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ADMIRALTY FLEET ORDER

NON-INDUSTRIAL CIVILIAN STAFF—LIMITATION OF ENTRIES

ADMIRALTY, S.W.1,
2nd September, 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,

J. V. Markham

To all Commanders-in-Chief (not C.-in-C., H.F.), Flag Officers, Senior Naval Officers (ashore), Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

Head of "P" Branch

4152.—Non-Industrial Civilian Staff—Limitation of Entries

(C.E. 57038/43.—2 Sep. 1943.)

It has now been decided by His Majesty's Government that owing to the shortage of manpower the entry of civil staff into all Government Establishments will have to be curtailed. A fixed quota has been allocated to the Admiralty for the period to the end of December, 1943. If entries were to continue at their present rate the quota for the present year would be exhausted well before December. It is therefore necessary to take immediate steps to control the position. These include the following :—

(i) All existing powers for the entry of non-industrial civilian staff into Naval Establishments, Fleet or Civil, under local authority, or upgradings from industrial to non-industrial status, are suspended. This does not apply to local entrants at establishments abroad the position in respect of whom will remain as at present :

(ii) Accordingly no further entries of non-industrial staff in any establishment for whatever purpose in any grade, nor upgradings to salaried status, are to be made without specific Admiralty authority in each individual case. This applies to existing vacancies in complement, except where these can be filled without an increase in the number of non-industrial staff borne, and the replacement of wastage, as well as to additional requirements arising subsequent to the date of this order.

2. In applying for authority for the entry of staff attention should be paid to the facts :—

(a) that every individual entry makes the same drain on the Admiralty quota (except that part-time employees and juveniles under the age of 16 count only as half). It is therefore necessary to see that the maximum benefit is obtained from each entry :

(b) it is clear that the quota will not be sufficient to meet all demands on the present basis and that it will only be possible to approve a further increase in numbers for really vital services.

3. Particular economy is called for in the clerical and typing grades which form over half the entries. The numbers borne are very large and it is clear that this is a field where it will be necessary to press for economies. No further additions will be allowed where the hours are less than 51 a week, unless special reasons exist. Any application for an increase in these grades should be accompanied by a statement of the average hours worked in the preceding three months.

4. It is expected that the various authorities concerned, before putting forward requests for extra staff or replacements of wastage, will explore thoroughly the question whether the work for which they are required is vital, and if so whether the requirements cannot be met from within existing resources. Every effort should be made to eliminate work which is not strictly necessary and so free staff for work which is really essential.

5. Arrangements for visits to establishments in connection with their demands by members of the Organisation and Methods Section of the Admiralty will be made as necessary.

6. All applications from Outport Establishments arising under this order should be addressed to the Secretary of the Admiralty, C.E. Branch, Bath. They may be made by signal where urgent.