

BOOKS, RETURNS, CORRESPONDENCE, &c.

1037.—Revised Admiralty Fleet Order System.

(E.F.O. 2379/4.—30.4.1921.)

1. The title "Admiralty Fleet Orders" (A.F.O.'s) is to be adopted for printed orders promulgated by the Admiralty after 1st May 1921 to the Fleet, the Naval Establishments and Principal Admiralty Overseers.

2. The present distinction between temporary and permanent orders will not apply to A.F.O.'s and no monthly issues will be made.

3. After 1st May, A.F.O.'s will be printed and distributed once each week (every Friday).

4. Every copy will be marked "For Official Use only" and, except as provided in paras. 7 and 11, the orders therein are not to be divulged to anyone outside H.M. Service.

5. All orders, instructions, or other communications from the Admiralty, having application to more than one ship, squadron, or naval establishment will be promulgated in the A.F.O.'s.

6. *Weekly "Fleet Edition."*—A.F.O.'s affecting only Civil Establishments (*i.e.*, those printed each week under the "Civil Establishments" heading) will be omitted from the copies distributed to H.M. Ships.

7. *Publication in Press.*—Certain orders of general interest will be communicated by the Admiralty to the Press. These will be distinguished by an asterisk before the Fleet Order serial number.

8. *"Notice Board Copies."*—Additional copies of all instructions dealing with pay, allowances, uniform, or other matters of general interest to the Fleet will continue to be printed for posting on Ships' notice boards. The form of this print is under consideration.

9. *Confidential A.F.O.'s* will not be issued in a separate series.

Any A.F.O. which is *strictly confidential* (*i.e.*, which ought to be seen only by Officers) will be issued in a separate print. An A.F.O. serial number will be allotted and a note "Issued Confidentially" inserted against this number in the "Official Use only" print.

10. *Quarterly Editions.*—Every April, July, October and January a quarterly edition will be printed containing all Admiralty Fleet Orders promulgated during the preceding three months which are still required for action or reference. On receipt of the quarterly edition the preceding weekly editions are to be destroyed.

11. *Sale Copies.*—A separate quarterly edition containing only those Orders marked * will be made public and placed on sale.

12. *"Gunnery," "Torpedo" and "Communications Materiel" Editions.*—Separate quarterly editions will be printed for use in the Gunnery, Torpedo and W/T Offices of H.M. Ships. These will consist of extracts from the complete quarterly edition, and will contain only those A.F.O.'s which are respectively of Gunnery or Torpedo interest, or which deal with the materiel of any form of communication.

13. *A.F.O. Index.*—A revised and up-to-date Admiralty Fleet Order Index will continue to be printed and distributed every month. This Index will comprise all A.F.O.'s still in force issued since the latest edition in Volume form (*i.e.*, all those in the standing quarterly editions and in the weekly issues up to the end of the preceding month).

14. *"S" Series.*—The above changes will not affect the Signal Orders ("S" Series) or the monthly index thereto.

15. *"A" Series.*—The Alterations and Additions issue ("A" Series) will continue in its present form, but will be printed and issued only once a week (every Friday) to H.M. Dockyards and the Admiralty Repair Overseers.

16. *Annual Volumes.*—The A.F.O.'s remaining in force, which have not been incorporated in the King's Regulations or other books of Instruction by means of Addenda or otherwise, will be re-issued in volume form, with an index, as soon as possible after the January quarterly issue has appeared.

17. On receipt of the revised Annual Volume, all A.F.O.'s up to and including the previous January quarterly issue (*i.e.*, the whole of the previous calendar year's A.F.O.'s) are to be destroyed, together with the preceding Annual Volume.

OLD SYSTEM ORDERS.

18. The 1921 Fleet Order Volumes, the preparation of which has been completed upon the old system, will be printed as separate M.O. and C.M.O. volumes. These, all of which will be issued up to and including

when distributed, will supersede all old system monthly issues up to and including those dated January 1921.

19. W.O.'s and C.I.O.'s issued up to the end of December 1920 upon which action has not been completed, are to be retained by all concerned until complied with. Those issued during January to April 1921 should be retained until the first two quarterly editions appear.

20. All old-system Fleet Orders issued up to the end of December 1920, together with those in the January monthly issues, should be quoted in all correspondence by their old titles, viz., W.O., M.O., C.I.O. or C.M.O. respectively. Those issued during January to April 1921 should be similarly quoted until the first two quarterly editions appear.

INTRODUCTION OF NEW SYSTEM.

21. From 1st May 1921 all Fleet Orders will be issued in accordance with the new system, commencing with No. 1501.

22. The first two quarterly editions under the new system will be issued during June and July and will incorporate:—

- (a) Old system W.O.'s and C.I.O.'s promulgated during January, February March and April, which still remain in force—the C.I.O.'s will be re-numbered as A.F.O.'s (new system); and
- (b) A.F.O.'s (new system) promulgated during May and June 1921.

KING'S REGULATIONS AND ADMIRALTY INSTRUCTIONS.

23. The Regulation requiring every commissioned Officer to provide himself with a copy of the K.R. & A.I. is to be cancelled. In future the number of copies of K.R. & A.I. supplied officially to H.M. Ships will be increased so as to allow one copy for each Officer's mess in addition to the number allowed to each ship by present establishment.

24. Amendments to the King's Regulations and Admiralty Instructions will be issued monthly in a separate numbered series (K.R. 1, K.R. 2, &c.), and supplied to all ships, &c., in numbers sufficient to allow of one being kept with each authorised copy of the K.R. & A.I. These amendments will also be placed on sale.

OTHER REGULATIONS, &c.

25. Amendments to other books of Regulations or Instructions will be printed in the first issue of A.F.O.'s made each month.

26. *Addenda to Books of Regulations or Instructions* will as a rule be issued annually and include all alterations made by A.F.O. or otherwise up to the previous 31st December.

DISTRIBUTION.

27. The A.F.O.'s and index will be issued in numbers sufficient to allow all Officers in charge of Departments in H.M. Ships to maintain a complete series. The question of increasing the supply to larger ships is under consideration.

The general scale of distribution will be printed on the front page of each issue and the Secretary of the Admiralty (E.F.O.) should be informed of any failure to receive copies regularly or of supplies in excess of requirements.

28. To enable each local distribution of A.F.O.'s to be effected, if possible, under one operation, all A.F.O.'s of the same date (whether confidential or not) will be despatched in the same cover, so far as this is practicable, to each distributing authority at home, and to each ship supplied direct from the Admiralty.

Confidential and non-confidential A.F.O.'s for squadrons, ships and establishments abroad will, however, be made up and despatched, from the Admiralty separately so that the ordinary (non-confidential) A.F.O.'s may not be delayed through lack of opportunity for conveyance confidentially.

29. *Specially Urgent Orders*.—Any very urgent orders of general interest, which cannot await the next ordinary issue, will be printed and issued specially.

If of such extreme urgency that it cannot be dealt with as above an order may be sent by letter to Naval Authorities at home, or by telegram if involving danger to H.M. Ships or to life. Any such order, however, will be included in the next issue of A.F.O.'s.