—When the ship is ordered home, he will transfer so much of the balance of public money in his charge as is not likely to be required for future payments, to the Accountant Officer of another ship, or to the resident Naval Accountant, but never to the local War Department Officer. Should any foreign coins remain, he will dispose of them under the Captain's direction as laid down in Article 1645, clause 3.

1662. Disposal of Public Money on paying off.—After the ship is paid off and the balance has been verified as directed by Article 588, the Accountant Officer will at once return the whole of the public money in his hands to the Cashier of the yard unless otherwise directed.

1663. When superseded.—If superseded, the Accountant Officer is to leave with his successor a statement showing to what dates periodical payments not shown in the ledger have been made, such as allowances to Flag Officers and others for stationery and their contingent and incidental expenses and allowances for materials for use of schools. He is also to furnish his successor with any other necessary particulars to enable him to carry out correctly the various cash duties of the ship.

SECTION V. CASH ACCOUNTS TO BE KEPT AND RENDERED.

1664. Cash Book.—The Accountant Officer is to keep a cash book (form S. 29) which is to contain the whole of his daily receipts and payments.

2. The debit side is to contain entries of all moneys received, including gain by exchange on bills drawn, or on moneys received and disbursed.

3. The credit side is to contain payments of every kind which the Accountant Officer has made upon proper authority, together with any loss that may have been incurred on the negotiation of bills, or on account of moneys received and disbursed.

4. **Production to Captain.**—The cash book is to be produced to the Captain whenever he shall require to inspect the balance in the Accountant Officer's hands.

1665. **Sequence of Entries.**—Except as provided in Article 1666, clause 2, every item, whether of receipt or payment, is to be entered daily by the Accountant Officer himself in its actual order of occurrence, so that by striking a balance the amount which should be in his hands may be ascertained at any time; when, however, several payments are made on the same day for the same service, such as recruiting expenses, each payment need not be entered in detail in the cash book, but a list on form S. 27 is to be attached to the vouchers where necessary, and the total amount paid during each day for each service is to be entered as one item in the cash book. This list, which is not to be closed until the end of the month, must bear one number as a single voucher, and the receipts or sub-vouchers must bear inner numbers corresponding with those assigned to them on the list.

2. No sums are to be taken credit for in any cash account, unless they have actually been paid within the period of the account; no payments are, therefore, to be made on the last day of the month unless the vouchers for such payments can be closed, and the daily cash book completed on that day, so as to admit of the actual cash balance being verified as directed by Article 588.

1666. **Cash Balance Book.**—At least once a week when furnishing the Commanding Officer with a statement of the balance of cash in hand (Article 1335), and whenever the public cash is counted by the Commanding Officer (Article 588), the Accountant Officer is to count the balance of public money in his charge, including stamps and postal orders, and record the number of coins, &c., of each particular denomination in the cash balance book (form S. 39), taking care to ensure that the total thereof agrees with the balance due by the cash book.

2. Advances to the sick mess (Article 1654), casual payments of wages recorded in the casual payments book (Article 1602, clause 9), and payments for postage recorded in the postage book, are to be shown in the cash balance book as part of the public cash balance in hand, until such time as the relative vouchers or sub-vouchers to the cash account can be prepared.

3. **On foreign stations** the cash balance book is to be amended in manuscript, as necessary, so as to afford a record of the actual currencies in use.

4. The balances due on all other accounts, if any, with which the Accountant Officer may be entrusted with the approval of the Commanding Officer, *e.g.*, cash deposited for custody (Article 1639), Service canteen, canteen ship's fund, wine, mess, band and sports funds, are also to be entered in the cash balance book. Such entries are, however, to be kept distinct from the balance of public money in hand, and to be made in aggregate sums, particulars of the coins constituting the balances on these relatively small accounts being dispensed with.

5. **Method of making Entries.**—All entries in the cash balance book are to be made in ink and signed by the Accountant Officer personally, no erasures are to appear therein, and no unauthorised person is to have access thereto.

6. It is to be regarded in all respects as a public record, and is to be held available for examination at the Admiralty if required.

1667. Entries of Foreign Money.—All entries of receipts or payments in foreign money are to show the descriptions and number of coins received or disbursed, and the rates of exchange, as well as their corresponding amounts in British sterling money at the fixed rates or such rates as may be authorised under Article 1645 ; and all vouchers to receipts or payments are to show the total number and description of the coins in which the transactions were effected, or, in the case of payment by bill, the number and date thereof.

1668. Monthly copy of Cash Book.—The cash book is to be totalled and balanced on the last day of every month, on the day of supersession, and on that of paying off, and a schedule of the transactions, on form S. 29, together with all documents and vouchers in support thereof, is to be prepared for the Accountant-General. See 588, clause 4 (*Delivery to Captain*). Receipts or payments for similar services during the month are to be entered as far as practicable in one total for each service on either side of form S. 29, the individual totals of the several transactions being abstracted on form S. 27, as indicated in Article 1665.

2. Cash Account for broken periods.—Should the Accountant Officer join the ship after the first of a month, his first account is to be rendered from the date of his taking charge to the last day of that month. The account is to commence with the balance transferred to him from his predecessor, after the amount thereof has been verified as directed by Article 588.

3. On the removal of an Accountant Officer, or on the ship being paid off, the balance is to be verified as directed by Article 588, and the Accountant Officer before being discharged is to render the account in the same manner for the broken period to the Captain of the ship on the books of which he is borne, adding his own address or that of his agent, when it is a final cash account.

Should the ship be paid off abroad, he is to comply with clause 5 of Article 588.

1669. The outside sheet of the monthly cash account is to be filled in according to the form.

1670. Inspection of Cash Account and balance.—The accounts are to be inspected as directed by Article 588, and the result is to be shown in the certificate on the outside sheet of the monthly cash account, and certified to in the cash book (form S. 1002), and both certificate and cash book are to be signed by the Captain or by the examining officers, but if signed by the latter, they are to be approved by the Captain. See 1332 (*Accountant Duties*).

2. The balance on the last day of each month is to be counted, and the amount remaining is to be shown in the certificate in sterling money, and if any of it is in foreign coins their numbers and descriptions are to be specified.

1671. Examination of Accounts.—All cash accounts and vouchers are to be examined by the Assistant Paymaster or Clerk of the ship, as well as by the Accountant Officer, before transmission, and their initials are to be affixed thereto.

1672. "Nil" Accounts.—Although there may be no cash transactions during the month, he is to render an account exhibiting any balance remaining thereon ; when there is no balance or transaction to record, a "nil" account is still to be rendered for the period.

1673. Quarterly Abstract Cash Account.—The Accountant Officer is to prepare an abstract cash account on form S. 30 for each quarter, and also on supersession and on paying off, and is to deliver it to the Captain, who is

personally to transmit it to the Accountant-General not later than 10 days after the termination of the period for which the account is rendered.

1674. Debit Vouchers.—The Accountant Officer will be required to produce vouchers, except for moneys obtained by bills of exchange, for all sums received by him for the public service. The documents forwarded in support of the items of receipt, which are always to accompany the monthly cash account to which they relate, are to be distinguished by letters of the alphabet, commencing with letter A, on the first day of each quarter. When the alphabet is exhausted, it is to be re-commenced as often as may be required, the series of letters being then distinguished as A2, B2, and so on.

1675. Credit Vouchers.—When credit vouchers contain the full particulars necessary to verify debits in the cash account, *e.g.*, deductions for income tax, the number of the credit voucher is to be quoted against the entry of the debit, instead of forwarding a separate debit voucher.

2. All payments are to be supported by vouchers, which are to be distinguished by numbers, commencing with No. 1, on the first day of each quarter; the vouchers for receipt and payment should correspond in size with the monthly cash account and be attached to the cash account by a ribbon, and not folded more than one-half lengthwise.

3. On the face of every voucher the nature of the transaction and the authority, whether general or special, for the receipt or payment are to be distinctly shown. Vouchers are not to be endorsed, but the letters and numbers assigned to each are to be noted on the upper right-hand corner.

4. **Accountant Officer superseded.**—If the Accountant Officer is superseded or removed before the termination of the quarter, his successor is to commence with a new series of letters and numbers for the vouchers appertaining to his account.

5. **Different Services.**—Payments relating to different services are not to be included in the same list or voucher.

6. All payments included in the returns of exceptional payments (form S. 164) are to be distinguished in the cash accounts.

1676. Duplicate Vouchers.—All vouchers for payments except those on documents assigned by the Accountant-General, are to be prepared in duplicate. The original vouchers are to be forwarded with the cash account for the month in which the payments have been made, excepting ledgers and bounty lists, which are to be transmitted into office by the earliest opportunity and most direct route after the payments have taken place. The duplicate vouchers are to be retained by the Accountant Officer ready to be produced in office in the event of his being called upon to furnish them.

1677. Fractions.—Fractional parts of a penny are to be excluded from the totals of all vouchers and lists, and are not to be inserted either on the debit or credit side of the cash book, monthly or quarterly abstract cash accounts.

1678. Receipt Stamps.—He is to cause a receipt stamp to be attached to the original vouchers for all payments amounting to 2*l.* and upwards, which he may make in the United Kingdom to persons not belonging to the public service. The stamps are to be provided at the expense of the persons receiving the money.

2. Payments to persons belonging to His Majesty's Naval and Military Services, for duties performed by them, or to which they may be entitled in respect of their employment in His Majesty's Service, do not require stamped receipts.

1679. When no printed Forms.—Foolscap is to be used for accounts and vouchers for which printed forms are not supplied. See 1866, sub-clause (f) (*Correspondence*).

1680. Certificates for Boat Hire, &c.—Vouchers sent in support of payment for carriage, boat hire, and other small charges on account of naval and victualling stores, are to be supported by a certificate on form S. 20. When the form cannot be fully complied with, it is to be adapted to afford such information as will enable the payment to be properly examined before it is allowed. The nature of the stores, *i.e.*, whether naval, victualling, medical, ordnance, &c., is to be stated in all cases, together with the amount paid in respect of each.

1681. Expenses escorting Army Deserters, &c.—All expenses incurred by naval or marine escorts in escorting deserters from the Army, or by naval or marine witnesses in attending army courts-martial, are to be borne by naval funds.

2. Military Escorts for Naval, &c., Deserters.—Army funds will in like manner bear any expense incurred by military escorts in escorting deserters from the Royal Navy or Royal Marines, or by military witnesses in attending naval or marine courts-martial, and no claim that may be made locally by army Paymasters for such service is to be admitted.

CHAPTER XLIV.

VICTUALLING INSTRUCTIONS.

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SECTION I. ALLOWANCE OF PROVISIONS.

1682. All persons belonging to the Royal Navy or Marines, however borne, are to be victualled in the following manner :—

- (a) **Officers**, except commissioned warrant officers and warrant officers, are to receive an allowance of $9\frac{1}{2}d.$ per diem in lieu of victuals in kind. They are also to be credited on the ledger with an allowance of $\frac{1}{2}d.$ per diem in lieu of the spirit ration. These allowances are not to be paid when officers are on leave for upwards of 48 hours, or when they are on compensation, or victualled by the Crown.

Commissioned Warrant Officers and Warrant Officers are to be allowed the option of receiving an allowance of $9\frac{1}{2}d.$ per diem in lieu of victuals, in addition to the spirit ration in kind, or grog money in lieu according to the scale laid down in Appendix XVI., Part II., or of being victualled as provided for in clause (b). Such option is to apply to all members of the mess, and having been exercised, is not to be varied until the beginning of the following quarter.

- (b) **Petty Officers, Seamen, and Marines** are to receive the standard ration laid down in Appendix XVI., Part I., together with a messing allowance of $4d.$ per diem, which is to be credited to the mess to which they belong, as provided for in Article **1699**.
- (c) **Officers' Stewards and Cooks** when formed into a separate mess are to be victualled in the same manner as seamen; when included in officers' or warrant officers' messes whose members receive the allowances laid down in clauses (a) and (b) they are to receive the same allowance as commissioned warrant officers and warrant officers in addition to the spirit ration in kind or grog money in lieu. (See **1695**.)
- (d) **Boy Artificers, Boys and Youths** in sea-going training ships, and Boys formed into separate messes in other ships (see **852**) are to receive the ration laid down in Appendix XVI., Part I. (a), note *h*, together with a messing allowance of $4d.$ per diem, credited to their mess as prescribed by Article **1699**.
- (e) **Boys in Stationary Training Ships**, or in training establishments on shore, are to be victualled in accordance with the Training Service Regulations.
- (f) **Messing Allowance on Long Leave.**—Lieutenants, Carpenter Lieutenants, and Engineer Lieutenants promoted from commissioned warrant officers and warrant officers under Article **299**, clauses 1, 2 and 3, commissioned warrant officers, warrant officers, and men of the Royal

Navy, and warrant officers and men of the Royal Marines borne on ship's books, are to be credited with an allowance at the rate of $8\frac{1}{2}d.$ a day in lieu of victuals and messing allowance, during the period they are borne for pay while on long leave, *i.e.*, leave exceeding 48 hours in duration.

- (g) **Offenders awaiting disposal, &c.**—Persons sent home or awaiting passage home from a foreign station on account of misconduct, persons sentenced to imprisonment or detention, recovered deserters, leave breakers, absentees awaiting disposal, and men sentenced but waiting approval of warrant under Article 770, clauses 1 and 2, are to be formed into a separate mess whenever practicable and are then to receive the standard ration laid down in Appendix XVI., Part I., without spirit or any allowance in lieu and without any messing allowance; but when they cannot be messed separately they may be victualled in the manner prescribed in clause (b), but without spirit or any allowance in lieu.
- (h) **Men in cells** are to be victualled on the special scales of diet prescribed by Appendix XVI., Part I. (c).
- (i) **On Sunday.**—In shore establishments and stationary depôt ships, and in sea-going ships present and giving week-end leave at Sheerness, Chatham, Portsmouth, Portland, Plymouth, Harwich and Southampton, no issue of the standard ration is to be made on Sunday, except spirit for the men (other than temperance men) actually present. For that day, and for Christmas Day and Good Friday, the messes are to be credited with an allowance of $9\frac{1}{2}d.$ per man in lieu of the rest of the ration and messing allowance of $4d.$; any Service provisions that may be required on those days are to be taken up on repayment, as provided for in Article 1700. In the case of the fishery cruisers in home waters, this arrangement is also to be followed when the vessels are at their headquarters port on Sundays and week-end leave is given.
- (j) **Allowance in lieu of Ration.**—In shore establishments and stationary depôt ships only, chief petty officers' and first class petty officers' messes may be allowed the option of taking the money allowance mentioned in clause (i) (in addition to spirit or grog money in lieu) for every day in the week, or of receiving it on two days in the week and the standard ration and messing allowance of $4d.$ a day on the remaining five days. Such option, when exercised, is to apply to all the members of the mess, and is to be adhered to for the whole of the quarter.
- (k) **Paying Off at Home.**—On the day of paying off at a home port the messes are to be credited with an allowance of $9\frac{1}{2}d.$ (in addition to grog money) in respect of every person proceeding on leave, in lieu of the standard ration and messing allowance of $4d.$; persons discharged direct to other ships or shore establishments without proceeding on leave are to be dealt with under Articles 1586, 1598 and 1686, and their names placed on a separate transfer list, the breakfast ration issued to them being claimed in the victualling account as an extra issue; persons remaining for the new commission are to be victualled in the ordinary manner.

1683. Persons not belonging to the Navy.—All persons not belonging to the Royal Navy, and not entitled to be victualled according to the scale for women and children, are to receive the standard ration, except those passengers

specified in Chapter XLI., Section I., for whom the messes to which they are attached receive the allowances set forth therein.

2. Workmen of the War Department detained beyond a day and night to complete work on board, and dockyard officers and men detained on board all night, will, in addition to the standard ration, be paid *4d.* per head per diem to enable them to purchase any additional articles they may require from the canteen or from the stock of provisions on board.

In these cases, lists of officers and workmen so victualled are to be forwarded, with dates of victualling, by the Captain to the heads of the establishments to which they belong, in order that, whenever authorised, the proper deductions may be made from their wages.

3. Troops embarked in His Majesty's ships are to be victualled in all respects as seamen.

4. Women or children on passage are to be victualled in accordance with the scale laid down in the Transport Regulations.

1684. Persons to be checked.—Persons who, if on board, are entitled either to messing allowance, provisions in kind, or provisions and messing allowances, under Articles 1682 and 1683, are to be checked, and their provisions and messing allowance stopped :—

(a) If sent to, or victualled on board, other ships ;

(b) If victualled in the sick mess, or sick at hospital, sick quarters, or at home and entitled to sick allowance under Article 880 ;

(c) If absent on duty and entitled to compensation under Article 1517 ;

(d) If absent without leave ;

(e) If absent on leave for upwards of 48 hours.

2. In such cases they are to be checked on the day on which they left the ship if they leave before noon, and on the day following if they leave after noon. Similarly, they are to be allowed their provisions for the day on which they return to their ships when they return before noon.

3. **Victualling Leave and Check Books.**—The provisions and messing allowances of the persons specified in clause 1 are to be checked by the Accountant Officer from the officers' victualling leave and check book kept in the ship's office, and from the " Gangway Victualling Check Book " kept by the Master-at-Arms.

1685. Men casually victualled.—When persons belonging to a ship are temporarily victualled in another of His Majesty's ships, a nominal transfer list, showing the dates between which they were victualled, and the amount (if any) credited to each person for messing allowance while on long leave [Article 1682 (f)] is to be forwarded to their own ships on their return.

1686. Men transferred from other Ships.—When men are drafted from one ship to another, their transfer lists are to be dated on the last day upon which they shall have been fully victualled, and the periods of their victualling, as shown in the ledger, are always to accord therewith.

2. **Provisions issued but not utilised.**—If any provisions shall have been issued previous to the men leaving the ship which cannot be used on the following day, the Accountant Officer may take credit for the same in his account, producing in support of his claim a certificate approved by the Captain.

1687. Permission to land Provisions.—Officers in command of ships at home ports may allow provisions (except fresh milk), not liable to duty, to be landed under the following restrictions :—

(a) The permission is to be given to, or withheld from, individuals at the discretion of the Captain.

- (b) None are to be landed without a pass from the Commanding Officer on form S. 263.
- (c) Not more than 4 lb. of meat is to be taken ashore at any one time by any officer or person on board, and particular care is to be taken that the privilege is not exercised to the detriment of the mess generally.

1688. Substitutes.—No article of victualling is to be substituted for any other, except as laid down in Appendix XVI., and no additional issues are to be made, except under the Captain's authority, as provided for in Article 1690, or on repayment, as provided for in Article 1700.

2. Short Allowance.—Should the Senior Officer present deem it expedient, owing to depletion of the stocks on board, to direct that the allowance of provisions be diminished, the short allowance shall be applicable to every person on board, and the portion of the allowance withheld is to be paid for at the current issuing prices (*see* 1700).

1689. Sick Mess.—When any patient is entered on the sick list, his spirit ration is to be stopped, unless otherwise ordered by the Medical Officer; should the latter consider a change of diet necessary, he is to inform the Accountant Officer in writing; the patient is then to be checked from his own mess, and transferred to the sick mess.

2. Ships with no Sick Mess.—In ships in which no sick mess can be formed, a patient on the sick list who requires a change of diet is to be specially victualled in his own mess, his ration and messing allowance being stopped, and the transactions shown in the books and accounts, in the same manner as though a sick mess had been formed.

1690. Extra Issues.—The Captain may authorise the issue of additional rations in any of the following circumstances:—

2. Lime-juice.—A daily issue of lime-juice and sugar, in quantities not exceeding $\frac{1}{2}$ oz. of each, may be made to every person on board on the requisition of the Medical Officer.

3. Engine Room, &c.—Persons employed in the engine room and stokehold and in coal trimming, when the ship is under way, may receive extra issues as follows:—

- (a) Oatmeal and sugar in the proportion of $\frac{1}{2}$ oz. sugar to 2 ozs. oatmeal;
 (b) Lime-juice, $\frac{1}{2}$ oz. Sugar, $\frac{1}{3}$ oz.

4. Men on duty at night, or men who at any time have been exposed to unusually severe weather, heavy extra work, such as coaling, &c., or other employment of an exceptional character, may receive an additional ration of—

$\frac{1}{2}$ lb. bread or biscuit;
 6 ozs. preserved meat;

together with:—

- (a) $\frac{1}{2}$ oz. soluble chocolate,
 $\frac{1}{4}$ oz. sugar; or
 (b) $\frac{1}{2}$ oz. tea,
 $\frac{1}{4}$ oz. sugar; or
 (c) $\frac{1}{2}$ oz. coffee,
 $\frac{1}{2}$ oz. sugar; or
 (d) One of the extra issues specified in clause 3.

5. It is not intended that these extra issues should be made more often than once in twenty-four hours to the same individual, except in very special circumstances. If the Captain considers a second issue necessary, he is to forward a special report of the circumstances to the Commander-in-Chief,

who is to transmit it to the Admiralty with an expression of his opinion as to the necessity for the second issue.

6. **Men on Detached Duty.**—When small numbers of men are prevented by the exigencies of the Service from being on board their own ships at the proper mealtimes, and are therefore unable to make use of their own rations, the Captain may sign a voucher (form S. 75*a*—*revised*) authorising each man to obtain provisions under the conditions detailed below.

The special meal allowances authorised are as follows :—

Dinner	—	—	—	—	—	—	6 <i>d.</i>
Tea, supper or breakfast	—	—	—	—	—	—	3 <i>d.</i>

and they may be paid under the following conditions :—

- (a) To men who are unable to use their own rations owing to their absence, for Service reasons, from their ships, under circumstances which do not admit of their taking with them a meal prepared from their share of the ordinary mess supplies ;
- (b) To men passing through and temporarily detained in barracks and stationary establishments at the home ports, for whom it is necessary to provide a meal or meals, although they may be borne elsewhere for victuals for the day ;
- (c) No credit in respect of any individual is to exceed 9*d.* for a period of 24 hours ;
- (d) The allowance is to be credited to the men's own messes when they are provided with a special meal to take with them on leaving their ships ; or to the messes in which they are actually provided with meals when they are temporarily detained in another ship or establishment ; or the men may be provided with chits enabling them to obtain food to the value authorised from the canteen, if circumstances render this course more convenient ;
- (e) When men provided with food under this clause are also entitled to subsistence allowance, the cost of the meals supplied is to be abated from the subsistence allowance paid.

7. These meal allowance vouchers are to be issued only in exceptional cases when it has been impossible to arrange for the preparation of the meals beforehand, and all cases in which vouchers are issued are to be reported to the Admiralty on form S. 164.

8. **Increased Meat Rations in War Time, &c.**—In war time, or under other arduous conditions, the Service dinner ration of fresh and salt meat may be increased from $\frac{1}{2}$ lb. to $\frac{3}{4}$ lb. per man, and the ration of preserved meat from 6 oz. to 9 oz., by authority of the Commander-in-Chief or Senior Officer present.

9. **Surveying Ships.**—In ships employed on surveying or other exceptional service, extra issues of provisions, preserves and other special articles, supplied by the Admiralty from time to time, may be made at the discretion of the Captain.

10. **Extra Issues of Spirit.**—Extra issues of spirit are not to be made, except in very exceptional circumstances, and with the approval of the Senior Officer present. In such cases, a full report of the circumstances is to be made by the officer authorising the issue to the Commander-in-Chief or Officer Commanding the Squadron, who is to transmit it to the Admiralty, with an expression of his opinion thereon.

11. **Extra Salt Meat.**—If a complaint be made that the salt meat supplied has lost in boiling more than one-half of its original weight, the Captain is to order an inquiry into the circumstances ; if it be satisfactorily proved that the meat has been properly cut up and cooked, and that the loss has been occasioned

by fair boiling, he may at his discretion authorise the issue of extra raw meat of the same description equal to one-half of the original allowance complained of.

12. **Candidates for entry** who arrive after the dinner hour are, at the Captain's discretion, to be provided with a meal, although they may have been paid subsistence allowance for the same day. The provisions thus expended are to be credited in the accounts as extra issues.

1691. **Extra Issues : when made, &c.**—The extra issues referred to in the foregoing Articles are to be made at such times and in such manner as the Captain or Senior Officer may direct, as an addition to the standard ration ; the Accountant Officer is to show them in the daily issue book (form S. 71), and to include them in certificate M. of the provision account (form S. 83).

1692. **Extra Issue of Lime-juice.**—When issued as an extra ration, the lime-juice and sugar, at the Captain's discretion are to be made into sherbet or mixed with the men's allowance of grog, but they are never to be used separately.

2. When troops on board are in charge of an Army Medical Officer, the Captain is to be guided by his recommendation as regards this extra issue.

1693. **Spirit Ration.**—No person is to receive a spirit ration in kind until he is 20 years of age.

2. No officers, except commissioned warrant officers and warrant officers, are entitled to the issue of a spirit ration.

3. When officers are detached on particular service and the mess stores are not available, the spirit ration may be issued in special circumstances, subject to the procedure laid down for other extra issues of spirit in Article 1690, clause 10.

4. Under no circumstances is spirit to be issued on payment.

1694. **Spirit reduced below issuing strength.**—Whenever spirit has become reduced 10 per cent. below proof the following additional quantities may be substituted for water in order that it may be issued at its ordinary strength :—

10	per cent. under proof	1½	gills	} spirit in lieu of water.
11	" "	1½	"	
12	" "	2	"	
13	" "	2½	"	
14	" "	2¾	"	
15	" "	3	"	
16	" "	3½	"	
17	" "	4	"	
18	" "	4½	"	
19	" "	5	"	
20	" "	5½	"	

1695. **Allowance in lieu of Spirit.**—All commissioned warrant officers, warrant officers and other persons entitled to the issue of a spirit ration in kind as part of the standard ration are to be allowed the option of receiving in lieu a money payment (grog money) calculated according to the scale laid down in Appendix XVI., Part II., which is to be paid on the ledger. This payment is also to be made to men under 20 years of age, and to boys.

The allowance in lieu of spirit is not payable to any person in respect of any period for which he is checked under Article 1634.

1696. **Spirit Ration of persons absent.**—When any person who is entitled to the issue of the spirit ration in kind as part of the standard ration and has

elected to receive it, is absent from the ship but is not checked, the ration is not to be issued, but a money payment at the rates laid down in Appendix XVI., Part II., is to be made to his mess in lieu thereof.

2. **Stoppages of Spirit.**—All authorised stoppages of spirit as punishments lapse to the Crown, except when the stoppages exceed 30 days for habitual drunkenness; in such cases men whose grog is stopped are to be paid for it on the ledger according to the scale laid down in Appendix XVI., Part II., from the expiration of the 30 days.

1697. Spirit, how and when issued.—The allowance of spirit for the ship's company is to be mixed with three parts of water to one of spirit, and issued every day on deck in the presence of such officer as the Captain may appoint. It is, as a rule, to be issued at dinner time, but it may be issued later in the day, under the approval of the Captain, if exceptional circumstances render such a course desirable.

2. No raw spirit is ever to be issued except to commissioned warrant officers, warrant officers, and chief petty officers, and all sale, loan, transfer, gift or barter of spirit or other intoxicating drink to or with any of the ship's company by any person whatever is prohibited.

1698. Bungs of Spirit Casks.—The bungs of spirit casks are to be extracted by means of an iron pricker, whenever possible, and not by "flogging," a practice which is very detrimental to the bung staves, especially in the case of small casks.

SECTION II. MESSING ALLOWANCE.

1699. To whom payable.—The standard ration laid down in Appendix XVI., Part I., is restricted to the ordinary daily requirements of the ship's company in respect of the staple articles of diet, and in order to enable messes to purchase other provisions to supplement this ration according to their different tastes, a money payment at the rate of 4*d.* a day will be allowed, in addition to the following persons mentioned in Articles 1682 and 1683:—

- (a) Commissioned warrant officers and warrant officers who elect to receive victuals in kind;
- (b) Petty officers, seamen, and marines;
- (c) Officers' Stewards and Cooks (when formed into a separate mess);
- (d) Boy Artificers, Youths and Boys (except boys in stationary training ships);
- (e) Dockyard officers and men detained on board all night;
- (f) Workmen of the War Department detained on board beyond a day and night;
- (g) Troops, when embarked in His Majesty's ships.

2. This messing allowance is to be credited to the mess and not to the individual, and is not payable for any person in respect of any period for which he is checked under Article 1684.

3. **Allowance in lieu of Meat.**—With a view to enabling messes to provide themselves, if desired, with a special dinner of their own choosing on Sunday, every mess is to have the option of taking up no ration of meat on one day in the week, and of receiving, in lieu of the same, an additional money allowance of 3*d.* per man for that day; but such option is to be declared at the beginning of the month, and is to extend to the whole of that month.

4. **Monthly Settlement.**—At the end of each month the Accountant Officer is to deduct from the total amount due to the mess, in respect of messing allowance, Sunday dinner allowance, and under Articles 1690, clause 6, and

1696, clause 1, the cost of any government provisions purchased by the mess, as provided for in Article 1700, and also any sums due under Article 1754; having done so he is to pay the mess bills due to the canteen, so far as the sums in his hands will permit, any balance remaining being paid to the respective messes.

5. A statement (form S. 73) showing the disposal of the above allowances for each mess is to be drawn up by the Accountant Officer, and publicly exhibited for 24 hours previous to the settlement of the same.

1700. Provisions on repayment.—The provisions on board, in charge of the Accountant Officer, are to be available for issue to all messes on repayment, under the following conditions:—

- (a) The prices to be charged are to be those laid down in the provision issue price list, or as the Admiralty may from time to time direct;
- (b) The issues are to be made to messes only, any individual purchases being made through the mess caterer, and the total value of the issues to each mess is to be recovered from the mess at the end of the month;
- (c) No spirit or lime-juice is to be issued on repayment, and the issue of fresh meat on repayment is to be limited to $\frac{1}{4}$ lb. per head per diem in the case of persons who receive the standard ration in kind, and to $\frac{3}{4}$ lb. per head per diem in the case of officers and others not receiving the standard ration in kind. When fresh milk is supplied as the Service ration under Appendix XVI., Part I., it may also be issued on repayment for consumption on board, but not for the purpose of being taken on shore;
- (d) The directions with regard to taking provisions on shore (*see* 1687) are to be strictly observed in the case of provisions taken up on repayment;
- (e) If, owing to any exceptional circumstances, the Captain is of opinion that the issue of provisions on repayment may unduly reduce the stocks on board before replenishment can be obtained, he is to place such temporary restrictions as he may consider desirable upon the issues, pending replenishment of the stocks.

2. The Captain is to arrange for suitable facilities to be given for taking up these provisions at short notice, and, if possible, for small quantities of the articles in chief request to be kept as a "ready issue stock" obtainable at convenient hours during the day.

SECTION III. SUPPLIES, &C., OF VICTUALLING STORES.

1701. Demands.—The Accountant Officer is to submit all demands for provisions, clothing, or other victualling stores for the approval of the Captain, and is to make them on an authorised agent of the Admiralty or upon a government contractor or his agent whenever possible. His demands are at all times to be so framed as to provide in the most efficient manner for the probable requirements of the ship, according to the rate of expenditure which may be expected to take place.

1702. Fresh Provisions.—He is to take measures, by demands on a government agent or contractor should there be one at the port, or by purchase if necessary, to provide the requisite supplies of fresh meat, vegetables, and bread from day to day. Fresh provisions supplied under contract at home

ports are to be examined and dealt with as directed in Article 1709, and the instructions printed on forms S. 92 and 93 are to be carefully observed.

1703. The ship's company is to be supplied with fresh meat and vegetables whenever practicable, whether at home or abroad, and ships, when proceeding to sea and unlikely to touch at any port for supplies, are to take with them (for issue as part of the standard ration) as large a supply of potatoes as can be kept in a good and serviceable condition.

2. Fresh beef is to be received in quarters, and mutton in carcasses; these are to be cut up into the usual mess pieces in some convenient and public part of the ship open to the view of the ship's company, and under the particular inspection and supervision of such officers, petty officers, or non-commissioned officers of marines as the Captain may appoint.

1704. Bread.—In ships fitted with bakery plant, the arrangements in regard to baking are to be such as to admit of bread, under ordinary circumstances, being issued every day, The Captain may, however, sanction the occasional purchase of bread from the shore if, in his opinion, this course is advisable to afford relief to the staff employed in the bakery, or if the quantity that can be produced on board is insufficient for the requirements of the ship's company.

2. In ships not fitted with a bakery, arrangements may be made to bake bread in the ship's galley, whenever the Cooks or other ratings are qualified to do so and sufficient space is available, the flour and other ingredients required being issued by the Accountant Officer. If bread is not baked on board, arrangements are to be made, when the ship is proceeding to sea, and unlikely to touch at any port for supplies, to take on board three days' supplies of bread before leaving, whenever practicable.

3. **Extra pay for bread-making** is to be paid as follows:—

(a) *In Ships not fitted with Bakeries.*

Allowances may be paid at the rates and under the conditions as to quantity produced specified in the following scale, provided that the number of persons in receipt of bread-making allowances does not exceed the number of Cook ratings allowed to the ship, and that the work is undertaken in addition to their ordinary duties:—

—	When the Quantity produced is not less than :—		
	25 per cent. of the Full Allowance for the Ship's Company.	50 per cent. of the Full Allowance for the Ship's Company.	75 per cent. of the Full Allowance for the Ship's Company.
Chief Cook or Ship's Cook — — —	6d. per diem.	9d. per diem.	1s. per diem.
Other Cook ratings (or persons employed in lieu thereof) — —	4d. per diem.	6d. per diem.	8d. per diem.

(b) *In Ships fitted with Bakeries.*

Allowances may, at the discretion of the Commanding Officer, be paid at the rates specified in the following scale, when the ratings employed in the bakery are engaged, in addition to their ordinary duties, in making bread for issue to other ships; the number of persons in receipt of bread-making allow-

ances is not to exceed three for any one day, and no payment is to be made if the extra quantity baked is less than 120 lb.

Rating.	When the Quantity of bread produced is from :—			
	120 to 200 lb.	201 to 300 lb.	301 to 450 lb.	451 to 600 lb.
Chief Ship's Cook or Ship's Cook — — — — —	Per diem. 9 <i>d.</i>	Per diem. 1 <i>s.</i>	Per diem. 1 <i>s.</i> 3 <i>d.</i>	Per diem. 1 <i>s.</i> 6 <i>d.</i>
Other Cook Ratings (or persons employed in lieu thereof) —	6 <i>d.</i>	8 <i>d.</i>	10 <i>d.</i>	1 <i>s.</i>

4. The vouchers for payment are to give full particulars in accordance with the above provisions.

1705. Stocks of Provisions and Medical Comforts.—The stocks of provisions and medical comforts on board His Majesty's ships (other than special service vessels, torpedo boat destroyers, torpedo boats, and submarines) are to be regulated on the basis laid down in Appendix XVI., Part III., which provides for a minimum stock of at least 30 days' supplies (other than fresh provisions) calculated at a war rate of consumption for the full complement, and for a maximum stock representing approximately three months' average expenditure.

2. **Clothing.**—The stocks of clothing are to be regulated on the basis of a maximum of three months' average requirements.

3. In special circumstances, the Commander-in-Chief or Senior Officer may authorise ships to fill up with quantities of stores for any longer period that he may consider necessary in excess of the maximum laid down, in which case ships are at once to report the fact direct to the Admiralty (Director of Victualling).

4. The stocks on board special service vessels, torpedo boat destroyers, torpedo boats, and submarines, are to be regulated in accordance with the special establishments of stores drawn up for these vessels.

1706. Supply Notes.—On every occasion of receiving a supply of provisions, clothing, or victualling stores, the Accountant Officer is to require from the person from whom they are obtained a supply note, on form S. 84 or 85, wherein, in the case of provisions, are to be shown the marks or date of warranty of every cask or package so received, together with the name of the person from whom they have been previously obtained, and also whence they were originally supplied; he is carefully to compare these particulars with the receipts before signing them.

These supply notes are to be retained in case they may be required for future reference.

1707. Temporary Receipts and Supply Notes.—When daily or frequent supplies are received from His Majesty's ships or victualling yards, or from contractors, the Accountant Officer is to give temporary receipts (form S. 94) and to take supply notes for the same, and on the completion of the supplies, or at the close of each month when the supplies are continuous, he is to furnish complete receipts (forms S. 91 and 92) for the total quantities received.

2. In the case of supplies from contractors, he is to take care, on furnishing these complete receipts, that all the temporary receipts are returned to him.

1708. Vouchers in Accountant Officer's Absence.—In the absence of the Accountant Officer, the vouchers for receipts or supplies are invariably to be signed on his behalf by the senior Assistant Paymaster or Clerk on board, who is to communicate to him, on the first opportunity afterwards, what quantities and description of articles he has signed vouchers for.

1709. Supplies from Contractors.—All provisions and other stores received from contractors are to be immediately inspected and carefully examined by the surveying officers of the ship as to the quantity and quality; if they are in any way defective, or not in accordance with the conditions of contract, they are to be rejected and the surveying officer's report thereon immediately transmitted into office. Such report is to contain full particulars of the cause of rejection or amount of deficiency, so as to enable the Admiralty, or, on a foreign station, the Commander-in-Chief, to determine whether the penalties incurred by the contractor shall be enforced or not. In the event of the contractor refusing to replace articles so rejected or found deficient, the quantities required may, at the discretion of the Captain, be purchased under authority contained in Chapter XLV., in which case the purchase voucher is also to be transmitted into office with the report.

2. Examination of Fresh Provisions.—Fresh meat, vegetables and bread from contractors are only to be surveyed in the following circumstances:—

- (a) If in the opinion of the officers present at the weighing they are inferior in quality; or
- (b) If complained of by the petty officers on behalf of the ship's company.

1710. Receipt of Fresh Provisions.—Upon the receipt of fresh meat, vegetables, and bread, the quantities delivered are to be immediately weighed by the petty officer of the day, in the presence of the Ship's Steward, and under the superintendence of an Executive Officer.

2. The superintending officer is at once to enter the quantities received in the deck log, and is also to report any error in the supply note to the Officer of the Watch. At the end of each week the quantities shown by the daily account book of provisions to have been received on board are to be compared with the log, and any discrepancies are to be investigated.

3. Attendance of Accountant Officer.—The Accountant Officer, or an Assistant Paymaster representing him, is frequently, and at uncertain periods, to be present at the weighing of fresh provisions, and also at the issue of provisions generally. The dates on all such occasions are to be noted in the daily account book, and initialled by the officer in attendance.

1711. Marking of Packages, &c.—The Accountant Officer is to cause all casks or packages not properly marked, as may be the case when obtained by purchase, to be marked as soon as practicable.

1712. Weight of Lime-juice.—When lime-juice is obtained in casks or liquid measure, one imperial gallon is to be considered equal to ten pounds, and it is to be converted into weight at such rate, and brought on charge in the account accordingly. In issuing lime-juice, one gill will be found equal to five ounces.

1713. Supplies from Victualling Yards.—Provisions supplied from victualling yards or ships are not to be refused on the plea of their being old or unfit for keeping. If there is reasonable ground of objection to such supplies, the Accountant Officer is to apply to the Captain for a survey thereon.

1714. Return of Surplus Articles.—The Accountant Officer is to keep in close touch with the stocks of provisions, clothing, and other articles in his

charge, and if any are in excess of requirements, he is to inform the Captain, and obtain his approval, to return the surplus quantities into store, whilst they are fit for re-issue.

2. Except as laid down in clause 1, no serviceable stores are to be returned into store during the commission, without the written order or approval of the Senior Officer. An attested copy of every such order or approval is to be sent into office with the accounts, and another is to be sent, with the invoice, to the Store Officer receiving the stores.

1715. Survey on Stores under Warranty.—The Accountant Officer is to make timely application to the Captain in order that all provisions supplied under warranty may be properly surveyed within seven days before its expiration, and he will be held responsible for any omission of this duty in the event of these articles subsequently proving defective. Salt provisions supplied under warranty are not to be surveyed unless there shall appear sufficient cause, from the condition of any of the casks which have already been opened, for the examination of the remainder.

1716. Stowage of Provisions.—Provisions are to be stowed under the Navigating Officer's directions and responsibility, in such manner that those of each description of the oldest date can be always readily got at for first expenditure, and the Accountant Officer is to afford such information as may be requisite to enable this to be done.

2. **Dry Provisions.**—In the stowage of dry provisions care is to be taken that the whole stock of any one description is not stowed in one hold whenever it is possible to dispose of it in two holds.

1717. Stowage of Spirit.—No spirit or wine is to be stowed elsewhere than in the spirit room except as provided for by Article 540, clause 16.

1718. Stowage of Biscuit.—Biscuit is always to be stowed in the bread room; it is not to be started into bulk, except in very particular circumstances, or when tanks or other receptacles shall have been specially provided for the purpose; whenever this Regulation is departed from, a copy of the Captain's order, setting out the reasons, is to be sent into office, and it is also to be noted in the numbers and contents books.

2. **Biscuit Dust.**—Any accumulation of biscuit dust is to be preserved for return into store; it is to be taken credit for on the account, as distinct from biscuit, but shown in the same column in red ink.

1719. Inspection of Provisions and Medical Comforts.—The Accountant Officer is frequently to inspect the provisions and victualling stores on board in order to ascertain their condition, and, whenever possible, to remedy any defects which may be discovered. He is to satisfy himself, so far as practicable, that all supplies of provisions are sweet, wholesome and good when sent on board, and that all casks and packages are sound and full.

2. The stocks of medical comforts are to be carefully examined at least once every six months by the Medical and Accountant Officers, and steps taken to replace any which in the opinion of the Medical Officer are not sufficiently good and fresh for issue to the sick.

1720. If Inspection not made.—If any circumstances should prevent the Accountant Officer from properly performing the duties referred to in Article 1719, he is to obtain the Captain's certificate to the fact and to the cause thereof, and transmit the same into office; and in the event of a subsequent condemnation, the certified omission and cause are to be noted on the report of survey.

1721. Replacement of Pickle.—If it should be found, on inspection, that any pickle has leaked out from the casks of salt meat or suet, they are to be forthwith filled up and made tight, pickle being reserved for that purpose from such as are opened for expenditure.

2. Defective Casks.—When casks are found defective and they cannot be made good, their contents are to be immediately started into sound and proper casks for their preservation. When biscuit is discovered to be damp, the Accountant Officer is to inform the Captain, that the requisite directions for its being aired and dried may be given.

1722. Preserved Meat.—The greatest possible care is to be taken in the packing, transit, and stowage of preserved meat, so that the tins may not be injured either by nails, by concussion, by chafing, or by the forcing of tins into cases too small for them.

2. Surveys on Injuries.—In all reports of survey on preserved meat it is to be specially stated whether the injuries leading to the meat becoming bad appear to have resulted from any want of care; and, if so, to whom such want of care is to be attributed.

1723. Clothing Room.—The clothing room is never to be appropriated to any other use or purpose whatever than the stowage of clothing and bedding; the key is to be kept in the possession of the Accountant Officer, who is to inspect the room. Should he at any time find indications of damp, moth or vermin, he is immediately to inform the Captain, who will cause the earliest opportunity to be taken for its being cleared, and for such other measures being adopted as may be necessary for the correction of any defects, and the future protection of the articles stowed therein.

1724. Casks of Half-boots and Shoes.—The casks in which half-boots and shoes are packed are to be opened from time to time, the half-boots and shoes taken out, exposed to the air, and thoroughly freed from mildew; they are not to be repacked until perfectly dry.

1725. Inspection of Ullages.—The Accountant Officer is occasionally during the quarter to inspect the ullages of provisions, noting the result in the daily account book; he is also on, or immediately before, the last day of each quarter to see that all the ullages are weighed or measured, and is to cause any adjusting entries found necessary to be made in the daily account book, in order that the actual remains may be carried forward to the daily account book for the next quarter.

1726. Sacramental Bread and Wine.—The bread and wine required for the celebration of the Holy Communion, in ships bearing Chaplains, is to be supplied by the Accountant Officer, who is to purchase the bread, and draw from a victualling yard and keep in his charge such quantities of the Sacramental Wine as the Chaplain may deem necessary. As a general rule, before a ship leaves England a sufficient supply to last for her probable absence should be obtained.

1727. Seamen's Library.—The Accountant Officer will have the sole charge of the seamen's library, and will be responsible for the books therein being duly taken care of, and accounted for in the clothing account according to the instructions contained in form S. 83.

2. The Captain is to direct the library to be opened for the issue and return of books at such times and on such days of the week as he may deem most expedient, and is to appoint the Naval Schoolmaster, or, when none is borne,

such other person as he may deem fit, to manage the issue and return of the books, under the directions of the Accountant Officer, who is to be guided by the printed directions contained in the catalogue.

3. Quarterly Muster of Books.—At the end of each quarter, and on paying off, the Accountant Officer will muster and examine the books with the assistance of the Naval Schoolmaster. A report on form S. 108 of the result of this examination is to accompany the clothing account.

1728. Latrine Paper.—The Accountant Officer is to demand latrine paper from the victualling yard at the rate of one ream per month for every 50 of the complement, and is to account for the same in the implement account.

1729. Accounting for Packages, &c.—All casks, cases, and other packages issued from the victualling yards will be shown on the supply notes sent with the stores under two headings:—

(a) Those to be brought on charge by the Accountant Officer, and

(b) Those not required to be taken on charge.

The following are the packages which are to be taken on charge by the Accountant Officer and carefully preserved for return into store:—

All iron-bound casks, except salt meat casks.

Wood-bound casks, except wood drums. (Ships at home ports and Portland only.)

Bags.

Cases for library books.

Lime-juice cases.

Biscuit cases and canisters.

Tea canisters.

Stone jars, wickered.

Tobacco cases.

Mess trap cases.

Implement cases.

Clothing cases.

The remainder of the packages do not require to be taken on charge, and may (unless they are considered to be in sufficiently good condition for return into store, and it is convenient and economical to do so) be broken up and used as fuel, or thrown away, when empty.

2. Casks used for other purposes.—Whenever casks or bags are used for repairing others, or when casks are used for targets, &c., a statement, approved by the Captain, showing each service on a separate voucher, *e.g.*:—

For targets,

„ torpedo purposes,

„ repairing buckets and other naval stores,

„ repairing tubs and other victualling stores,

and the number expended for each service, is to be rendered by the Accountant Officer as a voucher to his account.

3. Should the Captain, in a case of necessity, direct the Accountant Officer to supply staves and headings of casks, herein directed to be preserved, to the Engine Department for any purpose, a copy of the Captain's order and the Engineer Officer's receipt must be forwarded as vouchers with the Accountant Officer's accounts.

4. Spirit Casks.—When a spirit cask is emptied, salt water is immediately to be poured into it. Casks supplied with or for liquids are not to be shaken, except in case of necessity, when they are to be very carefully taken to pieces, and the staves and heading pieces so marked and packed that they can be easily set up again.

When empty spirit casks are returned into store, a note is to be made against the entry thereof in the numbers and contents book, showing how the cask is disposed of.

5. **Shaken Casks.**—Whenever the casks herein directed to be preserved are shaken on board, they are to be taken credit for on the victualling account, and the proper number of staves and heading pieces, and the quantity of iron hoops debited in lieu.

6. **Hoops.**—When casks are brought on charge, the hoops upon them are not to be separately accounted for, as casks are in all cases to be received, supplied, or returned with their proper number of hoops.

7. Packs are to be accounted for as staves and headings, according to the number contained in them, and the iron hoops as loose hoops.

8. When cooperage articles or mess utensils are shaken, the staves and heading pieces, when returned into store, will be credited to the Accountant Officer according to the number of articles to which the victualling yard officers consider them equal. The iron hoops belonging to them are in all cases to be returned as a part thereof.

9. The iron hoops from salt meat and suet casks expended for fuel are not to be accounted for nor returned into store, but are to be thrown overboard ; those from all other casks are to be preserved and brought on charge for return into store ; but those landed at foreign depôts are to be retained for expenditure or sale there, and are not to be sent to England.

1730. **Good Shooting Badges.**—Each Commander-in-Chief or Senior Officer on a foreign station is to send home, so as to reach the Admiralty by the end of October of each year, an estimate of the number and description of good shooting badges likely to be wanted on the station under his command during the following financial year, with a detailed list of the ships to which they are to be issued, and the numbers required for each ship.

2. The badges will then be sent to each flag-ship for distribution.

3. Badges for ships on the home stations will be supplied by the victualling yards on demand, as in the case of all other badges.

4. They are to be taken on charge and accounted for by the Accountant Officers of the flag and other ships on their clothing accounts, and the credits for their issue to the prize-winners are to be supported by certificates from the Captains.

1731. **Uniform Clothing, &c., of Royal Marines.**—The Accountant Officer is to have charge of the uniform clothing, necessaries, and accoutrements furnished from the divisional headquarters, and from victualling establishments for issue to marines, being guided by the directions given in Articles 1164, 1165, and 1166 as to demanding these articles, and their receipt and issue.

2. He is to take them on charge in his clothing account, and is to account for them, including the casks and wrappers, in the usual way.

3. **Supply Notes.**—He is to forward with his clothing account the supply notes received from Quartermasters of divisions or from victualling establishments, on which he is to note that the articles have been duly received and debited.

4. **Issues of gratuitous Clothing.**—On the issue notes for uniform clothing and half-boots issued gratuitously, which are to be in duplicate, he is to note that the articles have been duly credited by him.

The issues of gratuitous clothing and boots to the men from the several divisions are to be credited separately.

The original issue note is to be forwarded in each case to the Commandant of the division concerned, and the duplicate is to remain as a voucher to the account, the date the original was sent being noted thereon.

5. **Disposal on Paying Off.**—Uniform clothing, whether supplied for gratuitous issue or for issue on repayment, remaining in charge of the Accountant Officer and which is no longer required to be kept on board the ship is to be returned to the Quartermaster of the division from which it was drawn. The same course is to be followed with respect to articles other than clothing which bear the mark of the division from which they were received. Other articles, not being clothing or bearing a divisional mark, are to be returned to the nearest divisional headquarters. The Quartermaster's receipt is in each case to be transmitted into office with the clothing account.

6. **Dead and Run Marines.**—The annual clothing of dead or run marines collected by the Marine Officer, under Article 1164, clause 16, is to be duly taken on charge with a view to being returned to the Quartermaster of the division from which it was received, as provided in clause 5 of this Article, unless it be deemed proper to destroy it to avoid infection.

7. **Stocks of Marine Clothing** and necessaries for issue on repayment are to be kept as low as possible, only sufficient being retained on board to provide for probable requirements during absence from a port of supply. Ships stationed at ports at which there is a store of marine clothing are to obtain their supplies as required for issue, and other ships calling at such ports are to take the opportunity of completing the men's kits, and returning any articles not likely to be required.

8. **Misfitting Annual Clothing** is to be returned to divisional headquarters at the first available opportunity, except from ships on the Mediterranean station, when it is to be returned to the marine clothing depôt at Malta.

9. **Annual survey of Remains.**—Remains of marine clothing and necessaries are to be surveyed annually, on 31st December, or oftener if necessary. All articles are to be examined before being returned into store, and those found damaged are to be surveyed in the usual manner, and a copy of the surveying officer's report attached to the delivery voucher.

10. **Supplies for Mediterranean Station.**—On the Mediterranean station all supplies, except cloth tunics and frocks (*see* Article 1166), are to be obtained from the marine clothing depôt at Malta, and are to be dealt with in the same manner, as to vouchers and account, as those received from divisions and victualling establishments. Any articles to be returned into store should be sent to the depôt with the usual vouchers.

SECTION IV. ISSUES AND RETURNS.

1732. **Service Weights and Measures.**—In issuing provisions, clothing, &c., no weights or measures other than those provided from His Majesty's stores are to be used, and in order to ensure their accuracy, as well as for the satisfaction of the persons on board, they are from time to time, but, if practicable, at least once a year, to be compared with the standard weights and measures kept for that purpose at all victualling yards; a certificate of their examination stating whether they were found to be accurate or were rectified is to be transmitted into office with the next victualling account.

1733. **Order in which to issue.**—Every article of provisions is to be issued in regular turn according to its age. In the event of any condemnations or losses occurring in consequence of any deviation from this rule, the Accountant Officer will be held responsible.

1734. **Issue out of order.**—If any article is found on inspection to be more liable to decay than others of the same species of older date, the Accountant Officer is to apply to the Captain for a survey thereon, in order to justify its

being taken for expenditure out of due course, and is then to issue the same. In such a case the report of survey is to be transmitted into office with his account, and a reference made in the numbers and contents book against the article so issued.

1735. Serving out Provisions.—A petty or non-commissioned officer is always to be present, as the representative of the ship's company, when provisions are weighed off, measured, or issued. This duty is not to be deputed to the same man, but is to be taken in rotation by all the available petty and non-commissioned officers. The quantities of spirit measured off for the officers and ship's company, and of chocolate and sugar weighed for the coppers, are to be certified on form S. 71 by the officer or senior petty officer present. The proportions required for the ship's company are to be placed under the sentry's charge immediately after they have been weighed or measured, and the non-commissioned officer of the guard is to see that the chocolate and sugar are actually placed in the coppers and used. Tea and coffee are to be issued to the messes in a raw state, and facilities are to be afforded to enable the messes to prepare the beverages themselves. (*Vide also 1710, clause 3.*)

1736. Issues to Sick Mess.—Wine, lime-juice and sugar, or other articles in the Accountant Officer's charge required by the Medical Officer for the use of the sick, under Article 1272, are to be supplied to him on his written demand, the Accountant Officer taking a receipt for the quantity so furnished, which is to be transmitted into office with the victualling account. The Accountant Officer is to furnish the Medical Officer with a supply note corresponding in every particular with the receipt referred to. A similar course is to be pursued when soap is supplied, but a separate receipt is to be taken.

2. Articles forming part of the standard ration are not to be included in this receipt, but the quantities issued to the sick mess, as shown in the daily issue book (S. 71), are to be totalled monthly, and their correctness certified therein by the signature of the Medical Officer.

1737. Issues to other Ships.—Whenever the Accountant Officer has obtained the Captain's authority to make supplies to other ships, he is to send therewith supply notes, and is to obtain receipts in duplicate, one of which is to be sent into office with the accounts and the other retained on board. *See 1706 (Supply Notes).*

2. When provisions are supplied they are to consist, as far as practicable, of equal proportions of the oldest and newest on board.

1738. Issue of Bedding on first entry.—A set of bedding consisting of 1 bed, 1 blanket and 2 bed covers will be supplied gratuitously to all men and boys on first entry into the Royal Navy, provided they are required to sleep on board and are not granted the loan of bedding. *See 1739 (Marked Bedding).*

2. **Free Kit on entry.**—Men and boys of the ratings specified below who on first entry into the Royal Navy engage for continuous or special service, are to be supplied gratuitously with the whole of the compulsory articles of kit, as laid down in the Uniform Regulations:—

Seaman and Stoker classes.

Sick Berth Attendant.

Second Cook's Mate.

Boy Artificer.

Boy Writer.

Ship's Steward's Boy.

Men of the Seaman and Stoker classes are to be supplied with the following articles in addition, viz. :—

Seaman class - - - - -	}	1 pair black leather shoes.
		1 pair brown canvas shoes.
Stoker class* - - - - -	}	2 check shirts.
		1 pair half boots.
		2 check shirts.

In some cases, as laid down in the Uniform Regulations, a portion only of these kits will be issued on first joining, and the balance later.

3. Transfers or Re-entries.—Men transferred from the Royal Marines, and continuous or special service men who re-enter the Royal Navy after discharge as boys or with less than four years' service from the age of 18, are to be treated as first entries in respect of the free issue of clothing and bedding.

4. Officers' Stewards or Cooks who have completed five years' service as such are to be treated as first entries in respect of the free issue of clothing if allowed to transfer to, or re-enter in, any of the ratings mentioned in clause 2.

5. Other men so transferred or re-entered who have previously been credited with a clothing gratuity under Article 1436, or supplied gratuitously with kit in kind, are to be allowed a free issue of clothing within a limit of value equal to that of the articles included in the "free kit" of the new rating, but not in the kit of the rating in which the previous service was rendered. No free issue is to be made unless a change of uniform is involved.

6. A free issue of bedding is to be made under the same conditions as in the case of first entry to non-continuous service men allowed to transfer to, or re-enter in, continuous or special service ratings, provided that they have not received a free issue, or the bedding gratuity under Article 1437, during the last five years of their previous service.

7. Cases of re-entry or a change of rating that are considered to require exceptional treatment with regard to the free issue of clothing or bedding are to be referred to the Accountant-General.

8. Men not entitled to Free Issue.—Men who, on entry or re-entry, are not entitled to the free issue of the complete kit, may receive clothing, &c., if necessary, to an amount that will not bring them in debt to the Crown more than two months' wages.

9. Hat Ribbons.—Two hat ribbons are to be supplied free of charge to every man on joining a ship or establishment when an alteration in the name on the hat ribbon is necessary, except in cases where a man is transferred at his own request or through his own default, in which event the fact is to be noted on his transfer list.

Supernumeraries on first joining a ship of the Home Fleets or a ship or establishment at the home ports are to receive one hat ribbon only, the issue of the second ribbon being deferred until the completion of two months' service in the ship or establishment.

1739. Marked Bedding for Marines, &c.—The bed, blanket, and two bed covers and hammocks, complete with clews, lanyards and lashings supplied to each non-commissioned officer and man of the Royal Marines on embarkation are not to be issued gratuitously, but are to be lent only. These articles, being the property of the Crown, will be stamped with the broad arrow in blue, and they are to be retained in the charge of the Accountant Officer, who is to show them in his clothing accounts as bedding in use by marines. They should be transferred from ship to ship with the men, provided that no extra cost is incurred thereby.

2. Marines are to retain the use of marked bedding and hammocks while attached to ship's police on probation.

3. **Coast Guard Men, &c.**—Similar articles are to be lent to Coast Guard men when embarked for service in the Fleet or for drill and to non-continuous service band ratings who would otherwise be entitled to the gratuitous issue of bedding on first entry or to the bedding gratuity on re-engagement.

4. **Africans and Asiatics**, when serving on board His Majesty's vessels in climates where blankets are necessary at night, are to be lent the requisite bedding, a supply of which is to be marked and kept exclusively for their use.

5. **Pilots.**—Marked bedding may be lent to revenue and quarantine officers, and to pilots temporarily on board in the execution of their duty, as well as to troops embarked for passage, should there be no troop bedding on board, but no charge is to be made on account of the bedding so lent.

1740. **Issue of Tobacco.**—Tobacco is to be weighed in the presence of two petty officers, and is to be issued publicly on deck in the presence of the officers of the respective divisions, and under the authority of the Captain. Manufactured tobacco supplied in tins from a victualling yard need not be weighed.

1741. **Limit of Tobacco issue.**—At home, tobacco and soap is to be served out once a month, and abroad, as the Captain may direct; the quantity of tobacco is not to exceed 1 lb. per month for each person on the home station, and 2 lb. per month for each person on a foreign station, but if not taken up by the individual at one serving, it is not to be issued to him, in addition, at any subsequent serving; neither is it to be supplied to any person who is not in the habit of using it, nor to officers or boys under 18 years of age.

1742. **Prices to be charged.**—All articles of clothing, as well as soap and tobacco, whether supplied from His Majesty's stores or ships, or purchased on the public account, are to be issued to persons on the ship's books, at the prices shown in the established scales, or at such other prices as the Admiralty may from time to time direct. The authority for any prices charged, other than those shown in the established scales, is always to be inserted on form S. 107.

1743. **Issue of Clothing and Bedding.**—The following procedure is to be observed with regard to the issue of clothing and bedding:—

2. The men are to insert their requirements on the clothing issue notes (form S. 80) and hand them to the officer of their division, who, after approval, will lodge them with the Accountant Officer. Care is to be taken to insert, legibly, the full particulars required by the form, and also details as to sizes, &c.

3. The Accountant Officer will then insert the values of the articles to be issued and will examine the requisition, more especially with a view to ascertaining—

- (a) In the case of a new entry, whether the charge for the articles required will bring the individual in debt to the Crown more than two months' pay.
- (b) In other cases, whether, taking into consideration any allotments, &c., the men have sufficient wages due to cover the value of the articles they require.
- (c) That the quantities demanded are not unreasonably large.

4. Any requisition that, in his opinion, is irregular, is to be submitted to the Captain for directions.

5. In the event of a man being in urgent need of clothing, but not having sufficient wages due to entitle him to the issue, the Captain may, at his discretion, direct such articles as may be considered absolute necessities to be

supplied. In such cases the fact that clothes have been issued is to be recorded in the Remarks column of the ledger, this clause being quoted as the authority.

6. Having satisfied himself as to the correctness of the requisitions, the Accountant Officer is to cause the articles to be prepared for issue at the earliest convenient opportunity (*see* Article 551).

7. All issues of clothing are to be made publicly from the clothing issue room in the presence of an officer of the man's division and of the Accountant Officer, or their representatives, and the men are to attend at such times as may be arranged to receive the clothing demanded, each man signing the issue note in the place provided for his signature, as he receives the articles.

8. Immediately after each issue, the Accountant Officer is to post the details on the issue notes into the clothing issue book (form S. 79), and make the requisite charges against the men's names in the ledger. Form S. 79 is to be totalled at the end of each quarter, and the totals (with the addition of the issues of soap and tobacco) should agree with the particulars inserted on form S. 107, and the credit and debit in the clothing account and cash account, respectively.

1744. **The clothing issue book and notes** being the official records of the articles issued, are to be retained until formal information has been received that the ledger and the clothing accounts for the quarter have been passed in office.

1745. **Examination of Ullages.**—At least once a quarter, and more often if necessary, the Accountant Officer or Assistant Paymaster is personally to examine and see measured, counted or weighed, the ullages of clothing, tobacco, and soap, and he is to ascertain whether the results correspond with the quantities on charge in the clothing account.

1746. **Issues to Officers and Marines.**—Officers may be permitted to take up clothing, soap, and tobacco, provided that such issues are limited to the quantities really necessary for personal use and comfort, the clothing issue note (form S. 80) being used for the purpose.

2. Marines may be supplied with these articles under the same regulations as for seamen.

1747. **Supplies to Pilots.**—Pilots, if embarked for any length of time, may, with the Captain's approval, be supplied with clothing, tobacco, and soap on their paying for the same in cash to the Accountant Officer.

1748. **Return of Stores to Victualling Yard.**—Stores returned to a victualling yard are to be very carefully packed, and the packages marked. Opened bales or packages of clothing are to be put into casks, which are to be marked on the outside with the word "Clothing," and a list of the contents is to be put inside each cask; in addition to which, the Accountant Officer is to furnish the master of the lighter with an inventory of everything put on board, which is to be compared with the lighter's cargo book, in order that any discrepancies may be rectified before the lighter quits the ship.

2. The Accountant Officer is to send, under seal, with each cargo of provisions, clothing, and victualling stores returned into store, an invoice or supply note, as laid down in Article 1706, and is also, wherever practicable, to send therewith the Ship's Steward, or some other trustworthy person, to see the articles safely delivered at the victualling yard.

3. Ullages of clothing returned to the victualling yard will not be opened except in the presence of the Accountant Officer or of the Ship's Steward.

4. In the case of stores returned from His Majesty's ships at Sheerness and Chatham to the Royal Victoria Yard, Deptford, the following arrangements are to be observed :—

Padlocks are provided with which the hatches of the Government lighters employed on this service are to be secured by the Accountant Officer, or his representative, as soon as the loading of the lighter is complete. The keys of such padlocks are never to be entrusted to the ship-keeper, but so soon as the hatches are secured, the keys are to be transmitted by the Accountant Officer direct to the officer in charge of Royal Victoria Yard, who is to retain them in his custody until the Accountant Officer's representative arrives to verify the stores.

1749. Provisions, &c., on re-commissioning.—When the ship is ordered to be paid off for re-commissioning, the Accountant Officer is to return all unserviceable provisions, medical comforts, and victualling stores, clothing, soap, and tobacco into store ; the serviceable he is to keep on charge for transfer to his successor, or to his own account if continued in the ship.

2. Ships fitted with bakeries paying off for re-commissioning are to return into store all biscuit that has been on board for a period of two years.

SECTION V. LOSSES.

1750. Stores damaged or deficient.—Whenever the contents of any cask or package shall be found damaged or deficient in quantity, a survey is to be held in accordance with Article 1837 ; but if there is reason to believe that the deficiency or damage is attributable to misconduct or negligence on the part of any person, or if the contents of any package have entirely disappeared, the Captain is to order an inquiry into the facts of the case.

2. A full report of all the particulars, stating whether blame is attributable to any person, is to be made by the officers appointed to investigate the case, and is to be transmitted into office with the accounts, after receiving the Captain's approval.

3. Due to misconduct, &c.—If such deficiency or damage shall have been occasioned by the misconduct or negligence of any person on board, the Captain will give directions for the value, calculated at the price shown in the victualling rate book, or such proportion as he may see fit, to be charged against the offender's wages in the ledger, a notation to that effect, stating the amount charged, being made on the report referred to in the preceding clause.

1751. Unavoidable loss.—When a loss occurs by unavoidable accident, a certificate describing in detail the circumstances, the steps taken for the recovery of the articles, or if none could be taken, explaining the reason and stating that no blame is attributable to anyone on account thereof, signed by any officer or other person who may have witnessed the occurrence and approved by the Captain, is to be sent into office with the accounts.

1752. Losses through negligence, &c.—If any article in the Accountant Officer's charge be damaged or lost through misconduct or negligence, he is to inform the Captain, who will, if he shall be satisfied as to the facts, direct the value calculated at the price shown in the victualling rate book, or such proportion as he may see fit, to be recovered from the wages of the person responsible, and forward a statement of the circumstances into office.

1753. Books lost.—Every case of loss of or damage to books belonging to the seamen's library, &c., is to be reported by the Accountant Officer to the Captain, who will inquire into the matter, and if it should appear that the

book has been lost, or damaged beyond reasonable wear and tear, by culpable negligence or misconduct, he is to direct the value thereof to be charged against the offender; in all cases the Captain's decision is to be noted on the quarterly return of books lost.

1754. Mess utensils lost, &c.—The value calculated at the prices shown in the victualling rate book, or such proportion thereof as the Captain may see fit, of any losses or damage by neglect of the mess utensils supplied in His Majesty's ships is to be recovered from the messing allowance due to each mess at the end of every month.

2. For this purpose the mess utensils are to be inspected by the Accountant Officer, or an Assistant Paymaster representing him, monthly prior to the payments of messing allowance being made.

3. The Accountant Officer is to take credit in his cash account for the full amount due for messing allowance, the sums recovered for losses, &c., being debited under the head of Vote 2, Appropriations in Aid.

1755. Embezzlement, &c.—The instructions contained in Articles 1792, 1793 and 1810, as to forbidding the use of stores for private purposes, the prevention of embezzlement, and as to special reports to be made in the case of losses of stores due to theft or of prosecutions under the Public Stores Act, 1875, are applicable to provisions and victualling stores.

1756. Deficiencies in Liquids.—Deficiencies in the contents of casks of spirit or other liquids, caused by evaporation or absorption, are to be made good on their being supplied to other ships, or on being delivered to the Accountant Officer's successor, if he is superseded; his own claim for the quantities so expended in filling up during the period of the victualling account is to be supported by a certificate (form S. 103) signed on each occasion by the commissioned officer witnessing the operation.

SECTION VI. ACCOUNTS.

1757. Receipts.—The Accountant Officer is to take care that all receipts for supplies are properly signed and delivered before leaving any port at home or abroad, and that all accounts for supplies for His Majesty's Service are closed, and the necessary vouchers given to and obtained from the contractors and vendors.

1758. Records to be kept.—The following books, for the record of all transactions relative to the victualling accounts, are to be kept by him or under his immediate supervision, in accordance with the instructions contained therein, and he will be held responsible for their accuracy:—

Form S. 71a.	Daily issue book. (Spirit and standard ration.)	} To be sent into office with the victualling accounts.
„ S. 71b.	Daily account book of provisions.	
„ S. 81.	Mess book.	
„ S. 72.	Daily issue book of provisions issued on repayment.	} To be retained on board until the account has been passed in office.
„ S. 72a.	Daily abstract of issues on repayment.	
„ S. 104.	Numbers and contents book	- } To be transferred to successor.

1759. Entries in Books, &c., how made.—All entries in ship's books and accounts of the receipt, expenditure, or disposal of money, stores or provisions

are to be made in ink, with the exception specified in form S. 71a. Erasures are strictly prohibited; if an erroneous entry be made, it is to be clearly lined through and the correct words or figures substituted, every such correction being initialled by the person making it.

1760. Accounts to be rendered.—An account of the receipt and expenditure of provisions and clothing is to be compiled for the same period as the ledger or for any broken period of the Accountant Officer's charge, and is to be transmitted into office, within 42 days from the date of its closing if from a flag or depôt ship, and within 30 days from any other ship. This account is to be rendered on form S. 83, and is to be prepared in strict accordance with the instructions contained therein.

2. An account of the officers' mess traps on board ships and vessels, other than torpedo boats or torpedo boat destroyers, is to be rendered in accordance with the instructions contained in Enclosure No. 24 to Guard Book containing Special Memoranda, and form S. 100, Parts I., II. and III.

3. An account of the implements, &c., and chief petty officers' mess traps is to be rendered on paying off or supersession of Accountant Officer in the case of ordinary ships, in accordance with the instructions contained in form S. 83, Part II.

In the case of stationary ships and all other vessels and establishments which are not paid off and re-commissioned in the ordinary sense, this account is to be rendered annually on 31st December, or on supersession of Accountant Officer.

1761. In Tenders or Prize Vessels.—An account of the receipt, disposal and remains of provisions, clothing, and victualling stores on board any prize vessel or tender which does not render a separate account, is to be kept by the officer in command of such vessel and furnished by him, together with any vouchers appertaining thereto, to the Accountant Officer of the parent ship; this account, in the case of a tender, is to be rendered weekly if circumstances admit, as well as on the last day of each quarter, and in the case of a prize vessel as frequently as practicable.

1762. Tenders : mode of rendering.—In the case of provisions, a separate account for tenders is to be rendered by the Accountant Officer, but the accounts for clothing, implements, &c., are to be embodied in those of his own ship.

2. Should any tender be absent and delay be likely to occur in the rendering of the provision account for the tenders, the Accountant Officer is to take credit for the remains of provisions on board the tender at the time of her proceeding on detached service, *i.e.*, on the day her crew are checked absent on the ledger, and transmit a separate provision account with all the necessary vouchers, statements, and other documents for her from that date to the end of the quarter, so soon as he shall have obtained the necessary particulars from the Commanding Officer.

3. He is likewise to send a similar account for the tender to the end of each quarter should she continue so long absent; and, on her rejoining, he is to transmit a like account from the ending of the last one, taking care to debit his own account with whatever provisions and other articles remain on board the tender when her crew are revictualled in the ship.

4. When the accounts of tenders are incorporated with those for the ship, the general transactions of the ship are to be grouped together in the accounts in the order of their occurrence; but those for each tender are to be shown in a distinct group under the tender's name, except as directed in the victualling account with respect to supplies from the home yards.

1763. Tenders' Receipts.—The officer in command of a tender or prize vessel is always to state its name, as well as that of the parent ship, in all his accounts and correspondence. When there is no Accountant Officer on board, he is to sign receipts for all supplies and transmit them to the Accountant Officer of the parent ship for counter-signature.

1764. Vouchers for Tenders.—Supplies to different tenders are to be separately vouched for each quarter, and the debits in the accounts are to correspond with the vouchers given; they are to be inserted in the order of their occurrence under the vessel to which they relate, except as regards supplies from the home yards which, in the case of tenders not rendering separate accounts, are to be dealt with as directed in the victualling account, and shown under the general transactions for the ship.

1765. Transfer of Crew to another Ship.—If the crew of any tender or prize vessel be removed to another ship before the provisions, victualling stores and clothing have been expended, the remains are to be taken on charge by the Accountant Officer of the ship receiving them, who is to give receipts for them to the officer in command of the vessel. These are to be forwarded by the latter officer to the Accountant Officer of the ship to which they properly belong.

1766. Consignments : mode of dealing with.—Victualling stores received on board any of His Majesty's ships for conveyance are not to be debited in the victualling account, but the Accountant Officer is, after delivery of the stores, to receive and transmit the endorsed bill of lading to the Director of Victualling in a letter approved by the Captain.

2. The Accountant Officer to whom stores are consigned, whether by His Majesty's ships, transports, or freight ships, on receipt of the consignment, is to endorse the bill of lading or supply note (*see* clause 3) presented by the officer of the conveying ship, and to state thereon whether the stores have been received in good condition or otherwise, and in the case of deficiencies he is to enumerate them and to state whether they appear to be due to any want of care on the part of the conveying ship. He is to report, on receipt of the stores, without delay by letter addressed to the Director of Victualling and approved by the Captain, giving a copy of his endorsement on the bill of lading.

3. When stores are consigned by the Accountant Officer for conveyance to His Majesty's yards or ships, he is to make out supply notes and receipts for all such consignments in duplicate. One supply note and one receipt are to be sent to the consignee in the usual course; the duplicate supply note is to be delivered to the officer of the conveying ship, and the duplicate receipt, when signed by this officer, is to be retained by the consignor.

1767. Naval, &c., Brigades on Shore.—The following regulations are to be observed with reference to the accounts for naval and marine brigades serving on shore, when the men belonging to them have been checked for victualling on the books of their respective ships:—

(a) When seamen, including detachments of marines without a separate staff, are landed or brigaded for service on shore in circumstances that do not admit of their being victualled from one of His Majesty's ships, either directly or in the manner prescribed for tenders, a Paymaster or Assistant Paymaster is to be appointed to take charge of all provisions, victualling stores, seamen's clothing, &c., landed and supplied for the use of the force, and he is to render quarterly accounts of the receipt and expenditure thereof, as nearly as possible in the manner of Accountant Officer's accounts for ships.

- (b) When a battalion of marines, with a constituted regimental staff, is similarly employed, and not victualled from any of His Majesty's ships, the Acting Quartermaster is to be provided with a copy of the King's Regulations, and directed to render quarterly accounts to the Accountant Officer, as nearly as possible in accordance therewith, of the receipt and expenditure of all provisions, victualling stores, seamen's clothing, and other articles, including marine necessaries, in his charge, for which purpose he is to be supplied as an Accountant Officer of His Majesty's ships with the necessary forms.
- (c) The Acting Quartermaster is also to be instructed to transmit with each victualling account a certified nominal list of the men borne on the books of the battalion during the period thereof, showing the number of days each man was actually victualled. The periods, with dates, of any absences in hospital or otherwise are also to be noted. In order that the value of the seamen's clothing and marine necessaries issued may be duly charged against the wages of the men, he is to forward without delay to the Accountant Officer of each ship upon the books of which the men were borne, a list, in duplicate, of the issues made to the men belonging to such ship; one list is to be retained by the Accountant Officer as a voucher to his own account, upon which the issues so made are to be debited as supplied by the Quartermaster, credit being taken for them in the general list of issues for the ship; the other list, after the Accountant Officer has certified thereon that the several amounts have been charged in the ship's books, is to be returned as soon as possible to the Quartermaster for transmission into office with the quarterly accounts for the battalion. These quarterly accounts are also to be accompanied by a proper abstract of the several certified lists, showing the total quantities issued during the quarter, and the aggregate amount charged.

Notification of the appointment of naval or marine officers for the service in question is to be made without delay to the Secretary of the Admiralty. The question of remuneration for keeping and rendering the accounts will be taken into consideration with reference to the special circumstances of each case.

1768. Camp Equipage, &c.—All articles of camp equipage or military stores issued by the War Department to officers and men of the Navy, when brigaded on shore with His Majesty's land forces, are to be duly accounted for by the naval officer in command of the naval brigade, who will be held responsible for any deficiencies, unless such deficiencies are fully explained and satisfactory documents produced to account for all the articles.

CHAPTER XLV.

PURCHASE OF STORES AND PROVISIONS.

1769. Purchases : Authority to make.—No purchases are to be made, except of fresh meat, vegetables, and bread, without the authority in writing of the Commander-in-Chief or of the Senior Officer, who is to be guided by the instructions to him contained in Article 435.

2. Reports to Commander-in-Chief.—A report is to be made to the Commander-in-Chief of all such purchases made by ships under his orders.

3. Where not to be made.—No purchases should be made by a ship in the vicinity of a naval establishment, nor at places where there are any standing local contracts or agreements for the articles required.

1770. Local Contracts.—Whenever standing local contracts are considered desirable by the Commander-in-Chief in accordance with Article 437, he will cause tenders to be invited on form S. 566 from firms known to be capable of carrying out the contract or by advertisement as may be considered most suitable. Tenders should state the quality and as near as may be the quantities of the several articles likely to be required. He is not bound to accept the lowest or any tender, and it is to be so stated in the notices inviting tenders. An abstract of the tenders received is to be made, and if the lowest tender is passed over, the reasons for so doing are to be given on the abstract. When limited competition is obtained, the firms invited should be treated on an equality, unless there are very strong reasons to the contrary, in which case they should be stated on the abstract.

2. Dutiable Articles.—Where a contract is made at a colonial port for an article on which any local duty is leviable, the following action should be taken :—

- (a) It should be ascertained whether, under the Colonial Government regulations, it is possible for supplies made to His Majesty's ships to be free of the duty either by obtaining exemption or drawback, and, if so, what are the necessary formalities.
- (b) If exemption cannot be obtained, it should be left to the contractor to pay the duty, and it should be clearly indicated in the tender forms and contract that the prices are to be inclusive of the duty.
- (c) If exemption from, or drawback of duty can be obtained in respect of supplies to His Majesty's ships, and if the necessary formalities are such as can be performed by the contractor supplying the goods, it should be made a condition of the contract that the contractor shall take the necessary steps to obtain exemption from or drawback of duty, and in all such cases the contract price should be exclusive of the duty.
- (d) In other cases where the necessary formalities for obtaining drawback or exemption are such as can only be performed by an officer representing the Admiralty, it should be indicated clearly on the tender forms and contract that the contractor is (or is not) to pay the duty, and that the prices are to be inclusive (or exclusive) of the duty, as the case may be.

3. Limit of Contract.—As a rule no contract is to be entered into for a longer period than 12 months ; but if any contract is entered into for a longer period, it is to contain a covenant that it is subject to the approval of the Admiralty.

4. Particulars to Admiralty.—The abstract, with the original tenders and duplicates of all contracts made thereon, is to be forwarded by the Commander-in-Chief to the Admiralty for the Director of Navy Contracts, without delay, and, in the case of contracts entered into for a longer period than 12 months, the reasons for so doing are to be stated on the abstract.

Copies are also to be distributed among the ships of the station for information and guidance.

5. Abstract of Tenders.—The form of abstract of tenders (S. 566*a*) is to be used for all tenders whether invited by advertisement or limited competition, and the "Instructions as to Tenders" on the back of the form are to be followed, both in inviting tenders and in dealing with those received.

1771. Supplies under Local Contracts.—When supplies are obtained under any local contracts, the contractors are to be required to produce for inspection the approved contract then in force, to the terms of which careful reference should be made.

2. Exemption from Customs Duty.—In the case of dutiable articles, where exemption from or drawback of the duty can be obtained by direct action on the part of an officer representing the Admiralty, but not by the contractor, the necessary steps are to be taken by the proper officer; and should it not be possible for the reclaim to be carried through by the purchasing ship, the matter is to be reported to the Commander-in-Chief or Senior Officer on the station for the recovery to be effected.

1772. Rules for Local Purchases.—When, in default of any arrangement under the preceding Articles, local purchases become necessary, the Senior Officer present is to direct them to be made under the following rules:—

- (a) The stores are to be procured either by public advertisement, private tender, or purchase in the market, according as may seem, after due inquiry, to be most economical and most for the public advantage.

Customs Duty.—Where there is a local customs duty on any article purchased which can be recovered in the form of drawback or otherwise, the price paid should either be exclusive of duty, or, if inclusive of duty, the necessary steps are to be taken for the recovery of such duty; and should it not be possible for the reclaim to be carried through by the purchasing ship, the matter is to be reported to the Commander-in-Chief or Senior Officer on the station for the recovery to be effected.

- (b) The consul, commissariat officer, or other local officer representing British interests is to be consulted respecting market prices and the rate of exchange.
- (c) The rate book and the book of sources of supply of coal and fresh provisions are also to be consulted so as to obtain some indication of the reasonable rate to be paid.

Important information regarding the water supply and lubricating oils, &c., can also be obtained from the latter book.

- (d) Whenever tenders are invited, the senior officer present is not to be content with the bare fact of one of them being the lowest, but he is to test their fairness generally by inquiry in the markets, by the current quotations, or by other means at his command.

Should he think better terms can be had, he is, with due regard to quality, to negotiate with one or more of the persons tendering for a reduction of price, or seek offers elsewhere, it being always possible that tenders may be the result of combination.

- (e) When possible, the price quoted should include delivery on board ship or into the ship's boats.
- (f) Whenever the senior officer present, in exceptional circumstances, may think it advantageous to the Service to employ the consul to effect purchases, he will do so, and direct the Accountant Officer in making the payments to include in the vouchers and pay to the consul the usual commission of $2\frac{1}{2}$ per cent.

The senior officer is in such a case to report his reasons for so employing the consul, and should they not be satisfactory the commission will be placed as an imprest against him.

- (g) When supplies of any description are obtained, or services performed for His Majesty's ships, through contractors to the Commissariat Department, or through the agency or with the assistance of the officers of that Department, the Accountant Officer of the ship, whenever direct payment can be made without inconvenience or detriment to the public service, is to pay the contractor direct, and is not to leave the payment to be made by the Treasury Chest Officer, and claimed for by the Treasury from the Admiralty.

The officers of the Commissariat Department will, however, if requested, negotiate or help to negotiate the purchases or performance of the services required, for the use of His Majesty's Navy.

Before payment is made, the Accountant Officer is to take care to satisfy himself that all the information has been obtained from the commissariat officer that is necessary to substantiate the correctness of the claim of the contractor, including such certificate or opinion as to rates, &c., as the commissariat officer is able to afford.

The commissariat officer, at the time of giving the order to the contractor, will also, if practicable, furnish the Accountant Officer with the rates at which the payment is to be made; and the commissariat officer's certificate of the rates is to be forwarded into office by the Accountant Officer with his cash account.

- (h) The Accountant Officer is to represent whenever the prices asked for stores or articles are in his opinion excessive, so that the senior officer present may decide as to the necessity of making the purchase.

In the case of provisions, he will suggest whether it may not be more advisable to issue to the ship's company any of the authorised substitutes.

1773. Coal, Spirits, Fresh Meat, and Bread.—The following special regulations apply in the case of purchases of coal, spirits, fresh meat, and bread :—

- (a) The purchase of coal, whether for a squadron or a single ship, is to be restricted, so far as compatible with efficiency, to the actual requirements of the Service. A full explanation of the reasons for such purchases is to be given in the letter of advice (form S. 133) as directed in Article 1777, to the Admiralty, and a duplicate is to be forwarded to the Commander-in-Chief, under whose orders the squadron or ship was acting when the purchase was made.
- (b) The actual strength of rum or other spirit purchased is to be stated in the voucher; if stronger than 5 per cent. under proof it is to be reduced to that strength by adding water to it, and the additional quantity resulting is to be brought on charge as spirit and shown in the purchase voucher.

To ascertain the quantity of water which should be added to strong rum to reduce it to the issuing strength of 5 per cent. under proof, multiply the quantity to be reduced by the

actual strength and divide the result by the issuing strength. The difference between this result and the quantity to be reduced gives the number of gallons of water to be added.

- (c) Supplies of fresh beef and mutton are to be received as directed in Article 1703. Mutton may be purchased when the price is not higher than that of beef. Care is to be taken that no larger supply is at any time obtained than is likely to be consumed while sweet and good.
- (d) Fourpence per pound is to be considered the limit beyond which purchases of fresh bread are not to be made, except in cases of emergency or for reasons of health. When purchases are made at a higher rate, the purchase voucher is to be accompanied by the Captain's certificate explaining the necessity.

1774. Survey of Articles purchased.—All articles purchased are to be examined by the proper surveying officers of the ship, as provided for by Article 1825.

1775. Casks, &c., with purchases.—All casks, packages, or bags obtained with purchased articles, that are not to be returned, are to be described in the vouchers, even though the price may be included in that of the articles. See 1711 (*Packages to be Marked*).

1776. Neglect, Fraud, &c.—Whenever neglect, fraud, signing or rendering false reports or accounts, or other malpractices of a similar character are discovered with respect to purchases, the Captain is to follow the course laid down in Articles 593, 1820 and 1821. See 15 (*Collusion or Fraud*).

1777. Purchases, Repairs, Freight, &c. : Report of.—Whenever coal or other naval stores are purchased, or are obtained from another department of Government, or another department of the Naval Service, and whenever expenses, such as landing or shipping coal, repairs, freight, or salvage, or any other charges are incurred in connection with naval stores, the Captain is at once to forward a letter of advice, on form S. 133, giving fully the information required by the several headings thereof. This advice is to be sent whether the payment for the supplies is made locally, or, according to the terms of any contract, by the Admiralty.

2. The entries in the description column of a letter of advice, in cash vouchers, and in reports to the Admiralty, are to follow as closely as possible the description given in the rate book. The rate book price is to be inserted in red ink against each item, and the equivalent rate book denominations of weight or measure are invariably to be used.

1778. Replacing rejected Articles.—When purchases are made, by the direction of the Captain, to replace rejected goods supplied under contract, a report of the circumstances is to accompany the purchase voucher into office.

1779. General Purchases for a Fleet.—When general purchases are required for a fleet or squadron, an officer of the flagship, unless the Senior Officer may deem it expedient to nominate some other person, is to be directed to make the whole of the purchases, and to cause the separate supplies to be delivered to the ships requiring them.

2. **Supply to Ships.**—In such cases the articles are to be brought on charge by the officer directed to make the purchases, who is to take credit for them in the usual manner on supply notes and receipts, duly passed; but the surveying officers of the ship to which the articles are actually delivered are

to inspect and satisfy themselves of their fitness, a notation to this effect being made on the vouchers.

3. Report to Commander-in-Chief.—Senior Officers are to inform their Commanders-in-Chief of all purchases they may order or make, and of their reasons for so doing, giving full particulars as to prices paid, and what measures were taken to ensure the articles being obtained at fair and reasonable prices. See 1769 (*Authority for Purchases*).

1780. Vouchers for purchase.—The vendor's own claim for the stores supplied, made out on his own bill-head, should be procured, whenever possible, and attached to form S. 22, which should be filled up in English and completed in duplicate, with the various certificates required, after any necessary alteration has been made to bring it into agreement with the facts of the case.

2. When original vouchers cannot be made out by the vendors a statement to that effect is to be inserted on form S. 22.

1781. Payments, how made.—All payments for purchases are to be made in the local currency, except on the Mediterranean Station, where contracts for provisions, &c., may be made at British rates and weights, if the Commander-in-Chief should consider it advantageous to the Crown to do so.

2. When purchases are made with foreign weights or measures, or with foreign coins, their British equivalents according to the rate book denominations are to be invariably shown on the vouchers.

1782. Payments by Cash or Bill.—Payments for purchases and for services rendered, not exceeding 20*l.*, are to be made in cash or by navy bill; above that sum, by bill, except when the Captain may be satisfied that it would be for the public advantage to make the payments wholly or partly out of the public money in hand; in such a case the Captain will state his reasons in his order to the Accountant Officer, which is to accompany the monthly cash account.

1783. Purchases for Sick Berth.—The Medical Officer on receiving the sanction of the Medical Director-General to purchase articles for the use of the sick berth not procurable from store, is to purchase them on the most advantageous terms, and charge himself with them. The cost is to be defrayed by the Accountant Officer in the same manner as sick mess disbursements. See 1271 (*Sick Berth*).

1784. Medical Stores and Medicines.—If medical stores or medicines are required, and the requisite supplies cannot be obtained from a hospital or from another ship, the Medical Officer is, through his Captain, to obtain authority at home from the Medical Director-General, and abroad from the senior officer present, to purchase the quantities required; he is to take care and certify on the voucher that the articles are good and fit for the Service, and that the prices paid are just and reasonable, and he is to assist the Accountant Officer in correctly preparing the proper vouchers. See 1268 (*Supplies*).

2. The Medical Officer, or, when there is none, the officer ordered to make such purchases, is to inform the Medical Director-General, through his Captain, of the necessity for applying for the authority to purchase, and state why sufficient supplies were not obtained when the ship was at the last naval medical depôt, forwarding to him an attested copy of the vouchers.

3. Payments for.—The payments are to be made by the Accountant Officer under the authority of the Captain.

1785. Examination of Purchases.—If circumstances admit, medicines purchased are to be examined by the Principal Medical Officer of the fleet or squadron should such an officer be present.

2. Other articles are to be certified by the Navigating and the Accountant Officer.

1786. Forms.—Established forms are not to be purchased locally except in very exceptional circumstances, which are to be immediately reported to the Admiralty, and also fully noted on the purchase voucher, to enable the Accountant-General to recover the amount from the Stationery Office. *See 1369 (Stationery Allowance); 1844 (Forms in MS.).*

1787. Sale of Old Stores.—No sales of old stores or other articles are ever to be included in vouchers for purchases. Accounts of sales and of purchases are always to be kept and rendered separately.

1788. Testimonials to Contractors.—Certificates or testimonials are never to be given by any of the officers of His Majesty's ships to contractors or other persons from whom supplies may have been purchased, nor are officers to receive from them any emolument, fee, or gratuity, either directly or indirectly on account of purchases or contracts. *See 16 (Pecuniary interest forbidden).*

CHAPTER XLVI.

STORES AND STORE ACCOUNTS.

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SECTION I. ALLOWANCE AND CARE OF NAVAL, NAVAL ORDNANCE, AND WHITEHEAD TORPEDO STORES, BOOKS OF REFERENCE, AND FORMS.

1789. Detailed Instructions as to procedure are printed in the memoranda to the sea store establishments, naval proportion books, forms of account, lists of fixtures, &c., and the memoranda in these documents are to be carefully complied with. See 34 and Appendix XIX. (*Conduct of Clerical Duties in Time of War*).

1790. Stores allowed : where shown.—The descriptions and quantities of stores allowed to ships, &c., are shown in printed books as follows :—

Naval stores - - - - -	Sea store establishments.
Naval ordnance stores - - - - -	} Proportion books.
Whitehead torpedo stores - - - - -	

2. Establishments and Proportion Books.—Sea store establishments are supplied as books of reference to Flag Officers and Captains, and proportion books to Flag Officers. Any alterations made in these books are communicated by means of quarterly errata lists.

3. Established Forms and Books of Reference.—Established forms and addenda thereto are shown in form S. 1. Books of reference are shown in form S. 123. They will be supplied in accordance with the instructions contained therein. Corrections made by Admiralty circulars to the fleet will be issued from the Commander-in-Chief's office.

4. Communication of Allowances.—Particulars of the allowances by these establishments and proportion books, &c., are furnished by the respective store officers to ships prior to commissioning. The subsequent alterations in the allowances are also communicated to ships. The following is the procedure adopted :—

Description of Stores.	Allowances.		Alterations in Allowances. By whom and how communicated.
	Where shown.	By whom inserted.	
Naval Stores -	Abstract Statements and Inventories.	Naval Store Officer	Naval Store Officers, by means of lists based upon the quarterly errata to sea store establishments.
Naval Ordnance Stores.	Naval Ordnance Warrant.	Officer in charge of Naval Ordnance Depôt.	Admiralty by means of gunnery and torpedo orders, and officers in charge of naval ordnance depôts by means of lists.

Description of Stores.	Allowances.		Alterations in Allowances. By whom and how communicated.
	Where shown.	By whom inserted.	
Whitehead Torpedo Stores.	Whitehead Torpedo Ledgers.	Officer in charge of Whitehead Torpedo Depôt.	Admiralty by means of gunnery and torpedo orders, and officers in charge of Whitehead torpedo depôts by means of lists.
Established Forms.	Form S. 1 - -	Naval Store Officer, West India Docks.	Quarterly Navy List.
Books of Reference, Devotion and Instruction.	Form S. 123 -	Ditto.	Ditto.

1791. Complete Establishments on Board.—The Captain and the officers in charge will take care that all articles specified in the several establishments are on board, subject to departure therefrom under Article 1800 of these Instructions ; that nothing included in list of fixtures or in the rigging warrant is landed or left behind at home without the sanction of the Admiralty ; that articles of store or spare gear are so stowed as to be ready for immediate use should occasion require it ; that no article is landed or deposited in any place abroad without the special permission of the Commander-in-Chief ; and that when articles are landed with such permission, they are, so far as possible, received again on board before the ship finally quits the station.

2. Stores are not to be landed for repair or return to store, except under the conditions specified in Article 1827.

1792. Care in use of Stores.—None of the ship's stores are to be wasted or applied to unauthorised private uses. Whenever the Captain shall think it necessary to order for authorised uses any extraordinary expenditure of important stores, his order shall be given in writing, expressing the reason for the expenditure ; and every such order is to be transmitted into office with the accounts. In cases of extraordinary expenditure, where this order has not been given, an entry is to be made in the ship's accounts, which are signed by the Captain. See 1755 (*Victualling Stores*).

1793. Prevention of Misappropriation.—All officers are to use their best endeavours to check the misappropriation of stores, especially when their ships are fitting out or paying off, when colliers are alongside, or in other circumstances likely to offer exceptional opportunities for misappropriation.

2. The authorised form of notice (S. 535) of the regulations for the protection of public stores and prevention of corruption is to be prominently displayed in such convenient positions that all concerned may become acquainted with its details.

1794. Preservation.—Officers in charge of stores will be held responsible for the proper preservation of the articles in their charge, and that they are used only for purposes for which they are supplied.

2. In the case of ships ordered to pay off, special steps are to be taken to ensure that articles which are not defective or worn out are properly cleaned and put in a good condition for further use.

3. Excessive Deterioration.—On the requisition of the officer in charge of a naval establishment, the Captain is to furnish for transmission to the Admiralty the fullest explanation in his power as to the cause of such deterioration in

stores or spare gear returned, which, in the opinion of the yard officers, cannot be attributed to fair wear and tear. See 1099 (*Repairs to Stores, &c.*)

1795. Canvas Gear, &c.—Canvas gear and other perishable stores are to be got on deck occasionally in fine weather, to be inspected and aired.

1796. Alterations in Naval Ordnance Stores.—No alteration of any description is to be made in naval ordnance stores on board His Majesty's ships without the special sanction of the Admiralty or of the Commander-in-Chief abroad.

2. In cases of special necessity the Commander-in-Chief may sanction changes which appear to him of urgent necessity, but such changes are to be confined to those fittings or stores for which the necessity presents itself, and a full report is to be immediately made for the information of the Admiralty.

1797. Lanterns and Lamps.—The lanterns and lamps on the Carpenter's charge are to be trimmed and cared for by the persons who act as lamp trimmers.

2. Lamp trimmers are to receive instruction in the management and cleaning of lamps, and their lamp allowance is to be withheld should the lamps in their charge not be kept in proper order.

1798. Illuminations.—No naval ordnance stores are to be expended for illuminations, except by the authority of the Senior Officer present, but when so used, the expenditure, as well as the occasion for it, are to be inserted in the account under the heading of "Extraordinary expenditure."

1799. Iron Ballast in Boats.—The use of iron ballast in boats is forbidden; should any loss occur therefrom, it will not be allowed unless the most satisfactory reasons are given.

SECTION II. DEMANDS FOR NAVAL, NAVAL ORDNANCE, AND WHITEHEAD TORPEDO STORES, BOOKS OF REFERENCE, AND FORMS.

1800. Demands: ordinary procedure.—When supplies are required of stores, forms, &c., demands are to be made under the Captain's authority on the established forms; they are to be signed by the officers in charge, and those for warrant officers' stores are to be signed also by the Executive or Gunnery or Torpedo Officer, as the case may be. Separate Gunner's or Torpedo Gunner's demands are to be made for naval stores, for naval ordnance stores, for Whitehead torpedo stores, and for magazine stores. The Captain is to certify on demands that they are not in excess of allowance by establishment, if such is the case, and is to send all such demands direct to the Naval Store Officer, or the officer in charge of naval ordnance stores, or the officer in charge of Whitehead torpedo stores. Demands, when signed by the Captain, are not to be returned to the officer making the demand, but are to be forwarded under cover to the Store Officers concerned.

2. **On Arrival.**—Whenever practicable, not more than one demand on each store department is to be made on each occasion of replenishing, and this demand should be lodged with Store Officers as soon as possible after the ship's arrival.

3. **Checking.**—Captains and Senior Officers, when their approval is required, are to cause demands to be carefully checked before approving them, so that no unnecessary issues may be made. Demands for stores, certified by the Captain to be in accordance with the correct allowance by the establishment shown in the abstract statement, will be complied with by the Store Officers without further check, but the supplies and expenditure will be carefully

examined when the account is rendered, and if it appears that excessive quantities have been demanded or expended, explanation will be required from the Captain. See 1790, clause 4 (*Alterations in Allowances*).

4. **Deviations from Authorised Allowance.**—As a general rule the descriptions and quantities allowed by the establishments and proportion books are to be adhered to, but the Commander-in-Chief or Senior Officer may sanction the issue of such quantities in excess of, or less than, those provided, or of such description other than those allowed, as in his opinion the special circumstances of any particular case may require, such as:—

- (a) The fact of a ship having been or being about to be employed on any particular duty which would involve the necessity for an increase or a diminution in the quantity of stores supplied.
- (b) The want of stowage room on board rendering it inconvenient for the ship to fill up with the full quantities allowed on each occasion of drawing stores.

5. **Reports of Issues in Excess.**—When the allowance of any particular ship is deviated from, either in quantities or species, the Commander-in-Chief will receive from the issuing yard or depôt a statement (form D. 64) of the extra or special issues made upon his approval or that of a Senior Officer. If he should consider it desirable in any particular case to acquaint the Admiralty of his reasons for approving or concurring in supply in excess of established allowance, he will forward his copy of the report of issue in excess, with his remarks thereon.

Supplies to make good Defects.—Articles of store supplied to make good defects, or for carrying out approved alterations or additions, are not to be reported on these statements.

6. **Issues in Excess to Ships at Home Ports.**—In the case of ships under the orders of the Commanders-in-Chief at the home ports, and ships belonging to the Second Fleet, demands for stores in excess of establishment may be approved by the Admiral Superintendent of the dockyard concerned, subject to reference being made to the Commander-in-Chief in those cases where the Admiral Superintendent considers the stores should not be supplied, or in regard to which he is in doubt. Demands in excess of establishment from ships other than those mentioned which may from time to time visit the home ports are to be forwarded to the Admiral Superintendent of the yard from which the stores are proposed to be demanded for the remarks of the yard officers before approval or, alternatively, for approval of supply by the Admiral Superintendent if no objection is seen.

Demands for supplies required for making good defects or for carrying out approved alterations and additions are to be dealt with in accordance with Articles 1092 and 1094.

1801. **Re-commissioning Abroad.**—Whenever a Commander-in-Chief reports that a ship is fit to be re-commissioned abroad, he is at the same time to direct the Captain to prepare and forward to the officer in charge of the depôt at which the refitting will take place, a detailed list of any naval and victualling stores, &c., which will be required for such re-commissioning, beyond those ordinarily kept in stock at foreign depôts. Similar information is also to be furnished as to the awnings, boats, &c., which will be required, so that the necessary demand may be made by the officer in charge of the depôt. A copy of the Captain's list of requirements, and a copy of the demand made on the Admiralty by the officer in charge of the depôt, are to be sent to the Commander-in-Chief for his information.

Naval Ordnance and Whitehead Torpedo Stores.—In the case of naval ordnance and Whitehead torpedo stores, he is to direct the Captain to cause

the remains of these stores to be compared, on or before the ship re-commissions, with the numbers as allowed by establishment, and to forward demands to complete, to the officers in charge of naval ordnance and Whitehead torpedo stores.

The Commander-in-Chief is also to direct the Captain to consider what items of fixtures or stores can be dispensed with in the new commission without affecting the seagoing or fighting efficiency of the ship.

A list of such reductions, with reasons for making the recommendations, is to be submitted to the Admiralty and a copy sent to the Store Officer of the yard on the station.

1802. Furniture of Officers' Messes.—The articles of furniture for the ward-room and gun-room messes (*see Carpenters' Establishment of Naval Stores*) will be supplied on a ship's first commission.

On a ship being re-commissioned, the articles will be surveyed and repaired, or replaced, if necessary, at government expense. In the case of training, depôt, gunnery, torpedo, and other ships, which are generally kept in commission, a similar course may be adopted at the expiration of $3\frac{1}{2}$ years.

2. Subsequent supplies are not to be made at government expense, but should any renewals or replacements of the articles specified in the scale be required during a ship's commission, they may be effected at the cost of the messes, as supplies to private individuals, without percentage charges, payment being first obtained.

SECTION III. CHARGE AND ACCOUNTS OF NAVAL, NAVAL ORDNANCE, AND WHITEHEAD TORPEDO STORES, BOOKS OF REFERENCE, AND FORMS.

1803. Warrant Officers' Stores.—The officers to be placed in charge of warrant officers' stores are as follows, except in those cases for which special provision is made :—

Ships in Commission.

(a) Gunners', Boatswains', and Carpenters' Stores are to be in charge of the Gunner, Boatswain, and Carpenter of the ship respectively.

(b) When a Gunner (T) or a Boatswain (T) is allowed in the complement, the electric and torpedo stores are to be in his charge.

(c) When a ship's complement includes only one warrant officer—*i.e.*, either a Gunner, Gunner (T), or a Boatswain—then all the Gunner's and Boatswain's stores are to be in charge of that officer; but if none of these officers are allowed, the stores are to be in charge of any experienced petty officers whom the Commanding Officer may consider competent to discharge the store duties.

(d) When a ship's complement does not include a Carpenter, the Carpenter's stores are to be in the charge of the Chief Carpenter's Mate, or, at the discretion of the Captain, of any experienced Carpenter rating.

(e) If there is on the ship no suitable petty officer for the duties under (c) or (d), the Commanding Officer may place any one description or all of the stores in charge of the Navigating or other commissioned officer.

(f) In the absence of other warrant officers those borne for quarter-deck duties may be placed in charge of stores, other than Carpenter's.

(g) If a warrant officer authorised by complement to take charge of stores, is either not borne, or is sent to hospital or otherwise removed from the ship, the stores are to be immediately placed in the charge of the officer or petty officer to whom they would have been assigned if the warrant officer had not been allowed in the complement.

Special Service Ships.

2. The regulations are to be the same as for ships in commission except that :—

- (a) When neither a Carpenter nor Chief Carpenter's Mate is borne, an experienced Carpenter rating should, if possible, be detailed, otherwise one of the officers or petty officers who has charge of other warrant officers' stores is to take charge of the Carpenter's stores also.
- (b) When ships are completed for temporary service the stores are to remain in the charge of the officers to whom they were previously assigned, but, if these stores are in the charge of a petty officer, they are to be transferred to the officer authorised to take charge of them in clause 1 of this Article, if it can be conveniently done.

3. The terms Gunner, Boatswain, and Carpenter, when employed in this Article, are to be understood as including Chief as well as other Gunners, Boatswains, and Carpenters, and Lieutenants and Carpenter Lieutenants promoted from those ranks.

4. **Stores in Torpedo Boats and Destroyers.**—All stores and fixtures, except medical stores in torpedo boats and destroyers commissioned as tenders, are to be in charge of one officer in each boat or destroyer. In those carrying an engineer officer he is to take charge of the stores, but where no engineer officer is borne, the warrant officer, or, if no warrant officer is borne, the Sub-Lieutenant, or such officer as the Captain may direct, is to take charge of stores. In the case of medical stores in boats commissioned as tenders, the Medical Officer of the parent ship will take on charge the medical chests and their contents.

1804. **Store Accounts.**—Naval stores and naval ordnance, and Whitehead torpedo stores are to be accounted for by the officer to whom supply is made. Each accounting officer is required to keep rough and fair accounts on the forms and in the manner described in the memoranda to the abstract statements, inventories, lists of fixtures, &c., and he is to render the fair account through the Captain, who is responsible for its due transmission to the Admiralty or Store officer concerned, as the case may be. Captains may correspond direct with the heads of the Store Departments on questions relating to store accounts.

2. **Books, charge of.**—The books of reference issued for the use of the Captain, the books of devotion, and other books supplied for the ship's use from the dockyard, are to be taken on charge, and accounted for by the Accountant Officer in accordance with instructions on form S. 123. See 1031 and 1032 (*Compasses, Chronometers, &c.*).

1805. **Tenders' Accounts.**—A complete set of accounts for each tender will be required from the Captain of the ship to which she is attached unless there be directions to the contrary.

2. The officer in charge of stores in the parent ship is to be responsible, and is to account for stores supplied to the tender. Rough accounts are to be kept on board the tender, so that the Commanding Officer may readily ascertain at any time the remains of stores on board his vessel. He is to certify as to the expenditure of stores, in the tender, which is to be approved by the Captain of the parent ship. The circumstances of the loss of important stores are to be noted in the tender's log.

3. **Coast Guard Cruisers, &c.**—If, however, the tender is a Coast Guard Cruiser, or is regularly employed on detached service, she is to render the store accounts as if she were an independent command, but is to forward them through the Captain of the parent ship.

4. **Exceptional cases.**—If the tender, from her size, or the circumstances of her employment, is such a vessel as, in the opinion of the Admiralty, should be treated as a sea-going ship independently commissioned, she is to render the same accounts as if she were a separate command, and the officers rendering such accounts are to be granted the allowances to which they would be entitled if she were actually in independent commission as a sea-going ship.

1806. **Articles under trial.**—Instructions for articles to be put under trial in His Majesty's ships will in all cases be sent to the Commander-in-Chief of the fleet with copies to the Admirals Commanding the divisions or squadrons concerned. These instructions will give information as to the nature of the trial desired, and, where practicable, the duration of the trial.

2. Special reports on the results of the trials are to be made through the Commander-in-Chief—

- (a) at the time stated in the order for trial when a definite date is given therein, or
- (b) as soon as sufficient experience has been gained to enable a definite opinion to be arrived at, when no definite date is given by which report should be furnished.

Each article under trial will consequently be dealt with separately. Where the trial of an article is being carried out in more than one ship of a squadron the reports are to be collected by the Admiral Commanding the division or squadron and forwarded through the Commander-in-Chief.

3. Further reports are to be forwarded in the same manner every six months in the absence of other directions from the Admiralty.

4. When a decision on the reports as to any article under trial has been reached, instructions will be issued that the trials are to be closed, and directions will be given if necessary as to the disposal of the articles.

5. Form D. 366, notifying the issue of articles for trial, will be sent by the dockyards to the ship to which issued, and also to the Admiral Commanding the squadron, and to the Commander-in-Chief of the fleet. In the case of ships in the Second Squadron or in the Second or Third Fleets, this form will be forwarded to the Vice-Admiral Commanding instead of to the Commander-in-Chief. When an article under trial is transferred from one ship to another, the form supplied to the ship is also to be transferred. In all cases this form is to be sent to the dockyard with the articles, if returned to store after the trial is completed.

6. A form of register of articles under trial (S. 1325) is to be used in each flag-ship, in which should be noted full particulars of all trials ordered to be carried out in the particular fleet or squadron. Each ship is also to keep a register—on form S. 693, ruled up as necessary—for recording orders to put articles under trial and results. In each description of register the entries are to be grouped under the headings :—

- I.—Gunnery and torpedo stores and fittings.
- II.—Naval ordnance stores.
- III.—Constructive fittings.
- IV.—Engineer's stores and fittings.
- V.—Miscellaneous sea stores.
- VI.—Victualling and clothing.

When a ship is transferred from one fleet or squadron to another, or in the case of a ship joining a fleet, a list of all articles under trial, or ordered to be put under trial, is to be furnished by the Commanding Officer of the ship to the Admiral Commanding the squadron, and to the Commander-in-Chief, to enable the flag-ship's registers to be completed.

7. From the registers kept in the Commander-in-Chief's ship, lists of all articles under trial are to be forwarded on 31st December and 30th June on form S. 190. These lists are to contain brief information as to the progress of each trial, but are not to include reports of trial which are required to be sent separately for each trial (*vide* clause 2). The lists are to be made out on separate sheets for each of the headings detailed in clause 6. When a ship is ordered to pay off into dockyard hands, lists of articles under trial in the ship should be forwarded to the Admiralty through the Commander-in-Chief for instructions as to disposal, &c., of the articles.

8. **In Home Fleets.**—The procedure laid down in clauses 6 and 7 does not apply to the Home Fleets in regard to which special instructions are issued.

9. **Coal or other fuel** is provided for in the engine-room register, but reports of trial are also to be forwarded by the Commander-in-Chief in accordance with the instructions on form S. 230.

1807. Books for Commanders-in-Chief.—The books of reference, &c., issued for the use of Commanders-in-Chief, &c., are to be taken on charge and accounted for on form S. 123 by the Flag Officer's Secretary. This account is also to include any books or forms of the descriptions specified in form S. 123 that may be sent to Commanders-in-Chief, &c., for distribution among His Majesty's ships, and is to be rendered on change of Secretaries.

1808. Examination into Expenditure.—Each month the ship's copies of the naval store accounts and the fair copies of the naval ordnance expense book and Whitehead torpedo store ledger are to be laid before the Captain for examination and approval of expenditure.

They are to be inspected beforehand by the following officers:—

†Boatswain's and Carpenter's accounts by the Executive Officer.

*†Gunner's accounts by the Gunnery Lieutenant.

*†Torpedo warrant officer's accounts by the Torpedo Lieutenant.

In the case of Engineer's stores, the accounting officer will be the inspecting officer.

2. **Fair Naval Store Account.**—At the end of each 12 months the fair copies of the naval store accounts are to be laid before the Captain, after inspection by the officers above mentioned.

3. **Inspection by Commander-in-Chief.**—Both the rough and fair copies of the accounts are to be produced at the periodical inspection by the Commander-in-Chief.

1809. Losses except by neglect.—All losses in ships and vessels, except those due to neglect, are to be duly inserted in the accounts which are signed by the Captain. The officer in charge is to ascertain that, in the case of important articles, the circumstances of the loss are noted in the ship's log-book in accordance with Article 1025, clause 3, sub-clause (*k*).

2. **Losses by neglect** are to be separately credited in the abstract statement for the period in which they occur, and the credits are to be supported by vouchers prepared by the officer in charge of the stores on the established form; and no articles lost by neglect will be allowed in the ship's store accounts unless credit be supported by such voucher (form S. 126), and the loss as directed by Article 1373, sub-clause (*c*), also noted on the ledger and pay documents, against the person through whose neglect it may have taken place.

* If two Lieutenants are not borne, these accounts are to be inspected by the officer borne for the respective duties. Where no Lieutenant (G) or (T) is borne, this duty is to be performed by the Executive Officer.

† Where warrant officers' stores are in charge of a commissioned officer, the accounting officer will be the inspecting officer.

3. The amount, not exceeding the value of the article, to be charged for such losses, is in each case to be fixed by the Captain, who is to be guided in his decision by the gravity or otherwise of the neglect or carelessness, by the means of the offender, and by the condition of the article when lost.

4. In the case of stores damaged by neglect or misconduct, the amount to be charged for such damage is to be assessed in the same manner as herein directed with regard to stores lost, and with reference also to the amount of damage done.

1810. Thefts.—In the event of the loss of stores or materials of any description belonging to His Majesty's Naval Service being known or believed to be due to theft, a report is to be made to the Admiralty as soon as possible after the discovery of the loss, giving full particulars of the articles, and furnishing precise information on the following points:—

(a) The circumstances in which the articles were stolen, or believed to have been stolen.

(b) In whose custody the articles were at the time of the actual or supposed theft.

(c) Whether any inquiry was held, and with what result.

(d) What steps have been taken to recover the articles.

2. **Prosecutions.**—In cases in which police proceedings are taken, or proposed to be taken, in the United Kingdom under the Public Stores Act, 1875, whether in connection with the losses referred to in the foregoing paragraph or otherwise, a report of the case is to be forwarded to the Admiralty by the officer concerned, or the officer under whose notice the proceedings have been brought. The report of cases in which a prosecution has taken place should be accompanied, where practicable, by an extract from a local newspaper, giving full particulars of the proceedings, and, where the information has not already been furnished, should state whether any inquiries have been made to ascertain the source from which the articles were obtained; also, if these inquiries were successful, what further steps have been or will be taken.

3. The instructions in this Article apply to naval, naval ordnance, victualling, medical, and any other descriptions of His Majesty's stores.

1811. Stores found.—If an officer or man should find any lost government stores, whether they belong to his own ship or not, he is at once to report the fact to the Officer of the Watch in order that the matter may be inquired into, if necessary, and the stores taken on charge by a responsible accounting officer.

2. Failure to comply with the instructions in clause 1 will render the person finding the stores liable to be charged with theft.

SECTION IV. SUPPLY OF STORES AND PROVISIONS TO, AND RECEIPTS FROM, FOREIGN POWERS, OTHER DEPARTMENTS, &c.

1812. Supplies to other than H.M. Ships.—Unless specially ordered to do so, the Captain is not to spare any stores or provisions to a ship-of-war of a foreign Power or to any merchant ship without evident necessity, and, in the case of a merchant ship, satisfactory proof that they cannot be procured otherwise; he is to report the full particulars of every case to the Admiralty.

2. In the case of a foreign ship-of-war he will take three receipts from the Captain; one he will send direct to the Admiralty, another through his Commander-in-Chief, and the third is to be the voucher for the accounts of the officer in charge.

3. In the case of stores supplied to a merchant ship, receipts, with the address of the owners, are to be taken from the master, and disposed of in the same manner.

4. In the case of provisions supplied to a merchant ship, he is, if possible, to cause cash payments to be obtained for the same. If not, he is to obtain a bill of exchange, to be drawn by the master on the owners, payable to His Majesty's Paymaster-General, or to his order, which is to be sent to the Secretary of the Admiralty. The address of the owners is to be stated on the receipt, and the value of the articles of provisions is to be calculated at the rates shown in the victualling rate book, with the addition of the percentage charges shown on page xv. thereof, and also duty, if payable.

5. **Stores expended for other Departments.**—Stores expended on board the ship for other departments of Government, such as Colonial Service, Troop Service, Foreign Government Service, &c., are to be detailed on separate vouchers with a view to the value of the stores being recovered from the department concerned. The vouchers are to be duly signed by the proper officers, and approved by the Captain; and when possible also signed by the officer representing the particular service on account of which the expenditure may have taken place.

6. **Receipts.**—In every case of supply of stores or provisions, or expenditure of stores on board the ship, for foreign ships-of-war, merchant ships, or other departments of Government, a notation is to be made on all the receipts, of the manner in which payment has been, or is to be, made.

1813. **Supplies to and from Indian Government.**—When services are rendered or stores supplied to the Indian Government, in addition to the actual disbursements for labour and materials, the following charges are to be included in all claims raised by or on account of the Admiralty, viz., 10 per cent. on dockyard or naval ordnance labour and stores, including coal, and $2\frac{1}{2}$ per cent. on victualling yard labour and stores.

2. The charge is to be on the gross value of the stores, whether issued or returned.

3. The amount charged for percentage is to be distinguished in the cash vouchers for payment of supplies from the Indian Government.

4. **Settlement of Claims.**—Claims for services rendered or stores supplied by His Majesty's ships or establishments are to be sent direct to the Examiner of Marine Accounts at Bombay, who will issue advices for payment by the Accountant of Bombay Dockyard in favour of the Commander-in-Chief, by whom such advices are to be made payable to the Accountant Officer of the Royal Naval Depôt, Bombay.

5. Claims for work performed, or stores supplied by the Indian Government, to His Majesty's ships or establishments, or for stores returned to Indian Arsenals from His Majesty's ships or establishments, are also to be settled by the Accountant Officer, Royal Naval Depôt, Bombay.

1814. **Claims between Admiralty and War Department.**—Claims for the value of all supplies or stores furnished by Army Departments abroad for naval or marine services, or similarly for supplies or stores issued by the Navy abroad for army services, are to be settled locally between the naval Accountant Officer, whether afloat or on shore, and the District Paymaster.

At stations abroad, where there is no naval authority in charge of cash, nor ship present, any adjustments between Navy and Army funds will be made by the District Paymaster through the Treasury Chest Account.

1815. **Particulars on Vouchers.**—The vouchers for stores supplied to foreign ships-of-war (form S. 134*d*), to merchant ships, or to any other than naval services, are to show against the description of each article its rate book or vocabulary value, together with the page and line of the rate book, &c.,

from which it is taken. The value is to be computed in accordance with the instructions, including percentages, given in the books referred to, and is to be inserted by the issuing officer of the ship making the supply and countersigned by the receiving officer of the ship obtaining the supply. The circumstances necessitating, and the authority for, each supply, are to be stated on the voucher sent into office, in support of the credit in the accounts of the officer making the issue. A reference is to be made on the voucher to any charge made for labour in connection with the supply. See 1633 (*Work done for Private Individuals, &c.*).

2. Denominations to be used.—It is not intended that the rate book or vocabulary descriptions should be substituted for the descriptions given in the headings of the abstract statements; but in cases where the articles are on charge in the ship's store account under denominations, *i.e.*, weight, number, &c., different from those under which they are valued in the rate book, &c., the quantities according to the rate book or vocabulary denominations are always to be shown in addition to the quantities according to the denominations contained in the ship's store account.

1816. Coal expended for Colonial purposes.—Whenever a ship is specially employed, on the requisition of a Governor or other colonial authority, in conveying any officer or persons belonging to a colony, or upon any other similar purely colonial service, the cost of the coal expended while so employed shall be borne by the Government of the Colony to which such service is rendered, unless the colony is specially excepted; a separate account is therefore to be kept of the coal expended on every such occasion, with a view to a claim for the cost of the same being raised against the colonial authorities, by the Accountant Officer, on the completion of the service.

2. This rule is not intended to apply to a passage on general service made by a ship from one part of a station, in order to perform some colonial service in another part, but only when the expenditure is rendered necessary for special colonial service on a colonial requisition.

3. The cost of the coal is to be calculated at the local rate at which supplies are obtainable by ships at the period during which the services required are carried out, without percentage charges.

4. The Captain is to cause the coal thus expended to be distinguished in the engineer's abstract statement, with a notation on the credit line of entry therein showing whether or not the value of the coal has been recovered locally; a return of the quantities consumed, and of the local rates at which the issues have been computed, duly approved by the Captain, and certified by him to be an accurate record of the quantities expended for the service, is to be forwarded as a debit voucher with the cash account of the month in which the amount is received; and a duplicate of this return is to be sent to the Commander-in-Chief.

5. Should the amount not be recoverable locally, a special report is to be made to the Commander-in-Chief for the information of the Admiralty, giving the same particulars as to the service performed, and the quantity and cost of the coal expended, in order that the value may be recovered through the Colonial Office.

6. Claims for the expenditure of coal by His Majesty's ships are only to be raised against colonial authorities when any persons conveyed or services performed have been in discharge of duties which are strictly colonial.

7. No claim is to be raised for coal expended when one of His Majesty's ships is employed in conveying the Governor-in-Chief of a colony to his subordinate governments, but this exception is not to extend to the conveyance of a Governor-in-Chief to ports within his immediate government.

1817. Diving Apparatus, when lent.—When divers and diving apparatus are lent to effect repairs to merchant ships, whether British or foreign, a guarantee is to be taken for any damage that may be sustained by the dresses or apparatus, and a charge of 21s. a day, or portion of a day, is to be made for wear and tear of each apparatus; in addition, a sum equal to the gross pay, allowances, and extra pay, of the persons engaged, for the time they are actually absent from their ships, together with the percentage charges prescribed by the memorandum in the rate book is to be charged. The transaction is to be brought to account as directed in Article 1633, clauses 8 and 9.

2. No charge is to be made for any such assistance when rendered to a foreign ship-of-war.

CHAPTER XLVII.

SURVEYS AND STOCKTAKINGS OF STORES.

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SECTION I. SURVEYS ON BOARD BY SHIPS' OFFICERS.

1818. By whom ordered.—All surveys by officers of the fleet when a ship is absent from a port where there is a store depôt, are to be ordered by the Commanding Officer. Where possible surveys of permanent stores of all descriptions—naval, victualling, and ordnance—should be made under the conditions laid down in Article 1827 by a representative of the department concerned in conjunction with the ship's officers. Requisitions for surveys are to be made on the proper form by the officer in charge of stores, and approved by the Commanding Officer.

2. Defective Stores.—The report of survey (form S. 330 or M. 176) on defective stores, when signed by the surveying officers, is to be submitted for the approval of the Commanding Officer, who will give such directions on it as he may see fit; if stores are to be returned, the report, with the Commanding Officer's directions noted on it, is always to accompany the articles returned as the authority to the officers of the civil establishment to receive them.

3. The draft or rough report, duly signed and approved, is to be sent home with the accounts.

1819. Surveying Officers.—The officers to be deputed for carrying out the survey are as follows:—

(a) As to quality:—

For Medical Stores.	For Accountant Officers' Stores.	For Naval Ordnance, Whitehead Torpedo and Warrant Officers' Naval Stores.	For Engineers' Naval Stores.
Three Fleet or Staff Surgeons. <i>(To be selected from such ships as the Senior Officer may see fit.)</i>	The Executive, the Navigating and the Accountant Officer.	The Executive Officer, a Lieutenant, and the Navigating Officer.	The Executive, the Navigating and an Engineer Officer.

NOTE.—The officer in charge is always to attend, when practicable, to give information as to the articles under survey.

(b) As to quantity:—

For Medical Stores.	For Accountant Officers' Stores.	For Naval Ordnance, Whitehead Torpedo and Warrant Officers' Naval Stores.	For Engineers' Naval Stores.
The officer giving up charge, the officer taking charge, and a Fleet or Staff Surgeon	The Executive, the Navigating and the Accountant Officer.	The officer giving up charge, the officer taking charge and an Executive or Navigating Officer.	The officer giving up charge, the officer taking charge, and an Executive Officer.

NOTE.—On change of accounting officers it is important that the outgoing and incoming officers should take part in the stocktaking, but if either is not available another officer is to be substituted except in the case of Accountant Officer's stores. On other occasions the accounting officer, if available, and two other officers are to be selected.

2. When the officer ordering the survey considers it desirable, he is at liberty to vary these officers; in important cases, he may substitute officers of a higher rank.

3. Where a specific rank of surveying officer is indicated, should an officer of the rank and class not be available, the next below, or some other fit officer, is to be substituted; a notation of the reason for such substitution being made upon the order for survey.

4. The surveying officers are never to be less than two in number where it is possible to obtain the services of officers of any rank.

1820. Misrepresentation, Neglect, Fraud, &c.—Any suspicion or appearance of misrepresentation, neglect, collusion or fraud, either on the part of the officers concerned in any requisitions for a survey, or of any other person in connection with the objects or things surveyed or to be surveyed, is to be stated in the report; and further, when a suspicion of fraud is raised or actual fraud discovered, a separate report is to be made to the Captain.

1821. Signing False Report.—Any officer wilfully signing a false report, whether as to condition or quantity, or concealing any fraudulent practices in connection with the survey, or any person knowingly giving a false account so that thereby the surveying officers may be deceived, is to be at once suspended by his Captain, and his conduct reported. See 593 (*Approval of Captain*).

1822. Particulars required in Reports.—Reports of survey on naval, victualling, or naval ordnance stores are to be made on the authorised forms, whether separate or forming part of an account, and the particulars required by these forms are invariably to be furnished.

1823. Disposal of unserviceable Articles.—All unserviceable articles not convertible to any use on board are, as a general rule, to be returned into store; but in special circumstances the Commanding Officer may order such articles to be thrown overboard or burnt in the presence of the surveying officers, who are to be required to certify on the report that the order was strictly carried out in their presence.

2. **Medicines and Provisions defective.**—All medicines found not fit to be administered are, with the approval of the Captain, to be immediately thrown overboard in the presence of the surveying officers, as also are all provisions and other articles likely from their retention to become prejudicial to health. The surveying officers will state in the report whenever this has been done.

3. **Clothing.**—Surveying officers are never to recommend articles of clothing to be thrown overboard, unless such course may be deemed necessary for the preservation of the other clothing.

1824. Stores recommended for Sale.—Any old, decayed, or condemned provisions or stores which are recommended by the surveying officers to be sold, are to be returned into store by first opportunity of free freight with a view to their being so disposed of.

1825. Purchases.—The Senior Officer ordering or authorising any purchases of stores, provisions, or other articles, is to take care that before they pass into the charge of the proper officer they are surveyed as to quantity and quality. The surveying officers will sign the required certificates on the vouchers (form S. 22), carefully noting any material difference from or inferiority to the usual supplies of the article.

1826. Provisions, &c., at Ports without Naval Establishment.—In the case of stores or provisions sent for issue or as a reserve to a port where there is no

naval establishment, the Senior Officer, whenever he may deem it necessary, is to cause them to be specially surveyed before they are supplied to ships or otherwise dealt with.

SECTION II. NAVAL AND *NAVAL ORDNANCE STORES—AS TO QUALITY.

1827. Surveys Ashore.—When a ship is at a port where there is a store depôt, stores (other than explosives) defective in quality which cannot be repaired by the ship's artificers are to be carefully examined on board by a representative of the store department concerned, in conjunction with the ship's officers, and reported on before any action is taken.

2. Stores are only to be removed from the ship's account charge if considered by the officers holding the survey to be absolutely unserviceable and incapable of repair.

3. Stores which cannot be repaired by the ship's artificers, and which, in the opinion of the surveying officers, must be landed for repair are not to be taken off the ship's account charge, nor are other articles to be drawn in lieu except in circumstances that render such a course absolutely necessary. Articles landed for repair are to be received back in the ship after repair.

4. Stores approved to be landed for repair or to be returned to store are to be taken direct by the ship's crew to the repair shop or storehouse, &c., as the case may be.

1828. Surveys of Naval Stores Afloat.—When a ship is away from a port, unserviceable naval stores are to be surveyed on board if they are not to be returned direct from the ship or her boats or tenders, but are to be sent by another vessel. Copies of the reports of survey (form S. 330) are in such cases to be sent direct to the store officer, so as to arrive before the articles are landed. See 1818 (*Survey on board*).

SECTION III. CHAIN CABLES, STEEL-WIRE HAWSERS, DISMOUNTING CHAINS OF HEAVY GUNS, &c.

1829. Chain Cable, when to be surveyed.—Chain cables are to be surveyed at the following intervals:—

- (a) *Ships which lie at their anchors*:—Survey is to be held twice a year at such dates as will enable the reports to be completed by 30th June and 31st December. Should the date of commissioning be later than 1st April or 1st October, the survey for the following 30th June or 31st December respectively will only take place when it may be thought necessary for special reasons; but in no other case is the interval between these surveys to exceed six months.
- (b) *Ships which generally lie at moorings, and Torpedo Boat Destroyers*:—Survey is to be held annually.
- (c) *Special Service Ships*:—As a general rule, a biennial survey is to be carried out in the case of battleships, and an annual survey in the case of cruisers which are used for troopng. Special cases must, however, be considered on their merits, and arrangements should be made for the cables to be periodically sighted in the chain lockers, in order to ascertain whether they are rusting up in consequence of the lockers being wet through climatic or other conditions, so that, if considered necessary, the cables may be taken out of the lockers and surveyed in accordance with the practice prescribed in sub-clause (a).

In addition to the officers specified in Article 1819, the Senior Officer ordering the survey is to direct an experienced blacksmith from the dockyard, or from a ship present if none is available in the dockyard, to assist at the survey.

2. Screws for Rigging, &c.—With a view to the better preservation of all rigging screws, and those for securing anchors, davit guys, &c., on board ship, they are to be periodically worked and greased, and a report made thereon on the half-yearly return (S. 194), relating to chain cables, hawsers, &c.

3. Duplicate Report.—The report marked “duplicate” is to be forwarded at once by the Commander-in-Chief to the Admiralty (Naval Store Branch); should the cables be found defective, the steps taken to make them efficient are to be noted on the report.

4. Report.—The draft report (form S. 194) marked “original,” and duly signed and approved, is to be pasted into the guard book for vouchers, for transmission to the Admiralty with the accounts of Boatswains’ stores.

5. Cables from England.—If new cables should be required from England, a demand on form S. 134*d* for the quantity wanted is to accompany the report, together with a letter explaining the reasons for making the demand.

In the absence of the Commander-in-Chief, the Senior Officer is to exercise his discretion as to making such demands direct; but should he desire to do so, he will not fail to inform the Commander-in-Chief of what he has done.

1830. Directions to Surveying Officers.—Officers surveying chain cables are to observe the following directions:—

- (a) The bolts and pins of the joining shackles are to be examined, care being taken that the points of the pins of the shackles do not project and that the swivels are well cleaned and warm tallow run into the sockets. All the shackles and bolts are to be rubbed over with soft tallow, and the pins with stiff white lead, to prevent corrosion, as well as to cause the cables to part more quickly when required. Whenever the shackle bolts are driven out, the greatest care is to be taken to remove from the sockets, with the chisel supplied for that purpose, every particle of the old lead pellets before driving new ones; any broken or missing studs are to be replaced as soon as discovered.
- (b) In determining the loss a worn chain cable must have sustained to render it unsuitable for further sea service, whenever any length or part of a chain cable is found to have lost in any one of its links at the smallest part one-eighth of its original diameter, such length or part is to be considered as unfit for sea service, and is to be set apart for harbour service, or is to have the worn link or links replaced and the length re-tested and used for its original appropriation as may be most advantageous to the Crown.

1831. Re-testing Chain Cables.—The chain cables of every sea-going ship and of every harbour ship not at permanent moorings, will be re-tested in the proving machine, when practicable, and afterwards subjected to the usual strict and minute examination every three or four years, from the date of their original supply, by dockyard officers. The chain cables of torpedo boat destroyers will be re-tested every four years.

2. On Foreign Stations.—If the ship should be on a foreign station where no testing machine is available, the Captain, as the time approaches, is to inform the Commander-in-Chief, so that, if practicable, arrangements may be made to land the cables at a foreign yard, in order that they may be carefully cleaned and minutely examined and every link measured. If not practicable, the Commander-in-Chief is to report the cause to the Admiralty, and state what measures he proposes to adopt to ensure the cables undergoing the best

possible examination. As a general rule, advantage is to be taken of a ship being re-commissioned to carry out these directions, but the examination is not necessary in the case of a ship on the eve of returning home, except in special circumstances.

3. The date of the last re-testing or dockyard examination is to be noted in the half-yearly reports of survey.

1832. When testing considered unnecessary.—If in any particular case, the usage to which a ship's anchors and chain cables have been subjected be considered insufficient to warrant their being landed for testing on the expiration of the period of three or four years laid down by Article 1831, a full report of the circumstances is to be forwarded to the Admiralty, in order that instructions may be given as to whether the test can be postponed.

1833. Steel-wire Hawsers.—All steel-wire hawsers are to undergo periodically a careful examination, and a report of the result and of the steps taken for their preservation is to be forwarded on the form of survey on chain cables, as provided for by clause 1, Article 1829.

1834. Dismounting Chains.—The dismounting chains of all heavy guns are to be examined and the links sounded at the half-yearly examination of chain cables, and by the same officers, and the result noted in the next report of inspection and preparation for battle.

SECTION IV. NAVAL STORES AND FIXTURES, AND NAVAL ORDNANCE STORES—AS TO QUANTITY.

1835. Stocktaking.—A general stocktaking of naval stores and fixtures and naval ordnance and Whitehead torpedo stores is to be held only on change of accounting officers. On these occasions, the whole of the naval ordnance and Whitehead torpedo stores are to be verified. As regards naval stores and fixtures, the whole of the permanent stores are to be verified if time permits, and also the more important descriptions of consumable stores as detailed in the abstract statements. Should, however, there be reason at any time to suspect the accuracy of the stores in charge of an officer, the Captain is authorised to arrange for the remains to be specially verified. Officers are to be selected for these duties in accordance with the instructions in Article 1819.

2. **Verification of Consumable Stores.**—Test verifications of the stock of consumable stores are to be made from time to time by the officer in charge of the stores, and the results reported monthly to the Captain. The accounting officer is also to avail himself of every opportunity for verifying the remains of the permanent stores in his charge.

3. Detailed instructions and forms for reporting results of stocktaking and test verifications are included in the abstract statements, inventories, and lists of fixtures.

4. **Supersession of Officer.**—When an officer gives up charge of stores on supersession, he is to apply in writing to his Captain for a stocktaking to be held, and is not to leave his ship until the stock in his charge has been verified, unless special orders to the contrary are given by the senior officer present. In this event, the fact of his leaving and the reasons for it, are to be immediately reported to the Admiralty. Stock is to be taken, and the stores are to be placed in the temporary charge of an officer appointed by the Captain, to be accounted for by him. In the case of the decease of an officer in charge of stores a similar course as regards stocktaking and charge of stores is to be followed.

5. Officer dismissed his Ship.—If an officer is dismissed his ship, stock is to be taken of the stores in his charge before he leaves, unless special orders to the contrary should be given by the senior officer present, when a similar course to that prescribed in clause 4 is to be followed.

6. Officer sent to Hospital, or detached.—Should an officer in charge of stores be sent to hospital or on detached service, the remains of the more valuable articles and those liable to misappropriation are to be at once verified. The Captain is to exercise his discretion as to whether a general stocktaking should be held, but if the officer is likely to be more than 14 days absent, it is to be held at once on all stores in his charge. In any circumstances a general stocktaking is to be held at the end of 14 days, if not done at the time of the officer going to hospital or on detached service. Whenever the stores are placed in the temporary charge of another officer a second stocktaking is to be held when they are permanently re-transferred and the temporary charge ceases. In the event of any discrepancies being found a list of the differences is to be forwarded to the Admiralty accompanied by explanations, a copy of the list being placed with the account.

7. Absence of Officer taking charge.—If from any cause the officer taking charge be not present at the stocktaking, he is to take the first opportunity of satisfying himself whether the quantities on board agree with those charged to him, and to report the result by special letter to the Captain for the information of the Admiralty. In forwarding the report, the Captain is to state whether the accounts opened by the officer who had temporary charge of the stores have been, or will be, closed and sent into office, or will be continued by the officer to whom charge has been permanently transferred.

8. Stores deficient.—The responsibility for the stores rests with the officer giving up charge until the stocktaking has been completed, and when stores are found to be deficient, unless a satisfactory explanation be furnished as to the deficiencies, their value will be charged against the responsible officer. See 1373 (*Losses by neglect*); and 1417, clause 4 (*Conditions under which Store Allowances are paid*).

1836. Measurement of Coal and Patent Fuel.—Whenever surveys are held on the remains of coal ashore or afloat, the following scale of measurement, if the cubic contents can be ascertained, is to be adopted, viz. :—

1 ton of Welsh coal	-	-	40 cubic feet.
„ North Country fuel	-	43	„
„ Patent fuel	-	-	36 cubic feet when symmetrically stacked on shore, or in rectangular spaces on board, or 45 cubic feet when shot into bunkers.
„ Westport coal	-	-	44½ cubic feet.

SECTION V. PROVISIONS, CLOTHING, CANDLES, IMPLEMENTS, AND MEDICAL STORES.

1837. When Surveys to take place.—Surveys on provisions, clothing, candles, implements and medicines are to be held as follows :—

- (a) When articles are considered to be unserviceable from any cause ;
- (b) When they are considered to be deficient in quantity or defective in quality ;
- (c) When the accounts of the officer in charge, or lately in charge, are closed on account of his death, supersession, or for any other reason ;
- (d) Within seven days before the warranty expires. See 1715 (*Supplies under Warranty*).

1838. Medical Stores.—The report of survey (M. 176) on medical stores is to be forwarded with the account (M. 177).

1839. Verifying remains of Provisions.—Advantage is to be taken of the most favourable opportunities for verifying the remains of the provisions, and a notation of such examinations, with the dates thereof, is to be inserted in the numbers and contents book, but no report of survey need be made out for transmission into office.

2. In torpedo boats and destroyers, the Commanding Officer or an officer deputed by him is to verify the quantities of victualling stores remaining on board, before approving and forwarding the tender's account (S. 462) to the parent ship. The Accountant Officer in charge of victualling stores in the parent ship, who is responsible and accounts for such stores supplied to the tenders (Article 1805), is also to satisfy himself by periodical survey, whenever convenient opportunity offers, that the actual remains on board the tenders correspond with the remains as shown by the accounts.

1840. Articles under Warranty.—Whenever articles under warranty prove defective on survey before the warranty shall have expired, the Accountant Officer is immediately to deliver one of the reports of survey to the Captain for transmission to the Director of Victualling, in a letter stating the circumstances of the case, in order that such steps may be taken as shall be considered necessary.

CHAPTER XLVIII.

RETURNS AND CORRESPONDENCE.

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SECTION I. RETURNS AND ACCOUNTS IN GENERAL.

1841. Captain's responsibility.—The Captain will take care that every officer whose duty it is to render accounts, returns, or reports, to the Admiralty or to any other Department, forwards them within the time prescribed, or within a reasonable time after they are due, and that they are signed by the proper officers; should any delay occur in the preparation or in the due transmission of any of them, he is to require an explanation from the officer in charge, which, with any observations he may have to offer, is to be forwarded to the Department to which it relates.

1842. Periodical and Occasional Returns.—All periodical and occasional returns are to be rendered by the several officers when they are due, in compliance with the instructions contained in Appendix XVIII.

1843. Prompt replies are at all times to be given to official communications. Explanations are to be given whenever delays have been unavoidable.

1844. Forms for Accounts, &c.—When forms now or in future established are made use of for accounts, returns, or other purposes, they are to be strictly adhered to. So far as practicable all the columns are to be filled up, and any directions given on the forms are to be observed. When from any cause printed forms are not available, the returns, &c., are to be prepared in MS.

1845. Signature to Accounts, &c.—With the exception of the cash account no declarations or certificates as to the correctness of accounts of stores, &c., are required, but the signature of an officer to an account, return, or report will be taken as conclusive that the officer renders or makes it as just and true, and as accounting properly for all the stores, &c., that should be accounted for therein in accordance with the regulations in force at the time, or with any special directions he may be acting under.

SECTION II. MISCELLANEOUS BOOKS AND RETURNS.

1846. Register of Correspondence.—A register (form S. 560) of the receipt and transmission of all letters and accounts is to be kept under the superintendence of the Captain, and is to be produced at inspections.

2. **Disposal on paying off.**—When the ship is paid off this register and the book containing the counterparts of the schedules of accounts transmitted (form S. 558) are to be sent with the final accounts to the Accountant-General.

1847. Confidential Books.—Confidential books are supplied for the use of officers of and above the position of Commanding Officers of His Majesty's ships only, and are not to be communicated to persons below that position.

2. In respect of books issued to His Majesty's ships "for the use of officers in His Majesty's Service only," discretionary power is given to officers not

below the position of Commanding Officers of His Majesty's ships to communicate to other persons belonging to His Majesty's Service any portion of the contents which would be necessary for them to be acquainted with in carrying out their duties. Officers exercising this power will be held responsible that such information is imparted with due caution and reserve.

3. **Signal Books** are issued to His Majesty's ships "for use in His Majesty's Navy only."

4. **Register of Confidential and other Books, &c.**—A register of all confidential books and documents, and of all books and documents "for the information of officers in His Majesty's Service only," and signal books, N.I.D. form R., is to be kept by the officers to whom such books and documents are supplied.

5. The record of loan and return of any of these books is to be kept and to be duly attested as provided in the register.

6. The register is to be closed and forwarded to the proper authority when a ship pays off.

7. **Custody of Signal and W.T. Books.**—The directions in clause 5 do not apply to signal books or Instructions for wireless telegraphy signalling, when in use for the service of the ship. At such times the Officer of the Watch is to satisfy himself on relieving the deck and on being relieved that they are in the box provided for the purpose.

8. **Loss of Confidential, &c., Books.**—No officer or man is to take away from the ship in which he may be serving, any copy or copies of any of the above-mentioned books which may have been issued for the service of the ship, and the greatest care is at all times to be exercised to prevent any such books from falling into improper hands, or being mislaid or lost. Failure on the part of a person belonging to His Majesty's Navy, to whom any such book may have been issued or lent, to produce or render a satisfactory account of the same when called upon to do so, will be regarded as a disciplinary offence indicating a grave neglect of duty, unless it can be shown that the loss of the book is due to an accident beyond the control of the person to whom it was issued or lent.

9. **Receipts for Books.**—A receipt specifying the numbers of the copies for all confidential books "for the information of officers in His Majesty's Service only," and signal and other books of a confidential nature supplied for the service of the ship, is to be obtained and forwarded to the proper authority.

For books supplied for the service of the ship other than as above, the receipt is to be given on form S. 297.

10. **Personal Copies.**—At the discretion of the Admiralty copies of certain of the above books may be issued for the personal use of individual officers. In every such case the officer to whom the book is issued is to forward into office his receipt on form S. 302. These copies will be known as "personal" copies, and are altogether distinct from those issued for the service of the ship referred to in the foregoing clauses.

When gunnery and torpedo confidential books are issued to officers of the ship as "personal" copies, a supply note on S. 301 is to be made out and pasted inside the book issued.

A receipt is to be obtained from the officer on form S. 302 and forwarded to the Admiralty for information and notation.

The provisions contained in clause 8 of this Article apply equally to personal copies, except that such copies may be taken out of the ship by the officer to whom they are issued.

11. Personal Copies of Officer leaving Service.—In the event of an officer quitting His Majesty's Service from any cause whatsoever, whether by resignation of his commission or warrant, or by dismissal by sentence of court-martial or otherwise, or in the event of his being placed on the retired pay or pension list, or of his dying while on active service, or being discharged to a naval hospital, or to sick quarters, his Captain is to ascertain what personal copies of the above-mentioned books are in his possession, or among his effects, as the case may be, and is to obtain such personal copies and return them to the Secretary of the Admiralty by the first convenient opportunity.

Officers who are not employed when quitting His Majesty's Service as above described, are to return all personal copies which may be in their possession direct to the Secretary of the Admiralty.

12. Destruction of Confidential Books.—When copies of the books referred to in clauses 1, 2, and 3 have to be destroyed, either because they have been made obsolete or become worn out, they are to be destroyed by fire in the presence of two officers, who should certify that :—

- (a) The title and number of the book having been compared with that given in the order for destroying it and in the register, it has been burnt in their presence.
- (b) That the book has been erased from the list of books supplied which is given in the register.
- (c) That the book has been entered in the list of books destroyed which is given in the register, giving its title and number (if any) and the number of the copy.

In the case of "confidential" books, which are for the use of officers of and above the position of Commanding Officers of His Majesty's ships only, the Commanding Officer should be one of the certifying officers.

In the case of books supplied for the personal use of an officer, he should be one of the certifying officers.

13. Chests for Confidential Documents.—In order to prevent the possibility of unauthorised persons having access to the keys of chests for confidential documents, the following arrangements are to be observed :—

- (a) The chests are not to be issued to a ship until absolutely necessary, and, when supplied, the keys are to be issued personally by the Naval Store Officer to the Commanding Officer, and his receipt taken for them.
- (b) When a ship is paid off, the keys are to be tried in the chests to which they belong, and are then to be placed in sealed covers, and handed to the Naval Store Officer for custody until required for re-issue with the chest. Before being re-issued the keys are again to be tried in the locks in the Store Officer's presence.

14. Custody of Keys.—In the case of ships when the Second in Command is of commissioned rank, two keys are supplied with the chest for confidential documents, one to be kept in the personal custody of the Commanding Officer, and the other in the personal custody of the Second in Command; when the Second in Command is below commissioned rank, one key only is issued, to be kept in the personal custody of the Commanding Officer, the second key being retained in the personal custody of the Naval Store Officer. In the case of torpedo boats and torpedo boat destroyers only one key will be supplied for use. Each officer is to give a receipt for the key for which he has been made responsible, and it is to be a strict rule that a key is never transferred to another person without written authority and a receipt being obtained.

Neither key is to be left in the box or keyhole of the box or in any place of insecurity.

15. **Loss of Key.**—In the event of a key becoming lost, the box shall be treated as insecure, and an immediate investigation is to take place.

The loss of a key is to be reported to the Admiralty (N.S. Branch) forthwith and the circumstances stated. The number of the box to which the missing key belongs is to be given in the report.

16. **Survey of Chests, &c.**—When a survey is held, on the death or removal from any cause of the Commanding Officer during the ship's commission, a statement is to be made upon the report of survey whether the chests and their locks are in good condition and the keys complete.

17. **Missing Keys.**—If any of the keys are missing from a chest landed at a yard or depôt, the Superintendent is to ascertain and report to the Commander-in-Chief who is responsible for the loss, in order that the cost of altering the lock and making the keys complete may be charged against the officer in accordance with Article 1373.

1848. **Destruction of Rough Logs, &c.**—Care is to be taken that all books and documents, such as rough signal and deck logs, which may contain confidential matter, are not thrown overboard, but are destroyed by fire when no longer required.

1849. **Disposal of Logs.**—Original logs received by the Captain from the Navigating Officer in accordance with Article 1026 are to be kept in the ship until she is paid off, when they are to be forwarded by the Captain to the Deputy Cashier in Charge, Royal Victoria Yard, Deptford, for custody as a permanent record.

2. The logs of sea-going tenders, on form S. 321, are to be forwarded half-yearly in original to the Deputy Cashier in Charge, Royal Victoria Yard, Deptford.

3. The log books of ships temporarily commissioned, and of torpedo boat destroyers engaged in instructional duties, are to be rendered on form S. 321*a*, and are also to be sent to Deptford.

4. The Captain will obtain a receipt from the Deputy Cashier in Charge, Royal Victoria Yard, Deptford, for all log books forwarded to him, which receipt is to be transmitted to the Secretary of the Admiralty.

On being superseded, he is similarly to obtain and forward to the Secretary of the Admiralty a receipt for all log books handed over to his successor.

5. **Monthly copy of Log.**—A complete copy of the log, on form S. 321*b*, is to be forwarded monthly from every ship except ships temporarily commissioned (*see* clause 3) and stationary ships at home and abroad.

The copy is to be made under the immediate direction and responsibility of the Navigating Officer (Article 1026), who will certify that it is a complete copy of the original log. It is to be signed by the Captain and forwarded by him to the Commander-in-Chief, by whom it is to be transmitted to the Secretary of the Admiralty as soon as it shall be no longer necessary to keep it on the station for purposes of reference.

6. **Consumption of Fuel.**—The Captain will cause information as to the economical consumption of fuel to be entered on the first page of the monthly copy of the log in the form there provided for the purpose.

7. **Monthly Copies not sent in.**—Commanders-in-Chief are to transmit to the Secretary of the Admiralty annually on 1st April a list of the monthly copies of any logs of the preceding year which have not been sent into office.

1850. **Captain's Ship's Book.**—While the ship is in commission the Captain's ship's book is to be kept under the immediate supervision of the officer in command as directed therein.

2. When a ship is paid off at a home yard for refit the Captain's ship's book is to be transmitted by the Captain to the Admiralty (S. Branch) for examination. After examination the book will be returned to the dockyard at which the ship is being refitted or repaired for the insertion of any necessary forms or information previous to re-issue to the ship.

3. When the ship is docked at a private yard, or in a dock belonging to a foreign Power, the particulars are to be furnished by the officers of the ship which is docked, and a report on the state of the compositions on the bottom is to be transmitted to the Admiralty through the Commander-in-Chief by the Captain, on form S. 238.

1851. Reports on Officers are to be rendered in accordance with the instructions on form S. 206.

2. The reports by Officers in Command of stations and squadrons, on officers commanding ships under their orders, are to be transmitted (1) when a ship or the officer commanding her leaves a station or squadron, and (2) when the officer who transmits the report is relieved in his command.

3. The reports, whether on paying off or otherwise, are always to be forwarded before leaving the station through the Commander-in-Chief or Senior Officer of the station on which the ship has been employed, to enable him to add his remarks.

4. No report is required on officers who have been less than three months under the orders of the officer who makes the report, or who have already been reported on by the same officer within the preceding three months.

5. **On Engineer and Accountant Officers.**—Reports on Engineer and Accountant Officers other than the Engineer and Accountant Officers of the ship, are to be signed by the latter officers respectively as well as by the Captain.

6. **On Medical Officers.**—The periodical reports on medical officers serving in a fleet are to be referred by the Commander-in-Chief to the Principal Medical Officer of the Fleet for his opinion of the officers' professional conduct and ability. Similarly the reports on medical officers of stationary ships and naval establishments are to be referred to the Surgeon-General or Deputy Surgeon-General of the hospital at the port for independent report.

1852. Punishment Returns.—Commanders-in-Chief, junior Flag Officers, and Captains are to be particular in ascertaining that all punishments are correctly recorded in the daily record (S. 240), and that the quarterly returns of punishments on form S. 181 are so rendered that perfect reliance may be placed in them. See 827 (*Daily Record of Offences, &c.*).

1853. Exceptional Payments.—A statement, on form S. 164, of all payments not directly authorised by these Regulations, in addition to those named in Article 1657 and including those for telegrams, interpreters, and stationery allowance to Senior Officers made by the Accountant Officer under the direction of the Captain, is to be forwarded by the latter at the end of the month in which such payments have taken place, to the Commander-in-Chief, who will transmit it to the Admiralty by the first opportunity with his observations and recommendations thereon. If doubt exists whether a payment is to be noted on the return it is always to be included. See 1870 (*Telegrams*).

2. When necessary the Commander-in-Chief will call for further explanations before forwarding the return.

3. In regard to expenses incurred for carriage hire, he is always to express his approval or disapproval.

4. **Payments disallowed.**—To save correspondence, should he disapprove of any particular items, he will direct the officers who ordered that the expense should be incurred to pay the amount to the Accountant Officer, who will debit himself therewith in his cash account.

5. Payments disallowed an officer are to be recovered from the officers who ordered them.

1854. Men passed for Ship's Corporal.—When any man passes for Ship's Corporal, a report of passing, together with a copy of the man's service certificate, is to be sent direct to the Commodore of the dépôt to which the man is attached.

When a vacancy occurs for the promotion of a Ship's Corporal a report is to be made to the Commodore of the General Dépôt to which the ship is attached, so that the necessary promotion may be made.

2. **Half-yearly Report on Ship's Police.**—A half-yearly report on the character and ability of all ship's police ratings is to be forwarded, on form S. 507, to the Commodore of the dépôt to which the ship is attached.

1855. E.R.A. qualified for Advancement.—Whenever an Engine-Room Artificer becomes eligible by service to be rated Chief Engine-Room Artificer the fact is to be reported on form S. 507 with a special statement as to whether the man is in all respects qualified for the superior rating.

1856. Religious Denominations.—On 31st December of every year the Captain is to render a report on form S. 203 of the number of men belonging to the several religious denominations. The return is to be made out under the direction of the Chaplain, or of the Accountant Officer if no Chaplain is borne.

1857. Birth or Death.—On the birth of a child or the death of a person on board any of His Majesty's ships, the Captain is to record in the log book the particulars of such birth or death, as directed on form S. 544, and as soon as convenient shall send form 544, duly completed, to the Registrar-General concerned. See 1571 (*Deaths on Special Active Service*).

1858. Wills.—The mode of executing the wills of petty officers, seamen, and marines, is described in "The Navy and Marines Wills Act, 1865," and also on form S. 545, which is to be used and the directions given thereon carefully observed whenever any such person shall desire to make a will.

1859. Supersession of Captain.—When a Captain is superseded he will transfer to his successor the originals of all unexecuted orders, the receipts for which he will forward to his Commander-in-Chief.

1860. Books and Accounts on paying off.—On paying off, the Captain is to take care that all the books and accounts of the ship that are not required on the spot to close the accounts are forwarded in a perfect state to the proper offices.

1861. Circular Letters.—Admiralty circular letters to the Fleet, whether affecting the King's Regulations or not, are to be issued from the office of the Commander-in-Chief.

2. **Orders in Council.**—The Admiralty orders in council are only issued to Flag and other officers in command for their information.

1862. Ships serving under another Flag, &c., Officer.—All communications from a Flag or Senior Officer intended for a ship placed or serving under the orders of another Flag or Senior Officer, whether absent or present, are to be

sent open through the Flag or Senior Officer under whose orders the ship may be serving, to be by him duly delivered or forwarded.

SECTION III. CORRESPONDENCE.

1863. By Junior Flag, &c., Officer to Admiralty.—No junior Flag or other officer in command of a squadron or of a single ship, while serving under the orders of a superior officer, shall communicate direct with the Secretary of the Admiralty, except he is specially instructed to do so; but all matters for the information or consideration of the Lords Commissioners of the Admiralty are to be addressed by him to his superior officer, who, should he think fit, will forward them, with such remarks as he may see occasion to offer thereon; but if any circumstances should occur, or any intelligence be obtained which ought, in such junior officer's opinion, to be communicated to the Admiralty sooner than the report could reach if made through his superior officer, he is still to address his report to such superior, but he will transmit a copy direct to the Admiralty, by the earliest safe conveyance, informing his superior officer of his having done so. No officer, however, is to omit acknowledging direct and at once, the receipt of orders or letters from the Admiralty direct.

1864. Communications to Admiralty by others.—All officers and others belonging to the Fleet, not referred to in Article 1863, having any communications or applications to make to the Admiralty, or to the Commander-in-Chief or Senior Officer of the station on which they are employed, are invariably to transmit them through their respective Captains, who, should they see fit, are to forward them by the earliest convenient opportunity, through the proper channel, with their own observations thereon. And all officers who may have occasion to correspond with, or furnish reports or accounts to, the several departments of the Admiralty, are to submit them for the perusal of their respective Captains, who will append to them such remarks as they may deem necessary.

1865. For Admiralty, addressing of.—All letters, returns and other documents, packages, &c., for the Admiralty are to be addressed:—

On His Majesty's Service.

The Secretary of the Admiralty,
Whitehall,
London, S.W.

Those for departments other than that of the Secretary should have the name of the department for which they are intended conspicuously written in the lower left-hand corner of the envelope (*e.g.*, Accountant-General of the Navy; Director of Navy Contracts).

2. Acknowledgment of Admiralty Letters.—Commanders-in-Chief and other officers abroad, in acknowledging the receipt of letters from the Admiralty on form S. 543, will observe that letters from the branches of the Secretary's Department with the initial letters C.W., C.E., M., N., and N.L., on the first page of the letter, bear one set of consecutive numbers, and they are therefore to be included in one acknowledgment sheet.

Letters from the Accountant-General's Department (marked I.C., N.P., E., and R.), may also be acknowledged on one sheet, but those from the remaining branches or departments of the Admiralty are to be acknowledged on separate sheets according to their distinguishing initial letters.

3. Numbering Letters.—Commanders-in-Chief, officers on detached commands, Superintendents, and other officers who are authorised to correspond direct with the Admiralty, are to number their letters, enclosing them in

docket sheets. A fresh series of numbers is to commence on 1st January of each year.

4. **Manner of forwarding.**—Letters and reports on ordinary matters, forwarded through the Commander-in-Chief or Senior Officer, may be “submitted for the consideration” or “information,” as the case may be, “of the Lords Commissioners of the Admiralty” without covering letters; but when for consideration the officers forwarding them are never to omit to state their opinion; all such submissions must be numbered, dated, and otherwise dealt with, as part of the correspondence of the officer who forwards them.

5. **Schedule.**—Commanders-in-Chief and other officers having a regular correspondence with the Admiralty are to forward a schedule on S. 587 with all letters transmitted, the submissions being entered on the schedule in numerical order.

6. **Duplicates, &c.**—Commanders-in-Chief and Senior Officers abroad are to forward by different conveyances, as they may deem necessary, duplicates or triplicates of important letters they write, either to the Secretary of the Admiralty, or to any of the departments with which they may be directed to correspond, stating at the top of each duplicate or triplicate, in red ink, when, and by what conveyance the original or duplicate, as the case may be, was sent.

7. **References.**—When answering, complying with, or referring to communications from the Admiralty or from departments, whether by letter or special returns, the communication is not to be referred to as “the attached letter,” &c., but the initial letters and dates of the communications are invariably to be quoted.

8. **Covering Letters.**—Letters merely forwarding accounts or documents to the Admiralty departments are unnecessary, but any explanation that may be requisite to elucidate or explain accounts or documents transmitted, or with regard to delay in their completion, is to be given in a special letter which is to accompany them, to prevent unnecessary correspondence and delay.

1866. **Method of conducting Correspondence.**—The following general regulations are to be observed by officers in their official correspondence:—

- (a) **“Confidential.”**—Letters, &c., which it is considered should be treated as confidential are to be so marked, but gradations of that term, or any other terms are not to be used. When despatched they are to be enclosed in envelopes marked “Confidential” and sealed, and further enclosed in an unmarked addressed envelope. See 411 (*Breach of Confidence*).
- (b) **Signature to Letters.**—Letters connected with the ship are in all cases to be signed by the Captain of the ship and not by the officers in charge of the special departments. Reports from such officers dealing with special or technical details may be enclosed in the letter only if thought necessary to elucidate the subject.
- (c) **Signatures generally.**—Officers are to sign their names legibly, stating their rank after their signature in all documents.
- (d) **Separate Subjects.**—Separate letters are to be written on separate subjects and every paragraph is to be numbered.
- (e) Except in the case of docket sheets only one side of the paper is to be written on.
- (f) **Clearness.**—All letters are to be clearly and legibly written or typed on foolscap. Not more than 20 lines of manuscript, or 30 lines of type-writing, are to be inserted in one page.

Marines - - -	Register number and rank (<i>see</i> 1146).
Engine-Room	} Trade.
Artificers - -	
Band ranks - -	Instruments played.
Steamboats - -	Register number, length, and class.

1867. The term "Admiralty Letter" is to be applied only to letters signed by or for the Secretary of the Admiralty. Departmental letters are to be referred to as "Director of Transports' letter," &c.

1868. **Sailing Orders.**—Immediately on receipt, direct from the Admiralty, of either written or telegraphic sailing orders, or of instructions affecting the movements of any ship, a brief acknowledgment thereof is to be sent to the Admiralty by telegraph, using one word of the economic code or cypher, as may be most convenient.

1869. **Questions relating to Regulations, &c.**—All questions relating to the interpretation of or departure from Regulations issued by the Admiralty, are to be addressed by Captains to the Commander-in-Chief, who, when necessary, will submit them to the Admiralty in accordance with Article 1863.

1870. **Telegrams.**—With a view to economy, telegrams are to be expressed as concisely as is consistent with clearness, particular care being taken to omit every superfluous word. When a letter will answer the purpose a telegram is not to be sent.

2. Copies of all ordinary telegrams received from or forwarded to the Admiralty should be sent to the Secretary of the Admiralty without a covering letter.

3. **Cypher Telegrams.**—The special Regulations as to telegrams sent in cypher are to be most strictly observed.

4. **Payments.**—A return, on form S. 547, of all payments made abroad on account of telegrams is to accompany the cash account as a voucher. *See* 1853 (*Exceptional Payments*).

5. **Cost.**—The cost of telegrams is not chargeable to the public unless the subject of the message relates strictly to the Naval Service. Messages of congratulation or condolence are chargeable to the senders. *See* 575 (*Officer's grave illness and all deaths to be reported*).

6. Attention is particularly directed to the certificate which officers are required to sign on form S. 547.

7. **General instructions as to Telegrams.**—The following instructions are also to be observed, viz. :—

(a) Telegrams sent by, or at request of, officers applying for leave, super-session, exchange, or on other points entailing a modification of the rules of the Service for their own convenience, and the answers thereto, will be charged to such officers. The cost is not to be included in the cash accounts rendered by His Majesty's ships or establishments, but the amount paid is to be recovered at the time from the officers or private individuals concerned.

In the event, however, of an officer being at a place far distant from the ship from which the telegram is sent, the amount may be brought to account as a charge against him, but he is to be requested to refund it at once, in order that the transaction as a whole may appear in the same account.

(b) Telegrams addressed to the Admiralty, or to other naval headquarters, are not to be repeated to other Departments of Government nor to

individuals. It is to be understood that the information contained in such telegrams will be communicated to all concerned by the proper Department.

- (c) The form on which telegraphic messages are delivered shows the date and place of despatch, consequently the name of the ship only is necessary to show the origin of the message.

1871. Telegrams at Home.—As telegrams on the public service are sent by the post offices in the United Kingdom free of charge, officers sending such telegrams are not to make any payment on account thereof, and they will receive such messages free of charge for either transmission or portorage.

2. If from any cause the understanding between the Admiralty and the post office is not recognised, payment is to be made, but a full statement of the circumstances and of the telegram sent, is to be forwarded to the Admiralty before the amount so paid will be admitted in the officer's account or claim.

3. No telegrams are to be sent on official forms which are not essentially on purely Service matters.

4. The Post Office Regulations printed on the back of the forms for "Inland Official Telegrams only" are to be strictly adhered to. See 1870, clauses 5 and 7 (*Expense chargeable to Sender*).

1872. Payments for Postage.—Payments for official postage are to be certified to by the Captain on form S. 24 in the following manner:—
"Approved for payment after inspection of the postage book."

1873. Mail Arrangements.—Commanding Officers of ships of the First Fleet (including First, Second, Third and Fourth Flotillas and Mine-sweeping Gunboats) and also of ships on Foreign Stations and of the Training Squadron are in all circumstances to arrange direct with the Admiralty for the despatch of their mails.

All communications on the subject from the Commanding Officers of the above-mentioned ships when in home waters are invariably to state either the latest mail by which their correspondence should be despatched from London, or the latest hour at which the correspondence should be received at the port of departure.

2. None of the above-mentioned officers are to make any arrangements direct with the General Post Office or its officials for the despatch of their mails. They are, however, before leaving a port, to arrange with local postmasters for the re-direction of any mails which may arrive after their departure, unless the port is one of the places (a list of which is issued from time to time) where the local postmaster receives information from the General Post Office as to the new addresses.

3. Commanding Officers of ships of the Second and Third Fleets and Officers Commanding other vessels in the waters of Great Britain and Ireland and the Channel Islands, with the exception of those referred to in clause 1, are to inform the local postmasters of the addresses to which their correspondence should be sent; either the latest mail by which it should be despatched from London, or the latest hour at which it should be received at the port of departure being invariably stated at the same time. Such officers are in all cases to request the local postmasters to telegraph this information to the Superintendent, Inland Section, General Post Office, London.

4. Should any ship of the Second or Third Fleets, or any vessel ordinarily employed in the waters of the United Kingdom and Channel Islands, be temporarily employed outside those waters, mail arrangements are to be made through the Admiralty, as provided in clause 1, so long as the ship is so employed.

1874. Transmission of Bulky Documents.—All bulky documents, such as periodical returns, ledgers, and victualling and store accounts, are to be made up and sent as parcels, when practicable, instead of as letters; and if forwarded by a mail packet or private ship they are to be sent on freight, in charge of the mail agent or master, from whom a receipt is to be taken for the parcels that may be delivered for transmission. Such parcels so sent, when for the departments of the Admiralty, are to be addressed to the department for which they are intended, instead of to the Secretary, as directed in clause 1 of Article 1865.

2. Engine-Room Registers and other Books.—Heavy expense being incurred by the practice of each ship sending to England its own engine-room registers, and other heavy documents, the charge for freight on a single book being frequently as much as if a collection of books were sent, it is desirable that, except as provided in clause 4 of this Article, each ship on a station should send its books, &c., directly they are ready, to the Naval Store Officer, or officer in charge of the naval dépôt, for him to collect and forward to England, in one box, on freight, by the first mail in every month, consigned to the Secretary of the Admiralty.

3. The above need not be considered as an absolute rule in cases where more expense might be incurred by carrying it out than by transmitting the parcels direct to England, and discretionary power is left with Commanders-in-Chief, Senior and Commanding Officers to make the most economical arrangements practicable to meet exceptional cases, advantage being taken of the parcel and book post for this purpose.

4. Ledgers and Accounts.—Ledgers and all accounts having to do with money, with the exception of ships' cash accounts and savings bank returns, are to be sent by parcel post when there is not an immediate direct opportunity by freight. Cash accounts and savings bank returns from ships at home are to be sent by letter post, registered if necessary, and from ships abroad by mail steamer, as it is important that they should reach office as early as practicable after completion. On paying off, however, the bank ledgers and pass books, if numerous, may be sent by parcel post.

5. Postage at Home.—Letters sent from ships through the post offices of the United Kingdom to the Admiralty, or to any of the Departments of the Government in London, are not to be prepaid; but parcels so sent must be prepaid by means of postage stamps, in accordance with the rates of postage fixed for the inland parcel post.

6. Letters from and to Officers in Ship.—All accounts and letters from the officers of a ship to the Admiralty departments are to be transmitted by the Captain, and letters from those departments to the officers will be sent under cover to him.

7. Bulky Documents from Ships at Home.—Accounts and other bulky documents from ships at home should be transmitted in the following manner by the ship's officers responsible for them.

Parcels weighing 11 lb. and under should be posted, and those above 11 lb. should, when possible, be sent to the Naval Store Officer's shipping store, for despatch, accompanied by particulars as to contents and address to which to be sent, otherwise they may be sent by rail direct to the Admiralty.

CHAPTER XLIX.

PRIZES AND PRIZE MONEY, PRISONERS OF WAR.

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SECTION I. PRIZES.

1875. Guide for Officers.—In all matters connected with naval prize of war, officers are to be guided by such instructions as may be furnished them by the Admiralty from time to time.

Proceedings in Courts with Admiralty Jurisdiction.

1876. Legal Expenses under Naval Agency Act.—In case any proceedings shall have been instituted in any court of Vice-Admiralty or mixed commission by, or on behalf of, any of His Majesty's ships, in respect of any of the matters enumerated in the 12th Section of the Naval Agency and Distribution Act, 1864, and the Captain of such ship shall be unable himself to pay the legal expenses attending the prosecution, or to negotiate a bill for the amount on the ship's agent, he will be at liberty to demand from the Accountant Officer an advance of public money for the purpose. The amount of such advance, which must not exceed 100*l.*, is to be debited by the Accountant Officer in the ship's ledger against the pay of such Captain, who can reimburse himself by drawing on the ship's agent for the amount when opportunity shall occur.

1877. Under Pacific Islanders' Protection Acts.—In case any proceedings shall have been instituted by, or on behalf of, any of His Majesty's ships in respect of matters under the Pacific Islanders' Protection Acts of 1872 and 1875, the Captain will be at liberty to obtain from the Accountant Officer of his ship an advance of public money for the purpose. The amount of such advance, which must not exceed 200*l.*, will be charged as an imprest against such Captain until the Treasury, should they so decide, shall repay the same under the 19th clause of the said Act.

2. It is desirable that the approval of the Commander-in-Chief or Senior Officer on the station should be obtained before such application of public money; but should the delay necessary to obtain such approval be inconvenient, the advance may be made on the sole authority of the Captain, the case being afterwards reported to the Commander-in-Chief or Senior Officer.

SECTION II. PRIZE MONEY.

1878. Distribution of Prize Money.—Whenever a capture shall have been made, or any service performed by a ship for which it is expected that an award will be made, the Captain is to transmit by the first opportunity to the Admiralty, for the Accountant-General—

- (a) A complete list of all the officers, seamen, marines, boys and other persons actually on board on the occasion, specifying therein whether any other ship, including those of His Majesty's allies, was in sight at the time, and entitled to share, the name and description of the prize, &c., and also the place and date of the capture or service; a special notation being made against the names of all supernumerary

officers above the rank of Midshipman, who were doing duty by order at the time. This notation is also to be made against their names on the ledger for the period.

(b) A complete list of all persons who were absent on duty or otherwise at the time, specifying in each case the cause of such absence.

2. Each list, which is to be prepared in accordance with the terms of the then existing Prize Proclamation, is to contain the rank or rating of each person named therein, his number on the ship's books, and, in the case of petty officers, seamen and boys, their official numbers as well, and is to be signed by the Captain and three of the chief officers on board, of whom the Accountant Officer is to be one.

3. The date of the capture and condemnation of the vessels or slaves is to be inserted on all vouchers for the supply or expenditure of provisions, clothing, or stores for the vessels or the slaves captured.

4. The scale of prize money to the ship's company and marines is given in column 3, Appendix XV., Part I.

5. Applications for prize or salvage money are to be made to the Accountant-General on form S. 540.

1879. Assignments of Prize Money.—Only commissioned and warrant officers can make valid assignments of prize money.

2. Any assignment made by a warrant officer of any prize-money shall be void unless it truly expresses the consideration money actually paid by the person in whose favour it is made to the person making it, and upon any such assignment there shall be paid so much money only as appears to have been actually paid as consideration for the same, with interest thereon at 5*l.* per cent. per annum.

3. Any share of prize money of any other person can only be paid to himself, or the person named in an order drawn by him as hereinafter prescribed; but this restriction shall not apply to any prize money remaining unpaid on the promotion of a subordinate officer to the rank of commissioned officer, or of a seaman to the rank of warrant officer.

4. Every prize order must be drawn on a printed form issued by the Accountant-General; and in favour of some one or other of the following persons by name, viz. :—

- (a) The drawer's wife.
- (b) „ father or mother,
- (c) „ son or daughter,
- (d) „ brother or sister,

who must be so described in the order.

5. **Shares not claimed.**—Should the share of any person be not duly claimed within six years after it is payable to him, it shall be deemed unclaimed, and shall be dealt with accordingly; but notwithstanding that any such share shall have been forfeited or remain unclaimed, the Admiralty, should they see good cause, may pay the same out of the naval prize cash balance.

SECTION III. PRISONERS OF WAR.

1880. Register of Prisoners of War.—The Accountant Officer will keep a register of all prisoners taken from prizes captured in war who may be received in the ship, in order that a perfect record may be kept of all prisoners so taken, and a return is to be rendered to the Admiralty monthly in the same form, in order that the requisite information may be preserved. See 27 (*Treatment of Prisoners of War*).

CHAPTER L.

QUARANTINE AND CUSTOMS REGULATIONS.

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II. <i>Customs</i> - - - - -	648

SECTION I. QUARANTINE.

1881. At Home Ports.—Officers in command of fleets and squadrons or single ships arriving from abroad at ports in the United Kingdom, are to be guided by the rules contained in the pamphlet entitled "Quarantine Regulations," dated August 1908, and issued for the information of the Captains of His Majesty's ships.

2. When guns are fired to enforce quarantine or port regulations and the local laws admit of the recovery of the cost of the ammunition so expended, the amount is to be recovered and paid over to the local War Department authorities.

1882. At Foreign or Colonial Ports.—Officers in command of fleets, squadrons, or single ships, are to be very careful when arriving at a port out of the United Kingdom, whether British or foreign, to comply strictly with all local regulations relative to quarantine; in cases of doubt, and when the local regulations may not be known, no communication should be held with the shore, with boats or with other ships, until a sufficient time has elapsed to allow of the visit of the health officer.

2. **When Quarantine Flag to be flown.**—If the ship or ships shall have arrived from an infected port, or shall have any infectious or contagious disease on board, or shall have communicated with a ship from an infected port, or with contagion or infection on board, the quarantine flag is to be hoisted and kept flying until pratique is received.

3. Every facility is to be afforded to health officers when performing these duties.

1883. Bill of Health.—Before a ship sails from a home port for any foreign port, the Captain will take care to obtain a bill of health from the proper officer of Customs.

SECTION II. CUSTOMS.

1884. Conveyance of Packages.—Packages are not to be received on board any of His Majesty's ships for conveyance without the knowledge and approval of the Captain.

2. **Merchandise.**—So far as possible, such packages are to be limited to articles brought or sent by naval and military officers, and government officials, to their friends, and the shipment of anything in the way of merchandise is distinctly forbidden.

3. **Parcels Book.**—If not intended to be cleared with baggage on arrival, the marks and stated contents, with the names and addresses of the shippers and consignees, are to be entered in a book (form S. 568) which is to be initialled by the Captain at each port of shipment, and is to be produced, if required, to the officers of Customs at the port of delivery.

Landing Packages.—All such packages are to be landed within 48 hours of the ship's arrival in harbour, and removed to the Customs baggage warehouse to await the authority of the Commissioners of Customs for delivery.

1885. On arrival at Home Port.—On the arrival of one of His Majesty's ships at a port in the United Kingdom, the Captain is to make the following returns to the Collector of Customs before any goods which have been shipped beyond the seas are taken out of the ship, and he is also truly to answer such questions concerning the goods as may be put to him by the Collector or other proper officer of Customs, observing that, on failure thereof, he will be liable to a penalty of one hundred pounds:—

(a) **Returns of Goods carried.**—An account of all goods brought home in the ship, with the information, duly inserted thereon, required by form S. 216, which has been established for the purpose, and with a declaration under his hand that it is a true and correct return to the best of his knowledge and belief.

(b) **Declaration of Dutiable Goods.**—A list (form S. 569) containing the declarations of all commissioned, subordinate, and warrant officers, borne on the books of the ship, and showing, against the signature of each officer, the dutiable goods which are in his possession and which are his private property; the same being certified by the Captain to be a complete list of the officers borne; also containing declarations signed by the presidents of the committees of the several officers' messes on board, with reference to the dutiable goods in the joint respective possession of such messes; the same being certified by the Captain to be a complete list of the messes, and that the signatures are those of the presidents.

Such of the ship's company as have dutiable goods, including Service tobacco, in their possession must declare on this form, and any of the ship's company found with dutiable goods not so declared will be held guilty of attempting to smuggle.

Any dutiable goods on board for the use of the ship's canteens should be included in this return.

N.B.—Officers and men will be allowed to retain everything declared on this form on the understanding that it is only for use on board, and is not to be landed except under the authority of His Majesty's Customs. The Captain should, however, discourage officers and men from having in their possession larger quantities of dutiable goods than could reasonably be wanted for their own use.

(c) A list (form S. 569a) containing the declaration of each passenger with reference to the dutiable goods in his possession, the same being certified by the Captain to be a complete list of the passengers on board.

N.B.—these three forms are to be prepared in duplicate according to the instructions printed thereon.

1886. Stores allowed Duty Free.—The following dutiable goods for use on board may be embarked as stores duty free in His Majesty's sea-going ships and vessels in commission:—

Beer, tobacco (including cigars and cigarétes), tea, coffee, cocoa, dried fruits, sugar and goods containing sugar (such as jam, &c.), also wines and spirits subject to certain restrictions as to quantity.

Torpedo craft and submarines can only obtain supplies under these conditions through their parent ships.

Hulks, vessels permanently moored, and tenders to harbour ships and establishments, are not entitled to the issue of duty-free stores.

2. Procedure.—The authorised forms of application and of receipt for such goods are to be signed after due verification by the responsible commissioned officer, viz., the president or one of the caterers for ward-room or gun-room

mess stores, or the Accountant Officer for canteen stores, and countersigned by the Captain or Commanding Officer.

1887. Non-observance of Customs Regulations.—Any officer belonging to His Majesty's Navy, and borne on the books of, or embarked for passage in, any of His Majesty's ships, who shall fail to comply with, or who shall commit a breach of the Customs Regulations, either by smuggling, or attempting to smuggle, dutiable goods, or in any other way evading or attempting to evade such regulations, will incur the severe displeasure of the Admiralty; and if the Captain shall discover any such officer to have been guilty of any breach of the Customs Regulations as aforesaid, he shall acquaint the Senior Officer, for the information of the Admiralty, in order that conduct so injurious to the public, and so disgraceful to an officer, shall be dealt with as the circumstances of the case may require.

Should any person under his command be detained for a breach of the Customs Laws or Regulations, the Captain shall in the same manner report the full particulars.

2. It is the Captain's duty to place in security on board the ship any person or persons, being part of the crew, who shall be liable to detention under the Customs Acts, until required to be brought before a Justice to be dealt with according to law, when the Captain shall deliver such person or persons to the detaining officer.

3. The landing of tobacco or tobacco stems, even for officers and men whose duties compel them to reside on shore, is contrary to law, and is, therefore, not to be allowed.

4. **Notice as to Dutiable Goods.**—A notice is to be posted in conspicuous parts of His Majesty's ships to the effect that dutiable goods landed without due authority from the Customs Officers, are liable to seizure, and the offending persons to prosecution.

Customs Consolidation Act, 1876, 39 & 40 Vict. cap. 36, s. 42, and relative Acts.

1888. Goods prohibited to be imported.—The goods enumerated and described in the following table of prohibitions and restrictions inwards are hereby prohibited to be imported or brought into the United Kingdom, save as thereby excepted, and if any goods so enumerated and described shall be imported or brought into the United Kingdom contrary to the prohibitions or restrictions contained therein, such goods shall be forfeited, and may be destroyed or otherwise disposed of as the Commissioners of Customs may direct.

A TABLE OF PROHIBITIONS AND RESTRICTIONS INWARDS.

Goods prohibited to be Imported.

Books wherein the copyright shall be first subsisting, first composed or written or printed in the United Kingdom, and printed or reprinted in any other country, as to which the proprietor of such copyright or his agent shall have given to the Commissioners of Customs a notice in writing, duly declared that such copyright subsists, such notice also stating when such copyright will expire.

Books, first published in any country or state other than the United Kingdom, wherein, under the International Copyright Act, 1886, or any other Act, or any Order in Council made under the authority of any Act, there is a subsisting copyright in the United Kingdom, printed or reprinted in any

country or state other than the country or state in which they were first published, and as to which the owner of the copyright, or his agent in the United Kingdom, has given to the Commissioners of Customs in the manner prescribed by Section 44 of the Customs Consolidation Act, 1876, a notice in such form and giving such particulars as those Commissioners require, and accompanied by a declaration as provided in that section.

Coin, viz., false money, or counterfeit sterling, and imitation coin with certain exceptions.

Coin, silver, of the realm, or any money purporting to be such, not being of the established standard in weight or fineness.

Coins coined in any foreign country other than gold or silver coins.

Extracts, essences, or other concentrations of coffee, chicory, tea, or tobacco, or any admixture of the same, except in transit, or to be warehoused for exportation only.

Indecent or obscene prints, paintings, photographs, books, cards, lithographic, or other engravings, or any other indecent or obscene articles.

Snuff work.

Tobacco stalks, whether manufactured or not.

Tobacco stalk flour.

Tobacco cut and compressed by mechanical or other means.

} Except by special per-
mission of the Commis-
sioners of Customs.

All goods which if sold would be liable to forfeiture under the Merchandise Marks Act, 1887, and also all goods of foreign manufacture bearing any name or trade mark being or purporting to be the name or trade mark of any manufacturer, dealer, or trader in the United Kingdom, unless such name or trade mark is accompanied by a definite indication of the country in which the goods were made or produced.

All articles bearing or having affixed to them any stamp, name, writing, or other device implying or tending to imply any sanction or guarantee by the Customs or by any other Department of the Government.

Clocks and watches, or any other article of metal, impressed with any mark or stamp representing or in imitation of any legal British assay mark, or stamp, or purporting by any mark or appearance to be of the manufacture of the United Kingdom.

Infected cattle, sheep, or other animals, or the carcases thereof, and hides, skins, horns, hoofs, or any other part of cattle or other animals, the importation of which the Board of Agriculture and Fisheries by order prohibit, in order to prevent the dissemination of any contagious distemper.

Spirits (not being cordials, or perfumed or medicinal spirits), unless in ships of 40 tons burden at least, and in casks or other vessels capable of containing liquids, each of such casks or other vessels being of the size or content of 9 gallons at the least, and duly reported, or unless in glass or stone bottles, properly packed in cases, and forming part of the cargo of the importing ship and duly reported.

Tobacco, cigars, cigarillos or cigarettes, and snuff, unless into ports approved by the Commissioners of Customs for the importation and warehousing thereof, nor unless in ships of not less than 120 tons burden, nor unless in whole and complete packages, each of the gross weight of not less than 80 lb. (no such package to contain any other articles than tobacco, cigars, cigarillos, cigarettes, or snuff).

Tobacco, sweetened (whether manufactured or unmanufactured), except as otherwise specially provided for by this or any other Act relating to the Customs.

Wine, except into such ports as may be approved for the importation thereof by the Commissioners of Customs.

Goods proved to the satisfaction of the Commissioners of Customs by evidence tendered to them to have been made or produced wholly or in part in any foreign prison, gaol, house of correction, or penitentiary, except goods in transit or not imported for the purposes of trade, or of a description not manufactured in the United Kingdom.

Explosives, except under certain conditions.

Fictitious stamps, and any die, plate, &c., for making such stamps.

Lottery notices or advertisements.

Sugar from certain countries named in Orders in Council, which by reason of being bounty-fed is prohibited to be imported.

Cavendish or Negro-head tobacco containing leaves of trees or plants other than the tobacco plant.

Manufactured tobacco, other than Cavendish or Negro-head, containing any prohibited ingredient.

Saccharin (except subject to certain regulations).

Destructive insects, viz., the Colorado beetle.

CHAPTER LI.

SALVAGE.

(See MERCHANT SHIPPING ACT, 1894, Part IX., ss. 557-64.)

1889. Aid to Ships in Danger.—All officers of His Majesty's ships are to afford every possible aid to vessels in danger, distress, or in want of casual assistance, and in saving life.

2. **Salvage Services** are services rendered by persons by whose assistance a ship, its apparel, cargo or wreck, or, generally speaking, the lives of any persons belonging to such ship, has or have been saved when in danger, either at sea or in tidal waters or on the shores thereof. It is not necessary that the danger should be imminent; it is sufficient if at the time the assistance is rendered the ship has encountered any danger or misfortune which might possibly expose her to destruction if the services were not rendered. Services rendered to ships not amounting to salvage services will in this Chapter be referred to as "assistance."

3. No officer in the Navy may make a claim for salvage without Admiralty sanction, which will not be given unless arduous service or service accompanied with hazard has been rendered, but this regulation is not to interfere with the preliminary steps which a salvor is authorised to take under the Merchant Shipping Act as described in this Chapter. No court of law can decide upon any claim made by officers or men belonging to His Majesty's ships without such consent of the Admiralty.

4. When salvage services or assistance have been rendered by one of His Majesty's ships the Captain is to forward a report of the matter to the Commander-in-Chief for the information of the Admiralty with special reference to the following points:—

- (a) Whether he considers the services amounted to salvage services as defined in clause 2, and why?
 - (b) Whether it is desired to make a claim for salvage.
- If it is desired to make such a claim a copy of the ship's log should be forwarded, and it should be stated:—
- (c) What was the arduous service or service accompanied with hazard which was rendered?
 - (d) What is the estimated value of the ship and cargo or other property salvaged, and what amount it is proposed to claim for salvage?
 - (e) Has a bond or agreement been given as provided in Articles 1891 and 1892, and has the vessel or property been released in consequence?

5. In every case of salvage or assistance the Captain's report should be accompanied by a list of expenses incurred, including claims for compensation for damage to clothing and any extra pay which he may consider should be granted (see Articles 1491, clause 3, and 1633).

It is to be understood that any compensation or extra pay granted will be deemed part of the salvage award, if any, and deducted from the amount received before distribution.

1890. Directions of Receiver of Wrecks.—On any vessel being stranded or in distress at any place on the shore of the sea, or of any tidal water within the United Kingdom, it is the duty of every officer or man belonging to His Majesty's ships in the neighbourhood present at the wreck to obey the directions of the Receiver of Wrecks, or of the person duly authorised to act in his behalf, and to afford him every assistance in the performance of the duties imposed upon the Receiver by the Merchant Shipping Acts.

1891. Procedure to enforce Claims.—In order to prevent needless detention of the vessels or property saved in foreign and distant places, and at the same time to ensure due satisfaction of the claims of the salvors, the lien of the salvors upon the vessels, cargo, or property, as the case may be, is to cease upon proper security being given. The practice on this head is to be as follows :—

- (i) Should the Captain, officers, or crew of any ship render salvage service to a merchant vessel at any place out of the United Kingdom and the four seas adjoining thereto, then, unless the parties can agree between themselves, in the manner mentioned in Article 1892, the salvor, instead of retaining possession until the claim is settled, must take the vessel to some foreign port where there is a consular officer, or to some British port where there is a colonial Court of Admiralty, or a Vice-Admiralty Court ; and in so doing, the salvor is, so far as his primary duty to the King's Service permits, to be guided by the convenience of the vessel saved. Within 24 hours after arriving at such port, the salvor, and the master or other person in charge of the property alleged to be saved, are each to deliver to the consular officer or to the judge of the colonial Court of Admiralty, or Vice-Admiralty Court, a statement on oath, specifying, so far as possible, the particulars set out in the first part of the 19th Schedule to the Merchant Shipping Act, 1894, so far as those particulars are applicable ; and also, in the case of the master or other person, his willingness to execute a bond, so far as circumstances will permit, in the form set out in the second part of that schedule, in such amount as the said consular officer or judge shall fix.
- (ii) Particulars to be stated both by the salvor and by the master or other person in charge of the vessel, cargo, or property saved :—
 - (a) The place, conditions, and circumstances in which the vessel, cargo, or property was at the time when the services were rendered for which salvage is claimed.
 - (b) The nature and duration of the services rendered.
- (iii) Additional particulars to be stated by the salvor :—
 - (a) The proportion of the value of the vessel, cargo, and property, and of the freight which he claims for salvage, or the values at which he estimates the vessel, freight, cargo, and property respectively, and the several amounts that he claims for salvage in respect of the same.
 - (b) Any other circumstances which he thinks relevant to the said claim.
- (iv) Additional particulars to be stated by the said master or other person in charge of the said vessel, cargo, or property :—
 - (a) A copy of the certificate of registry of the said vessel, and of the endorsements thereon, stating any change which (to his knowledge or belief) has occurred in the particulars contained in the certificate ; and stating also, to the best of his knowledge and belief, the state of the title to the vessel for the time being, and of the incumbrances and certificates of mortgage or sale, if any, affecting the same, and the names and places of business of the owners and incumbrancers.
 - (b) The name and place of business or residence of the freighter (if any) of the said vessel, and the freight to be paid for the voyage on which she then is.
 - (c) A general account of the quantity and nature of the cargo at the time the salvage services were rendered.
 - (d) The name and place of business or residence of the owner of the cargo and of the consignee thereof.
 - (e) The values at which the master or person making the statement estimates the vessel, cargo, and property, and the freight respectively ; or, if he thinks fit, in lieu of the estimated value of the cargo, a copy of the vessel's manifest.

- (f) The amounts which the master thinks should be paid as salvage for the services rendered.
 - (g) An accurate list of the property saved, in cases where the vessel is not saved.
 - (h) An account of the proceeds of the sale of the vessel, cargo, or property in cases where the same or any of them are sold at the port where the statement is made.
 - (i) The number, capacities, and condition of the crew of the vessel at the time when the services were rendered; and
 - (k) Any other circumstances he thinks relevant to the matters in question.
- (v) Should the parties be unable to give all the above particulars, the reasons for omitting any of them should be stated.
- (vi) Upon receiving these statements, the consular officer or judge will proceed within four days to fix what he considers an adequate sum to compensate the salvors for the services rendered, and to cover any additional claim for costs. In doing this, he is instructed to remember that the claim will have to be decided by the Court to which the matter is referred after the consent of the Admiralty shall have been obtained, and that, in the case of a British vessel, the only security required is a bond by the master. In that case, therefore, he is to fix a sum which will cover the claim actually made by the salvor, with an additional sum of about 150*l.* for costs. With regard to a foreign vessel, where sureties are required, it is important that the amount secured should not be excessive, and the consular officer or judge is therefore, in that case, to exercise special discretion.
- (vii) Should either party fail to make his statement, the consular officer or judge may proceed *ex parte*, but he should not, except in a pressing case, do so without giving notice; and if the property or vessel saved is to be sold, he is to allow a reasonable time for the purpose of giving the particulars of the sale. He has no power in any case to require the cargo to be unladen.
- (viii) Should the consular officer or judge require additional information, he may examine the parties or witnesses upon oath, and in such case the evidence is to be taken in writing, and to be attached to or accompany the statements.
- (ix) In fixing the amount for which security is to be given in the case of a foreign ship, the consular officer or judge will approximate as nearly as he can to what he considers sufficient compensation for the services rendered; and will be guided, so far as he has the means and knowledge, by the rules which ordinarily guide Admiralty Courts in such cases, adding to the amount 150*l.* or thereabouts to cover costs. He is to remember that the bond being substituted for the property by way of security for the claim, the amount should be large enough to cover it—on the other hand, that no award is ever made exceeding one-half of what is considered to be the true value of the property saved.
- (x) When the consular officer or judge has determined the amount, he is to give notice to the parties to cause a bond to be prepared in the form set out in the second part of the 19th Schedule to the Act referred to, and to see that it is properly filled up with the particulars as given to him, and with the sum which he has determined. If the parties wish that the case should be adjudicated on in any colonial Court of Admiralty, or Vice-Admiralty Court in the British dominions, the name of the Court, and the place for which it acts, is to be inserted in the bond. If not, the High Court in England will be the Court to adjudicate upon it. This bond must be executed by the master

in the presence of the consular officer or judge, and must be attested by him. The consular officer or judge will then deliver it to the salvor, and thereupon the lien of the salvor on the property will cease, and his remedy will be upon the bond.

- (xi) Should, however, the vessel or property saved be owned by persons who reside in any foreign country, such additional security must be given as the consular officer or judge may approve; for this purpose, it is his duty to see that the persons giving the security are solvent persons, and that the security is one which is capable of being enforced in a British Court of Justice. When duly executed and attested, it must be given to the consular officer or judge, or, should the salvor so desire, it must be placed in the joint possession of the consular officer, of the judge, and of any other person whom the salvor may appoint for the purpose, to be afterwards dealt with as the Court which shall adjudicate upon it may direct.

1892. Agreement between Salvor and Master.—If the salvor and the master of the vessel saved can agree between themselves, they may enter into an agreement, which will have the same effect as the bond before mentioned, without going before a consular officer or judge. This is a course which it will be found very desirable to take where the destination of the ship-of-war, and of the vessel saved, are such that they cannot proceed to a place where there is a consular officer or judge, without inconvenience to one or both. Where such an agreement is made, care should be taken to attend to the following points:—

- (a) The agreement must be in writing, and must be signed by the salvor and the master of the merchant vessel, and must be attested by two witnesses.
- (b) The sum inserted must depend on circumstances; it should in no case exceed one-half the value of the property saved; 150*l.* should be added to cover costs.
- (c) The agreement should be accompanied by statements signed by the salvor and master respectively, similar to those given to a consular officer or judge, except that they need not be on oath.
- (d) The agreement and statements should be sent as soon as possible to the Court which has to decide on the case.
- (e) The following form may be used for the agreement referred to:—

Whereas certain salvage services are alleged to have been rendered by His Majesty's ship (insert names of ship and of Captain) Captain, to the merchant vessel (insert names of vessel and of Master) Master, belonging to (name and place of business or residence of owner of vessel), freighted by (the name of the freighter), and to the cargo therein, consisting of (state very shortly the descriptions and quantities of the goods, and the names and addresses of their owners and assignees):

And whereas the said (insert name of Captain of ship) has voluntarily agreed to abandon his lien upon the said vessel (insert name of merchant vessel) and the cargo thereof, upon the Master of the said vessel entering into such agreement as hereinafter contained, as is testified by the said (insert name of Captain) signing this agreement, and he has fixed the amount to be inserted in this bond at the sum of (state the sum).

Now I, the said (name of Master), do hereby, in pursuance of the Merchant Shipping Act, 1894, and in consideration of the premises, bind the several owners for the time being of the said vessel, and of the cargo therein, and of the freight payable in respect of such cargo, and their respective heirs, executors, and administrators, to pay among them such sum, not exceeding the said sum of (state the sum fixed) in such proportions and to such persons as (if the parties agree on any other Court, substitute the name of it here)

3. **Documents to be forwarded.**—If the salvage value exceeds 5*l*. a duplicate copy of the receipt together with a report of survey on the articles recovered with full particulars relative to the same, and giving a correct estimate of their value and of the proper amount of salvage to be paid for their recovery, is to be forwarded by the Captain, through his Commander-in-Chief, to the Admiralty.

4. In cases where payment is authorised locally the copy of the receipt together with the report of survey and a full description of the articles salvaged should be attached to the cash account voucher.

CHAPTER LII.

PENSIONS AND GRATUITIES TO OFFICERS.

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SECTION I. PENSIONS FOR WOUNDS AND INJURIES.

1897. Claims of Officers wounded or disabled.—His Majesty is pleased to reserve to himself the consideration of the claims of officers of the Royal Navy and Royal Marines for pensions on account of having been wounded or disabled in His Service, as their several cases shall be represented to His Majesty by the Admiralty.

1898. Conditions of grant.—A pension for wounds will only be granted in the event of an officer having lost an eye, or a limb, or the use of a limb, or sustained an injury equivalent or nearly equivalent thereto in His Majesty's Service, and no injury caused by an officer's own neglect or carelessness will be considered for compensation.

2. **Marine Officers** are granted pensions and gratuities for wounds and injuries received in action, under the Regulations and on the scale laid down for the Army.

1899. Maximum Amounts, Commissioned Officers.—The maximum pension to be recommended to His Majesty, in ordinary cases, for the loss of an eye, or a limb, or of the use of a limb, or for an injury, equivalent or nearly equivalent thereto, shall be according to the following scale:—

Military Branch.

	In Action. Not in Action.	
	£	£
Flag Officers - - - - -	Amount to be specially considered.	
Captains and Staff Captains - - - - -	300	250
Commanders - - - - -	260	200
Lieutenants of 'eight years' seniority - - - - -	200	150
Lieutenants under eight years' seniority - - - - -	100	75
Sub-Lieutenants - - - - -	70	50

Other Branches.

Surgeons-General - - - - -	Amount to be specially considered.	
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Other Branches—continued.

	In Action.	Not in Action.
Engineer Rear-Admirals - - - - -	£	£
Secretaries to Admirals of the Fleet - - -		
Paymasters-in-Chief - - - - -	300	250
Deputy Surgeons-General - - - - -		
Engineer Captains - - - - -		
Secretaries to Commanders-in-Chief after five years' service on full pay as such - - -	300	250
Secretaries to Commanders-in-Chief under five years' service on full pay as such - - -		
Fleet Surgeons - - - - -		
Engineer Commanders and Engineer Lieutenants (Senior List) of 10 years' standing from date of advancement to Senior List - - -	260	200
Chaplains of 15 years' seniority - - - - -		
Fleet Paymasters of 15 years' seniority as Paymaster - - - - -		
Naval Instructors of 15 years' seniority - - -		
Staff Surgeons - - - - -		
Secretaries to junior Flag Officers, Commodores of the First Class, or Captains of the Fleet -		
Engineer Commanders and Engineer Lieutenants (Senior List) under 10 years' standing from date of advancement to Senior List, and Engineer Lieutenants of eight years' seniority who have been promoted from the ranks of commissioned warrant or warrant officer -	200	150
Chaplains of eight and under 15 years' seniority -		
Fleet and Staff Paymasters of eight and under 15 years' seniority as Paymasters - - - - -		
Naval Instructors of eight and under 15 years' seniority - - - - -		
Carpenter Lieutenants of eight years' seniority -		
Secretaries to Commodores of the Second Class -		
Chaplains under eight years' seniority - - -		
Staff Paymasters and Paymasters under eight years' seniority as Paymaster - - - - -	100	75
Naval Instructors under eight years' seniority -		
Surgeons - - - - -		
Assistant Paymasters of eight years' seniority -		
Engineer Lieutenants of eight years' seniority (Junior List), except those promoted from commissioned warrant or warrant rank - - -	100	75
Engineer Lieutenants under eight years' seniority who have been promoted from commissioned warrant or warrant rank - - - - -		
Carpenter Lieutenants under eight years' seniority		
Assistant Paymasters under eight years' seniority		
Engineer Lieutenants under eight years' seniority except those promoted from commissioned warrant or warrant rank - - - - -	70	50
Engineer Sub-Lieutenants - - - - -		

Other Branches—continued.

						In Action.	Not in Action.
<i>Royal Marines.</i>							
General officers	—	—	—	—	—	Amount to be specially considered.	
Colonels	—	—	—	—	—		
Lieutenant-Colonels	—	—	—	—	—	£	£
Majors	—	—	—	—	—	300	250
Captains	—	—	—	—	—	200	150
Lieutenants	—	—	—	—	—	100	75
						70	50

1900. Commissioned Warrant, Warrant, and Subordinate Officers.—The following officers, at the discretion of the Admiralty, shall be awarded pensions for the loss of an eye or a limb, or the use of a limb, in His Majesty's Service, or for an injury equivalent or nearly equivalent thereto, according to the following scale:—

						In Action,	Not in Action,
						any sum not	any sum not
						exceeding.	exceeding.
Commissioned warrant officers	—	—	—	—	—	£	£
Warrant officers	—	—	—	—	—	70	50
Midshipmen	—	—	—	—	—	} 50	} 30
Clerks	—	—	—	—	—		
Naval Cadets	—	—	—	—	—	} 45	} 25
Assistant Clerks	—	—	—	—	—		

1901. Separate Injuries.—Officers who have lost more than one eye or one limb, or who may have sustained injuries equivalent or nearly equivalent thereto, may be awarded a pension for each eye or each limb.

1902. Alterations in Rates.—The foregoing rates of pension may be altered from time to time, at the discretion of the Admiralty, who also reserve to themselves a discretionary power to recommend to His Majesty that pensions in excess of these rates may be awarded in special cases, and to grant special pensions to the officers named in Article 1900, should the circumstances of their case be exceptional.

1903. Temporary Pensions.—When the ultimate extent of the wound or injury is doubtful, temporary pensions only shall be awarded, and the continuance and amount of them will depend on subsequent medical surveys.

1904. Definition of "In action."—Wounds received "in action" are wounds received in fight with the enemy, or with pirates or smugglers, or in encounters with the ships of friends by mistake, or in quelling disturbances on shore or afloat.

1905. Regulation of award by Rank.—The pension granted to an officer shall be according to the rank which he held at the time he received the wound or injury; and such pension shall not be increased in consequence of any subsequent promotion; but if an officer should have been employed at the time he received his wound or injury in the discharge of duties superior to those of his actual rank, or should his promotion be antedated to the day on which he received his wound or injury, the pension may be given in accordance with the rate prescribed for the confirmed rank immediately above that held by him at the time of receiving his wound or injury, or for the rank to which he was so promoted.

1906. Conditions under which paid.—A pension awarded for wounds or injuries may be held together with any other pension to which the officer may be entitled, and may be received by an officer while serving.

1907. Claims, when to be made.—Claims for pensions for wounds or injuries shall not be taken into consideration if not preferred within five years after the date of injury, with the exception of claims from officers promoted from commissioned warrant or warrant rank who were injured before promotion.

1908. Preliminary Survey.—Officers who have received wounds in action shall not be surveyed, with a view to being granted compensation for the same, until the expiration of 12 months from the date of injury* ; but officers who have been injured on duty may be surveyed before the expiration of 12 months. In no case shall a pension be awarded for wounds or injuries until the officer has been surveyed at the Admiralty, unless it be impossible for him to attend, in which case the survey may be held elsewhere.

1909. Date of commencement.—Pensions awarded for wounds or injuries shall commence, as a rule, from the date of the Order in Council, or other document, awarding the same, but special dates of commencement may be fixed in special cases.

SECTION II. GRATUITIES FOR WOUNDS AND INJURIES.

1910. Gratuities for Injuries in Action.—Gratuities in addition to pensions for wounds, shall not be granted, unless an officer shall have been wounded in action, as defined in Article 1904, and shall have lost an eye or a limb, or the use of a limb, or sustained an injury equivalent or nearly equivalent thereto.

2. Amount of Gratuity and cost of cure.—In such cases, the officer, provided he make his claim within five years from the date of injury, shall be allowed a gratuity of one year's full pay of the rank which he held at the time he received the wound, and shall be further allowed such expenses of his cure, if it is not performed at His Majesty's expense, as shall be certified by the Medical Director-General to be fair and reasonable, provided that such expenses do not in any case amount to more than one year's full pay of the rank which he held at the time he received the wound.

3. Wound not equal to loss of a Limb.—In the event of the wound not amounting to the loss of an eye or a limb, or the use of a limb, or not being equivalent or nearly equivalent thereto, the officer, provided he makes his claim within five years from the date of the injury, shall be allowed such gratuity, without pension, as the case may appear to the Admiralty to require, provided it does not amount to one year's full pay of the confirmed rank which the officer held at the time he received the wound. The expenses of cure shall likewise be allowed, under the conditions and restrictions specified in the preceding clause.

4. Basis of Gratuity.—In the calculation of these gratuities, the officer's command money, and other full pay allowances except table money, shall be included.

1911. Injuries on Service not in Action.—Officers who have not been wounded in action, but who have been injured on duty, and whose injuries do not amount to the loss of an eye or a limb, or the loss of the use of a limb, or are not equivalent or nearly equivalent thereto, may, at the discretion of the Admiralty, be granted gratuities of less than one year's full pay, of the confirmed rank which the officer held at the time he received the injury, provided the claim is preferred within five years from the date thereof.

* An officer wounded in action, whose injury is equivalent or nearly equivalent to the loss of a limb, receives a gratuity of one year's pay, and his expenses of cure, and full pay till cured. Should the injury not be of that extent, he still receives a gratuity, his expenses of cure, and full pay till cured, though not a pension. See 1352 (*Commissioned Officers wounded in Action*).

2. **Basis of Gratuity.**—In the calculation of these gratuities, the officer's command money, and other full pay allowances except table money, shall be included.

3. This Article does not apply to commissioned warrant officers and warrant officers, whose cases are dealt with in the Articles following.

1912. Commissioned Warrant and Warrant Officers.—Officers promoted from commissioned warrant or warrant rank, who were injured before promotion, are exempted from the regulation referred to in Articles 1910 and 1911 requiring application to be made within five years.

1913. Certain Officers when ruptured.—Commissioned warrant officers and warrant officers, who have been ruptured on duty, may, at the discretion of the Admiralty, be awarded when retired, gratuities of 10*l.* for a single rupture, 20*l.* for a double rupture, and six months' pay for an umbilical rupture. Applications for compensation for such injuries shall not be considered until the officer is finally discharged from the Service.

2. **Minor Injuries.**—Gratuities of small amounts not exceeding six months' pay for minor injuries received on duty may also be awarded, at the discretion of the Admiralty, to these officers, when retired, provided they have not already received compensation for the same. See 1911 (*Injuries sustained on Duty*).

1914. Not payable to Representatives.—Gratuities for wounds or injuries shall only be paid to the wounded officer himself; and shall not be payable to any relative or representative of a deceased officer, unless the gratuity shall have been awarded before his death.

SECTION III. RETIRING PENSIONS TO COMMISSIONED WARRANT OFFICERS, WARRANT OFFICERS, AND COAST GUARD OFFICERS.

1915. Age for Retirement.—Retiring pensions shall be awarded to commissioned warrant officers, warrant officers, and coast guard officers, under the following regulations:—

(a) They shall be pensioned at 55 years of age, or at any lesser age, if found unfit for or unworthy of, further employment; and they may be pensioned, by the permission of the Admiralty, at their own request at 50 years of age.

See 1918 (*Age for Retirement of Chief and Head Schoolmasters*), and Appendix XI. (*Powers of Admiralty in regard to Officers*).

(b) **Scale.**—The following shall be the scale of pensions:—

Ranks.	For each Year's Service above the Rank of Petty Officer at the Rate of	Addition for each Year's Service as Seaman or Petty Officer.	Maximum for Service only.	Minimum for Service only.
Chief Gunner - - -	£ s.	£ s.	£	No fixed minimum.
Chief Boatswain - - -				
Chief Signal Boatswain - - -				
Commissioned Telegraphist Chief Carpenter - - -	5 0	1 10	150	Under five years' service as warrant officer, 40 <i>l.</i> With five years' service as warrant officer and under 10, 50 <i>l.</i> With 10 years' service as warrant officer and under 15, 75 <i>l.</i> With 15 years' service as warrant officer, 95 <i>l.</i>
Gunner, Boatswain, Signal Boatswain, Warrant Telegraphist, and Carpenter: Under 10 years - - -	3 10	1 10	120	
With 10 years - - -	4 0	1 10	120	

Ranks.	For each Year's Service above the Rank of Chief Petty Officer at the Rate of	Addition for each Year's Service as Chief Petty Officer.	Addition for each Year's Continuous Service prior to being rated Chief Petty Officer.	Maximum for Service only.	Minimum for Service only.
Chief Artificer Engineer, Commissioned Mechanician, and Commissioned Electrician —	£ s. 5 0	£ s. 2 10	£ s. 1 10	£ 150	No fixed minimum.
Chief Master-at-Arms, Artificer Engineer, Warrant Mechanician, Warrant Electrician, Warrant Armourer, Head Wardmaster, Warrant Writer, Head Steward, and Instructor in Cookery: Under 10 years —	3 10	2 10	1 10	120	
With 10 years — —	4 0	2 10	1 10	120	
					Under five years' service as warrant officer, 50%. With five years' service as warrant officer and under 10, 60%. With 10 years' service as warrant officer and under 15, 75%. With 15 years' service as warrant officer, 95%.

Ranks.	For each Year's Service above the Rank of Petty Officer at the Rate of	Addition for each Year's Service as Seaman or Petty Officer.	Maximum for Service only.	Minimum for Service only.
Divisional Chief Officer and Chief Officer in Charge of Royal Naval Reserve Battery — — — —	£ s. 5 0	£ s. 1 0	£ 120	£ 50
Chief Officer of Station — — — —	4 0	1 0	100	45

Rank.	Scale.	Maximum.
Chief Officer of Cruiser — —	100 <i>l.</i> a year, with an additional 5 <i>l.</i> for each year's service as Chief Officer.	£ 130
Senior Mate of Cruiser — —	82 <i>l.</i> a year, with an additional 3 <i>l.</i> for each year's service as a Senior Mate.	110
Second Mate of Cruiser — —	62 <i>l.</i> a year, with an additional 3 <i>l.</i> for each year's service as a Second Mate.	100

(c) **Yard Time.**—All such officers holding appointments in His Majesty's yards, if not entitled to civil superannuation, shall be allowed to count such service as time towards pension on the above scale.

(d) **Injuries sustained on Duty.**—In the event of commissioned warrant officers, warrant officers, and Divisional and other Chief Officers of

Coast Guard on shore having sustained injuries on duty not nearly equivalent to the loss of a limb, or being disabled by sickness contracted in the Service, and not from want of proper care on their part, an increase of not more than 10*l.* a year may be made to whatever retiring allowance may be awarded to them under the foregoing scale, provided they have not already received compensation for the same.

- (e) **For Ruptures and minor injuries** received on duty, gratuities may be granted under Article 1913, at the discretion of the Admiralty, instead of the above increase.
- (f) **Medical Report.**—Whenever an application for pension on account of age, long service, or disability is made by any such officer who has received a wound or injury in the Service, the Captain will direct the Medical Officer to make a report, which he will forward with the application, for the information of the Admiralty, stating clearly the extent to which the injury affects the applicant, and the degree in which it incapacitates him from contributing towards his own support. If the injury should have been received before 30th August 1870, and no hurt certificate be produced, the applicant's statement should be supported by any documentary evidence that can be produced.
- (g) **Special Pensions or Gratuities** in excess of the foregoing scale for service, at the discretion of the Admiralty, may be awarded when special services have been rendered requiring special reward; and such lower rates of pension as the Admiralty may think proper may be granted to officers who have been found to be unworthy of further employment. See Appendix XI. (*Powers of Admiralty in regard to Officers*).
- (h) **Time not allowed.**—Time during which an officer shall not have maintained a good character in the ships in which he has served shall not be allowed to reckon as service for pension.
- (i) **Pensions as Seamen.**—Commissioned warrant officers, warrant officers, and Divisional and other Chief Officers of Coast Guard on shore, in such cases as may be for their advantage, may be pensioned on the scale for seamen, their service in the above ranks being allowed to reckon as superior petty time, under Article 1938.
- (j) **When dismissed the Service.**—All commissioned warrant officers and warrant officers who have been dismissed from His Majesty's Service for what may be considered venial offences in the case of seamen, may be allowed naval pensions on the seamen's scale, at the discretion of the Admiralty, provided they have 21 years' service, or are unfit for service as seamen in the Navy, from age or other causes. In such cases, time served above the rating of petty officer may be allowed to reckon as superior single petty time, under Article 1938.
- (k) **Acting Time.**—Time served as acting warrant officer, unless it be covered by a warrant from the Admiralty, shall count as chief petty officer or petty officer time as provided for by Article 254, clauses 1 and 2.
- (l) **Conditions of Payment.**—The pensions of commissioned warrant officers and warrant officers will be held only during good behaviour. See 2017 (*Payment of Half and Retired Pay and Pensions*).
- (m) **Injuries, C.G. Cruiser Officers.**—The case of a Chief or other officer of coast guard cruisers, who may sustain a wound or injury on duty, will be specially considered.

See 1847, clause 11 (*Giving up Books on quitting His Majesty's Service*).

1916. Fractions of a Year.—Periods of service of less than a year in each grade, but which amount in the aggregate to one year or more, will be calculated in the following manner :—

- (a) When the combined fractions do not equal 365 days, no pension shall be assigned in respect thereof.
- (b) When they equal or exceed 365 days, one year's pension and no more shall be assigned in respect thereof, **calculated thus** :—
 - (i) For each day in the fraction of service as seaman or petty officer, $\frac{1}{365}$ of the annual rate earned by such service shall be assigned.
 - (ii) For each of so many days out of the fraction of service in a higher grade as are required to make up the preceding fraction to a full year, $\frac{1}{365}$ of the annual rate earned by such service in that higher grade shall be assigned.

1917. Date for Discharge to Pension.—Commissioned warrant officers, warrant officers, Chief and other officers of Coast Guard, and subordinate officers on being pensioned for age or disability, are to be retained on ship's books till such date as may be fixed by the Admiralty in each case for their discharge to pension.

1918. Chief and Head Schoolmasters.—Retiring pensions shall be awarded to Chief and Head Schoolmasters under the following regulations :—

- (a) They shall be pensioned at 55 years of age, or at any less age, if found unfit for, or unworthy of, further employment ; and they may be pensioned, by the permission of the Admiralty, at their own request at 50 years of age. Chief and Head Schoolmasters may, however, be retained on the active list up to the age of 60, if the Admiralty consider that it will be for the benefit of the Service.
- (b) The following shall be the scale of pensions, but Chief Schoolmasters shall receive an additional 6*l.* a day for each year's service as Chief Schoolmaster, up to a maximum pension of 150*l.* a year :—

	Per diem. s. d.
After 20 years' service, with less than 5 years as warrant officer — — — — —	3 6
After 20 years' service, 5 of which to be as warrant officer	4 0
After 25 years' service, 5 of which to be as warrant officer	4 9
After 30 years' service, 5 of which to be as warrant officer	5 6

Head Schoolmasters in the Navy on 1st July 1889 will reckon all time served in that rating as warrant time.

2. Head Schoolmasters will be pensioned on the terms laid down in Article 1939 for Naval Schoolmasters in cases in which such terms will be to their advantage, service in the rank of Head Schoolmaster counting as superior petty time.

1919. Certificate, &c., on being pensioned.—On receipt of the intimation of the amount of pension awarded to a commissioned warrant officer, warrant officer, or Chief or other officer of Coast Guard, a certificate on form S. 411 is to be prepared and delivered to him by his Captain, and a return of his discharge (form S. 50) is also to be rendered by the Captain to the Accountant-General.

1920. Temporary Service Officers.—The gratuities to be awarded on discharge to Surgeons entered for temporary service, together with the scale of gratuities and allowances to their widows and children in case of injury or death through the act of the enemy are laid down in Appendix XII.

SECTION IV. DISABILITY PENSIONS TO SUBORDINATE OFFICERS.

1921. Midshipmen, Clerks, Naval Cadets, and Assistant Clerks who may be discharged from His Majesty's Service for permanent sickness or disability contracted in the Service, and not due to constitutional causes, or their own carelessness or neglect, and who shall be deemed fit and deserving objects for relief, shall be allowed pensions, at the discretion of the Admiralty, either for life or for a limited period, of not less than 1s., and not more than 2s. 6d. a day, according to the extent of the disability.

SECTION V. GOOD SERVICE PENSIONS.

1922. **Numbers and Amounts.**—The following are the established good service pensions for naval and marine officers:—

Flag Officers, 10 pensions of 300*l.* a year each, two of which may be held by Vice-Admirals and two by Rear-Admirals.

A year each.

		£
Captains of the Royal Navy	— — — — 12 pensions of	150
Engineer Vice-Admirals, Engineer Rear-Admirals who hold or may have held that rank on the active list, and officers retired from the rank of Chief Inspector of Machinery	— — — — 2 „ „	200
Engineer Captains who hold or may have held that rank on the active list, and officers retired from the rank of Inspector of Machinery	— — — — 2 „ „	150
Medical officers	— — — — 3 „ „	100
General officers of Royal Marines	— — — — 6 „ „	200
Colonels and Lieutenant-Colonels of Royal Marines	— — — — 2 „ „	150

2. These pensions shall not be held in addition to any other pensions, unless it shall be a pension conferred for wounds or injuries received in the Service.

3. **Retired Officers.**—The good service pensions of retired officers are subject to the general regulations contained in Article 2017.

4. **Naval Aides-de-Camp.**—A Flag Officer shall give up his good service pension if he is appointed naval aide-de-camp to His Majesty.

A naval aide-de-camp, to His Majesty deriving emolument from his office, shall not be allowed to hold any pension, unless it is a pension conferred for wounds or injuries received in the Service.

1923. **Distinguished Service at Sea.**—Good service pensions shall be awarded to Flag Officers and Captains for distinguished service at sea, and in determining their claims preference shall be given, in cases of special gallantry, to officers who have commanded ships in action against the enemy.

2. **Flag Officers and Captains.**—The good service pensions for Flag Officers may be conferred on officers either on the active or the retired list, provided, in the case of retired officers, that retirement shall have taken place after attaining flag rank, and that the retired pay, together with the good service pension, shall not exceed the half-pay of an Admiral of the Fleet.

3. Flag Officers in receipt of these pensions shall be allowed to retain them after being retired; but, if the retired pay and good service pension together exceed the half-pay of an Admiral of the Fleet, the retired pay shall be reduced so as to make the two together equal to that amount.

4. An Admiral of the Fleet on the active list shall not be allowed to hold any pension, unless it is a pension conferred for wounds or injuries received in the Service.

5. An officer promoted in pursuance of His Majesty's pleasure to the rank of Admiral of the Fleet on the retired list, under the provisions of the Order in Council of 22nd February 1870, Section X., paragraph 7, in consideration of the rank not carrying increase of retired pay, shall be allowed to retain the good service pension, or, if not in possession of one, shall be eligible for it.

6. Captains, Royal Navy, shall be eligible for the award of good service pensions while on the active list only, and shall forfeit them on promotion to be Flag Officers on the active list.

7. Captains, Royal Navy, will relinquish their good service pensions on retirement, and no Captain will be allowed to receive any addition to his retired pay on account of a good service pension held by him upon retirement, except in cases of retirement for ill-health caused by the Service. In such cases officers will receive, at the discretion of the Admiralty, an addition ranging from a minimum of 50*l.* to a maximum of 150*l.*, the increase over the minimum to be at the rate of 15*l.* for each year's service in excess of 20 years. In no case however, will the retired pay of a Captain exceed 600*l.* a year.

8. **Conditions under which payable.**—Flag Officers and Captains are allowed to receive their good service pensions, notwithstanding appointment to full pay or civil salary.

9. **Suspension on account of Civil Pension.**—Should any Flag Officer holding a good service pension be in receipt of or become entitled to a civil pension exceeding the value of his good service pension, the latter pension shall be suspended so long as he receives such civil pension, and the vacancy thus occasioned may be filled up; but, as a rule, it is not intended that more than one such supernumerary pension shall be in existence at the same time.

1924. **Engineer Officers.**—Engineer Vice-Admirals, Engineer Rear-Admirals, and Engineer Captains, shall be eligible for the award of good service pensions whether on the active or retired list, but when a good service pension is awarded to an Engineer Captain on the active list he shall relinquish it on promotion to Engineer Rear-Admiral, or on retirement.

1925. **Royal Marines.**—General Officers of Royal Marines shall be eligible for the award of good service pensions whether on the active or retired lists.

2. A General Officer awarded a good service pension while on the active list shall be allowed to retain it on being retired, except as provided in clause 3.

3. A General Officer who has held a good service pension while serving as Deputy Adjutant-General, and whose half or retired pay on vacating the appointment, together with the good service pension, would amount to more than 950*l.*, shall relinquish the good service pension and receive half or retired pay of 950*l.* a year.

4. A General Officer who has not been in receipt of a good service pension while serving as Deputy Adjutant-General, and whose half or retired pay on vacating the appointment falls short of 950*l.* a year, shall be eligible for the award of a good service pension, subject to the condition that, if the half or retired pay and the good service pension combined be in excess of 950*l.* a year, a reduction will be made in the half or retired pay proportionate to such excess.

5. Officers retired from the position of Colonel Commandant or placed on the reserved list of Colonels, shall relinquish the good service pension, but they are eligible for the good service pensions for General Officers.

6. Colonels and Lieutenant-Colonels shall be eligible for the award of good service pensions while on the active list only, and shall forfeit them on promotion to be General Officers on the active list.

7. Colonels and Lieutenant-Colonels, Royal Marines, retired from those ranks shall be allowed to receive, in retired pay, together with good service pension, a sum not exceeding 600*l.* a year ; but should the two together exceed that sum, they will be retired on 600*l.*, relinquishing their good service pension.

1926. **Medical Officers.**—Medical officers shall be eligible for the award of good service pensions, whether on the active or retired lists.

2. A medical officer awarded a good service pension while on the active list, shall be allowed to retain it on being retired.

SECTION VI. NAVAL, GREENWICH HOSPITAL, AND TRAVERS PENSIONS.

1927. **List of Naval and G. H. Pensions.**—The following are the established Naval and Greenwich Hospital pensions for officers :—

	Naval Pensions.	Greenwich Hospital Pensions.	Amount of each Pension.
Flag Officers	4	—	£ 150
Captains	12	—	100
Commanders	25	—	65
Lieutenants	32	17	50
Staff Captains	—	4	80
Staff Commanders and Navigating Lieutenants	—	11	50
Chaplains and Naval Instructors	—	8	50
Surgeons-General	—	—	—
Inspectors-General of Hospitals and Fleets	—	—	—
Deputy Surgeons-General	—	2	100
Deputy Inspectors-General of Hospitals and Fleets	—	—	—
Fleet Surgeons and Staff Surgeons	—	13	50
Paymasters in Chief, Fleet and Staff Paymasters, and Paymasters.	—	15	50
Engineer Rear-Admirals and Engineer Captains	—	2	100
Engineer Commanders and Engineer Lieutenants (Senior List).	—	19	50
Chief Gunners	—	—	—
Chief Boatswains	—	23	35
Chief Carpenters	—	—	—
*Gunners	—	—	—
*Boatswains	—	41	25
*Carpenters	—	—	—
Chief Officers of Coast Guard cruisers, Royal Naval Reserve batteries and stations, and Senior Mates of cruisers.	—	9	25
Field Officers, Royal Marines	—	—	—
Captains, Royal Marines	—	10	65
Quartermasters, Royal Marines	—	2	50
Warrant Officers, Royal Marines	—	1	25

2. **Conditions under which held.**—These pensions shall not be held in addition to any other pensions, except it be in addition—

(a) To a pension granted as retiring allowance to a commissioned warrant officer, warrant officer, Chief Officer or Senior Mate of cruiser, Chief Officer of Royal Naval Reserve battery or of Coast Guard station, or warrant officer, Royal Marines.

(b) Or, to a pension or annuity conferred for wounds or injuries received in the Service.

* In the case of such of these officers as retired before 1st October 1875, only First Class Gunners, First Class Boatswains, and First Class Carpenters are eligible for these pensions.

(c) Or, to a pension or annuity granted with the Victoria Cross, and its additional bars, or with the Conspicuous Gallantry Medal.

(d) Or, to a sum added to pension, on account of the reward for distinguished or meritorious service granted under Article 1193.

3. **Travers Pensions.**—Lieutenants or officers who have retired from the active list of Lieutenants with the rank of Commander are eligible for Travers pensions of 75*l.* per annum each. The number of such pensions will be fixed from time to time, in accordance with the funds available.

These pensions cannot be held in addition to Naval or Greenwich Hospital pensions, and are subject to the general regulations contained in Article 2017.

4. **Officers eligible.**—Only officers on the reserved and retired lists shall be eligible for these pensions; they shall not be conferred as a qualification for retirement.

5. Officers shall be eligible only for the pension applicable to the rank which they last held on the active list.

6. Retired Commanders on the O. list shall not be eligible for Naval or Greenwich Hospital pensions.

1928. **Naval and G.H. Pensions, Award.**—Naval and Greenwich Hospital pensions (which are subject to the general regulations contained in Article 2017) are established for affording some relief to retired officers, and are to be awarded to such retired officers, as, in the opinion of the Admiralty, may be most deserving, provided they have served as follows:—

	Years.	
Captains - - - - -	15	} Including all time while borne on ship's books in the proportions allowed for retired pay. As Staff Captain, Staff Commander, or Navigating Lieutenant, including time as Master Attendant, Assistant Master Attendant, and King's Harbour Master.
Commanders - - - - -	12	
Lieutenants - - - - -	9	
Navigating Officers - - - - -	9	
Chaplains and Naval Instructors	15	As Chaplain or Naval Instructor.
Medical officers - - - - -	9	As Surgeon-General, Inspector-General, Deputy Surgeon-General, Deputy Inspector-General, Fleet Surgeon, or Staff Surgeon.
Accountant officers - - - - -	9	As Fleet Paymaster, Staff Paymaster, Paymaster, or Secretary.
Engineer officers - - - - -	9	As Engineer Rear-Admiral, Engineer Captain, Engineer Commander, or Engineer Lieutenant (Senior List).
Chief Gunners, Chief Boatswains, Chief Carpenters, Gunners, Boatswains, and Carpenters retired after 1st October 1875	10	} (As Chief Gunner, Chief Boatswain, Chief Carpenter, or Gunner, Boatswain, or Carpenter, in sea-going or other ships, including service in civil establishments not counting towards civil superannuation.
Marine officers - - - - -	21	
Chief Officers of Coast Guard cruisers and stations and of Royal Naval Reserve batteries and Senior Mates of cruisers -	10	} (As Chief Officer of station or Royal Naval Reserve battery, Chief Officer or Senior Mate of cruiser, or Inspecting Officer of Coast Guard.
Warrant officers, Royal Marines -	5	

2. Officers who have received severe wounds in action or disabling hurts on actual service, or officers retired for physical unfitness which arose in and is directly due to the Service, shall be exempt from the foregoing rule respecting time of service.

1929. Service for these pensions to be calculated as follows :—

I.—*Officers of the Military Branch.*

Time while borne on ship's books to be reckoned in the same way as for retired pay.

Navigating Officers will reckon as full service all time served—

- (a) As harbour service afloat ;
- (b) When borne on ship's books, additional for service on shore ; or
- (c) As Staff-Captain, Master Attendant, Assistant Master Attendant, or King's Harbour Master.

II.—*Officers of other Branches.*

- | | | |
|---|---------|---|
| (a) Sea service | - - - - | } Full service. |
| (b) Harbour service afloat | - - | |
| (c) Transport service afloat | - - | |
| (d) Officers borne on ship's books
additional for service on shore | - - | |
| (e) Mail service afloat to 31st March
1870 | - - - - | Full service for first three years,
then two-thirds of full service. |
| Ditto, from 1st April 1870 | - - | Nil. |
| (f) Coast Guard and Transport Ser-
vice on shore | - - - | Two-thirds of full service. |
| (g) Chaplains and medical officers of
dockyards and hospitals | - - | Full service. |

2. Junior service does not reckon for any other ranks than those of Captain, Commander, or Lieutenant.

SECTION VII. GENERAL REGULATIONS.

1930. **Commutation.**—Information respecting the commutation of retired pay and pensions can be obtained on application in writing to the Secretary of the Admiralty.

CHAPTER LIII.

PENSIONS AND GRATUITIES TO PETTY OFFICERS, SEAMEN, AND BOYS.

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SECTION I. NAVAL PENSIONS AND GRATUITIES FOR WOUNDS OR HURTS, AND FOR DISABILITY.

1931. Pensions for Wounds and Hurts.—Every petty officer, leading seaman, seaman, boy, and every other person belonging to His Majesty's Navy, as specified in Article 218 and in Appendix XV., whether serving as part of the complement or as supernumerary of a ship's company of any of His Majesty's ships, who shall be discharged from His Majesty's Service on account of wounds or hurts received in action, or otherwise in the execution of his duty, shall be allowed a pension either for life or for a limited period, at the discretion of the Admiralty, according to the following scale, having regard to the bodily injury sustained, the length of service, rating, and character of the individual, and the circumstances in which he was wounded or hurt, provided he be deemed a fit and deserving object for relief, and that the injury was not caused by his own neglect or carelessness :—

- | | | |
|--|---|--|
| (a) Having lost two limbs, or being otherwise so severely wounded or hurt as to require the care and attendance of some other person — — — — — | } | From 1s. 6d. to 2s. a day. |
| (b) Having lost one limb, or eye, or being otherwise severely wounded or hurt, but not requiring the care of another person | } | From 1s. to 1s. 6d. a day. |
| (c) For less injury than the foregoing, and able to contribute in a small degree to his own support — — — — — | } | From 9d. to 1s. a day. |
| (d) If able to contribute materially to his own support, though unfit for further service | } | From 3d. to 9d. a day. |
| (e) If able to contribute wholly to his own support, though unfit for further service | } | At the discretion of the Admiralty. |
| (f) If totally blind from unavoidable causes, clearly attributable to the Service — | } | 3d. a day permanently in addition to the amount to which he may be otherwise entitled under Scale (a). |
| (g) Single ruptures.—Under 10 years' service, 6d. a day, at the rate of three months' pension for each year of service, or a gratuity of 5 <i>l.</i> if the total pension on this scale would amount to less than that sum. Above 10 years' service, 6d. a day for life. | | |
| (h) Double ruptures.—6d. a day for life, irrespective of length of service. | | |

Additions for good conduct badges and medal are allowed when long service pensions are awarded ; together with the usual allowance for petty time laid

down in Article 1938, clause 1. Service with very good character reckoning as petty time* will be doubled in the case of a continuous service man holding a petty officer rating or a rating ranking as leading seaman with over three years' service as such,† irrespective of the length of his continuous service.

2. **Service Pension in addition.**—When a pensioner employed in a ship shall become unfit for further service through wounds or injuries received in the actual performance of duty, such addition to his pension may be awarded to him within the limits of the pensions granted for wounds and injuries as the Admiralty shall think fit in the circumstances of the case.

3. **Gratuities for Injuries.**—In all cases of injuries, gratuities may be given in lieu of injury pensions, or in addition to service or disability pensions at the discretion of the Admiralty.

4. A gratuity for injury may be given in addition to an injury pension, where a hurt certificate has been granted for a separate and distinct injury unconnected with the specific injury for which the man is discharged.

1932.—**Disability Pension.**—Any person referred to in the preceding Article, except those excluded by Article 356, who shall be discharged for disability contracted in the Service, and not from want of proper care on his own part, provided he shall appear a fit and deserving object of relief, shall be allowed a pension for life, as laid down in the following scale, or, if the disability be not considered permanent, such temporary pension as the Admiralty may decide.

2. **After 14 years' service, 6*d.* to 9*d.*** a day for life, whether materially able to contribute to his own support or not; or a gratuity at the discretion of the Admiralty.

A continuous service man, after 15 years' continuous service, may be granted 8*d.* a day for life.

3. **Less than 14 years.**—In similar cases, but with less than 14 years' service, the Admiralty, when they shall deem it proper to do so, may award a gratuity, or a pension from 3*d.* to 6*d.* a day, according to the following scale:—

(a) If not at all able, or able in a small degree only, to contribute to his own support—

From 3*d.* to 6*d.* a day, at the rate of three months' pension for each year of service, except in the case of a continuous service man who has completed 10 years' continuous service, who may be granted 6*d.* a day for life, or a gratuity may be awarded, calculated on the scale shown at (b).

These pensions may be continued beyond those periods or made permanent in special circumstances.

(b) If materially able to contribute to his own support—

A gratuity at the rate of 1*l.* for each completed year of service, in full compensation, except in the case of a continuous service man who has completed 10 years' continuous service, and who may be granted 6*d.* a day for life; and except in special cases, where pensions calculated at the above or lower rates may be awarded in lieu of gratuities.

4. **Additions.**—In the assessment of pensions granted under this Article additions will be made for good conduct badges and medal as allowed when

* The allowance for petty time will, in certain cases of men holding a rating counting for petty time prior to 1st July 1908, be assessed in accordance with the regulation as regards character in force before that date.

† In the case of ratings who are required to pass a qualifying examination for advancement to petty officer, this privilege is not to apply to any time served prior to passing the examination.

long service pensions are awarded, and for petty time as laid down in Article 1938, clause 1. Service with very good character reckoning as petty time will be doubled in the case of a continuous service man after 15 years' service, provided he has completed 10 years' continuous service, and is discharged with a petty officer rating or a rating ranking as leading seaman with over 3 years' service as such.*

5. Additions for Injuries.—Additions may also be made for injuries at the discretion of the Admiralty. See 1948 (*Medical Report in case of Claims for Hurts*).

1933. Examination of Claimants.—The examination of invalids who are claimants for pensions (form D. 145) is to be regulated as follows:—

- (a) **Documents for production.**—When any person referred to in Article 1931, serving on board His Majesty's ships, is found, upon survey, to be no longer fit for his Majesty's Service, the Captain is to take care that, if invalidated for injuries received on duty, he produces the hurt certificate (form M. 183) provided for in Article 1318, or, if invalidated for disease, a sealed document, signed by the Medical Officer and countersigned by the Captain, containing a brief abstract of his case (form M. 188) showing the nature of the disease, whether caused by the Service or not, and whether the man was of sober habits, or otherwise. These documents will accompany the invalid for presentation to the officers by whom he is examined in England, in order that they may be in possession of the full particulars of his case.
- (b) **When and where to be examined.**—Invalids who are claimants for pensions will be examined at such one of the following hospitals as may be most convenient to them, on the dates appointed for the monthly general surveys held under Article 1227, commencing at 10 a.m.:—

Haslar,
Plymouth,
Chatham,
Haulbowline.

Applicants who are unable to attend on the above days will be examined, in special circumstances, on other days convenient to the hospitals.

- (c) **Surveying Officers.**—The surveying officers at each hospital on the general invaliding days, shall consist of a Captain as presiding officer, and the senior medical officer of the hospital; but on other days the examinations will be conducted by the Principal and another medical officer of the hospital.
- (d) **Boys** need not be surveyed for pensions unless invalidated for injuries or diseases attributable to the Service.
- (e) **Invalids in Merchant Ships.**—Invalids who are sent home in merchant vessels, and who arrive at any ports in the United Kingdom other than Plymouth, Portsmouth, and Sheerness, may be specially surveyed, on making application, in writing, to the Secretary of the Admiralty.

* In the case of ratings who are required to pass a qualifying examination for advancement to petty officer, this privilege is not to apply to any time served prior to passing the examination.

SECTION II. NAVAL PENSIONS FOR SERVICE.

1934. Long Service Pensions to Men.—Any person referred to in Article 1931, except those excluded under Article 356, who shall be discharged after 22 years' service on any account other than for misconduct, shall receive a pension awarded at the discretion of the Admiralty upon the following scale, having regard to the character of the individual as shown by his good conduct badges and certificates, and to the number of years he may have served beyond 22 years.

2. In the case of a man who has served under a continuous service engagement, and provided that he shall have completed a period of not less than 10 years upon the continuous and general service system, service for pension shall be reckoned from the age of 18, in other cases it will be reckoned from the age of 20 only.

3. Continuous service men entered before 1st January 1885, require only 20 years from the age of 18 to qualify for long service pensions, and non-continuous service men entered before that date, only 21 years from the age of 20.

4. Long service pensions will not be awarded to Officers' Stewards and Cooks unless they have seven years' pensionable service in sea-going ships in commission. In regard to men already in the Service on 1st July 1889, this regulation will only apply to those who had less than 14 years' service on that date.

5. **Scale.**—Each man who has completed the necessary service for pension under either clauses 1, 2, or 3, shall, subject to the provisions of Article 1935, be entitled to a pension of 10*d.* a day for life, together with such of the following additions as he may have qualified for:—

One good conduct badge	-	-	-	-	-	½ <i>d.</i> a day.
Two good conduct badges	-	-	-	-	-	1 <i>d.</i> „
Three good conduct badges	-	-	-	-	-	2 <i>d.</i> „
Good conduct medal	-	-	-	-	-	1 <i>d.</i> „
V.G. character throughout his service	-	-	-	-	-	1 <i>d.</i> „
Each completed term of three years' service after completing time for pension	-	-	-	-	-	1 <i>d.</i> „

6. **Conditions of Award.**—In the case of men and boys entered in the Royal Navy in the Seamen and Stoker classes on and after 1st March 1901, one of the conditions of the award of a long service pension will be that the pensioner shall serve in the Royal Fleet Reserve up to the age of 50 years, if his services should be so long required.

1935. Maximum Pension.—The total pension for service, badges, character, and medal shall not exceed 1*s.* 2*d.* a day, exclusive of any additional allowance for each year's service as a petty officer or in a rating ranking as leading seaman, with over three years' service as such,* under the conditions laid down in Article 1938, unless the man shall at any time have received an injury on duty, when a small addition may be made to that sum. Should, however, the injury be the cause of his being pensioned, he may be dealt with on the injury scale, if more advantageous to him. He cannot, however, be dealt with under both scales.

2. **Special Cases.**—In specially deserving cases of men who have completed the full period required for the award of a long service pension, the maximum of 1*s.* 2*d.* a day may be given although the man's service, &c., may not entitle him thereto under the foregoing rules.

* In the case of ratings who are required to pass a qualifying examination for advancement to petty officer, this privilege is not to apply to any time served prior to passing the examination.

3. Reckoning of Badges in former Ratings.—In the case of a man whose character, while holding other than badge ratings, has never been assessed below "Very Good," badges earned in previous ratings may be allowed to reckon for pension, whether pensioned on the continuous service or non-continuous service scale. See 1948 (*Medical Report in case of Claims for Hurts*).

1936. Additional Pensions.—Members of the Seaman Pensioner Reserve and Pensioners in Class A. of the Royal Fleet Reserve may be awarded an additional pension of 5*d.* a day on attaining the age of 50, provided they have fulfilled the prescribed conditions as to drill, &c.

1937. Periods allowed for Completion of Service.—Men who are claimants for pensions after 20, 21, or 22 years' service, will only be entitled to the same, provided their service shall have been completed within the undermentioned periods:—

- | | | |
|---------------------------------------|---|--|
| (a) If after 20 years' service. | } | Within 27 years from the age of 18, provided they shall not have been out of the Service more than five years at any one time. |
| (b) If after 21 or 22 years' service. | | Within 30 years from the age of 20, provided they shall not have been out of the Service more than five years at any one time. |

2. The Admiralty, however, will take into consideration the claims of men who may serve the necessary time for long service pension, although such time may not have been completed within the above limits.

3. An absence of five consecutive years from the Naval Service from any cause whatever, except as stated in the following clause, forfeits all time served before the date of re-entry.

4. Should the absence have been caused by continuous employment in any other Department of the State or by invaliding, the Admiralty will take the case into consideration with reference to allowing the forfeited naval service to reckon towards pension.

1938. Additional Rates for Petty Officer Time.—A petty officer, or man of leading seaman rank with over 3 years' service as such,* shall be allowed the following additions to the rates of pension awarded to him as a seaman, viz.:—

For each year's service as chief petty officer, first class petty officer (O.S.) or petty officer (N.S.) — One half-penny a day ;

For each year's service as second class petty officer (O.S.) or in a rating ranking as leading seaman with over 3 years' service as such* — — — One farthing a day ;

a further addition for service as chief petty officer is allowed under clause 6.

2. Double Petty Time.—Time with "Very Good" character† as petty officer or in excess of three years in a rating ranking as leading seaman* will be doubled in the case of a continuous service man pensioned after 15 years' service, provided he shall have served for one continuous period of not less than 10 years on the continuous and general service system, unless invalided for wounds or hurts received on duty ; and provided also that he shall have

* In the case of ratings who are required to pass a qualifying examination for advancement to petty officer, this privilege is not to apply to any time served prior to passing the examination.

† The allowance for petty time will, in certain cases of men holding a rating counting for petty time prior to 1st July 1908, be assessed in accordance with the regulation as regards character in force before that date.

been discharged to pension from continuous service with the rating of petty officer or with a rating ranking as leading seaman with over 3 years' service as such.*

3. Petty time served with "Very Good" character† will also be doubled in the case of a man who volunteered from the Royal Marines to be Ship's Corporal or Master-at-Arms, provided he shall have served five years in those ratings and is discharged as such.

4. **Breaks caused by Imprisonment, &c.**—As an encouragement of good conduct, a single case of imprisonment or detention for not more than three calendar months, or a single case of confinement in cells with deprivation of time, during a period of continuous service, will not be considered as breaking the continuity of service, and therefore depriving the individual of the advantage of double petty time, provided he be otherwise eligible for the allowance,† and provided also that he serve, in addition to his time for pension, a further period equal to double the time forfeited. In the case of a man who has suffered more than one of such punishments the continuity of service will be considered as broken.

5. **Invaliding.**—Continuity of service for the purposes of this Article will not be considered to be broken in the case of a continuous service man who may be invalided before completing his engagement, and who may afterwards recover and rejoin for continuous service, provided he rejoin as soon as the state of his health will admit, and be otherwise eligible for the allowance for double petty time.†

6. **C.P.O. Time.**—In addition to the foregoing rates, a chief petty officer who is pensioned on or after the 1st April 1903 will receive an increase of $\frac{1}{4}d.$ a day for each year's service as chief petty officer subsequent to the completion of his first continuous service engagement.

In the cases of chief petty officers who have been transferred from the Royal Marines, this addition will be granted for every year served in the rating of chief petty officer subsequent to the completion of 12 years' combined service from the age of 18.

1939. Naval Schoolmasters.—A Naval Schoolmaster will be pensioned on the scale for continuous service petty officers under Articles 1934 and 1938; the first 10 years' service as Schoolmaster to reckon as single petty time, and subsequent service as Schoolmaster as double petty time, subject to the usual condition as to character. The further additions granted under clause 6 of Article 1938, for service as chief petty officer subsequent to the completion of the first continuous service engagement, will also be allowed.

2. Naval Schoolmasters shall not be entitled to their pensions while serving. At the discretion of the Admiralty they may be retained after completing time for pension, provided they wish to remain, that they re-engage under Articles 1434 and 1946, and are recommended for retention by the Director of Naval Education.

* In the case of a man who was holding a rating counting for petty time when he joined the Coast Guard, but who only holds the rating of Boatman when discharged to pension, the petty time in the Navy will not be doubled should he be pensioned at his own request; but should he be obliged to leave the Coast Guard from ill-health, or other causes except misconduct, his case for double petty time will be considered, provided his conduct in the Coast Guard shall have been such as to render him fit for promotion and provided he be otherwise eligible.

† The allowance for petty time will, in certain cases of men holding a rating counting for petty time prior to 1st July 1908, be assessed in accordance with the regulation as regards character in force before that date.

1940. Pension Rules on Lower Deck.—Form S. 408, showing the rules governing the award of pensions for long service, and the serious effect on pension prospects of offences against discipline, is to be posted up on the lower deck of all ships.

1941. When not entitled and Time not allowed.—A person dismissed with disgrace, with ignominy, or from His Majesty's Service, or for offences, or by sentence of a court-martial, shall not be entitled to any pension; and no period of time shall be allowed to reckon for pension during which a man's character has been noted on his service certificate as "Bad" or "Indifferent," nor periods for which he may have been under sentence of imprisonment or detention (except detention not exceeding 14 days without stoppage of time) either summarily or by sentence of a court-martial, or confined in cells (if deprived of time), nor such time as he may have forfeited through the conviction by the civil power or consequent upon an order under the Probation of Offenders Act (*see* Article 812); and if a deserter shall be re-taken, or shall re-enter the Service, he is to commence a new time from such re-entry, and shall not be entitled to the benefit of any time preceding his desertion unless the R has been removed under Article 802; and any person who shall have been dismissed with disgrace or ignominy, and shall re-enter, shall not be entitled to the benefit of any time for his subsequent service.

2. Discrepancies in Character.—In all cases of discrepancy between original service certificates or attested copies and ships' books, the character on the service certificate shall, as a rule, be conclusive; but should there be reason to believe that the entry on the certificate is incorrect or has been tampered with, the matter is to be referred to the Admiralty for decision.

1942. Retention after completing Time for Pension.—Continuous service petty officers and men, who may be allowed to remain in the Service after completing time for pension, under the provisions of Article 363, may remain until the ages stated below, but they will not be allowed to draw any pension while serving:—

Chief Sick-Berth Stewards	-	-	-	-	-	-	} 55
Chief Ships' Cooks	-	-	-	-	-	-	
Naval Schoolmasters, if their services are required and they are recommended by the Director of Naval Education	-	-	-	-	-	-	
Writers, if required, and if thoroughly efficient	-	-	-	-	-	-	
All other ratings	-	-	-	-	-	-	

See 1946 (Service after completing time for Pension).

1943. Marine Time.—Time served in the Royal Marines with "Good" or "Fair" character, shall count with subsequent service in the Royal Navy for pension, provided a break of five years did not take place between the two services. *See 1204, clause 4 (Former service allowed to count towards Pension).*

2. Pensions under the foregoing circumstances shall be computed as pensions to seamen, the time served in the Royal Marine Corps as Sergeant being reckoned as petty officer time (N.S.), and the time served as Corporal or Bombardier as time served by Leading Seamen after three years' service as such passed for Petty Officer.

3. Army Time.—Men invalided from the Army who subsequently join the Navy may, at the discretion of the Admiralty, be allowed to count all former service with character not inferior to "Fair" towards pension, notwithstanding the length of the interval between the two services, provided that they acknowledge their former service on entering the Navy.

4. Men who enter the Navy after being discharged from the Army for reasons other than that of medical disability may be allowed to count not

more than four years' former service with character not inferior to "Fair," towards pension, provided that a break of five years did not take place between the two services, and that they acknowledge their former service on entering the Navy.

5. **Irish Constabulary.**—Service in the Royal Irish Constabulary shall reckon towards pension on the recommendation of the Inspector-General of that force, provided the man left the force for the express purpose of entering the Navy or Marines.

6. Men volunteering in the above circumstances to enter for continuous service shall not be entitled to long service pensions for less than a total period of 22 years' service from the age of 18, or 21 years' service if entered in the Royal Navy before 1st January 1885.

7. **Civil Time.**—No civil time shall count towards naval pension, and no naval time shall count towards civil pension, except in the cases of Seamen Riggers, and yard craft men, who are dealt with under the Dockyard Regulations.

8. **Reserve and Indian Navy Time.**—Time served in home, colonial, or Indian Reserve Forces shall not reckon for naval or marine pension.

9. **Hired Time** is not allowed, under any circumstances, to reckon for pension.

10. **Deferred Marine Pension.**—The deferred marine pension, authorised by Article 1211, shall not be allowed in addition to a naval pension for life.

1944. **Short Service Pensions.**—The Admiralty, at their discretion, may award to men entered for continuous service, pensions of 6*d.* a day after 10 years' continuous service from the age of 18, and 8*d.* a day after 15 years' continuous service from the same age, with the addition for good conduct medal and badges allowed when the long service pensions are awarded; and with the usual allowance for petty time, as laid down in Article 1938. Service with "Very Good" character* reckoning as petty time will be doubled, in the case of continuous service men pensioned after 15 years' continuous service, provided they are discharged with petty officer rating or one ranking as leading seaman with over 3 years' service as such.†

2. Non-continuous service men are not entitled to the above-mentioned short service pensions.

1945. **Applications for Pensions.**—The following regulations are to be observed in respect to claims for long service pensions:—

I.—*As regards Men serving at Home.*

- (a) An application to the Accountant-General (form S. 409) is to be made in each case about one calendar month before the date on which it is considered the man's period of service for pension will be completed, whether pensioned at his own request or compulsorily. The man's service certificate, in which his character up to the date of the application is to be inserted, is to accompany the application; he will be deemed to merit this character, and to be still in possession of the same medal and badges, if any, on the day he is pensioned unless information to the contrary is received. A report of any change in rating, badges, character, &c., is immediately to be made to the

* The allowance for petty time will, in certain cases of men holding a rating counting for petty time prior to 1st July 1908, be assessed in accordance with the regulation as regards character in force before that date.

† In the case of ratings who are required to pass a qualifying examination for advancement to petty officer, this privilege is not to apply to any time served prior to passing the examination.

Accountant-General, in order that the pension may be calculated accordingly.

- (b) The Captain, before sending forward the application on form S. 537, is to satisfy himself that the man has served the full time to entitle him to a pension. Should he have reason to doubt the validity of any portion of the man's service, he is to state his reasons.
- (c) If no communication should be received in the meantime relative to the application, timely inquiry is to be made of the Accountant-General, by reference sheet or telegram, so as to reach the Admiralty three complete days before the expiration of the calendar month.
- (d) The Admiralty, when communicating the amount of pension awarded, will fix the date on which the man is to be discharged.
- (e) If a man should be detained beyond the day fixed by the Admiralty for his discharge to pension, the circumstances are to be at once reported to the Accountant-General. Pay for the period of the detention is to be paid on the ledger, and any over-payment of pension for the period adjusted on the ledger. Should, however, the detention exceed one week, a special application is to be made to the Accountant-General in respect to continuing to withhold the amount of his accruing pension.
- (f) The foregoing regulations apply to men serving in the Coast Guard on shore.

II.—*As regards Men serving Abroad.*

- (a) Men abroad who have served their time for pension, and who desire to be pensioned, are to be sent home as "time-expired men who have completed time for pension." On their arrival, the Captain of the flag or other ship to which they are transferred, or on board of which they present themselves, will immediately forward their applications for pensions in the same form, filling up their service certificates to the date of the application.
- (b) When such men return home in their own ships, the application for pension is to be made on arrival; it is to be stated therein to what general depôt the men will in each case be transferred on paying off, and care is to be taken, if any of these men be granted leave from the general depôt, to retain their addresses and all other necessary particulars, in order that they may be finally discharged as soon as their pension has been awarded. Whenever it may be necessary, the Commander-in-Chief will order such men to be discharged to the proper general depôt before the day of paying off, to ensure a compliance with these directions.
- (c) If any such men return home in a packet or other merchant ship, their characters during the passage will be taken to be the same as those last recorded on their service certificates.
- (d) In case any such men sent home in packets or merchant ships in charge of an officer gravely misconduct themselves, the officer will report the full particulars to the Captain of the general depôt to which they are transferred on arrival, who, after due inquiry into all the circumstances, will award such character as he may think them deserving of, specially noting on the certificates that he does so under this Article.

1946. Service after completing Time for Pension.—Continuous service petty officers and men who are allowed to remain in the Navy under the provisions of Article 362 instead of being pensioned after completing time for

pension will be allowed to reckon the time so served for increase of pension, and also for good conduct medal and gratuity, and good conduct badges, under the usual regulations of the Service as regards continuous service men.

2. The pension and gratuity which they may have earned by service up to the date of the re-engagement under which they are serving shall be secured to them, notwithstanding any breach of discipline committed during the period of such re-engagement, provided that such breach of discipline be neither mutiny nor felony, nor of such a nature as to cause them to be discharged from the Service with disgrace.

3. Should any man be unable to complete the period of his re-engagement for five years on account of being invalided from the Service, or otherwise discharged with the sanction of the Admiralty, his pension will be computed up to the date of his discharge.

4. All re-engagements under these regulations are to be made on form S. 55 (Continuous service engagement).

5. No man, whether a continuous or non-continuous service man, will be retained in the Service beyond the age of 50, unless specially provided for in the Regulations, or under the special sanction of the Admiralty.

1947. Marines who have completed time for pension will be dealt with in the manner prescribed in the preceding Article, except that on arrival home they will be discharged to Headquarters.

1948. Claims for Hurts.—Whenever an application for a pension for age, long service, or disability, is made by a petty officer or seaman who has received a wound or injury in the Service, the Captain will direct the Medical Officer to make a report, which he will forward with the application for the information of the Admiralty, stating clearly the extent to which the injury affects the man, and the degree in which it incapacitates him from contributing towards his own support.

1949. Notification of Pension.—No man who has completed his time for pension is to be granted his discharge until the notification of his pension has been received from the Admiralty. In all such cases the men are entitled to full pay until discharged.

1950. Dissatisfied with amount.—If any petty officer, seaman, or marine, on being first pensioned, or on his pension being increased, should consider the right amount of pension has not been awarded to him, if he is still serving, he will make an application through his Captain or Commandant, as the case may be, or, if not serving, he will apply direct to the Secretary of the Admiralty, Whitehall, requesting a reconsideration of his pension; the grounds for this request are to be fully stated in the application, in order that such further careful investigation may be made into the claim as may be necessary.

1951. Re-entry of Invalided Men.—All men invalided from the Service who re-enter must produce their invaliding certificates, or pension tickets, at the time of their re-entry, to the Captain and the Medical Officer of the ship, in order that their cases may be fully known; and if they neglect to do so, or fail at the time in assigning a sufficient reason for not doing so, they forfeit all claim to pension for subsequent service.

1952. Pensioners serving.—When, in cases of emergency, pensioners may be called upon to serve, they will be allowed to receive their pensions in addition to their pay; when not called upon to serve, this indulgence will not be granted to them unless under the approval of the Admiralty in each particular instance; therefore, in the latter case, when pensioners offer themselves for entry in ships,

the respective Captains of such ships are to forward to the Secretary of the Admiralty, through the Commander-in-Chief, a return of such pensioners, when the Admiralty will direct whether they shall or shall not receive their pensions while serving. It is to be understood, however, that no short service pensioners, except those mentioned in clause 4, will in any case be allowed to receive their pensions, in addition to their pay, unless when called upon to serve.

2. Writers, Ships' Cooks, and Ships' Stewards on the old system, Officers' Stewards and Cooks, pensioners rated as Able Seamen, Shipwrights, Carpenters' Mates, and Caulkers, in general depôts and harbour ships, as hospital nurses, and as Gunner's Mates in drill ships, may, however, receive their service pensions while so employed, but will receive pensions granted for injuries and disabilities only under the approval of the Admiralty in each particular instance.

3. Such naval pensioners as are permitted to receive their pensions while serving in the Navy will not count any such service towards increase of pension, nor as time towards the qualification necessary for earning a good conduct medal or gratuity.

4. Pensioners who are in receipt of naval pensions for injury or disability may be permitted to draw their pensions while employed in naval or civil establishments under the Admiralty, and in other cases at the discretion of the Admiralty.

5. With the approval of the Admiralty a limited number of continuous service or non-continuous service Writers may be retained in certain posts on the home stations as pensioner Writers until 60 years of age, if required, and if thoroughly efficient. They will be allowed to draw pension whilst serving, as well as provisions or compensation in lieu. Such service will not count towards increase of pension or civil superannuation, nor as time towards the qualification necessary for earning a good conduct medal or gratuity. This regulation applies only to men appointed pensioned Writers prior to 1st January 1894.

6. No pensioner is to be retained after the age of 60.

1953. Periods of increase to Pensioners serving.—The following rules will be observed in regard to the periods when pensions will be increased on account of time served, or medals or badges gained, by pensioners subsequently to their being pensioned:—

- | | | |
|--|-----------|---------------------------------|
| (a) When called out | - - - - - | After every 12 months' service. |
| (b) When not called out, but allowed to receive their pensions | - - - - - | No increase. |
| (c) When not called out, and not allowed to receive their pensions | - - - - - | On discharge. |

2. Claims to increase of pension will be considered on the final discharge of every pensioner, whether he had been in the receipt of his pension or not.

1954. Documents of Pensioners re-entering.—All pensioners, on re-entering the Service, are to be required to produce their pension identity certificate, showing the period up to which their pensions are paid, in order that, in cases where they may not be allowed to receive their pensions while serving, any payment for a period beyond the date of their re-entry may be charged against their wages on the ledger, and a report of the same having been done is to be sent by the Captain of the ship to the Secretary of the Admiralty.

1955. Pensioners required to serve when called out.—Pensioners who shall not be wholly incapable, or whose age shall not exceed 55 years, are liable to

forfeit their pensions, and to be apprehended and punished as deserters, for neglecting to attend at such port or place, and at such time as, during war, or in prospect of war, or in any emergency, shall be appointed for the assembling of pensioners by the Admiralty; or by neglecting or refusing to serve His Majesty in such manner as to the Admiralty may seem proper; and except when such neglect to appear, or such neglect or refusal to serve, shall be accounted for by an excuse which is admitted by the Admiralty to be reasonable.

1956. Pensioners, Return of.—A return of all naval pensioners serving afloat is to be forwarded to the Admiralty by their respective Captains at the end of every quarter on form S. 178.

2. In the first quarterly return which is sent in after a ship is commissioned, the names of all pensioners serving on board are to be entered; after which, only the names of such men are to be entered as have joined since the preceding return was sent in.

3. Service Certificates.—As an additional precaution against men who are pensioners not declaring themselves to be such when they re-enter the Navy, Captains are to note on the service certificates of men who are discharged to pension the words "Discharged to Pension," with the date.

4. In the case of invalids, where the original service certificate comes to the Admiralty, the notation thereon will be made in office.

5. As all men must show their service certificates on rejoining the Service, this regulation will be a ready means of enabling Captains to fill up form S. 178.

6. These regulations are applicable to marines as well as to seamen.

1957. When Pensioners may draw their Pensions.—Naval pensioners may draw their naval pensions while serving in British merchant ships, or residing in any British possession abroad, but not for any period during which they serve under a foreign flag, or reside in any foreign country of which they are not natives, unless with the special permission of the Admiralty. Naval pensioners may also draw their pensions while serving in His Majesty's naval or civil establishments, including yard craft.

2. Pensioners temporarily on shore abroad.—When a pensioner, serving in a British merchant ship, has been compelled temporarily to reside on shore in a foreign country, owing to the wreck of the ship in which he may have been serving, or other unavoidable occurrence, his pension may be paid for the period of such residence, provided he take the earliest opportunity of joining another British ship, or of returning to England.

1958. Payment of Pensions to Wives, &c.—In special circumstances, and with the consent of any naval pensioner, the Admiralty may order his pension, or any portion of it, to be paid to or for the benefit of his wife, or, if he have no wife, to or for the benefit of his child or children.

1959. Entry of Civil Pensioners.—No civil pensioner is to be entered without permission from the Admiralty.

1960. Advance to Pensioners emigrating.—An advance of naval pension, not exceeding six months, may be made to a pensioner for the purpose of assisting him to emigrate to any of His Majesty's possessions abroad.

SECTION III. GREENWICH AGE PENSIONS FOR NAVAL PENSIONERS.

1961. Amount and Conditions.—Greenwich age pensions of *5d.* a day for seamen and marine pensioners over *55* years of age, and of *9d.* a day for seamen

and marine pensioners over 65 years of age, are awarded under the Greenwich Hospital Act of 1865, according to the following regulations :—

- (a) The age pension of 5*d.* a day, at the discretion of the Admiralty, may be granted to seamen and marines over 55 years of age, who are in receipt of naval pensions for life (men in the receipt of the deferred marine pension excepted), and who have been five years continuously on the pension rolls, such period being reckoned from the date of their final discharge from the Service, unless they drew their pensions while serving. The age pension of 9*d.* a day may be granted to seamen and marines over 65 years of age who are in receipt of naval pensions for life (men in receipt of the deferred marine pension excepted), and who have been 10 years continuously on the pension rolls, such period being reckoned from the date of their final discharge from the Service, unless they drew their pensions whilst serving.
- (b) These pensions are only for those who have served as seamen or marines, except in the cases of yard craft men and Seamen Riggers, who are specially provided for in sub-clause (f).
- (c) Greenwich age pensions may be drawn by men residing in British possessions abroad.
- (d) The Greenwich age pension shall not be awarded to any man whose general conduct in the Service was inferior to "Good," or whose character and conduct since his discharge shall be considered by the Admiralty to be bad or indifferent.
- (e) All applications for Greenwich age pensions shall be made to the Secretary of the Admiralty (G. H. Department), London, S.W.
- (f) Yard craft men, including Masters and Mates, and Seamen Riggers, whether established or not, who have been granted civil superannuations, as well as those who have been granted naval pensions, or who have been pensioned under the old Dockyard Regulations, shall be eligible for the Greenwich Hospital age pension, as they are eligible for all the benefits of the Greenwich Hospital; but breakwater men are not entitled to these pensions, never having been eligible for the benefits of Greenwich Hospital.
- (g) The number of Greenwich Hospital age pensions in force at any one time will be determined according to the funds available for the purpose. Vacancies will be filled up by selection, at the discretion of the Admiralty, regard being had to the circumstances of each case.
- (h) Men pensioned under sub-clause (i) of Article 1915 (formerly warrant officers) are not entitled to Greenwich age pensions.
- (i) Greenwich age pensions are not payable to men in workhouses.

SECTION IV. GREENWICH SPECIAL PENSIONS FOR SEAMEN AND MARINES.

1962. Greenwich special pensions are awarded under the Greenwich Hospital Act of 1869, under which seamen and marines are admitted to the benefits of Greenwich Hospital.

1963. "Benefits of Greenwich Hospital."—By the term "benefits of Greenwich Hospital" is meant the grant of special pensions from the funds of Greenwich Hospital, to seamen and marines of good character who have been discharged from His Majesty's Service, and are permanently or temporarily unable to maintain themselves; or, the admission of men into hospitals or infirmaries at the expense of Greenwich Hospital.

1964. Persons eligible.—The undermentioned persons shall be considered eligible for the benefits of Greenwich Hospital if infirm or helpless, or permanently or temporarily unable to maintain themselves :—

Class I.—All seamen and marines who have been granted naval pensions for life.

Class II.—All seamen and marines who have served with good characters for 12 years continuously, or with short intervals.

Class III.—All seamen and marines who, having served for not less than five years, have been discharged or invalided on account of disease or wounds, and whose present disability is clearly the result of such disease or wounds.

Class IV.—All seamen and marines who have been discharged or invalided on account of disease or wounds clearly attributable to the service of the Crown, and whose present disability is clearly the result of such disease or wounds.

Class V.—Seamen and marines whose claims may be considered special and exceptional, not coming within the above-mentioned classes.

1965. Admission to Hospitals, &c., and Special Pensions—Seamen and marines coming within any one of the above classes, whose claims to the benefits of Greenwich Hospital have been allowed, may, after examination, be received into hospitals or infirmaries for temporary treatment, or they may be allowed such special pensions from the funds of Greenwich Hospital as, with their existing pension or pensions, if any, will make up an amount not exceeding 1s. 6d. a day, the exact amount within that limit being regulated by the circumstances of each case, and by the money available. In cases of exceptional need or distress, however, they may be granted such special pensions in excess of 1s. 6d. a day as may seem to the Admiralty to be fit, but so that the amount thereof shall not, together with their existing pension or pensions, if any, exceed the sum of 2s. 6d. a day.

2. Special pensions may be drawn by men residing in British possessions abroad.

3. All applications for the benefits of Greenwich Hospital shall be made to the Secretary of the Admiralty (G. H. Department), London, S.W.

4. A medical survey will be held on each applicant, to ascertain the degree in which he can contribute towards his own support.

5. On this report (form D. 334) a decision will be formed by the Admiralty as to the claims of the applicant upon the funds of Greenwich Hospital, and the nature of the assistance that should be afforded to him.

6. No man shall be admitted into a hospital or infirmary, without the sanction of the Admiralty, except in case of urgent necessity, and every such urgent case shall be immediately reported to the Medical Director-General by the officer in charge of the hospital.

7. Allowances when in Hospital, &c.—When men are admitted into hospitals or infirmaries, under these regulations, money allowances to themselves, and to their wives and families, may, at the discretion of the officer in charge of the hospital or infirmary, be granted as follows, viz. :—

(a) To non-pensioners - - - 1s. a week during good behaviour.

To pensioners without wives or children; if their pensions do not exceed 1s. a day. } 1s. a week during good behaviour, and when retained beyond the quarter for which they last received pension.

To pensioners without wives or children, if their pensions exceed 1s. a day. } 2s. a week during good behaviour, and when retained beyond the quarter for which they last received pension.

- | | | |
|---|---|--|
| (b) To pensioners having wives or children. | } | 1s. a week during good behaviour, and when retained beyond the quarter for which they last received pension. |
| | | If the rate of pension be— |
| | | From 6 <i>d.</i> to 1s. a day, 3 <i>s.</i> per week. |
| | | Over 1 <i>s.</i> and not exceeding 1 <i>s.</i> 6 <i>d.</i> a day, 4 <i>s.</i> per week. |
| | | Over 1 <i>s.</i> 6 <i>d.</i> and not exceeding 2 <i>s.</i> a day, 5 <i>s.</i> per week. |
| (c) To their wives or to persons having charge of their children. | } | When the pension exceeds 2 <i>s.</i> a day the balance is to be given to the men's wives or to the persons having charge of their children, instead of the above allowance, but in such cases the allowances are not to be less in amount than 5 <i>s.</i> a week. |

8. Similar Greenwich Hospital allowances may also be granted to the wives and families of men maintained in Yarmouth Hospital at the expense of naval funds, when sanctioned by the Admiralty in cases of exceptional need.

9. The allowance of 3*s.*, 4*s.*, or 5*s.* a week, or as the case may be, will not, in any circumstances, be paid to the pensioners themselves, but it will be paid on the first Friday in each month to the wives, or to the person in charge of the children, or to their representatives in case of inability to attend. Persons living at a distance may receive the allowance by post office order from the agent of the hospital.

10. The pensions of all men admitted under these regulations to hospitals or infirmaries will be paid to the funds of Greenwich Hospital, which are chargeable with their maintenance.

11. All men admitted to the benefits of Greenwich Hospital, who may apply at naval hospitals or infirmaries, will be allowed medical advice and medicine gratis, upon the approval of the officer in charge of the establishment, and under such regulations as he may deem necessary to prevent abuse and irregularities.

12. All pensioners whose claims to the benefits of Greenwich Hospital have been allowed, after examination, and who may be living at a distance from hospitals or infirmaries, if ordered by the Admiralty to be admitted to such hospitals or infirmaries, will be furnished with railway passes, and, on their final discharge therefrom, they will be again furnished with a similar means of transit to their homes.

13. Men not in receipt of pensions when ordered by the Admiralty to be sent to hospitals or infirmaries must not only pay their own travelling expenses, but must be furnished with sufficient money to take them home again in the event of their being rejected by the medical officers as unfit cases. If admitted, the money expended in travelling will be refunded, and the patient will be given a railway pass when he is discharged from hospital. Similarly, the expenses of passes supplied to pensioners will be deducted from their pensions, in the event of their being rejected.

14. When pensioners eligible for the benefits of Greenwich Hospital become inmates of lunatic asylums supported at the public expense, their wives, or the persons having charge of their children, may, in cases of exceptional need, be paid allowances at the same rate as in the case of pensioners who are maintained in naval hospitals, less such portion, if any, of the naval pension as may not be claimed by the parish authorities.

1966. Persons ineligible.—The following persons shall not be considered eligible for the benefits of Greenwich Hospital :—

- (a) Men who are materially able to contribute towards their own support.
- (b) Men with less than 12 years' service, however old they may be, who were discharged in good health, and do not come under Class V., Article 1964.
- (c) Men discharged for any form of venereal disease, unless they be life pensioners, and men suffering from any such disease contracted since their discharge from the Service, whether life pensioners or not.
- (d) Men whose general character has been inferior to " Good."
- (e) Men in workhouses.
- (f) Foreigners entered after 24th April 1900.

1967. Civil and Army Pensioners who, in consequence of naval or marine service, may be eligible for the benefits of Greenwich Hospital, shall not be granted special pensions if their other pensions be equal to, or exceed, the amount which might be awarded to them as special pensions from the funds of Greenwich Hospital, if they were not in receipt of civil or army pensions. If, however, their pensions be less than such amount, they may be awarded the difference between the two, if otherwise eligible.

2. Should such men be admitted into hospitals their pensions will be paid to the funds of Greenwich Hospital, as in the case of naval pensioners.

3. Time served in the Army shall not be allowed to reckon with subsequent naval service for the benefits of Greenwich Hospital.

1968. Yard Craft Men and Riggers.—Yard craft men, including Masters and Mates, and Seamen Riggers, whether established or not, who have been granted civil superannuation, as well as those who have been granted naval pensions, or who have been pensioned under the old dockyard regulations, shall be considered eligible for all the benefits of Greenwich Hospital, but breakwater men are not eligible for those benefits.

SECTION V. GENERAL.

1969. Age of Applicant.—The age of all applicants for naval and Greenwich pensions shall be computed in every case from the statement made by them on their first entry into the Service, and no certificate of birth or baptism or any other document shall be accepted in support of an application to have the statement of age on first entry set aside, except when otherwise directed in Article 355.

1970. Assignments, &c.—Any assignment, sale, or contract relating to a naval or Greenwich Hospital pension is void.

1971. Mode of paying Pensions.—Pensioners will be paid by the Accountant-General, either quarterly or at such other periods as may be authorised.

1972. Violence towards Paying Officer.—Any pensioner guilty of violence or outrage towards any person employed in paying the pensioners, shall be punished by the loss either of a part or of the whole of his pension, in addition to any other punishment which the law may inflict for such offence.

1973. Striking off Pension List.—Any pensioner convicted of felony, or of an attempt to commit a fraud in the receipt of pension or prize money, shall be struck off the pension list :—

- (a) The personating or falsely assuming the name or character of a naval pensioner in order to obtain his pension money, or procuring any other to do the same, is made felony by Act of Parliament.

- (b) All pensions are granted during good behaviour, and may be forfeited by misconduct on the part of the pensioner, to be judged of by the Admiralty, but the Admiralty, at their discretion, may restore any pensioner who shall have forfeited his pension for misconduct or on conviction of felony, either to his original pension or to a lower rate of pension.

1974. Pensioners receiving Parish Relief.—Naval pensions, under such conditions as may from time to time be laid down, are liable to the claims of the parish authorities, in the event of a pensioner being relieved, or becoming chargeable in respect to relief afforded to himself or to any person whom he is liable to maintain.

1975. Neglect to draw Pension.—A pensioner who neglects to draw his pension for four successive quarters will be struck off the pension list and not replaced unless he account satisfactorily for such omission; and the Admiralty, at their discretion, will grant or withhold the arrears, or any portion thereof, but in no case will arrears be paid for a longer period than two years, unless the man shall have been serving in the Navy in a rating which entitled him to receive his pension while so employed.

1976. Balance due to deceased Pensioner.—The widows or legal representatives of deceased pensioners may be allowed to receive their pensions up to the end of the quarter in which the pensioners died, provided such pension shall not already have been paid, and provided there be no stoppage against the pension on account of maintenance in a hospital, or other reason.

2. If a man shall have received his pension up to the end of the quarter in which he died, and his death take place within two days from the end of the quarter, a month's pension may be paid to the widow on special authority from the Admiralty.

CHAPTER LIV.

PENSIONS AND GRATUITIES TO THE RELATIVES OF OFFICERS AND MEN OF THE ROYAL NAVY AND MARINES, AND EDUCATION OF THEIR CHILDREN.

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SECTION I. WIDOWS OF NAVAL OFFICERS.

1977. Rates.—Widows of officers of the Royal Navy, and of the Royal Marines, subject to the regulations contained in this Chapter, may be allowed pensions, and their children compassionate allowances. A pamphlet setting forth the rates of these pensions and allowances may be obtained on application to the Secretary of the Admiralty, London, S.W.

1978. Conditions on which granted.—The pensions authorised by these regulations cannot be claimed as a right. They are granted as rewards for good and faithful service rendered by deceased officers; they will only be conferred on persons deserving the Public Bounty; the ordinary pension will not be granted to widows whose private incomes exceed the confidential scale which may from time to time be fixed by the Admiralty as the limit for each rank of officer; and the pensions are liable to be discontinued altogether, in case of any misconduct rendering the individuals receiving them unworthy of the Public Bounty.

2. Widows of Misconducted Officers.—The widows of naval officers placed on permanent half pay or on the retired or pension list, on or after the 2nd August 1910, on account of misconduct, after having completed not less than 20 years' service counting towards retirement or pension, may, at the discretion of the Admiralty, be granted pensions, provided that a deduction of not less than 10 per cent. shall have been made from the retired pay or pensions to which, but for their misconduct, these officers would have been entitled. In such cases the widow's pension will be reduced by half the percentage by which the husband's retired pay or pension has been reduced.

1979. Widows of Retired Officers.—Widows of retired officers, or others formerly in the Royal Navy, having been allowed to resign their commissions, who have been called out or have volunteered for service in case of war or emergency and have lost their lives from causes attributable to the Service, may be allowed pensions, and their children compassionate allowances on the special scale applicable to the rank held by the officer at the time of his death, notwithstanding that he may have married whilst on the retired list or after resignation of his commission, and subject to the provisions of the Commutation Acts of 1871 and 1882.

1980. Applications.—All applications for pensions, and for compassionate allowances, must be addressed to the Secretary of the Admiralty, for the decision of the Board.

1981. Commencement.—The pensions of all widows shall commence from the day following that on which their husbands died, provided application be made by the widow within 12 months from the same; otherwise from the time only of such application.

1982. When increased.—His Majesty's Orders in Council increasing rates of pension or compassionate allowances are not retrospective in their operation, and only affect the families of such officers as may be on the active list at the date of such Orders in Council or subsequently thereto.

1983. Pension not claimed.—If the claim of a widow to pension shall not be established before her death, the amount of pension to which she would have been entitled if living shall not be allowed to her representatives.

1984. When ineligible.—A widow shall not be eligible to be placed on the pension list in any of the following circumstances:—

- (a) If her husband should have married after the age of 60 years, except commissioned warrant officers and warrant officers pensioned before 1st October 1875, in whose case the limit of age is 50.
- (b) If her husband, being capable of service, should have been excused at his own request from serving when called upon, provided he had been officially warned that his widow would thereby forfeit the pension.
- (c) If her husband should have been found guilty of any fraudulent misapplication of the public money.
- (d) If her husband should have been found guilty of bigamy, or should she have been living at the time of her husband's death in a disreputable state of separation.
- (e) If her husband should have died in the service of a foreign State, unless serving with the permission of the Admiralty.
- (f) If she should not have been married 12 months to the officer by whose right she claims the pension, unless the said officer were killed or drowned in an immediate act of duty. The Admiralty may however, grant the pension in cases of officers dying before the expiration of 12 months from the time of their marriage, but only if satisfactory evidence is produced to show that the marriage did not take place under any circumstances which would imply that there was any fraud in the transaction, or any improper intention of obtaining the pension for the widow; and provided it be clearly shown that the officer was in good health when he married, and that the disease which occasioned his death was not brought on by any misconduct, or by any circumstances over which he had control.
- (g) If she should be in receipt of any other pension, provision or allowance from the Government on account of her husband's services in a naval or military capacity; but widows in receipt of pensions from the Civil List are not deprived of their naval pensions on account thereof, and widows who in consequence of second marriages may be eligible for either a navy or an army pension, may elect to receive that which is most advantageous to them.
- (h) If her private income should exceed the confidential scale fixed by the Admiralty as the limit for the rank last held by her husband.

- (i) If the marriage should have taken place subsequent to the officer commuting his retired pay, or if the officer, after having commuted, should have removed his name from the List of the Navy, although the marriage may have taken place before such commutation. A proportionate reduction in the amount of the pension will be made on account of partial commutation.
- (j) If the marriage should have taken place after the officer was removed from the active list. This regulation is to be applicable only to officers who retired after 10th November 1886, and is not to apply to widows of retired officers or others called out or volunteering in case of war or emergency, who lose their lives from causes attributable to the Service. (See 1979.)
- (k) If her husband, being a medical officer, retire or withdraw upon a gratuity.

1985. Widows' income increasing.—The pensions of widows whose private incomes, after their pensions have been awarded, may increase beyond the limit fixed from time to time by the Admiralty for the rank last held by their husbands, shall be suspended so long as their private incomes exceed such limit, but may be restored again in the event of their private incomes decreasing within the limit.

1986. Husbands' length of service.—The widows of commissioned officers, except Chaplains, who shall have married after the 10th November 1886, are only entitled to the pensions of their respective classes in the event of their husbands having 10 complete years' seniority as commissioned officers on the active list, except the husband be killed in action or lose his life in the execution of his duty. Should, however, the officer have had five years' seniority on the active list, have been in good health when he married, and if it be clearly shown that the disease which occasioned his death was not brought on by any misconduct, or by any circumstances over which the officer himself had control, the Admiralty may award pensions in such cases as they think proper.

2. The restrictions as to service as commissioned officer on the active list will not apply to:—

- (a) Officers retired before 10th November 1886, such officers being allowed to count their time as commissioned officers on the active, reserved, or retired lists, as qualifying for eligibility for pension to their widows.
- (b) Lieutenants, Engineer Lieutenants, and Carpenter Lieutenants promoted to that rank from commissioned warrant officers or warrant officers.

3. The widow of a commissioned warrant officer of three years' seniority who dies while on the active list after attaining the age for optional retirement is eligible at the discretion of the Admiralty for a pension on the scale laid down for the widows of Junior Lieutenants.

4. The widows of other commissioned warrant officers, of Divisional Chief Officers of Coast Guard, or of Chief Officers of Royal Naval Reserve batteries are only entitled to the rate applicable to those ranks if their husbands have had one year's service in the rank, or if their death should have been attributable to the Service; otherwise the rates applicable to warrant officers or to Chief Officers of Coast Guard stations will be awarded.

5. The widow of a warrant officer or of a Chief Officer of a Coast Guard station with less than one year's service (acting time, if any, included), and confirmed in the rank, is not eligible for a pension unless the officer's death is attributable to the Service.

6. The widow of a Head Schoolmaster who has been killed in action, or who has died of wounds received in action within two years of such wounds having been received, or who has died from illness brought on by fatigue, privation, or exposure incident to active operations before an enemy, within two years of his having been first certified to be ill, or who shall have completed not less than one year's continuous service as warrant officer at the time of his death, shall be granted a pension, provided the marriage shall have taken place before the officer attained the age of 45 years, and the widow be certified as being left in necessitous circumstances, and subject to the conditions laid down for the pensions of other officers' widows, so far as they apply.

The foregoing provisions are not applicable to Head Schoolmasters pensioned on or after 10th January 1910.

1987. Re-marrying.—In all cases of a widow re-marrying her pension shall be suspended from the date of her re-marriage; but, in the event of her again becoming a widow, her pension may be restored upon proof being adduced to the Admiralty that her private income does not exceed the limit fixed from time to time by the Admiralty for the rank last held by her husband, and that she is otherwise deserving the public bounty, but it will be again liable to suspension during future re-marriage.

1988. Re-married Widow again becoming eligible.—If a widow should, in consequence of re-marriage with a naval or marine officer, become again eligible for a pension from naval funds, she may either revert to her first pension, or be granted the pension for which her second marriage rendered her eligible, whichever is most to her advantage.

1989. Widows of Chaplains.—The widow of a Chaplain shall not receive a pension unless her husband's name shall have been on the List at the time of his death, nor unless she shall have been married during or prior to her husband's service in the Navy, nor unless her husband shall have served one year on full pay subsequent to their marriage and shall have completed three years' full pay service.

But should he have completed 10 years' service on full pay, a pension may be granted, although no portion of such service shall have been subsequent to their marriage, provided the widow be otherwise eligible, and provided, as regards officers retired after 10th November 1886, that the marriage shall have taken place before the officer left the active list.

1990. Widows of Paymasters-in-Chief.—The widows of Paymasters-in-Chief who attain that rank on retirement will be awarded the same rate of pension as widows of Paymasters-in-Chief on the active list.

The same rate may also be awarded to the widows of Fleet Paymasters who are still on the active list, provided that at the time of their death they have reached the age for optional retirement, and were eligible by service for, and would in the ordinary course have been granted, the rank of Paymaster-in-Chief, on retirement.

1991. Widows of Reserved and Retired Officers.—The widows of officers on the reserved and retired lists are only eligible for the pension applicable to the rank and seniority of their husbands at the date when they were last on the active list, except in the case of (i) Captains who were advanced to the rank of Flag Officer whilst on the retired list and who were retired or married before the 10th November 1886, whose widows are pensioned as the widows of Flag Officers, and (ii) Commissioned warrant officers retired after 1st April 1896 (10th January 1910 in the case of Chief Schoolmasters) with the

substantive, honorary or relative rank of Lieutenant, Carpenter Lieutenant, or Engineer Lieutenant, whose widows are pensioned on the same scale as the widows of Junior Lieutenants.

SECTION II. WIDOWS OF MARINE OFFICERS.

1992. General Rules.—The general rules for the grant of pensions to the widows of naval officers are applicable to the cases of widows of marine officers, except where otherwise stated in these Regulations.

1993. Officers retired after 29th June 1882.—The widows of marine officers retired after 29th June 1882, will be pensioned under the rules governing the award of pensions to widows of officers of His Majesty's Army.

1994. Officers with Brevet or Honorary Rank.—The widows of marine officers who held brevet or honorary rank on the active list shall be granted the pension applicable to that rank. The widows of marine officers who were given an honorary rank on or after retirement, shall only be entitled to the pension applicable to the substantive rank of the officer when last on the active list.

1995. Widows of Marine Officers promoted from the ranks.—In the case of a marine warrant officer with previous army service in warrant rank, such service being too short to allow of the grant of the widow's pension from Army funds, his marine service will be allowed to count towards rendering his widow eligible for a pension from Naval funds.

2. In computing the period on the list of commissioned officers necessary to render widows eligible for pensions, in the case of marine officers who have been promoted from the ranks, three years in the ranks shall be allowed to reckon as two years in commission towards such qualifying period; and if under this rule the time be still insufficient, the Admiralty, at their discretion, may award a pension notwithstanding, provided the actual service in all ranks amounts to the period required in the cases of other officers.

SECTION III. WIDOWS AND CHILDREN OF OFFICERS KILLED IN ACTION.

1996. Gratuities to Widows and Orphans.—Under the following regulations, gratuities shall be allowed as His Majesty's Royal Bounty to the widows and orphans of such of the officers mentioned in Articles 1977 and 1979 as may be slain in the King's Service in fight with an enemy, with pirates or smugglers, or in encounters with the ships of friends by mistake, or in quelling disturbances on shore or afloat; and persons dying of their wounds within two years shall be considered as persons slain, viz. :—

(a) To a widow, a gratuity equal to a year's full pay of the rank which her husband held at the time of his death.

(b) To each orphan (who shall not be married, nor be of the age of 21 at the time of the father's death), one-third of the gratuity to the widow; posthumous children shall be considered as orphans.

2. In the calculation of these gratuities, the officer's command money and other full pay allowances, except table money, shall be included.

1997. Daughters in special circumstances.—In the case of an officer killed in action, or dying from wounds received in action within two years, and not leaving a widow, but leaving a daughter or daughters only, an annual allowance equal to the ordinary rate of widow's pension may be granted in special circumstances instead of the compassionate allowance, to such daughter or daughters collectively. Such allowances may be continued until the daughter,

or the last survivor of them, in case there be more than one, may become disqualified by marriage or otherwise.

SECTION IV. CHILDREN OF OFFICERS—COMPASSIONATE ALLOWANCES.

1998. Eligibility for.—Allowances on the compassionate list to the legitimate children of deceased commissioned officers and commissioned warrant officers may be given in those cases in which the rank of the officer would render his widow eligible to be placed on the pension list, provided it be shown that the children have no other allowance, pension, or provision, from the Government, except in the case of boys under the age of 18 who may be serving as subordinate officers in the Navy, and that their pecuniary circumstances and those of their family are so limited that they actually require assistance from the compassionate fund.

2. **Scale, and for Motherless Children.**—The scale of compassionate allowances for children of officers may be obtained on application to the Secretary of the Admiralty, London, S.W. Motherless children who are not in receipt or more than 30*l.* a year from other sources may be granted allowances within a maximum of double the ordinary rates.

3. When a medical officer retires or withdraws, on a gratuity, his children will have no claim to compassionate allowance.

1999. When ineligible.—All persons alluded to in Article 2000, who are in receipt of 30*l.* a year from other sources, or whose mothers have been refused pensions on account of private income, are considered ineligible for compassionate allowances in ordinary circumstances. In the case of motherless children, however, the private income limit is 45*l.*

2000. Continuance of the Allowance.—The allowances granted to the sons of officers may be continued until they attain the age of 18, or are otherwise provided for; and those to the daughters may be continued until they marry or attain the age of 21, whichever shall first happen, and no longer. In very special cases, however, if it shall be shown that sons or daughters are afflicted with any mental or bodily infirmity rendering them incapable of making any exertion for their own support, and that they are still in distressed circumstances, the allowances may be continued, or, should any break of continuity have occurred, they may be revived, provided that the infirmity commenced, in the case of sons, before the age of 18, and in the case of daughters, before the age of 21.

2. These allowances may also be awarded in those special cases where the sons and daughters of officers, who were not in receipt of allowances when under age are rendered incapable of making adequate exertion for their own support through infirmity dating from a period before the father's death, and before the sons or daughters reached the age at which, in ordinary circumstances, compassionate allowances would cease.

2001. Education of Children.—Children who are being educated at the expense of Greenwich Hospital may be granted the minimum compassionate allowances applicable to their father's rank, provided real poverty be proved to exist.

2002. Widows re-marrying.—In the event of a widow re-marrying, her children by the first marriage are still eligible for compassionate allowances, provided they be otherwise qualified to receive them.

2003. When payable.—Compassionate allowances are granted for the year commencing 1st January, but are not payable till after the following 1st April.

2004. If Fathers had commuted.—Children who were born after their fathers commuted their retired pay are not eligible to be placed on the compassionate lists. A proportionate reduction in the amount of the compassionate allowance will be made on account of partial commutation.

2005. Aggregate amount of Allowances.—The aggregate amount of the allowances to the family of any officer shall not exceed, in ordinary cases, the amount of the half pay of his rank and seniority at the time of his death. In the case of an officer whose death is attributable to the Service, the aggregate amount of the allowances to his family shall not exceed 100*l.* a year more than the amount of the half pay of his rank and seniority at the time of his death.

SECTION V. MOTHERS AND SISTERS OF OFFICERS.

2006. Mother of an Officer killed.—When an officer is killed in action, or killed or drowned on duty, or dies of wounds or injuries received on duty within two years after being injured, and leaves no widow nor legitimate child, but leaves a mother who is a widow in distressed circumstances, and who was dependent upon him, the mother shall receive a pension equal to the ordinary rate of widow's pension attached to the rank which her son held at the time of his death; but if such mother shall herself be in the receipt of a pension as an officer's widow, or shall have any other provision of any kind from the public, in that case no allowance will be made to her on account of her son, unless she give up the other pension or allowance; and the pension given to a mother on account of her son will be forfeited on re-marriage, and will not be restored in the event of her again becoming a widow.

2007. Sisters.—Sisters of officers are not eligible for any allowance, unless in very special and extraordinary circumstances. The allowance will not exceed that which would be given to a mother, and will not be given in any case unless the officer shall have been killed in action, or killed or drowned on duty, or shall die of wounds or injuries received on duty within two years after being injured, and shall have left no widow, legitimate child, or mother, nor unless the sister shall be an orphan, having no surviving brother, and shall have been dependent for support upon the officer killed. Every pension so granted will cease when the person receiving it shall marry, or be in any other manner sufficiently provided for.

2008. Special cases.—If there should be no ordinary rate of pension attached to the rank of the officer, such pension may be granted as the Admiralty may see fit, in the cases of both mothers and sisters in the circumstances stated in Articles 2006 and 2007.

SECTION VI. EDUCATION OF THE CHILDREN OF OFFICERS AND MEN.

2009. Grants towards.—Sons and daughters of deceased or distressed commissioned officers and commissioned warrant officers of the Royal Navy or Royal Marines, and of Chief Officers and Senior Mates of Coast Guard cruisers, may be awarded grants from the funds of Greenwich Hospital, in aid of their education and maintenance in such schools as shall be approved by the Admiralty, subject to the following restrictions:—

(a) The number of grants in force shall not, at any one time, exceed 75.

(b) The amount of a grant shall not in any case exceed 20*l.* a year.

2. The claims of candidates will be referred to a committee of selection appointed by the Admiralty, who will adjudge them in the following order of

precedence, giving special consideration to length of service at sea and the circumstances of the family :—

Class 1.—Orphans, both parents dead.

Class 2.—Children of fathers killed, drowned, or deceased in the service of the Crown, or having died from the effects of injury or disease caused by extraordinary exposure or exertion on service within two years after being first certified to be ill.

Class 3.—Children whose fathers, having served in the Royal Navy or Marines, are dead.

Class 4.—Children whose fathers are living and whose mothers are dead.

Class 5.—Cases not specified in the above classes will be considered according to the services of the fathers and the degree of distress of the children.

3. Applications will not be received until the candidates have arrived at 10 years of age.

4. A grant may remain in force for a period not exceeding five years, provided conduct and progress be satisfactory, but will in no case be continued beyond the age of 18 years.

Full particulars and forms of application may be obtained from the Director of Greenwich Hospital, Admiralty.

2010. Rotely Bequest.—A small number of grants of 20*l.* a year each may be awarded from funds provided by the Rotely bequest in aid of the education of sons of naval or marine officers of a rank not inferior to ward-room rank. Candidates must not be under 10 years of age.

2. The grants may remain in force for a period not exceeding five years, provided conduct and progress be satisfactory, and will in no case be continued beyond the age of 18 years.

Particulars and forms of application may be obtained from the Director of Greenwich Hospital, Admiralty.

Regulations for the Admission of Boys to the Royal Hospital School, Greenwich.

2011. Boys eligible.—The complement of the school will not exceed 1,000 boys, sons of :—

(a) Warrant officers, Second Mates of Coast Guard cruisers, non-commissioned officers, petty officers, and men of the Royal Navy and Marines.

(b) Men of the Royal Naval Reserve.

(c) Other seafaring persons and men drowned on lifeboat service.

2. **Selection.**—Claims for admission to the school will be referred to a committee of selection appointed by the Admiralty, who will adjudge them in the following order of precedence, special consideration being given to the length, nature and merit of the father's services :—

Class 1.—Orphans. Both parents dead.

Class 2.—Orphans. Father killed or drowned on duty in the service of the Crown, or on lifeboat service, or having died from the effects of injury or disease caused by extraordinary exposure or exertion on service within two years after being first certified to be ill. Mother living.

Class 3.—Orphans. Father dead. Mother living.

Class 4.—Orphans. Mother dead. Father living.

Class 5.—Sons of men now serving. Both parents living.

Class 6.—Sons of life pensioners and of men entitled to the benefits of Greenwich Hospital. Both parents living.

Class 7.—Cases which may be considered exceptional, and not coming within the foregoing classes.

3. **Physical Qualification.**—Boys are eligible for admission between 11 and 14 years of age, and must be physically fit for sea service according to the following standard :—

Age.	Height (without Shoes) in Inches.	Measurement round the Chest in Inches.
11 and under 11½ years	52	24½
11½ " 12 "	52½	24½
12 " 12½ "	53	24¾
12½ " 13 "	54	25½
13 " 13½ "	55	26
13½ " 14 "	56	26½

They will undergo a stringent examination by a naval medical officer on entry, and they must be able to read and write an easy sentence, and possess a knowledge of the four simple rules of arithmetic (Standard 3, Code of Regulations of the Board of Education).

An agreement signed by the boy and his parents or guardians must be entered into that he shall engage for continuous and general service in the Royal Navy from the age of 18, in addition to whatever period may be necessary until he shall have attained that age, if found physically and educationally fit and up to the prescribed standard on his discharge from the school.

4. Applications will not be received until the candidates are 10½ years of age.

5. **Special Surveys.**—Surveys will be held by a naval medical officer :—

(a) At 14, on boys entered into the school before 12½ years of age.

(b) At 15 years of age, on all boys.

Those who may be found below the standard, or who are otherwise physically unfit for sea service at these special surveys, will be discharged, otherwise they will be retained until 15½ years of age and entered for continuous service in the Royal Navy, if then found physically and educationally fit for sea service and up to the prescribed standard. If not required, or found ineligible for the Royal Navy, they may be entered in the mercantile marine and enrolled in the Royal Naval Reserve.

6. **Sections of School.**—The school is divided into two sections, the Upper Nautical School and the Nautical School. Fifty boys between the ages of 13½ and 14½ will be selected from the Nautical School by competitive examination for the Upper Nautical School, of whom 20 may be candidates for Boy Artificers, Dockyard Apprentices, and Computers; the remaining 30 to be boys who will join the Royal Navy as bluejacket boys. Boys in this school will give their whole time to school work, but the bluejacket candidates will, during their last three months, spend half time in school and the remainder at seamanship instruction.

7. The education of the boys in the Nautical School will be generally in accordance with the scheme of the Board of Education for elementary schools, alternating with practical seamanship and other industrial occupations designed to prepare them for a seafaring life. There will be a special class for boys who elect to join the Royal Navy as bluejacket boys, called the "Advanced class." These boys will receive a higher education than that usually given in the Nautical School, and during their last three months will spend half time in school and the remainder at seamanship instruction.

This class is limited to 45, and boys are selected by competitive examinations between the ages of 13½ and 14½.

8. **Swimming.**—A thorough knowledge of the art of swimming being one of the requirements for entry into the Royal Navy, all boys in the school will be taught to swim and periodically examined as to their proficiency.

Full particulars and forms of application may be obtained on application to the Director of Greenwich Hospital, Admiralty.

2012. Admission of Boys into Orphanages, &c.—Sons of deceased or incapacitated warrant officers, Second Mates of Coast Guard cruisers, non-commissioned officers, petty officers, and men of the Royal Navy and Marines (and of men of the Royal Naval Reserve killed or drowned in the service of the Crown) may be educated and maintained in schools at the expense of Greenwich Hospital, subject to the expenditure in any one year being restricted to 4,000*l.*

2. **Selection.**—Claims for admission will be referred to a committee of selection appointed by the Admiralty who will adjudge them in the following order of precedence, consideration being given to the length, nature, and merit of the father's services :—

Class 1.—Orphans. Both parents dead.

Class 2.—Orphans. Father killed or drowned on duty in the service of the Crown, or having died from the effects of injury or disease caused by extraordinary exposure or exertion on service within two years after being first certified to be ill; mother unable to look after children.

Class 3.—Exceptional cases not included in the foregoing classes.

3. Boys are not eligible for admission until eight years of age, except in cases considered to be special and exceptional.

Full particulars and forms of application may be obtained on application to the Director of Greenwich Hospital, Admiralty.

Regulations for the Admission of Girls into Schools to be Maintained at the Expense of Greenwich Hospital Funds.

2013. Admission of Girls into Orphanages.—Daughters of warrant officers, of Second Mates of Coast Guard cruisers, and of non-commissioned officers, petty officers and men of the Royal Navy and Marines, may be educated and maintained in schools at the expense of Greenwich Hospital, subject to the following restrictions :—

(a) The number of girls to be educated and maintained at any one time shall not exceed 200.

(b) The amount to be expended on the education and maintenance of any girl shall not exceed the rate of 20*l.* a year.

2. Claims for admission will be referred to a committee of selection appointed by the Admiralty, who will adjudge them in the following order of precedence, consideration being given to the length, nature and merit of the father's services :—

Class 1.—Orphans, both parents dead.

Class 2.—Daughters of fathers killed, drowned, or deceased in the service of the Crown, or having died from the effects of injury or disease caused by extraordinary exposure or exertion on service within two years after being certified to be ill, or while employed by His Majesty on board a merchant ship, or in action with an enemy, pirate, or rebel.

Class 3.—Those whose fathers, having served in the Royal Navy or Marines, are dead.

Class 4.—Those whose fathers are living and whose mothers are dead.

Class 5.—Cases not specified in the above classes will be considered according to the services of the fathers and the state of distress of the children.

3. Girls are not eligible for admission until nine years of age except in cases considered to be special and exceptional.

Full particulars and forms of application may be obtained on application to the Director of Greenwich Hospital, Admiralty.

SECTION VII. PENSIONS, ALLOWANCES, AND GRATUITIES TO RELATIVES OF MEN KILLED ON DUTY.

2014. Widows and Children.—Under the 2nd Section of Act 46 & 47 Vict., cap. 32, pensions and allowances are granted by the Admiralty out of the funds of Greenwich Hospital to widows and children of :—

(a) Non-commissioned officers and petty officers and men of the Royal Navy and Marines killed or drowned in the service of the Crown, or on lifeboat service ;

(b) Men of the Royal Naval Reserve forces killed or drowned in the service of the Crown.

2. These pensions and allowances are granted also to widows and children of non-commissioned officers, petty officers or men as aforesaid, who die from the effects of any injury or disease, when it shall be proved to the satisfaction of the Admiralty :—

(a) That the injury or disease was caused by accident on duty in the service of the Crown, and that the man died therefrom within two years ; or

(b) That the injury or disease was caused by extraordinary exposure or exertion on duty in the service of the Crown, and that it terminated fatally within two years of being first certified.

3. Pension or allowance will not be granted when death has been due to a man's own culpable action or negligence, or when the widow was not legally married to the man before the receipt of the injury or before the disease was contracted.

4. The pensions are supplemented from naval funds, and awards are made according to the following scale :—

Rating.	Widow's pension per week.			Allowance for each Child dependent on the Mother per Week.
	From the Funds of Greenwich Hospital.	Supplementary Pension from Naval Funds.	Total.	
	s. d.	s. d.	s. d.	s. d.
(a) Leading rates with under 3 years' service as such,* and able seamen, and other persons in the same category, including marines — — — —	3 6	1 6	5 0	1 6
(b) Second class petty officers (O.S.), leading rates, with over 3 years' service as such,* and corporals of Marines — — — —	4 0	2 0	6 0	1 6
(c) First class petty officers (O.S.), petty officers (N.S.), and sergeants of Marines — — — —	4 6	3 0	7 6	2 0
(d) Chief petty officers, and colour and staff sergeants of Marines — —	5 0	4 0	9 0	2 0

* In cases where a qualifying examination is required for advancement to petty officer rating, leading rates who have not passed this test are to be classified under (a), notwithstanding that in respect of service they are qualified for (b).

Rates in excess of the foregoing scale may, at the discretion of the Admiralty, be awarded in cases needing special relief.

5. **Re-marriage.**—If a widow re-marry, her pension will cease, and she will be eligible to receive a gratuity equal to one year's pension in full discharge of all claims upon the public bounty. Allowances to children may be continued.

6. **Tenure.**—Pensions and allowances are tenable subject to good behaviour, and are granted at the discretion of the Admiralty. They cannot be claimed as a right. Any assignment, sale, or contract relating to a pension or allowance is void.

7. **Total Orphans, &c.**—If a mother die, or children be removed from a mother's control on account of her misconduct (*see* clause 6), the allowances in respect of the children may be paid at twice the normal rates (*see* clause 4); or provision may be made for the maintenance of the children in a benevolent institution.

8. **Parish Relief.**—If a widow be in receipt of parish relief, in respect either of herself or her family, the payment of the pension and allowance may be suspended. In no case will the pension or allowance be paid to the parish authorities.

9. **Declaration.**—Widows will be required to make a declaration quarterly, or whenever it may be considered necessary, before a duly authorised person, as to their continued widowhood, and of any particulars required in reference to their families.

10. **Duration of Allowances.**—Boys above 14 and girls above 16 will, as a rule, be ineligible for allowances.

11. If the claim of a widow to a pension be not established before her death, the amount of the pension to which she would have been entitled if living will not be allowed to her representatives.

12. These regulations apply only from 1st July 1903.

13. **Gratuities to Widows.**—Widows of petty officers and seamen of the Royal Navy and non-commissioned officers and men of the Royal Marines specified in clauses 1 and 2, at the discretion of the Admiralty, may be allowed a gratuity equal to one year's full pay according to the rating of their late husbands at the time of death, exclusive of any badges or other extra or additional pay, in lieu of the pensions to which they might be eligible under these regulations.

NOTE.—Widows of Coast Guard men entitled to civil pensions are excepted from these regulations.

2015. **Parents or other Relatives.**—In the event of men specified in clauses 1 and 2 of Article 2014, not leaving widows or children, but leaving parents or other relatives dependent upon them, gratuities not exceeding one year's full wages may be given at the discretion of the Admiralty to such parents or relatives, provided the total expenditure in such gratuities shall not exceed in any one year the sum of 500*l.*

2016. **Widows of Men Killed, &c., in War.**—Pensions and allowances may be granted by the Admiralty to widows and children of petty officers and men of the Royal Navy and Naval Reserve and non-commissioned officers and men of the Royal Marines, who are killed or drowned, or who die from wounds or injuries received, or disease contracted, during warlike operations.

2. These pensions and allowances will be granted only in cases where men have, during warlike operations—

(a) Been killed or drowned; or

(b) Received wounds or injuries, and have died therefrom within two years; or

(c) Contracted or developed disease which terminated fatally within two years of removal from duty on account of such disease.

The pensions and allowances will not be granted to the widows or children of men who were killed or drowned, or who died, before the 11th October 1899.

3. Pension or allowance will not be granted when death has been due to a man's own culpable action or negligence, or when the widow was not legally married to the man before the receipt of the wound or injury, or before the disease was contracted.

4.—

Rank of Husband in Royal Navy, or Reserve Forces, or Royal Marines.	Widow's Pension per Week.	Allowance for each Child dependent on the Mother per Week.
	<i>s. d.</i>	<i>s. d.</i>
(a) All naval ratings below those described in (b), and marines below corporals — — — — —	5 0	1 6
(b) Second class petty officers (O.S.), leading rates with over 3 years' service as such,* and corporals of Marines — —	6 0	1 6
(c) First class petty officers (O.S.), petty officers (N.S.), and sergeants of Marines — — — — —	7 6	2 0
(d) Chief petty officers, and colour and staff sergeants of Marines —	9 0	2 0

* In cases where a qualifying examination is required for advancement to petty officer rating, leading rates who have not passed this test are to be classified under (a), notwithstanding that in respect of service they are qualified for (b).

5. **Re-marriage.**—If a widow re-marries, her pension will cease, and she will be eligible to receive a gratuity equal to one year's pension in full discharge of all claims upon the public bounty. The allowances to the children may be continued.

6. **Tenure.**—Pension and allowances are tenable subject to good behaviour, and are granted at the discretion of the Admiralty. They cannot be claimed as a right. Any assignment, sale, or contract relating to a pension or allowance is void.

7. **Total Orphans, &c.**—If the mother dies, or the children are removed from the mother's control on account of her misconduct (*see* clause 6), the allowances in respect of the children may be paid at twice the normal rates (*see* clause 4); or provision may be made for the maintenance of the children in a benevolent institution, subject to the concurrence of the Lords Commissioners of the Treasury.

8. **Parish Relief.**—If parish relief is afforded in respect either of the widow or her children, the pension and allowances may, under such conditions as shall from time to time be laid down, be applied in whole or in part towards satisfying the claims of the parish authorities.

9. **Declaration.**—The widow will be required to make a declaration quarterly, or whenever it may be considered necessary, before a duly authorised person, as to her continued widowhood, and of any particulars required in reference to her family.

10. **Duration of Allowances.**—Boys above 14 and girls above 16 will, in ordinary circumstances, be ineligible for allowances. If, however, it is shown to the satisfaction of the Admiralty that, owing to mental or physical infirmity, the boy or girl is unable to maintain himself or herself, the allowance may be granted up to an age not exceeding 21.

11. If the claim of a widow to a pension be not established before her death, through her own neglect or omission, the amount of the pension to which she would have been entitled, if living, will not be allowed to her representatives.

12. These regulations apply only from 1st July 1901.

CHAPTER LV.

HALF AND RETIRED PAY AND PENSIONS—
PAYMENT OF.

2017. Officers in Civil, Colonial, or Foreign Employment.—The conditions under which officers are allowed to draw non-effective pay whilst holding civil employment of profit under any public department, or any employment of profit under the Government of any British possession, or any employment under the Government of any foreign State, are set forth in Appendix XIV.

2. Forfeiture or Suspension.—The retired pay and pensions of commissioned, commissioned warrant, and warrant officers shall be held only during good behaviour, and the Admiralty may at their discretion direct that they shall be forfeited or suspended for such time as the Admiralty may think fit, for any misconduct or act rendering officers unworthy to receive them. The Admiralty may at their discretion restore retired pay or pension in whole or in part, whether the same has been forfeited under the Forfeiture Act, 1870, or not.

The above regulation applies to all descriptions of pensions, except pensions for wounds, injuries, or disability.

2018. Placing on Half Pay.—When an officer becomes entitled to half pay, the necessary authority is issued without any application on his part, by the Admiralty, to His Majesty's Paymaster-General, by whom the payment is made.

2019. Form of Declaration.—Payment can only be made on the production of such declarations as may from time to time be prescribed, the forms for which can be obtained from the office of the Paymaster-General or from officers who make payments on his behalf.

2020. Modes of Payment.—The following are the various modes of payment which are adopted :—

At Home.

- (a) At the Paymaster-General's office on personal application.
- (b) By negotiable receipts or drafts accompanied by the prescribed form of declaration.
- (c) By the Cashier of a dockyard, the Deputy Cashier at the Royal Victoria Yard, or the Superintending Store Officer at the other victualling yards.
- (d) By Collectors of Inland Revenue or Customs.

Abroad.

- (e) By local War Department officers, or the Colonial Treasury, or, where there are no such officers or Treasury, by negotiable receipts drawn as in sub-clause (b).
2. Payments are made quarterly, but monthly payments on account are made to such officers as desire them.

2021. Election of Mode of Payment.—Officers on becoming entitled to half or retired pay should acquaint the Paymaster-General, in writing, or by personal application at his office, as to the mode in which they desire to receive payment, and whether monthly or quarterly.

2. Any officer desiring to change the mode of receiving his half or retired pay should, in like manner, signify his wish to the Paymaster-General.

2022. Balance of Half Pay on Appointment.—When an officer appointed to a ship from half pay is unable, from unavoidable causes, to receive the residue of his half pay before leaving England, he may communicate with the Accountant-General enclosing the usual declaration, if not previously sent to the Paymaster-General, stating the name and address of the person he wishes to receive the residue of his half pay; authority will then be given the Paymaster-General to pay the arrears to the officer's nominee.

2023. Death of Half Pay Officer.—In the case of death, the legal representatives should apply to the Accountant-General, by whom the necessary authority will be sent to the Paymaster-General for the payment to them of the arrears due to date of death. Should probate of will have been obtained or letters of administration taken out, they should be forwarded to the Accountant-General; but if there should be no occasion for such administration, owing to the assets of the deceased not exceeding 100*l.*, it should be so stated on the application.

2024. Retired Pay, Pensions, &c. : how paid.—Retired pay, pensions to officers, and pensions to widows and relatives of deceased officers are paid in the same manner as half pay, by the Paymaster-General, on receipt of the necessary authority from the Admiralty, upon production of declarations, except that, in the case of the death of a pensioner, the probate of will or the letters of administration should be forwarded to the Paymaster-General.

2025. Declarations, Attestation of.—Under the authority of Treasury warrants, dated the 18th October 1893, the 8th March and 31st October 1895, in pursuance of the provisions of the Annual Appropriation Act, the persons before whom half pay and pension declarations may be subscribed are given on the form which must be used when applying for half or retired pay. They are also given in the Quarterly Navy List.

NOTE.—For Appendices, Comparative Table, and Index *see* Volume II.





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