

R.M. No. 9260/43.A.1.

CIRCULAR

ADMIRALTY,

Queen Anne's Mansions,
St. James' Park, S.W.1.

28th October, 1943.

PROMOTION TO TEMPORARY COMMISSIONED
AND PERMANENT OR TEMPORARY WARRANT
RANK.

The system by which Warrant Officers and N.C. Officers volunteered for specific appointments involving promotion to Temporary Lieutenant, Temporary Lieutenant (Q.M.), and Warrant Officer (both temporary and permanent) will shortly cease. Warrant Officers and N.C. Officers will only be able to volunteer for promotion to particular ranks and not for appointments.

2. Rosters for promotion to the following ranks will be kept at the R.M.O.:-

- | | | |
|-----|-----------------------------|----------------|
| (a) | Temporary Lieutenant. | |
| (b) | Temporary Lieutenant (Q.M.) | |
| (c) | Superintending Clerk | - Permanent. |
| (d) | " | " - Temporary. |
| (e) | Staff Sergeant Major | - Permanent. |
| (f) | " | " - Temporary. |
| (g) | R.M. Gunner | - Permanent. |
| (h) | " | " - Temporary. |
| (i) | Sergeant Major | - Permanent. |

3. Recommendations will be made to A.G.R.M. by Commandants on the form attached, and will be accompanied by certified true copy of Service Certificate. These forms will be printed at Portsmouth Division in order to obtain uniformity, and will be supplied to Commandants on demand.

4. Drill and Gloria History Sheets will not be forwarded.

5. One form will be made out for each Warrant Officer or N.C. Officer. Should a Warrant Officer or N.C. Officer be considered suitable to be placed on more than one roster, a separate form will be made out for each roster. Each Commandant will place his candidates for each roster in an order of merit and insert the merit number on the form. Candidates who are accepted subsequently will, at the Commandant's discretion, either be given the next merit number or will be interposed between existing numbers and given a merit number such as '7A'. The numbers allotted to men who are promoted will not be allotted subsequently to other candidates.

6. The first batch of recommendations will reach R.M.O. by 1st December, 1943. Forms will be used to make the roster on a loose-leaf system, Warrant Officers and N.C. Officers being placed in order of merit and given an R.M.O. merit number.

7. On the first day of each quarter beginning 1st April, 1944, the forms and copies of service certificates will be returned to the Division concerned for fresh notations on the same forms by the Commandant and return by the 10th of the same month to R.M.O. where they will be reconstituted into rosters. Copies of all forms initiated, and remarks inserted, are to be maintained at Divisions.

8. Commandants will immediately recall for cancellation the form in respect of any Warrant Officer or N.C. Officer whom they cease to recommend for promotion. Forms will also be immediately recalled for amendment and return to R.M.O. in the case of a Warrant Officer or N.C. Officer of whom the Commandant's opinion undergoes a marked change for better or worse. Any amendment to Divisional merit numbers must be initialled by Commandants. Forms recalled must be returned as soon as practicable. Forms for new candidates may be forwarded at any time.