

414.—Women's Royal Naval Service—Arrangements.

(N. 344.—4.2.1918.)

FORMATION.

1. Approval has been given for the formation of a service to be known as the Women's Royal Naval Service.

OBJECT.

2. The object of this Service is to facilitate the substitution of women for Naval ranks and ratings of certain branches in various establishments administered by the Admiralty.

The main categories of employment in which it is intended to effect this substitution will be found in paragraph 15. Such substitution will be introduced gradually into the Royal Navy, Royal Marines, Royal Naval Reserve, Royal Naval Volunteer Reserve and Royal Naval Air Service.

ADMINISTRATION.

The Women's Royal Naval Service will be administered by a Director working in London, under the superintendence of the Second Sea Lord.

RECRUITING OF WOMEN.

4. The provision of suitable women for the W.R.N.S. will be carried out by the Director, W.R.N.S., at the Admiralty, in conjunction with the Employment Department of the Ministry of Labour, or with the National Service Department.

REQUISITIONING OF WOMEN.

5. As regards substitution of women for men, Commanders-in-Chief and Senior Naval Officers will forward to the Secretary of the Admiralty a statement of the numbers of women required, their prospective occupations being described in accordance with the classification adopted in paragraph 15. No further entries of women are to be made in Naval Bases, Establishments, &c., in future, except through the W.R.N.S. organisation. This does not apply to Civil Establishments.

With regard to C.I.O. 4296/17, paragraph 2 (g), the women required will be allocated by the Director, W.R.N.S., up to the numbers shewn, as substitutes for men in the returns forwarded from the various establishments in reply thereto. In each case the men they replace are to be sent to their depôts. In calculating the number of women required the scale of four women to three men will be adopted as a general guide.

Substitution will not be undertaken by the W.R.N.S. until it is ascertained either that sufficient immobile women (see paragraph 7), living in their own homes, are obtainable, or that suitable accommodation can be provided and the requisite staff of the W.R.N.S. is available.

W.R.N.S. women will be shewn in complement and all requests for an increase in complement are to be forwarded to the Secretary of the Admiralty.

Requisitions for reliefs of women already authorised should be made direct to the Director, W.R.N.S., at the Admiralty.

In the case of technical women required in establishments administered from the Admiralty, requisitions will be forwarded direct by the Department concerned.

DRAFTING OF WOMEN.

6. When a definite number of women in various categories of employment is requisitioned, the Director, W.R.N.S., will immediately be placed in touch with the Senior Naval Officer concerned, and will ascertain whether it is proposed to use Mobile or Immobile women (see paragraph 7).

(a) In the case of Mobile women, the Director will at once ascertain whether the necessary accommodation is available, and will make all arrangements for providing Officers and women W.R.N.S.

(b) In the case of Immobile women, the Director will send an Officer, W.R.N.S., to make the necessary preparation and arrangements for obtaining women and providing for their proper welfare, including such arrangements as mess rooms, cloak rooms, &c., within easy reach of where they are working. Wherever possible women living in their own homes will be given preference.

Where several units of W.R.N.S. women are working in one district a Divisional Director, W.R.N.S., will be appointed to co-ordinate their administration. This Officer will work in close touch with the local Senior Naval Officer.

Officers, W.R.N.S., in charge of hostels or units will be directly responsible to the Divisional Director, who will in turn be responsible to the Director, W.R.N.S., Admiralty.

In all cases a Woman Officer of the W.R.N.S. will be appointed and will be responsible to the Director, W.R.N.S., in all matters affecting the welfare of the women and their proper control when off duty.

The Director, W.R.N.S., or her representative, will at all times have access to the hostels, lodgings, &c., in which members of the W.R.N.S. are accommodated, and will have the necessary authority to ensure the proper control and welfare of all Officers and women enrolled in the Service.

CLASSIFICATION OF WOMEN.

7. The W.R.N.S. will consist of two Branches :—

- (a) Mobile women.
- (b) Immobile women.

(a) The Mobile Branch will consist of women who sign an enrolment form with liability to be transferred as required.

(b) The Immobile Branch will consist of women living at home who are required for local employment.

The term "living at home" does not include women who are not ordinarily resident in the locality in which they are required to work, but who come from outside districts and towns and take up lodgings or boarding in any particular locality for the express purpose of joining the Immobile Branch in that locality.

(a) Women in the Mobile Branch will be given a month's notice of termination of engagement.

(b) Women in the Immobile Branch will be given a week's notice of termination of engagement:

Application for transfer from the Mobile to the Immobile Branch or *vice versa* will, if recommended by the Senior Naval Officer and Divisional Director, W.R.N.S., concerned, be referred to the Director, W.R.N.S., for decision.

Applications for discharge from either Branch will be made through the Senior Naval Officer concerned to the Divisional Director, the Principal, W.R.N.S., concerned being notified.

Before completion all discharges must be submitted to the Director, W.R.N.S., for approval.

Directors, Principals and Quarters Supervisors will be selected from the Mobile Branch only.

ABSORPTION OF WOMEN ALREADY EMPLOYED.

8. Women engaged for Naval duties before the formation of the W.R.N.S. will be gradually absorbed into that Service. Existing agreements and rates of pay will be scrutinised, and will be renewed or not as decided by the Director, W.R.N.S., upon the women being absorbed into the W.R.N.S.

OFFICERS, W.R.N.S.

9. The following appointments are authorised :—

Appointments.	Employment.	Pay.
Director	Headquarters, W.R.N.S.	£500 per annum.
Deputy Director	" "	£400 " "
Assistant Director	" "	£300 " "
Deputy Assistant Director	" "	£250 " "
Divisional Director	Attached to certain Establishments and bases.	£250 " "
Deputy Divisional Director.	" "	£200 " " and Quarters.
Principal	In charge of Hostels or Units.	£175 " " "
Deputy Principal	" "	£150 " " "
Assistant Principal	In Hostels and with Units	£120 " " "