ADMIRALTY FLEET ORDER

QUALIFYING COURSES FOR PILOT, OBSERVER AND TELEGRAPHIST AIR GUNNER—REPORTS ON TRAINING

ADMIRALTY, S.W.1,
6th May, 1943.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

Distribution Limited

To Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels fitted for Aircraft, H.M. Naval Air Stations and Sections, and Naval Training and Flying Training Establishments concerned.

Note:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.
2103.—Qualifying Courses for Pilot, Observer and Telegraphist Air Gunner.—Reports on Training

(C.W. 21204/42.—5.5.1943.)

The following procedure is to be followed for the rendering of reports on officers and ratings under training for Pilot, Observer and Telegraphist Air Gunner.

1. It is most desirable that reports should be rendered to the Admiralty without undue delay. This is particularly so in the case of reports on pilots on completion of specialised flying training and on Observers on completion of Part II of the qualifying course, as these reports may influence the subsequent appointments for which officers are selected.

I.—PILOTS

3. Confidential History Sheets (F.O.N.A.S. Form 75).—(a) The preliminary naval training establishment is to institute a confidential history sheet for each pupil.

(b) The object of this history sheet is to record, for the information of the Senior British Naval Officer in charge of the R.N. detachment in the next stage of training, details of each rating pupil as regards general ability, officer-like qualities, power of command, non-service attainments, games, etc. These particulars assist in arriving at a decision regarding the suitability of the individual for the eventual award of a commission, or in making recommendations for his disposal if he is eliminated from flying training.

(c) This history sheet is to be used for ratings sent to U.S.A. for flying training as well as for those trained in R.A.F. schools. It is to be completed at each stage of training by the Senior British Naval Officer in charge of the R.N. detachments at the various schools and, for ratings who complete advanced flying instruction successfully, it is to be forwarded to the Admiralty (C.W. Branch) on the rating's discharge from the S.F.T.S. or U.S. naval air station concerned (in the case of the latter, through B.A.M.R.).

(d) In the case of ratings whose commissions are withheld either temporarily or permanently on the successful completion of advanced flying instruction, the history sheet is to be continued at each subsequent stage of training. It is to be forwarded to the Admiralty on completion of the final stage of specialised training or when the rating is recommended for a commission, whichever is the earlier.

(e) For a rating eliminated from flying training in the U.S.A., the history sheet is to be sent with other documents to the Re-selection Centre at Trenton and is to continue in use if the rating is accepted for further flying training in Canada.

(f) The history sheet of a rating finally withdrawn from flying training in the United Kingdom or in Canada is to be forwarded to R.N. Barracks, Lee-on-Solent, with F.O.N.A.S. Form 25. If the rating is transferred to observer training, the history sheet is to be brought into use again during his further training.

4. Preliminary Naval Training Reports.—The preliminary naval training establishment will report in writing the results of the course of preliminary naval training to the Admiralty, copies to F.O.N.A.S. and Commodore, R.N. Barracks, Lee-on-Solent. The names of ratings failing the course are to be reported by the Admiralty, repeated F.O.N.A.S. and Commodore, R.N. Barracks, Lee-on-Solent, and individual reports rendered as in paragraph 9 for prospective Pilots and paragraph 21 for prospective Observers and prospective Telegraphist Air Gunners.

5. Training at R.A.F. Schools.—(a) Individual training reports on naval pupils are rendered by R.A.F. flying training schools as follows:—

R.A.F. Form

<table>
<thead>
<tr>
<th>No.</th>
<th>Stage of Training</th>
</tr>
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<tbody>
<tr>
<td>5011</td>
<td>Elementary flying training school</td>
</tr>
<tr>
<td>5012</td>
<td>Service flying training school</td>
</tr>
<tr>
<td>5014</td>
<td>Advanced flying unit (F)</td>
</tr>
</tbody>
</table>

(b) Four copies of each report are made and distributed as follows:—

One copy to Air Ministry (T.P. Stats.).
One copy to Admiralty (C.W. Branch).
One copy to accompany pupil to his next stage of training or new unit.

(c) The recommendation of Pilots for types of aircraft is made at the elementary flying training schools.

(d) The allocation of A.E.U. output to the various naval specialised flying courses will be arranged between the Admiralty and Air Ministry, nominal selection for these courses being made at the end of the advanced training period at the Service F.T.S. A copy of the list of selected pilots will be sent to F.O.N.A.S. by the Air Ministry (T.N.).

6. Reports on Pilots’ Specialist Courses.—(a) Results of preliminary and advanced seaplane courses and deck landing training courses are to be reported on F.O.N.A.S. Form 28B, and of fighter and torpedo pilots’ courses on F.O.N.A.S. Form 28C, two copies being forwarded to F.O.N.A.S., who will forward one copy with his covering remarks to the Admiralty. (For reports on individuals see paragraph 7 and 8.)

(b) These reports on pilots’ specialised flying courses are intended to give a general picture of the results of the course as a whole. From a series of these reports the trend of training and the standard of the product may be judged.

7. Form A.19 (Record of Specialised Flying Training).—(a) This form gives a picture of each individual as a service pilot on completion of his specialised training course, or on being removed from training at any time during that course. Each form should bear a reference to the number of the relevant course report (F.O.N.A.S. Form 28) and should make a clear recommendation as to each pilot’s employment, e.g.—

For First Line duty.
For a Squadron Working Up.
For Second Line for a period of (say) 6 months to gain experience.
Unsuitable for First Line employment.
Unsuitable for (say) fighter aircraft, recommended for (say) A.B.R. training.

(b) It is to be noted that inability to fly at night or to perform all the functions required of the type for which he is trained, renders a pilot unsuitable for full flying duties in the First Line. If a pilot is found unsuitable to continue training in a particular course, or unsuitable for full flying duties in the First Line for any reason, including failure to have completed the specialised course, a signal reporting the facts is to be sent to the Admiralty, repeated F.O.N.A.S., in order to prevent an appointment to the First Line being issued. The signal is to be followed by a Form A.19 in the ordinary course.

(c) Form A.19 is to be rendered by Naval air stations at which specialised flying training is carried out as follows:—

One copy to Admiralty.
One copy to F.O.N.A.S.
One copy to Commodore, R.N. Barracks, Lee-on-Solent (for drafting office) when reporting on a rating pilot.

(d) If during his specialist course, an officer or rating shows promise of being a potential flying instructor in the Fighter, Seaplane, Torpedo or Deck Landing Training School, the fact is to be noted on his Form A.19. If selected, these pilots will be sent to the schools for instructors’ courses after obtaining the necessary operational or sea experience.

(e) In the case of a pilot failing specialised flying training who is appointed or drafted to second line duties for further flying experience or for any other reason, an additional copy of Form A.19 is to be prepared by the school and forwarded to the second line squadron to which the officer or rating is discharged.

8. Form A.16 (Record of Deck Landing Training).—(a) The object of this form is to give a complete record of a pilot’s deck landing ability. The first part is a record of aerodrome dummy deck landing training for the information of the Commanding Officer of the carrier when deck landing training is carried out. The second part is a record of the carrier deck landing training.

(b) The form is to be commenced at the deck landing training school and completed for the period of aerodrome dummy deck landing training, and is to accompany the pilot to the training carrier for completion of the second part.

(c) If a pilot does not carry out deck landing training in the training carrier on completion of his deck landing training course, the fact is to be noted on the form which is to be forwarded to the Admiralty, copy to the Rear Admiral, Naval Air Stations.

(d) When a pilot subsequently carries out initial deck landing training in a carrier, a new form of report on his deck landing training should be originated in the carrier.
9. Failures and Withdrawals from New Entry Course.—(a) Particulars of Naval airmen who are withdrawn from course during the preliminary training or who fail this course are to be reported on F.O.N.A.S. Form 25 in duplicate, to the Commodore, R.N. Barracks, Lee-on-Solent, copy to F.O.N.A.S. The pupil's confidential history sheet is to accompany the F.O.N.A.S. Form 25. This report should include any recommendation as to future employment which it is desired to make and should give particulars of the type of engagement, date of birth and whether a volunteer on entry or called up under the National Service (Armed Forces) Act.

(b) Ratings concerned are to be drafted to R.N. Barracks, Lee-on-Solent, pending disposal instructions which will be issued by Admiralty for cases where R.N. Barracks, Lee-on-Solent, is not empowered to effect the necessary transfer.

10. Suspensions from Flying Training.—(a) The Air Officer Commanding Training Group, Royal Air Force, will forward two copies of reports (R.A.F. Form 5019) on the suspension of pupils from flying training to the Commodore, R.N. Barracks, Lee-on-Solent. (All pupils suspended from flying training will be discharged to R.N. Barracks, Lee-on-Solent.)

(b) The Commodore, R.N. Barracks, Lee-on-Solent, is to report the suspension of officers from flying training by signal to the Admiralty, repeated to F.O.N.A.S., stating whether the recommendations for commissions are cancelled, or whether they are recommended for observers' training, or second line pilot, or return to general service. This signalled report is to be followed by a written report to the Admiralty, through F.O.N.A.S., forwarding a copy of the R.A.F. suspension report.

(c) The Senior Naval Officer at the flying training school will render two copies of F.O.N.A.S. Form 25 containing recommendations for the disposal of ratings suspended from flying training to the Commodore, R.N. Barracks, Lee-on-Solent, and one copy to F.O.N.A.S. The pupil's confidential history sheet is to accompany the copies of F.O.N.A.S. Form 25 forwarded to the Commodore, R.N. Barracks, Lee-on-Solent.

(d) When it is necessary to refer to the Admiralty for instructions as to a rating’s disposal, the Commodore, R.N. Barracks, Lee-on-Solent, is to forward one copy of F.O.N.A.S. Form 25, accompanied by the pupil's confidential history sheet and the R.A.F. authorities’ report on the suspension.

(e) Particulars of pupils discharged to R.N. Barracks, Lee-on-Solent, after suspension from flying training abroad are to be reported by the Senior Naval Officer at the flying training school by signal to F.O.N.A.S., repeated to Admiralty and R.N. Barracks, Lee-on-Solent, with recommendations as to future employment. Written reports as above are to be sent without delay.

11. Recommendations for Promotion of Acting Leading Airmen to Temporary Commissioned Rank in the Air Branch of the R.N.V.R.—(a) One month prior to the completion of the advanced term of the service flying training school course, the Senior Naval Officer at the flying school will forward to the Admiralty (copies to F.O.N.A.S. and Commodore, R.N. Barracks, Lee-on-Solent) lists giving the names and official numbers of Acting Leading Airmen in each course who are likely to complete the course successfully, together with a full report on any ratings not recommended for temporary commissions, or a statement that all are so recommended.

(ii) On the completion of each course the Senior Naval Officer will report by signal to the Admiralty (C.W. Branch)—repeated to F.O.N.A.S. and Commodore, R.N. Barracks, Lee-on-Solent—the passing-out date and number of the course and the passing-out date and number of the course and either confirming that all ratings previously recommended for commissions have successfully completed the course, or giving particulars of any ratings who have not qualified or are not finally recommended for commissions. In cases of ratings not recommended for commissions it is to be stated:

(a) Whether the rating is not recommended for immediate promotion to commissioned rank on account of a breach of flying discipline but is recommended for consideration for promotion after a further period of satisfactory service, the length of which is to be stated.

(b) Whether, if not finally recommended for a commission, the rating is suitable to continue as a Rating Pilot.

(iii) Ratings sent home on completion of flying training report to R.N. Barracks, Lee-on-Solent, on arrival in the United Kingdom. The following particulars are to be reported by the R.N. Barracks to the Admiralty (C.W. Branch) by postagram immediately the men report at Lee:

(a) Number of course.

(b) Name. (Christian names in full.)

(c) Official number.

(d) Date of birth.

(e) Address on leave.

(iv) Ratings recommended for commissions will be instructed by R.N. Barracks, Lee-on-Solent, to purchase officers' uniform on being discharged to leave to await appointment.

12. Pilots Trained in U.S.A. under the "Towers" Scheme.—(a) Completion reports on the flying training of R.N. Officers and Ratings at U.S. Naval Air Stations are rendered by the senior British naval officers at the stations to the Superintendent of British Air Training, Bureau of Aeronautics, Navy Department, Washington, D.C., as follows:

Form No. Stage of Flying Training.
T.S.1 Primary
T.S.2 Intermediate
T.S.3 Pre-operational
T.S.4 A Operational Torpedo
T.S.4 B Operational Dive Bomber
T.S.4 C Operational Fighter

Notes.—(i) Acting Leading Airmen who are recommended are promoted to Temporary Midshipman (A) or Acting Sub-Lieutenant (A), R.N. (V.R. (according to age) on successful completion of intermediate training.

(ii) Some officers do not proceed to Operational Training Stations direct from Miami.

(b) For each pilot who completes the course of "Towers" training, the British Air Training Officer forwards a complete set of Forms T.S.1, 2 and 3, and if applicable T.S.4A, 4B or 4C, as follows:

Two sets to Admiralty (C.W. Branch), one by air and one by sea.
One set to F.O.N.A.S.
One set to the squadron to which the officer reported on is-appointed.

(c) Pupils eliminated prior to their receiving commissions are, if recommended for further flight training, drafted to the R.C.A.F. Re-selection Centre, Trenton, Ontario. Otherwise, they are sent to the R.A.F. Station, Moncton, Canada, for return to the United Kingdom.

Those selected at Trenton for further flight training are absorbed into schools in Canada; those rejected are discharged to R.N. Barracks, Lee-on-Solent, for disposal.

(d) S.B.N.O.s. are to forward reports on rating eliminees on Forms T.S.1, T.S.2 and F.O.N.A.S. Form No. 25, in accordance with local orders.

(e) The British Admiralty Maintenance Representative is to report particulars of rating eliminees, as follows:

(i) Signal Admiralty, F.O.N.A.S.,
(ii) Copies of T.S.1 and also, where applicable, Commodore, R.N.B., T.S.2, Lee-on-Solent.
(f) Ratings who successfully complete advanced training at Pensacola, but are not recommended for commissions, are to be discharged to R.N. Barracks, Lee-on-Solent. When they report at R.N. Barracks, the Commodore is to obtain drafting instructions from the Admiralty (N.A.2 S.L.).

(g) Pupils eliminated after receiving commissions are to be returned to the United Kingdom and instructed to report to the Admiralty (N.A.2 S.L.), Queen Anne's Mansions, S.W.1.

S.B.N.O.s. are to render reports on these officers in accordance with local orders. B.A.M.R. is to inform the Admiralty and F.O.N.A.S. by signal of the elimination of officer pupils, and is subsequently to forward copies of the T.S. forms and Elimination Board's report.

II.—OBSERVERS

13. Confidential History Sheets (F.O.N.A.S. Form 75).—The preliminary Naval training establishment is to institute a confidential history sheet for each pupil. It is to accompany the pupil whilst he is undergoing training at the different naval establishments and schools and is to be forwarded by the Observers' School concerned direct to the Admiralty, with F.O.N.A.S. Form 17, on the pupil qualifying as Observer.

14. Preliminary Naval Training Reports.—The preliminary Naval training establishment will report in writing the results of the course of preliminary Naval training to Admiralty, copies to F.O.N.A.S. and Commodore, R.N. Barracks, Lee-on-Solent. The names of ratings failing the course are to be reported by signal to the Admiralty, repeated F.O.N.A.S. and Commodore, R.N. Barracks, Lee-on-Solent, and individual reports rendered as in paragraph 21.

15. F.O.N.A.S., Form 17.—(a) On completion of Part II of the Observers' Course, the result of the qualifying examination is to be reported in detail on F.O.N.A.S. Form 17 for each pupil, in duplicate. (b) One copy of the form is to be forwarded direct to the Admiralty (C.W. Branch) for notation and transmission to the first ship or air station to which the Observer is appointed. This copy is to be forwarded to any subsequent ships or air stations to which the Officer is appointed and is finally to be destroyed when he has completed six months' service from the date of passing out from the Observers' School.

(c) The other copy of the form is to be forwarded to F.O.N.A.S. with the detailed general report on the course required by paragraph 17. After perusal, F.O.N.A.S. will forward this copy to the Admiralty for retention.

16. Results of Parts I and II of the Observers' Course.—Summaries of the results of Part I (Signals) and Part II of Observers' Courses are to be reported by signal to the Admiralty, repeated to F.O.N.A.S. and Commodore, R.N. Barracks, Lee-on-Solent, as soon as the results are known.

The signal is to be in the following form:

"A.F.O. 2103/43."

(1) Number, part and name of course.
(2) Number of (a) officers passed, (b) ratings passed and recommended for commissions.
(3) Number of (a) officers failed, (b) ratings failed.
(4) Names, ranks or ratings and official numbers of pupils failed, with recommendations as to disposal.
(5) Names and official numbers of Acting Leading Airmen who lack officer-like qualities and are recommended for withdrawal.
(6) Names, etc., of any pupils retained for further instruction.
(7) General remarks.

17. A detailed report on the results obtained at each establishment during Parts I (M.S.) and II (F.O.N.A.S. Form 28A) of the Observers' Course is also to be forwarded to F.O.N.A.S., in duplicate (copy to the Commodore, R.N. Barracks, Lee-on-Solent), for transmission to the Admiralty, with his remarks. In addition, a copy of the reports during Part I is to be forwarded to the next training establishment, so that the R.N. Air Station at which Part II of the course is carried out is in possession of the results obtained in Part I.

18. Observers' Course, Part II (R.N. Air Stations at Home only).—Particulars to be reported by letter, in duplicate, to the Admiralty (C.W. Branch)—copy to R.N. Barracks, Lee-on-Solent)—14 days before the completion of Part II:—

Name, official number, date of birth and address on leave of Acting Leading Airmen likely to complete the course successfully and recommended for temporary commissions in the Air Branch of the R.N.V.R.

19. Observers who qualify at a R.N. Air Station abroad report to R.N. Barracks, Lee-on-Solent, on arrival in the United Kingdom. Their names, official numbers, dates of birth and addresses on leave are to be recommended to the Admiralty (C.W. Branch) by postagram immediately in order that the promotions of the ratings may be promulgated and appointments issued without delay.

20. Ratings recommended for commissions will be instructed by Observers' Schools or by R.N. Barracks, Lee-on-Solent (for Observers trained abroad), to purchase officers' uniform on being discharged to leave to await appointment.

21. Failures and Withdrawals from Course.—(i) Particulars of pupils who are withdrawn from course during the preliminary training and Parts I and II or who fail any part of the course, are to be reported in manuscript form for officers and on F.O.N.A.S. Form 25 for ratings. Reports on officers are to be forwarded to F.O.N.A.S., who will forward them to the Admiralty with his remarks. Two copies of Form 25 are to be forwarded to the Commodore, R.N. Barracks, Lee-on-Solent, and one copy to F.O.N.A.S. The pupil's confidential history sheet, and where applicable, the pupil's F.O.N.A.S. Form 17, are to accompany the recommendations for withdrawal of officers and ratings. (All Observers and Telegraphist Air Gunners will be drafted to R.N. Barracks, Lee-on-Solent, on withdrawal from course.)

(ii) When it is necessary to refer to the Admiralty for instructions as to a rating's disposal, the Commodore, R.N. Barracks, Lee-on-Solent, is to forward one copy of F.O.N.A.S. Form 25 accompanied by the rating's confidential history sheet, and, where applicable, F.O.N.A.S. Form 17.

(iii) Particulars of pupils undergoing Part II of the Observers' Course at an R.N. Air Station abroad who are recommended for withdrawal are to be reported by signal to F.O.N.A.S., repeated to Admiralty and the Commodore, R.N. Barracks, Lee-on-Solent, with recommendations as to future employment. Written reports as above are to be sent within delay.

22. Warrant Air Officers (O).—Reports are to be rendered in accordance with the procedure laid down in paragraphs 16 and 17 for Observers. If it is desired to withdraw a pupil from the course a written report (M.S.) is to be forwarded to F.O.N.A.S. (copy to the Commodore, R.N. Barracks, Lee-on-Solent) for transmission to the Admiralty.
III.—TELEGRAPHIST AIR GUNNERS

23. Telegraphist Air Gunners, 1st Class.—A detailed report on the results obtained by each course for T.A.G., 1st Class, is to be forwarded to F.O.N.A.S. (copy to the Commodore, R.N. Barracks, Lee-on-Solent) for transmission to the Admiralty with his remarks. This report is to include recommendations as to each pupil’s fitness as an instructor in (a) Air signals, (b) Air armament; and whether he would be suitable for employment on the instructional staff of a school. The results obtained by individual T.A.Gs. are to be entered on the rating’s history sheets (Form S.1246P). If it is desired to withdraw a pupil from the course a written report (M.S.) is to be rendered to F.O.N.A.S. (copy to the Commodore, R.N. Barracks, Lee-on-Solent) for transmission to the Admiralty.

24. Telegraphist Air Gunners, 3rd Class.—(a) Reports on the training of T.A.Gs., 3rd Class, are to be rendered in accordance with the procedure laid down in paragraphs 16, 17 and 21, for Observers and the results entered on the history sheet (Form S.1246P).

(b) Ratings who qualify as Acting T.A.G., 3rd Class, but do not attain 40 hours’ individual W/T operating in the air will, whenever possible, be drafted to squadrons ashore until they have completed this time. Course reports are therefore to show the number of hours’ individual operating completed by each rating during the course.

(A.F.Os. 2211/42, 2844/42 and 1391/43 are cancelled.)