ADMIRALTY FLEET ORDERS

Admiralty, S.W.1, 25th May, 1944.

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

A list of these Orders is enclosed.

By Command of Their Lordships,

[Signature]

Note:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.
2815.—Complements of H.M. Ships and Establishments—Temporary Manning Standard (Ratings)

(N. 11853/44.—25 May 1944.)

To ensure that the manning resources available are evenly distributed, the complements of all ships and establishments are to be adjusted to, and maintained at, the Temporary Manning Standard shown in paragraph 3 below. Admiralty authority is required to any exception.

2. Drafting authorities abroad should arrange for the early discharge to the United Kingdom of all ratings rendered superfluous, but ratings at home are not to be discharged to Depot until withdrawn by draft order from the Commodore of the Depot.

3. (a) Below, under the heading "Temporary Manning Standard", is shown for each rating concerned what proportion of the authorized complement is now allowed. The percentage shown is to be applied in each case to the total number of that rating authorized by scheme of complement after adding sliding scale allowances, etc., and irrespective of the substitutions mentioned in (f) below or of dilution by W.R.N.S. Where no authorized scheme of complement has been issued, the percentages are to be applied to numbers usually borne, or which have been submitted as a proposed complement. Numbers allowed are to be calculated to the nearest whole number, the ship being given the benefit in the case of a fraction of exactly one half.

(b) Under the heading "To be borne in lieu" are shown the ratings that may be borne in lieu of those reduced by the Temporary Manning Standard.

3. (c) In ships :

<table>
<thead>
<tr>
<th>Temporary Manning Standard</th>
<th>To be borne in lieu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief and Petty Officers combined</td>
<td>92</td>
</tr>
<tr>
<td>Leading Seamen (total) ...</td>
<td>70</td>
</tr>
<tr>
<td>A.B. and Ordinary Seamen combined ...</td>
<td>100</td>
</tr>
<tr>
<td>Q.R.2 ... ... ... ... ...</td>
<td>80</td>
</tr>
<tr>
<td>A.A.1 ... ... ... ... ...</td>
<td>67</td>
</tr>
<tr>
<td>A.A.2 ... ... ... ... ...</td>
<td>67</td>
</tr>
<tr>
<td>R.C.3 ... ... ... ... ...</td>
<td>90</td>
</tr>
<tr>
<td>R.P.3 ... ... ... ... ...</td>
<td>90</td>
</tr>
<tr>
<td>L.T.O. (L.P) and P.O. Wireman (L) combined ...</td>
<td>67</td>
</tr>
<tr>
<td>L.T.O. and Leading Wireman (L) combined ...</td>
<td>75</td>
</tr>
<tr>
<td>P.R.T.I. 1st and 2nd class combined ...</td>
<td>50</td>
</tr>
<tr>
<td>Leading Stoker ... ... ... ... ...</td>
<td>75</td>
</tr>
<tr>
<td>Stokers, 1st and 2nd class combined ...</td>
<td>100</td>
</tr>
<tr>
<td>V/S and W.T. ratings as laid down in C.A.F.Os. 315/42, 241/44 and 819/44.</td>
<td>...</td>
</tr>
<tr>
<td>C.E.R.A. as laid down in C.A.F.Os. 1160/42, 241/44 and 819/44.</td>
<td>...</td>
</tr>
<tr>
<td>E.R.A. as laid down in C.A.F.Os. 5240/40 and 2260/43.</td>
<td>...</td>
</tr>
<tr>
<td>Writer ratings as laid down in A.F.O. 4543/43.</td>
<td>...</td>
</tr>
<tr>
<td>Supply ratings as laid down in A.F.O. 4543/43.</td>
<td>...</td>
</tr>
<tr>
<td>F.A.A. ratings as laid down in A.F.O. 1795/44.</td>
<td>...</td>
</tr>
</tbody>
</table>

Note.—The proportions given above are not to be applied to Submarine, Coastal Forces or Combined Operations ratings, or to Repair Staffs in Destroyer and Submarine Depot Ships.

(d) Ashore :

<table>
<thead>
<tr>
<th>Temporary Manning Standard</th>
<th>To be borne in lieu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief and Petty Officers combined</td>
<td>92</td>
</tr>
<tr>
<td>Leading Seaman ... ... ... ...</td>
<td>50</td>
</tr>
<tr>
<td>Seaman (Radar) ratings (total) ... ... ... ...</td>
<td>90</td>
</tr>
<tr>
<td>G.M. ... ... ... ... ...</td>
<td>80</td>
</tr>
<tr>
<td>R.C.3 ... ... ... ... ...</td>
<td>90</td>
</tr>
<tr>
<td>R.P.3 ... ... ... ... ...</td>
<td>90</td>
</tr>
<tr>
<td>L.T.O. (L.P) and P.O. Wireman (L) combined ...</td>
<td>67</td>
</tr>
<tr>
<td>P.R.T.I. (1st and 2nd class combined) in New Entry training establishments and rehabilitation centres</td>
<td>75</td>
</tr>
<tr>
<td>P.R.T.I. (1st and 2nd class combined) elsewhere</td>
<td>50</td>
</tr>
<tr>
<td>Leading Stoker ... ... ... ...</td>
<td>75</td>
</tr>
<tr>
<td>M.A.R. and R.P.O. combined ...</td>
<td>33</td>
</tr>
<tr>
<td>F.A.A. ratings see Note II below and A.F.O. 1759/44.</td>
<td>...</td>
</tr>
<tr>
<td>All other substantive ratings ...</td>
<td>90</td>
</tr>
<tr>
<td>All other non-substantive ratings</td>
<td>90</td>
</tr>
<tr>
<td>All W.R.N.S. ratings ...</td>
<td>90</td>
</tr>
</tbody>
</table>

Note I.—The proportions given above are not to be applied to Patrol Service, Boom Defence, Controlled Mining or H.D.O. ratings, or to Submarine Repair Staffs, or to Instructors (other than P.R.T.I.) allowed by scale in cases where one Instructor is allowed to 20 or more ratings under training.

Note II.—F.A.A. ratings.—Supervisory rates, i.e. Air Artificer 3rd class, P.O. Air Fitter and Air Mechanic and above—will be drafted to Naval Air Stations and Air Repair Yards at home and abroad in the following proportions of A and E trades, 1 to 13 ; L and O trades, 1 to 10. Training Squadrons, Naval Air Stations and Air Repair Yards at home will be manned to 80 per cent. of the complement.

(e) The instructions in (c) and (d) above supersede all existing scales of dilution for the categories referred to therein. They also supersede the Temporary 1944 Manning Standard promulgated in paragraph 3 of Admiralty General Message 191A of 20 Dec. 1943, and in Admiralty Message 020144/January, 1944, which was addressed to authorities ashore at home only.

(f) Instructions for the substitution of certain ratings for others, which remain in force, are given in :

A.F.O.s 6375/42 and 48/44. ... Wireman (L) ratings for Torpedo ratings.
A.F.O. 1241/43. ... Chief Mechanics for C.E.R.As.
A.F.O. 2290/43. ... Mechanics for E.R.A.s.
A.F.O. 1043/43. ... E.R.Ms. and E.R.As.
A.F.O. 4838/41. ... O.Ms. for O.As.
A.F.O. 658/43. ... E.Ms. for E.As.
A.F.O. 4053/43. ... Joiners for Shipwrights.
A.F.O. 1021/41. ... Air Fitters of any class for Air Artificers.
Admiralty Message 050412/May, 1944. ... Seamen for Cooks (S) (Shore Establishments in the United Kingdom).

The proportions given in (d) above are to be applied to the combined numbers of E.R.As. and E.R.Ms. allowed, O.A.s and O.Ms. allowed and E.A.s. and E.Ms. allowed.

(g) Attention is drawn to the fact that, in many schemes of complement, G.Ms. are allowed in lieu of (G) ratings 1st class and not in addition thereto. For example, the scheme of complement may allow —

"5 G.M. (included in 1st class Gunner ratings below)"
8 Q.R.1 5 L.R.1 5 C.R.1 8 A.A.1".
These figures must be amended, to comply with the manning standard in sub-paragraph (c) above, to read —

<table>
<thead>
<tr>
<th>Rating</th>
<th>Minimum proportion of ratings allowed who should be recommended in every 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading Seaman</td>
<td>1 for every 10 A.B. or Ordinary Seamen allowed.</td>
</tr>
<tr>
<td>Gunner's Mate</td>
<td>1 for every 10 ratings 1st or 2nd class allowed.</td>
</tr>
<tr>
<td>C.R.</td>
<td>1 for every 3 C.R.2's allowed.</td>
</tr>
<tr>
<td>S.P.O.</td>
<td>1 for every 1 S.P.O. allowed.</td>
</tr>
<tr>
<td>L.T.O.</td>
<td>1 for every 5 L.T.O. (LP) or L.T.O. allowed.</td>
</tr>
<tr>
<td>Leading Wireman (L)</td>
<td>1 for every 3 S.T. or Wireman (L) allowed.</td>
</tr>
<tr>
<td>Leading Wireman (K)</td>
<td>1 for every 2 Leading Wireman (K) allowed.</td>
</tr>
<tr>
<td>Leading Telegraphist</td>
<td>1 for every 2 Leading Telegraphist allowed.</td>
</tr>
<tr>
<td>Telegraphist</td>
<td>1 for every 2 Telegraphist or Ordinary Telegraphist allowed.</td>
</tr>
<tr>
<td>Yeoman of Signals</td>
<td>1 for every 2 Leading Signalmen allowed.</td>
</tr>
<tr>
<td>Leading Signalman</td>
<td>1 for every 2 Signalmen or Ordinary Signalmen allowed.</td>
</tr>
<tr>
<td>Leading Stokers</td>
<td>1 for every 3 Leading Stokers allowed.</td>
</tr>
<tr>
<td>Leading Cook (O)</td>
<td>1 for every 2 Cooks (O) allowed.</td>
</tr>
<tr>
<td>Leading Steward</td>
<td>1 for every 4 Stewards or Assistant Stewards allowed.</td>
</tr>
</tbody>
</table>

4. As far as is practicable changes in complement should be evenly spread, but short notice of withdrawals is sometimes unavoidable. It is therefore essential that the organization on board should include the training of spare numbers who are capable of taking over the duties of higher ratings withdrawn in accordance with these instructions as well as of replacing casualties.

5. On the Home Station and in Canada, Newfoundland, Bermuda and the West Indies, ratings are to be withdrawn by name, as required, by the Commodores of the respective ports and reliefs are to be provided by the depot.

Elsewhere all arrangements are to be made by Commanders-in-Chief or local drafting authorities and, if in exceptional cases it is necessary to issue instructions from the Admiralty or from depot for the discharge of individual ratings to the United Kingdom, these instructions are to be addressed to the Commanders-in-Chief or local drafting authority. They may be repeated to ships concerned.

6. Drafting Pools.—To enable authorities abroad to effect these changes, drafting pools have been established on various stations. The location of these pools is at the discretion of Commanders-in-Chief and may be altered from time to time. The main pools at present are maintained in Alexandria, Malta, Gibralter, Freetown, Durban and Ceylon.

7. Requirements for replenishments of station pools are to be signalled to the Admiralty on dates advised by Admiralty. As a general rule requests should be limited to young ratings (to be trained up on the station) and to do not become available locally through advancement or station training (e.g. G.M., Q.R.1, L.R.I, L.R.2, T.G.M., L.T.O. (LP), L.T.O. (U), S.D.I., H.S.D., P.R.T.I., Mechanician, R.P.O.).

8. It is realized that on foreign stations it is not always practicable to ensure that ratings are employed only in ships manned from their own port division. The advisability of doing so, especially when a ship is due to return to the United Kingdom, should, however, be borne in mind.

9. Training on Board.—Authority has been given in Admiralty Fleet Orders for the qualification of the following non-substantive ratings under various conditions in ships or in certain establishments aboard (e.g. Q.R.2, Q.R.3, L.R.1, R.3, L.R.2, A.F.O. 2817/44).

10. Release of Men for Training and/or Advancement.—To enable Commanding Officers to appreciate the numbers required for substantive and non-substantive advancement or training, target figures are given below for each of the ratings for which an increased output is particularly urgent.

11. In every 12 months each ship or establishment should recommend for advancement to the rating shown in column 1 at least that proportion of the ratings allowed by scheme of complement, which is shown in column 2.
13. Engine Room Artificers.—In all sea-going ships, in every three months on
the average:—
At least 1 A/ERA4 in every 4 borne should be awarded a B.R.W.K.C.
At least 1 A/ERA4 and one every 5 borne should pass for confirmation.
At least 1 ERA4 in every 4 borne should be awarded an E.R.W.K.C.

These confirmations and awards of watchkeeping certificates are to be reported
to depots promptly.

14. Commanders-in-Chief are to administer the scheme outlined in paragraphs
11, 12 and 13 above; they may make adjustments in the " target " figures in special
cases. Where numbers are small, endeavour should be made to provide the required
recommendations on a squadron or flotilla basis.

Paragraphs 11 and 13 do not apply to sea-going ships until six months after
commissioning or completing to full complement after an extensive refit.

15. General.—Commanding Officers are expected to give their personal
attention to the following points:—
(a) Continually to encourage ratings of all branches to fit themselves for
advancement.
(b) To ensure that the target figures in paragraphs 11 and 13 above are
reached.
(c) To see that the monthly complement return (vide A.F.O. 2817/44) is rendered
promptly and accurately.
(d) To organize and train their ship’s companies so that changes do not
materially affect their efficiency.
(e) To see that there is no delay in the release of ratings whose discharge has
been ordered.

16. It must constantly be borne in mind that, in the present state of our
resources, any supernumerary borne (unless specifically authorized) represents an
equivalent deficiency in some other commitment, and that only the concerted
efforts of all concerned, accurate reports, prompt compliance with instructions and
ceaseless training, can ensure that no man-power or latent talent is wasted.

17. This order supplants the instructions in Admiralty Letters P.M. 5547/39
of 3 November 1939 and N.15112/43 of 19 August 1943, which are accordingly
cancelled.

(A.F.O. 2817.)

(C.A.F.O. 64/42, 985/42 and 2204/42 and A.F.O. 3669/43 are cancelled.)

2817.—Return of State of Complement—Rendering

(A. F. O. 2817.)

(N. 11853/44.—25 May 1944.)

Instructions for Rendering.—All ships, establishments and detached parties,
in which ratings belonging to Portsmouth, Devonport, Chatham or Lee-on-Solent
port division are serving, are to report their state of complement in respect of
these ratings on the first of every month, as follows:—

(a) Those in Home Waters, United Kingdom, Western Atlantic, U.S.A.,
Canada, Newfoundland and Iceland, on Form S.162; one copy to the
Commandore, R.N. Barracks, of the appropriate manning port
and one to Admiralty (for Director of Personal Services).

(b) Those on other Foreign Stations on Form S.162 (or Station complement
return); one copy to the Commander-in-Chief or Flag Officer concerned
and one to Admiralty (for Director of Personal Services).

(c) Where F.A.A. ratings are borne an extract of this return, covering these
ratings only, is to be sent to the Commodore, R.N. Barracks, Lee-on-
Solent, in addition. This applies both to Home Waters and Foreign
Stations.

(d) The copies addressed to the Admiralty are to be sent direct by the
quickest means available.

(e) Ratings allocated to the Submarine Service, Coastal Forces or Combined
Operations (that is, ratings drafted by H.M.S. "Dolphin", H.M.S.
"Hornet" or H.M.S. "Gore") and D.E.M.S. ratings (that is ratings
borne on the books of "President III") are not to be included.

4. Numbers allowed.—(a) The "Allowed" column of the form is to show the
numbers of ratings actually allowed on the date of the return, including those
authorized in accordance with sliding scales, or for additional armament
(see paragraph 6 (d)), or allowed additional for other special purposes.

(b) The authority for these additions and the numbers upon which sliding
scale allowances are calculated should be shown by footnote, but where A.F.O. 27/43
and/or A.F.O. 2102/43 are applicable for Writer and Supply Staffs borne, and
A.F.O. 678/44 for Domestic Staffs, these "calculating" numbers are not required,
but a note should be inserted stating that the numbers shown as allowed are based
on these scales. Reports in accordance with A.F.O. 2102/43 are to continue as
heretofore. Instructions for the rendering of reports on Domestic Staffs allowed
by A.F.O. 678/44 appear in A.F.O. 2738/44.

(c) After making the adjustments in (a) above the figures in the "Allowed"
column are to be amended in accordance with the Temporary Manning Standard
promulgated in A.F.O. 2815/44 and the other Orders therein mentioned, and
a reference to that A.F.O. is to be inserted at the head of the column.

(d) Where no scheme of complement is held the "Allowed" column is to be
left blank.

5. Numbers borne.—(a) The "Borne" column is to show all ratings borne on
the date of the return, including men in hospital, etc., who should be indicated

(b) The total number of ratings borne should be shown at the bottom of the column.
(c) The following ratings, although bracketed together in schemes of complement, should be shown separately in the "Borne" column:—

- Leading Seamen
- Able Seamen
- Chief Mechanician
- Leading Stoker

Leading Seamen (N.Q.)
Ordinary Seamen
Meephan
Leading Seamen
Leading Stoker (N.Q.)

The names of Leading Seamen (N.Q.) and Leading Stoker (N.Q.) should be shown on the back of the form.

(d) Acting \textit{substantive} ratings should be included with confirmed ratings, but men drawing difference of pay whilst employed on the duties of a higher rating in accordance with K.R. & A.I., Article 1551, are to be shown in their proper rating.

(e) Acting \textit{non-substantive} ratings paid in accordance with K.R. & A.I., Articles 423 and 430, are not to be included with similar confirmed non-substantive ratings but should be shown in their proper rating, except that Ordinary Seamen, who have qualified after a course of instruction at a gunnery school or at sea and are eligible for confirmation on advancement to Able Seaman, are to be included as though they were confirmed.

Such ratings C.R.1 (U), A.A.1 (U), A.A.2’ (U) and S.D. “U” are to count as though fully qualified.

(f) Where W.R.N.S. Maltese or native ratings, Royal Marines, men of other services or civilians are borne in lieu of ratings allowed by scheme of complement, they are to be shown in a footnote.

(g) Attention is drawn to the fact that in many schemes of complement Gunner’s Mates are “to be borne in lieu of Q.R.1 below” or “included in 1st class Gunnery rates below” and not in addition thereto. In most Destroyers, for instance, the Q.R.1 allowed should not be borne, because the duties of this rating are performed by the Gunner’s Mate.

6. \textit{Special Notes}.—

(a) The names of men recommended for non-substantive courses are to be shown on the back of the form.

(b) Returns from schools and training establishments are to show the numbers of ratings under training separately, and also the total training capacity. Returns from hospitals and detention quarters should show similar numbers for patients and men under detention.

(c) Changes in armament, equipment, or duties upon which the ship is employed, which would affect the ship’s complement are, if secret or confidential, to be reported to drafting authorities separately by secret or confidential letter according to the degree of security necessary. If not secret or confidential, particulars should be shown on Form S.162. Where "Notes" to the Scheme of Complement become, or cease to be applicable, this fact is to be stated in the S.162 (e.g. Note (a) (ii) to Scheme of Complement is now applicable).

(d) \textit{Radar Complements}.—For the time being the Petty Officers and Leading Seamen authorized in paragraph 8 of C.A.F.O. 915/44 (Radar Control and Radar Plot Complements) as \textit{substantive additions} to the Seaman complement will be borne only if Petty Officers or Leading Seamen holding RC/RP ratings are available. Ordinary Seamen or Seamen (Radar) ratings may be borne in lieu, but not Petty Officers or Leading Seamen of other non-substantive branches.

To avoid confusion, the additions authorized by C.A.F.O. 915/44 are not at present to be included with the rest of the Seaman ratings. The numbers allowed and borne, as substantive additions and non-substantive complement, together with any old-style Seaman (Radar) ratings borne in lieu, are to be grouped together in a separate part of the form.


(A.F.O. 27/43, 2102/43, 678/44, 2738/44, 2815/44 and C.A.F.O. 916/44.)