

ORGANISATION OF PERSONNEL, &c.

55.—Royal Naval Air Service—Organisation.

(C.W. 13964/14.—26.6.14.)

1. The following regulations are to be substituted for those provisionally issued in Admiralty Circular Letter No. 22 of the 15th July 1912, and are to take effect from the 1st July 1914.

2. The Royal Naval Air Service will form part of the Military Branch of the Royal Navy, and the various ranks will be added to the list of officers of the Military Branch in Art. **169** of the King's Regulations. They will not, however, be entitled to assume the charge and command of a ship unless they belong to one of the existing ranks in the Military Branch and are expressly authorised to do so by superior authority.

I.—GENERAL ADMINISTRATION.

1. The Royal Naval Air Service, forming the Naval Wing of the Royal Flying Corps, will comprise all naval aircraft and

personnel, either for active or reserve service, and will be administered by the Admiralty.

2. It will consist of—

The Air Department, Admiralty.

The Central Air Office.

The Royal Naval Flying School.

The Royal Naval Air Stations.

All seaplanes, aeroplanes, airships, seaplane ships, balloons, kites, and any other type of aircraft that may from time to time be employed for naval purposes.

3. When Naval Air Stations are established at places on the coast where Coast Guard Stations exist, the Coast Guard duties will be taken over and performed by the officers and men of the Royal Naval Air Service. Until the Royal Naval Air Service is more fully developed such ratings as are necessary will be lent from the Coastguard for these duties.

4. All ranks and ratings of the Royal Naval Air Service will be borne on the books of one of H.M. Ships, and will serve under the provisions of the Naval Discipline Act accordingly.

5. The Military Wing and its Reserve, and the Central Flying School will be administered by the War Office. A portion of the staff of the Central Flying School will be drawn from the Naval Wing.

II.—OFFICERS.

Applications for Enrolment.

1. Officers serving afloat who desire to join the Royal Naval Air Service should forward their applications through the usual Service channels. Officers of the Royal Marines serving at Headquarters will forward their applications through their Commandant.

2. Officers of the Royal Naval Reserve or the Royal Naval Volunteer Reserve, when not serving afloat, should forward their applications through the Admiral Commanding Coast Guard and Reserves.

3. Officers on the Retired and Emergency Lists, or on Half-Pay, should communicate direct with the Secretary of the Admiralty.

4. The application must contain the following details:—

(a) Age.

(b) Whether married.

(c) Whether desirous of joining for continuous or reserve service.

(d) Any special qualifications.

5. In all cases of application by officers serving afloat or at the Royal Marine Headquarters, the application must be accom-

panied by a recommendation from their Commanding Officer and by a medical certificate certifying as to their general medical fitness, especially with regard to eyesight and heart.

Applications for Enrolment by Civilians.

6. Civilians will be eligible for direct entry into the Naval Wing as officers under the terms of the special regulations on the subject. All such officers will be appointed as Flight Sub-Lieutenants, Royal Navy, on entry, but they will be on probation until they have qualified in all respects.

Selection.

7. Selections will be made by the Admiralty from time to time from the roster kept by the Air Department.

8. Officers of the Royal Navy on the active list will not be eligible for selection until they have completed one year's service as commissioned officers, or in the case of warrant officers until they have received confirmation in their rank.

9. Sub-Lieutenants will be required to possess their watch-keeping and engine-room certificates.

10. Officers of the Royal Marines will not be selected until they have completed their courses.

Conditions of Service.

11. An officer* appointed to the Royal Naval Air Service, who has obtained or subsequently obtains the airship or aeroplane pilot's certificate of the Royal Aero Club at his own expense, will be refunded the sum of 75*l.*, or such lesser fee as he has been charged for his tuition. Such payment will not be made until after a reasonable period of probation and will depend upon a satisfactory report being received from the Commanding Officer under whom the officer is serving. Should he resign or retire within four years of the date on which he was selected, he will be liable to refund this sum, less one quarter such sum for every completed year of service.

12. Full pay, with lodging allowance, &c., will be allowed to an officer already serving in the Royal Navy whilst obtaining his certificate at his own expense, provided that he has received permission from the Admiralty.

13. All applicants who are selected will, as a rule, be required to graduate at one of the Royal Flying Corps Instructional Establishments before being appointed to the Royal Naval Air Service, and if there is no vacancy for them for active service

* NOTE.—In cases where *men* of the Royal Naval Air Service have been granted permission to obtain their Royal Aero Club certificates privately, the above regulations will be applicable to them also.

after completing their course they may be placed in the reserve until a vacancy occurs.

14. All officers in the Royal Naval Air Service will be liable to be detailed for any branch of the Service, *i.e.*, Seaplane, Aeroplane, Airship, Seaplane-Ship or Kite work, or for constructional or administrative work in connection with aircraft in general, and they may be required to serve either afloat or on shore at home or abroad. In time of war they are liable to serve for either naval or military purposes.

15. Every encouragement will be given to officers to make themselves acquainted with all branches of Air work. As soon as circumstances permit, it will be a general principle that airship officers are taken from those who have served in the other branches of the Royal Naval Air Service.

16. The period of service in the Royal Naval Air Service for officers drawn from the active list, Royal Navy, must be limited by their flying efficiency, and will not, as a general rule, according to present experience, exceed a duration of four years, dating from the time of selection. A certain number will, however, be selected to fill the higher posts in the Air Service. Those officers who are not selected for these higher posts will return to their ordinary duties in the Fleet after the above period, but may be reappointed subsequently for further duty in the Air Service at the discretion of the Admiralty.

17. Other officers will pass into the Reserve at the expiration of four years, unless their term of service is extended or renewed. On the completion of one year's service they may, if considered suitable, be permitted to extend their original engagement to a total of six years; after 4 years' service to 8 years; and after 6 years' service to 10 years; or alternatively they may be permitted to renew their engagement on its completion in the ordinary course.

18. Any officer who at any time is found to be unfitted for the duties of the Royal Naval Air Service will be liable to discharge therefrom, and those officers who belong to other branches of the Royal Naval Forces may be required to revert to their ordinary duties. This will not necessarily indicate that any blame is attributable to the officer.

19. Service of Naval Officers in the Royal Naval Air Service (not including the Reserve) will count in all respects as service in a ship of war at sea.

Rank in the Royal Naval Air Service.

20. Officers of the Royal Naval Air Service will be graded in the following ranks, and will take rank and command accordingly:—

Wing Captain	with relative rank of	Captain, R.N.
Wing Commander	ditto	Commander, R.N.

Squadron Commander, with relative rank of Lieutenant-
(when in command). Commander.

Squadron Commander	ditto	Lieutenant over 4 years' seniority (but senior to all Flight Commanders). On attaining 8 years' seniority in the rela- tive rank of Lieu- tenant these Officers will rank with Lieu- tenant - Commanders, R.N.
(when not in command).		

Flight Commander	ditto	Lieutenant, R.N., over 4 years' seniority.
Flight Lieutenant	ditto	Lieutenant, R.N.
Flight Sub-Lieutenant	ditto	Sub-Lieutenant, R.N.
Warrant Officer, 1st Grade	ditto	Commissioned War- rant Officer, R.N.
Warrant Officer, 2nd Grade	ditto	Warrant Officer, R.N.

21. *Specialist Officers*.—Officers employed on specialist duties, particularly gunnery, torpedo, or engineering, will be graded in the above ranks and will be instructed in the special air work which concerns them, and will be denoted by the letter (G), (T), (N), or (E), &c. As far as practicable officers in the Royal Naval Air Service will be selected to go through the specialist courses with a view to filling these posts.

Specialist Officers will not draw their specialist allowances.

22. In the initial stages it is necessary to form an arbitrary seniority list. Officers are to rank in accordance with this list, which has been, as far as possible, based on air experience. Some exceptions have been made on account of the relative age and seniority of officers prior to their entry into the Naval Wing. Subsequent to the date of this letter all entries to the Royal Naval Air Service will be graded from date of transfer or appointment to the rank of Flight Lieutenant or Flight Sub-Lieutenant. All promotions will be by selection, but as a rule no Flight Lieutenant will be promoted to Flight Commander unless he has served for at least two years as Flight Lieutenant, and no Flight Commander will be promoted to Squadron Commander unless he has served at least one year as Flight Commander.

23. As regards discipline, officers on the Official List of the Royal Naval Air Service shall rank with each other and command in the order in which they stand on that List, and each officer, so long as he remains on that List, shall be subordinate to every officer whose name stands higher than

to extend their period of active service before discharge to the Reserve. Whilst in the Royal Naval Air Service they will cease to belong to the R.N.R., R.N.V.R., or R.F.R. Forces, the R.N.R. and R.F.R. retainers will not be paid nor will the rules as to drills be applicable, but the time both in Active Service and Reserve will count as service towards gratuity, and, in the case of the Royal Naval Reserve, towards the medal. In the case of men from the R.N.V.R., their time will count for the medal under the conditions applicable.

13. All ratings in the Royal Naval Air Service will be liable to be detailed for any branch of the service, *i.e.*, Seaplane, Aeroplane, Airship, Seaplane-Ship, or Kite work either afloat or ashore, at home or abroad. In time of war they may be required for either naval or military purposes.

14. The selection of a man for service in the Royal Naval Air Service does not necessarily imply that the man will be trained as a pilot. Men to be trained as pilots will be specially selected from those who have joined the Air Service. This regulation is to be explained to men who may volunteer by their Commanding Officers before their applications are forwarded.

15. Any rating who is at any time found to be unfitted for the duties of the Royal Naval Air Service will be discharged, and those who previously belonged to the Royal Naval Forces will revert to their position therein. This will not necessarily imply that any blame is attributable to the man.

Grades.

16. All ratings enrolled in the Royal Naval Air Service will be graded in one of the following ratings. Men who, for special reasons, may not be so graded, will continue in all respects under the conditions of the general naval service as regards pay, advancement, &c. :—

General Branch.	Engine Branch.	Artisan Branch.	Relative Naval Rating.
C.P.O. Mechanic—	C.P.O. Mechanic(E)—	C.P.O. Mechanic(C)—	
1st Grade* -	1st Grade* -	1st Grade* -	C.P.O.
2nd Grade -	2nd Grade -	2nd Grade -	C.P.O.
3rd Grade -	3rd Grade -	3rd Grade -	C.P.O.
P.O. Mechanic -	P.O. Mechanic (E) -	P.O. Mechanic (C) -	P.O.
Leading Mechanic	Leading Mechanic (E)	Leading Mechanic (C)	Leading Seaman.
Air Mechanic—	Air Mechanic (E)—	Air Mechanic (C)—	
1st Grade -	1st Grade -	1st Grade -	A.B.
1st Grade (acting)*	1st Grade (acting)*	1st Grade (acting)*	A.B.
2nd Grade -	2nd Grade -	2nd Grade -	A.B.

* These ratings are only applicable to men drawn from the Royal Navy and Royal Marines.

10. Ratings who qualify as pilots will be eligible from the date of qualification for additional pay at the rate of 4s. per diem for first-class certificates, and 2s. per diem for second-class certificates. Men will be allowed to hold second-class certificates for 12 months only. If they have not then qualified for first-class certificates it will be considered whether their second-class certificate should be retained.

11. Men whilst under instruction for Pilot will receive 1s. per diem flying pay continuously in addition to the Naval Air Service Rate which they may be receiving at the time.

12. The selection of men to qualify as Pilot will be made at the Admiralty from time to time, and no ratings are to be so trained without authority.

13. All ratings will receive good-conduct badges under the present naval regulations, and they will receive pay at the rate of 1d. per diem for each good-conduct badge they possess. Re-engage pay will be payable where applicable under Naval Regulations.

14. Service in the Royal Naval Air Service will count towards medal, gratuity, and pension under the regulations applicable.

15. Ratings qualified and employed as pilots of airships will receive Airship Coxswain Allowance at the rate of 4s. per diem continuously, whilst so employed. Ratings qualified and employed as crews of airships will receive flying pay at the rate of 2s. continuously whilst so employed. These airship allowances will be applicable to permanent crews of any large "heavier than air" craft.

V.—UNIFORM.

1. Naval Officers who already belong to the Military Branch will wear the uniform of their rank with the addition of an eagle on the left sleeve above the distinctive lace.

2. Other Naval Officers who join the Royal Naval Air Service will wear naval uniform with the distinctive lace of their relative rank in the Military Branch, and an eagle on the left sleeve above the distinctive lace.

3. Marine Officers will wear the uniform of the Royal Marines with the addition of an eagle on the left sleeve above the cuff.

4. Others who join the Royal Naval Air Service will wear the uniform of their corresponding rank in the Military Branch of the Royal Navy with the exception that the anchor on buttons, cap badge, epaulettes, and sword belt will be replaced by an eagle.

5. During preliminary courses of instruction whilst under training Officers will not be required to alter their uniform in any respect.

6. Officers who may hold a higher rank in their original branch than that which they have been granted in the Naval Air Service will continue to wear the uniform of such higher rank or relative rank (modified as above), but this will not entitle them to any higher position in regard to the duties of the Royal Naval Air Service than that which they are entitled to by their position in the Air Service List of Seniority.

7. The description of the flying dress and of the special working dress will be issued subsequently.

8. The uniform for all men graded in the Royal Naval Air Service will be the naval uniform of their rating with the following alterations in regard to badges:—

- (a) All men other than Chief Petty Officers will wear the Royal Naval Air Service Distinction Badges on the right arm. These badges will consist of a pair of wings in addition to a distinguishing mark showing their special air service qualifications, *i.e.*, Pilot or Coxswain, Carpentering, Engineering, &c. Chief Petty Officers will wear similar badges on the collar.
- (b) On the left arm Petty Officer Mechanics and Leading Mechanics will wear the usual naval symbols of their authority together with such naval good conduct badges as they may possess. Men below the grade of Leading Mechanic will wear their naval good conduct badges on this arm.
- (c) No other naval badges will be worn.

Men drawn from the Royal Marines and from the Army will wear the uniform of their Corps for the present.

Men specially entered from civil life will wear the naval uniform for Class III. (ratings not dressed as Seamen) with similar badges to those described above.

VI.—TRAINING AND PAY OF THE RESERVE OF THE ROYAL NAVAL AIR SERVICE.

The details in connection with this are at present under consideration.

VII.—PENSIONS.

1. Officers of the Royal Naval Air Service injured whilst flying, either on duty or when undergoing a course of instruction at one of the instructional establishments, or privately with the permission of the Admiralty, will be eligible for pensions and gratuities under the same conditions and on the same scales as in the case of other officers of the Military Branch of the Royal Navy of their corresponding rank wounded in action. Officers injured on duty, but not while actually flying, will be treated as regards Wounds Pensions and