

ADMIRALTY WEEKLY ORDERS.

ADMIRALTY, S.W.,

12th June 1914.

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

By Command of Their Lordships,

Graham Greene

To all Commanders-in-Chief, Flag Officers, Captains, Commanders, and Commanding Officers of H.M. Ships and Vessels, and to the Superintendents of H.M. Dockyards at Home and Abroad.

An Index of each week's orders, commences with the issue of 26 June, 1914 herein. Not alphabetical

1.—New System of Fleet Orders.

(N.L. 13502.—12.6.1914.)

1. A revised system of printed Admiralty Weekly and Monthly Orders is hereby instituted to replace the present methods of communicating non-confidential Orders and Instructions of general application to the Fleet. The present system will cease entirely with the issue of Admiralty Circular Letter No. 18, dated the 27th May.

2. All such orders, instructions, or other communications issued from the Admiralty, and having application to more than one ship or squadron will be promulgated in the printed Weekly or Monthly Orders, which will be issued in numbers sufficient to allow all officers in charge of Departments in H.M. Ships to maintain a complete series.

3. The Monthly and Weekly Orders remaining in force are to be retained on board until the ship is finally paid off, when they are to be transmitted to the Commander-in-Chief's Office, at the Paying-off Port. If any Officer wishes to keep a personal set of Monthly Orders, he should avail himself of the opportunity which will be afforded of purchasing copies (see paragraph 7).

4. The officers concerned are to act upon these Orders without waiting for formal directions from their Commander-in-Chief

or Senior Officer, any necessary reports, &c., being forwarded through the usual Service channels.

5. The above will be the recognised method of communication with the Fleet upon matters affecting more than one ship or squadron, and will replace the system of duplicating letters by the hectograph or other mechanical process, except in cases of special urgency, or for some other particular reason.

6. **Weekly Orders** will consist only of temporary memoranda or instructions, which can be destroyed as soon as complied with, except that instructions or memoranda which cannot await the next issue of Monthly Orders may also be included, although they may not be strictly temporary. These latter will be reprinted in the first subsequent issue of Monthly Orders with a reference to the date and number of the original Weekly Order.

The Weekly Orders will be issued every Friday, as at present.

7. **Monthly Orders**.—Orders, instructions, or communications of a more permanent nature, including alterations of the King's Regulations, will be issued as Admiralty Monthly Orders.

The Monthly Orders will be issued on the 1st of each month. They will also be placed on sale and communicated to the Press.

8. **References** to previous Orders will be made in the following abbreviated form:—

W.O. = Weekly Order.

M.O. = Monthly Order.

When it is necessary to refer to previous letters, &c., the reference will appear within brackets at the end of the Order.

9. **Annual Revision of Printed Orders**.—To facilitate reference, the printed series of Monthly Orders will be revised every year, and those remaining in force, which have not been incorporated in the King's Regulations or other book of Instructions by means of addenda or otherwise, will be re-issued in one volume, with an index, as soon as possible after June in each year.

On the issue of the Revised Annual Edition, all Monthly issues, up to and including that of the previous June, and also the preceding Annual Edition, may be destroyed.

10. **Guard Book containing Special Memoranda**.—A more extensive use will be made of this book for the inclusion of orders which are not suitable for printing in the King's Regulations or other books of Instructions.

Certain special orders of general and permanent interest which cannot be wholly reproduced in any existing book of Regulations, will be included in the Guard Book in order that they may be available in a convenient and comprehensive form for reference.

11. 1909-1913 Weekly Orders.—A volume which will contain all the orders still in force is in course of preparation, and will constitute the first Annual Revision of Printed Admiralty Orders.

Upon the receipt of this volume all the existing copies of 1909-13 Weekly Orders should be destroyed.

12. 1914 Weekly Orders (Old System).—A list of those which are not strictly temporary will be reprinted in the first issue of Monthly Orders. Upon the issue of this reprint the remainder of the existing 1914 Weekly Orders are to be dealt with similarly to the new system Weekly Orders, *i.e.*, destroyed when complied with.

13. Present Circular Letters.—Under the system above explained, communication with the Fleet by means of Circular Letters will cease. A List of the Circular Letters remaining in force will be included in the first annual issue of printed Admiralty Orders now in course of preparation (paragraph 12). This list will be revised and re-issued in subsequent annual revisions of Orders, and will not appear in the future editions of Volume II. of the King's Regulations.

14. Gunnery and Torpedo Orders.—These will continue to be issued as heretofore.

15. Summary.—The following is a summary of the main features of the revised system of printed Orders:—

- (1) All the present Weekly Orders will shortly be destroyed.
- (2) Circular Letters remaining in force are to be retained for the present, but communication by Circular Letter will cease.
- (3) The following printed non-confidential Orders having application to more than one ship will be issued:—

Weekly.—Admiralty Weekly Orders (of quite temporary nature).

Monthly.—Admiralty Monthly Orders (the first issue including any of the present 1914 Weekly Orders still in force, which are not strictly temporary).

N.B.—These Monthly Orders will be cancelled by the issue of the revised Annual Volume.

Yearly.—A revised and indexed volume of previous Monthly Orders still in force.

(The first issue, which will appear shortly, will relate to the 1909-1913 Weekly Orders and existing Circular Letters.)

16. Typed Letters.—Every typed non-confidential letter sent from an Admiralty Department to a Commander-in-Chief or Senior Officer, will in future be accompanied by a carbon