

ROYAL AUSTRALIAN NAVY
ABR 27, Vol. 2 (10) (ORD WTR)

Navy Office,
CANBERRA, ACT

May, 1964.

Issued by direction of the Naval Board as part of Chapter 10,
ABR 27, Volume 2.

**THE ORDINARY SEAMAN
(WRITER)
POCKET BOOK**

C. J. HILL, Secretary.

PRINTED BY DEPARTMENT OF SUPPLY, CENTRAL DRAWING OFFICE, MARIBYRNONG, W.3.

INTRODUCTION

This Pocketbook is intended for issue to Ordinary Seamen of the Royal Australian Navy on completion of their Recruit or Junior Recruit training, to tell them something about the category or branch to which they have been allocated, and to help them to learn some of their specialist duties.

This is not a technical reference book, and the information it contains may soon become out-of-date, because corrections to it will not be issued. However, it is as up-to-date as possible at the time of issue; it contains, among other things, a syllabus of the specialist knowledge which Ordinary Seamen must acquire before they can return ashore to undertake full training in their 'category. It also contains a questionnaire, which is designed both to assist the Ordinary Seaman to study in his own time, and also to assist his ship's officers when they come to test his knowledge at the end of his sea training period.





CONTENTS

Page

The Supply and Secretariat Branch	7
The Writer Category	8
Advancement and Promotion	12
Syllabus	15
Questionnaire	19



SUPPLY AND SECRETARIAT BRANCH

The Supply and Secretariat Branch of the Royal Australian Navy is responsible for -

- (a) Stores Accounting.
- (b) Financial Accounting.
- (c) Maintaining personnel records.
- (d) Maintaining all domestic services.
- (e) Conducting all official correspondence.

Basically, its job is to supply the needs of ships and establishments, and the men in them.

The Branch comprises —

- (a) WRITERS.
- (b) STEWARDS.
- (c) COOKS.
- (d) STORES ASSISTANTS, STORES.
- (e) STORES ASSISTANTS, VICTUALING.
- (f) PRINTERS.

The Supply and Secretariat Branch provides about one sixth of the total number of the Royal Australian Navy.

The Branch, therefore, plays a large and important part in the Navy.

At this early stage of your training, the Navy wants you to realise that it is becoming a more closely integrated machine every day, and that the effort you make to learn your job now, and to do it thoroughly, will be reflected throughout your ship and will influence the rest of your naval career.

THE WRITER CATEGORY NAVAL WRITERS — HISTORICAL

Up to 1867, the Navy had never considered the idea of passing part of the clerical duties afloat to the rating. Civil clerks, including Samuel Pepys himself, had of course always been the backbone of naval administration ashore, but clerical work meant a degree of education far beyond that possessed by the 18th and early 19th century naval recruit. Inevitably, the pressure of an ever increasing volume of clerical work increased the need to employ more naval clerks, the majority of whom had very little chance of ever becoming Paymasters. By 1867 the position had got so far out of hand, that the Admiralty decided to limit drastically the entry of Assistant Clerks to a fraction of the former intake, and to offset this reduction by establishing a new rating of Writer (Order-in-Council, 2nd February, 1867). These Writers were “to assist in Ships Offices and to mess with Seamen’s Schoolmasters and Master-at-Arms.” Three classes were provided for, paid at the rate of 2/- per day for a 3rd Class Writer, rising to 5/- per day for a Writer 1st Class after ten years’ Service, and they were “to be eligible for pensions in the same way as other Petty Officers.” Thus the beginning of the system which constitutes the Writer category of the modern Navy was established.

At first the introduction of Writer ratings did not provide the answer to the Admiralty’s dilemma. Men with even the small amount of education necessary were hard to find, and few at the rates of pay offering were prepared to forsake the counting house or the merchant office stool for life in the Navy. In 1873 the Admiralty attempted to overcome this difficulty by introducing Boy Writers on board ship, with pay of 1/- per day, and “drawn principally from Greenwich School.” At 18, these boys, trained in Navy methods, were eligible for advancement to 3rd Class Writers, ranking as Able Seamen, rising, to Petty Officer status after 5 years’ service, and to Chief Petty Officer after ten years.

In 1889 (Order-in-Council No. 38) the designation of Writers as 1st, 2nd and 3rd Class was abolished and substituted by Chief Writer (C.P.O.), Second Writer (P.O.) and Third Writer. The following year Writers were given the familiar six-pointed Gold Star as a distinguishing badge. It was not, however, restricted to Writers, but was also issued to Schoolmasters and Stewards. In 1891 the Admiralty decided “in view of the considerable increase in the amount and the responsibility of the duties of Writers,” that they be paid an extra shilling a day when serving in ships not allowed an Accounting Officer.

In 1909 Warrant Rank was established for Writers, along with Telegraphists, Ship’s Stewards, Ship’s Police and Ship’s Cooks. The number in the RN was fixed at 12 (increased to 15 in August, 1911) with the title of Warrant Writer with pay of 7/- per day, rising to 8/6 per day after five years and 10/- per day after ten years.

Writer Ratings:

Writer ratings are responsible for the clerical and financial accounting work in the day to day administration of the Navy. As a Writer you are trained in all aspects of personnel and financial administration.

You could be employed as a member of an Admiral's Office Staff (FOCAF, FOICEA) the Captain's Office Staff or Pay Office Staff of a ship, in the Accounts Office or Movements Office of a large ship or establishment, or as a Writer to a Technical Officer.

Writers are also employed in Navy Office, Canberra by the Director of Manning and Training and other Directorates. Such employment involves keeping of personnel records and assisting in the drafting of ratings and their selection for advancement. Additional employment is open to Writers on the staffs of Australian Naval Attaches serving abroad and on the staff of the Australian Naval Representative, United Kingdom, whose office is located in Australia House, London. Selected Writer ratings may be employed as members of Fleet Work Study Teams.

In addition to being interesting, your work is also varied — you may perform all the above duties during your career. Your work requires neatness and accuracy and a retentive memory. Although you may “hear all” and “see all,” because you will have access to information and records not available to other ratings, it is your duty to “say nothing.”

As a Writer you will be employed in offices where officers and ratings will be coming to see you for information and assistance. Politeness and a pleasant manner, combined with a neat appearance, will make a good impression on those with whom you are doing business.

Employment:

Your training as a Writer fits you for Secretarial, Pay and Accounts, Personnel, Administration, Movements and Technical Office duties. You are trained in typing to a minimum speed of 30 words per minute.

Secretarial- When you are employed on Secretarial Duties you will be required to assist in the preparation of reports, the Interpretation of regulations, the running of filing systems and maintaining correspondence registers, general service and personnel records. These duties will require you to work in close liaison with officers and senior ratings in the ship's company.

Pay and Accounts- Pay Office work involves the keeping of a complete record of all the factors affecting the pay of each member of the ship's company in his individual pay account. The accounts office staff processes for payment all

accounts received by a ship or establishment for goods purchased or services rendered, as well as handling claims for traveling, removal, and other expenses of the ship's company.

Movements- When employed in a Movements Office you will be making travel arrangements for officers and ratings proceeding on leave or draft, and arrangements for removal of their families and household goods.

Technical Office Writer- In this capacity you are responsible for the general office administration, typing and record keeping, for the head of one of the technical (Gunnery, Electrical, etc.) departments.

Initial Training:

Having been selected for the Writer category during your initial training at HMAS CERBERUS or HMAS LEEUWIN, you will join a ship as an Ordinary Seaman (Writer), and for a period of approximately one year you will be a member of that ship's company. During this period you will carry out communal and general duties within the ship, but approximately half a day each week will be spent in the Pay and Captain's Offices of the ship, where you will receive practical training and become familiar with the various aspects of your future work. While you are at sea you should endeavour to learn as much as you can about the duties of a Writer.

During your year at sea you will be acquainted with the following –
Captain's Office:

- (a) Regulations and books of reference, such as —
 - (i) Regulations and Instructions for the Royal Australian Navy;
 - (ii) Queen's Regulations and Admiralty Instructions;
 - (iii) Admiralty Memorandum on Naval Court Martial Procedure.
 - (iv) The Navy List;
 - (v) Commonwealth Navy Orders;
 - (vi) Advancement Instructions; and
 - (vii) Naval Secretariat Handbook.
- (b) Practical work on Service Certificates, and the action on receipt and despatch of Service documents.
- (c) The Filing System in use in the Captain's Office, and the action on receipt and despatch of official correspondence.
- (d) Preparation of books for the Captain's inspection.
- (e) Method of rendering returns.

(f) Preparation of the Captain's Request and Alteration Book. Captain's Requestmen and Defaulters. Punishments, and the way in which they are recorded when awarded.

Pay Office:

- (g) The Naval Pay Regulations and the Navy Accounts Manual.
 - (h) Calculation of taxation deductions.
 - (i) The Pay Office action taken when an allotment is declared, altered or stopped.
 - (j) The preparation of the Pay Office summary.
 - (k) The preparation of Pay Lists, and the putting up of Pay.
 - (l) General and Mismatch payments.
 - (m) Practical Pay Account Card work.
- Accounts Office:*
- (n) The preparation of the Cash Account and enclosures.
 - (o) The Register of Accounts.
 - (p) Method of paying accounts.
 - (q) Method of paying travelling expenses.
 - (r)

At the end of this period as an Ordinary Seaman (Writer) you will be tested to see whether you are suited for further training in Secretarial, and Pay and Accounts work. After passing this test you will join the Supply Training Section of HMAS CERBERUS, where you will be given advanced training in all aspects of your work and be trained in typing to a speed of 30 words per minute. On successful completion of this training you will be rated Writer, 2nd Class. Following this course you will be drafted to another ship or establishment as a trained member of the Writer Staff.

ADVANCEMENT AND PROMOTION THE RAN ADVANCEMENT SYSTEM

The main idea of the Advancement System is to put emphasis on ability rather than seniority. This system increases career prospects in the Service, and ensures that we get the best man for the job. Ratings are selected for advancement primarily on merit, based on a points score system.

More than half of the points are won for performance and efficiency, and white seniority is taken into account, it represents only ten per cent. of the total maximum score.

Half-yearly reports are made on all ratings eligible for advancement, and they are provided with a Status Advice Note showing their points score, and their current position on the Advancement list. Ratings not qualified for Advancement receive Qualification Advice Notes, which indicate what qualifications they still need for advancement.

This system is much fairer than any system which is based largely on seniority. It rewards individual effort, and results in much faster advancement for the sailor with ability.

The demands of the complex, modern Navy make it essential that ability, rather than seniority, puts men in the top jobs.

Advancement:

Advancement to the rating of Writer will be as follows — Ex Junior Recruit — 33 months from date of entry or 18 months from the date of attaining age 17 years, whichever last occurs,
Ex Adult Recruit — 24 months from date of entry, each date being adjusted as necessary by time gained or lost.

Further advancement is largely in your own hands. At any time after you have six months' seniority as a Writer, you may undertake the test for Leading Writer. Subject to passing this test, and obtaining other requisite qualifications, including 18 months' seniority as a Writer, you may be advanced to Acting Leading Writer.

As a *Leading Writer* you may be employed —

- (a) in charge of a Pay Account Section;
- (b) in charge of the correspondence section of a Captain's Office;
- (c) in charge of the Accounts section of the Pay Office of a small ship or establishment;
- (d) on the staff of an Admiral's office; or
- (e) in the Movements Office of a large establishment.

ADVANCEMENT LADDER - MINIMUM TIME QUALIFICATIONS

Note: 1. The times above are the minimum to be served at the rate but may be increased if there are no vacancies in the next higher rank.
2. Seniority on Advancement to writer can be varied by time gained or lost.

After being confirmed Leading Writer, you may be selected to undertake the course for Petty Officer Writer. Having passed the test, and with a minimum of 2 years' service as a Leading Writer, you become eligible for advancement to Acting Petty Officer Writer.

As a *Petty Officer Writer* you may be employed —

- (a) in charge of the Pay Office in a small ship or establishment;
- (b) as the Captain's Secretary of a small ship;
- (c) in charge of the Central Registry of a large ship or establishment;
- (d) in charge of the Movements Office of a large establishment; or
- (e) on the staff of an Admiral's Office.

After being confirmed Petty Officer Writer, you may undertake the test for Chief Petty Officer Writer. Having passed this test, and with a minimum of 3 years' service as a Petty Officer Writer, you will become eligible for advancement to Chief Petty Officer Writer.

As a *Chief Petty Officer Writer* you may be employed —

- (a) as Captain's Secretary in certain shore establishments;
- (b) in charge of the Pay Office in a large ship or establishments;
- (c) in charge of a Branch Section in the Department of Manning, Canberra;
- (d) in overall supervision and regulating of the Writer Branch in ships and establishments; or
- (e) as the senior rating on the staff of an Admiral's Office.

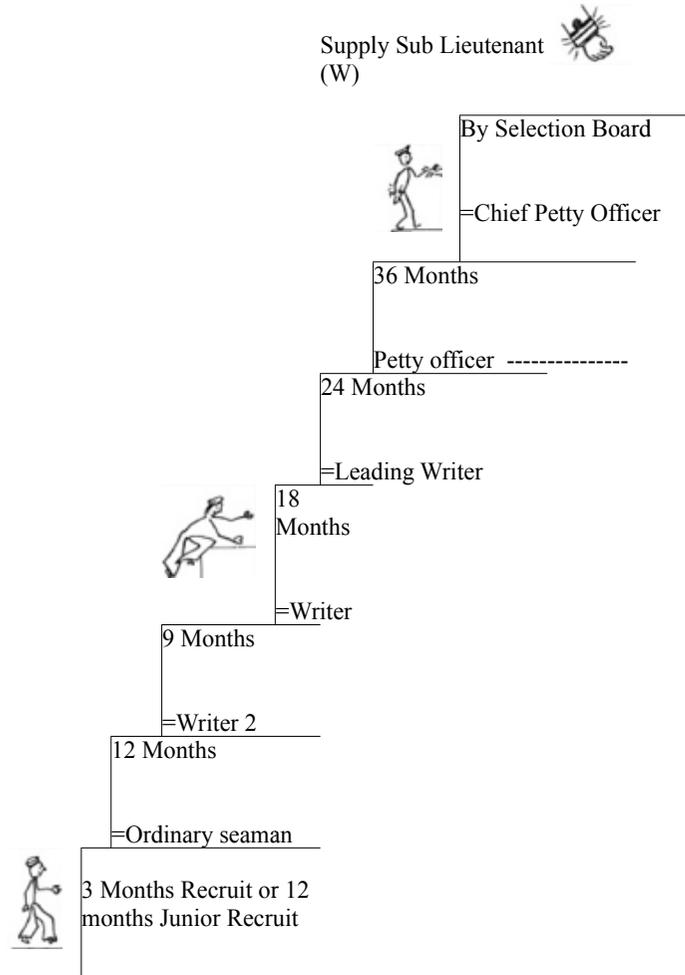
Promotion:

When you are advanced to Petty Officer Writer or Chief Petty Officer Writer, or after you have been rated Leading Writer and passed the test for Petty Officer Writer, provided you are at least 24 years of age you may undertake the professional test for promotion.

When you are qualified, you may be selected for promotion to Supply Sub-Lieutenant (W). You could then rise through the officer ranks of the Royal Australian Navy as a Writer Specialist Officer, to the rank of Commander. You should always aim to reach the higher ranks of the Service, and with this goal in mind you are advised to attempt the required Educational Tests as early as possible in your career. As a rating you must retire at the age of 50 years, but as an officer, at the age of 55.

**ORDINARY SEAMAN (WRITER)
SEA TRAINING SYLLABUS**

During the period of sea training, the Ordinary Seaman (Writer) is to be assigned to the



Supply Department for a maximum of 84 hours, during which time he is to receive instruction (lectures) in Captain's Office, Pay Office and Accounts Work, and on-the-job training (practical) in these offices.

Formal instruction totaling 2t hours should be given by a Supply Officer, Chief

Petty Officer Writer, Petty Officer Writer or Leading Writer, to give the trainee an *acquaintance* of subjects shown in this syllabus.

Practical training totaling 63 hours aimed to familiarise the trainee with the duties of Writer ratings and of the work undertaken in the Captain's Office, Pay and Accounts Office, should be on-the-job training with the rating participating if practicable, or witnessing activities or demonstrations.

Syllabus — Captain's Office:

Formal	Hours
Introduction to Captain's Office Work, RI, QR and AI, BR 11, ABR 10, CNO's, Navy List, BR 49	1½
Organisation — Navy Office, Administrative Authorities, Ship's Staff organisation Service Certificate and Enclosures — AS 239, AS 264, AS 241, History Sheet	1
Engagements, Good Conduct Badges	1
Character and Efficiency	1
Correspondence — Register, Filing System, Receipt, Minute Sheets, Circulation, Despatches, Types of Letters, Stamp Account	½
Returns — List of Returns. Inspection of Books	½
Drafting, Draft Notes, Forecast. Appointment Lists	½
Advancement — AS 507A, DO 10	1½
Leave — Basic Leave, Seagoing, Compassionate, Travel Warrants, Home Ports	½
Captain's Requestmen. AS 161 series	½
Table of Punishment	½
Captain's Defaulters — AS 241, AS 271, AS 273. Punishment	½
Return	½
Total:	11
Practical	Hours
Familiarisation tour of Captain's Office, Pay Office and Regulating Office	½
Peruse Regulations — RI, GR and A!. Navy List, etc	4
Service Certificate work. Action receipt and despatch of service documents	6

Acquaintance of filing system. Action correspondence on receipt	1½
Action despatch of correspondence. Demonstration - Stamp Account routine	2
Peruse List of Returns. Assist in preparation of Books for Captain's Inspection	2½
Demonstration — action on receipt of draft note, forecast, appointment list	1½
Demonstration — AS 507A procedure	1
Service Certificate work and leave applications	
Demonstration — preparation of Request and Alteration Book. Attend at Captain's Requestmen	2
Demonstration AS 161 action after Requestmen	2
Table of Punishments	1
Attend at Captain's Defaulters. Demonstration — action following Defaulters. Demonstration — preparation of Punishment Return	2
Total	27

Pay Office and Accounts Office:

Formal	Hours
Introduction to Pay Office work and Pay System	1
ABR 5020. Active Pay and Allowances. (Interim Pay Instructions.) (MA, SA, GCB, HLM.)	½
Taxation	½
DFRB Fund Contributions	½
Allotments	½
Variation Sheet, Net Fortnightly Drawing rate	1
AS, 9a and 9b, AS 45a and 45b	½
NA32 and NA 33. Casual Payments	½

Pay Office and Accounts Office: Formal

AS 161 series. Mulcts	½
AS 257 series	½
Pay Office Summary	1
Pay List. Preparation for Pay Day. Coin Sheet	½
General Payment	½

Introduction to Accounts work, Public Money, Cash Account. Navy2
Accounts Manual. Payment of Accounts. Register of Accounts.
Travelling Expenses — AS 542. Rates

Total	10
Practical	Hours
Familiarisation Pay Office routine. Forms and custody of forms	1
Peruse Regulations ABR 5020. Interim Pay Instructions	3
Taxation exercises. (Calculation of taxation deductions for variation sheets)	1
Demonstration — DFRB contributions variations Declaration and stoppage of Allotments	2
Demonstration — raising of Variation Sheet	3
Demonstration — AS 9a and 9b and AS 45a and 45b	2
Demonstration — NA 32 and NA 33 and Casual Sheets	2
Demonstration — routine on receipt of AS 161 Series	2
Demonstration — routine on receipt of AS 257 Series	1
Assist in preparation of Pay Office Summary	2
Assist in preparation of Pay Lists. Putting up Pay	4
Assist at General and Mismuster Payments, and witness Pay Office action following payment	2
Pay Account Card work	4
Peruse Navy Accounts Manual. Demonstration — Cash Account and enclosures	2
Demonstration — register of Accounts	1
Demonstration — AS 542 and payment of Travelling Expenses	3
Total	36

ORDINARY SEAMAN (WRITER) - QUESTIONNAIRE

- Q.1 List 6 Publications you would expect to find in the Captain's Office.
Ans As appropriate
- Q.2 What is the complement of Writer ratings for this ship?
Ans. As appropriate.
In Which publications would you find the following information
- Q.3 Table of Punishments?
Ans. QR-and-AI
- Q.4 The text of the Naval Discipline Act?
Ans BR 11.
- Q.5 Requirements for the award of Good Conduct Badges?
Ans QR-and-AI
- Q.6 Re-engagement Regulations?
Ans RI.
- Q.7 What are the titles of the members of the Naval Board?
Ans Minister of State for the Navy; First Naval Member; Second Naval Member; Third Naval Member; Fourth Naval Member; Secretary
- Where on a rating's Service Certificate or enclosures are the following recorded
- Q.8 Details of current engagement?
Ans Page 1 of Service Certificate.
- Q.9 Passed professionally for Leading Writer
Ans Form AS 1246F — History Sheet.
- Q.10 Punishment awarded by the Captain for a minor offence committed 3 months ago?
Ans Form AS 241. (Disciplinary Charge Sheet and Punishment Record.)
- Q.11 Date of award of Good Conduct Badge?
Ans Page 4 of Service Certificate.
- Q.12 Religion?
Ans Page 1 of Service Certificate.
- Q.13 List three of the four main enclosures to a rating's Service Certificate.
Ans Any three of — Forms AS 264, AS 239, AS 241 and History Sheet.
- Q.14 For what periods may a person engage on entry into the RAN?
Ans 12 years or 9 years.
- Q.15 What are the time qualifications for award of Good Conduct Badges?
Ans 4, 8 and 12 years
- Q.16 Does a Chief Petty Officer wear Good Conduct Badges?
Ans No
- Q.17 List one occasion when a rating's character is assessed
Ans When VG conduct is broken
- Q.18 Name three of the efficiency assessments

- Ans Any three of – Superior, Satisfactory, Moderate and Inferior
- Q.19 Name three of the Character assessments
Ans Any three of VG, VG*, Good, Fair, Indifferent, Bad
- Q.20 What is the purpose of a Correspondence Register?
Ans To provide a permanent record of all incoming and outgoing official mail.
- Q.21 Name one type of letter which is used in the RAN. Ans. As appropriate
Ans As appropriate
- Q.22 Name three of the Security classifications used in official correspondence
Ans Any three of — Top Secret, Secret, Confidential, Restricted
- Q.23 Describe the action to be taken before circulation, when a letter is received in the Captain's Office
Ans Ship's Stamp — Registered — Formers attached — Minute Sheet — to Secretary
- Q.24 How are the stamps used for posting official correspondence obtained?
Ans They are obtained from the Supply Officer.
- Q.25 When, and by whom, the Stamp Account is checked, other than for inspection and audit?
Ans When entries are made in the Account — by a member of the Supply Department, other than the keeper of the account.
- Q.26 Where would classified files be kept in the Captain's Office?
Ans In a locked stowage.
- Q.27 List six books which are inspected by the Captain weekly.
Ans As Appropriate
- Q.28 What action is taken in the Captain's Office when books are received for the Captain to inspect?
Ans Mustered against list of Books. Ship's stamp and marker for signature inserted.
- Q.29 What do you understand by the term "Return"?
Ans A periodical report forwarded from the ship to a higher authority
- Q.30 How often are Draft Notes published?
Ans Weekly
- Q.31 How often are Drafting Forecasts published?
Ans Quarterly
- Q.32 What action is taken in the Captain's Office on receipt of a Draft Note?
Ans Registered. "Draft In" underlined in blue, "Draft Out" underlined in red. Service Certificate cards noted
- Q.33 How often are Appointment Lists published?
Ans Weekly
- Q.34 What are forms AS 507A ?
Ans Performance Evaluation Forms
- Q.35 When are Forms AS 507A rendered?
Ans Half yearly (Yearly for Chiefs)
- Q.36 How is the Captain of a ship informed that an Able Seaman is to be advanced to Acting Leading Seaman?

Ans By Form DO 10

Q.37 What is a Form DO 10?
Ans The Navy Office authority for advancement

Q.38 When does the leave year begin?
Ans 1st February

Q.39 What amount leave is granted annually to personnel serving in Ships?
Ans 42 Days

Q.40 What amount of leave is granted annually to personnel serving in shore establishments?
Ans 28 days

Q.41 How many leave concession warrants is a rating entitled to in 1 leave yr
Ans Normally two, but there are certain exceptions.

Q.42 What class of travel are you entitled to when travelling by rail on leave?
Ans Second

Q.43 Would you be entitled to a sleeper if you traveled on duty by rail?
Ans No

Q.44 List the Home Ports
Ans Sydney, Melbourne, Hobart, Brisbane, Adelaide and Fremantle

Q.45 What is the maximum amount of compassionate leave which may be granted in one leave year?
Ans 7 days

Q.46 For what purpose is Form AS161 used ?
Ans To record particulars of changes affecting pay and service documents

Q.47 Give two examples of the Form AS161B
Ans As appropriate

Q.48 List six different examples of request to see the Captain.
Ans As appropriate.

Q.49 List four punishments which require a Punishment Warrant
Ans Any 4 of – Imprisonment, Dismissal, Detention, Cells, Disrating, Second class for Conduct, deprivation of Good Conduct Badges and LS&GCM

Q.50 What is the maximum Cells punishment which may be awarded?
Ans 14 Days

Q.51 Can a sentence of detention be suspended?
Ans Yes

Q.52 Could your Captain approve a sentence of Detention?
Ans No

Q.53 What is a Form AS 271?
Ans A Punishment Warrant

Q.54 When is the Punishment Return rendered?
Ans Monthly

Q.55 How many copies of a Form AS 241 are raised?
Ans Two

Q.56 What is the disposal of the two copies of Form AS 241

Ans Original forwarded with Punishment return, duplicate is retained in Service Certificate

Q.57 How many Writer ratings are employed on Captain's Office work in your ship?
Ans As appropriate

Q.58 How many Writer ratings are employed on Pay Office work in your ship?
Ans As appropriate

Q.59 When are Captain's Requestman and Defaulters held?
Ans Weekly

Q.60 How does a ship know when a Return is due?
Ans Form ABR 1980, Schedule of Returns'

Q.61 When does a rating have the opportunity to examine his Service Certificate?
Ans Yearly, after annual assessment of character and efficiency

Q.62 What does DTG mean?
Ans Date Time Group

Q.63 Who is the Administrative Authority for HMAS MELBOURNE?
Ans FOCAF

Q.64 Who is the Administrative Authority for HMAS PENGUIN?
Ans FOICEA

Q.65 In which book of reference would you find rates of pay?
Ans ABR 5020

Q.66 What do You take into account when assessing a rating's taxation deductions?
Ans Income subsistence, dependants(rebate)

Q.67 What special allowance is paid to all officers and ratings?
Ans Uniform Allowance

What are the following abbreviations -

Q.68 MA
Ans Marriage Allowance

Q.69 SA
Ans Separation Allowance

Q.70 HAD
Ans Higher Duties Allowance

Q.71 When does a rating contribute to the DFRB Fund?
Ans On attaining 18 years of age or entry if over 18 years

What are the following forms?

Q.72 AS 9a
Ans Miscellaneous Credit Voucher

Q.73 AS 9b
Ans Miscellaneous Debit Voucher

Q.74 AS 45a
Ans Credit Advice Note

Q.75 AS 45b

Ans Debit Advice Note

Q.76 What is a Casual Payment?

Ans A payment made against pay entitlement at a time Other than general or mis-muster payment

Q.77 Who signs the Pay Office Summary?

Ans The Supply Officer.

Q.78 What is the purpose of the Pay Office Summary?

Ans It records all vouchers entering the Pay Office and is a record of vouchers forwarded to the Director Navy Accounts.

Q.79 What mark is made on the Pay List after a rating has been paid at General payment?

Ans A blue or red tick is made beside the amount paid on the original copy of the Pay List

Q.80 How many copies of the Pay List are prepared?

Ans Two

What are the following abbreviations

Q.81 FA?

Ans Fortnightly Australian Allotment

Q.82 AP?

Ans Active Pay

Q.83 Who is present at the paying table at general Payment?

Ans Witnessing officer, Paying Officer, Writer

Q.84 How is a day's mulct calculated?

Ans One days active pay less pence

Q.85 How much notice is required by DNA for declaration of allotments?

Ans 14 Days

Q.86 When is the Supply Officers Cash Account forwarded to DNA?

Ans End of each month(Supersession of Supply Officer, Paying Off)

Q.87 What form is used to demand cash?

Ans AS 5.

Q.88 Who approves the Supply Officer's demand for cash?

Ans The Captain

Q.89 What is the purpose of the Register of Accounts?

Ans It provides a permanent record of accounts received and paid.

Q.90 Where would you find an example lay-out of a Register of Accounts?

Ans Navy Accounts Manual

Q.91 what security precautions are taken with regard to the stowage of Pay Account Cards?

Ans They are kept in a locked stowage in the pay Office.

Q.92 Name two occasions when a new Pay Account card would be raised.

Ans Any two of – Entry, re-entry, when PAC filled. Recovered deserter. PAC damaged or defaced.

Q.93 What action would you take if you were the last to leave the Pay Office?

Ans Make sure that the office was correctly secured.

Q.94 Where would you find the regulations about demanding postage stamps?

Ans Navy Accounts Manual.

Q.95 Would Travelling Allowance be paid to a rating travelling interstate on long leave?

Ans No

Q.96 What is Mileage Allowance?

Ans An allowance which may be paid when a man travels with his Captain's approval, either on duty or leave in his own motor vehicle.

Q.97 What is a Form AS 542?

Ans A Route Order and Travelling Expense Claim.

Q.98 Is a Form 542 ever used in respect of leave travel?

Ans No

Q.99 Who counts the public money held by the Supply Officer at the end of each month?

Ans The Captain

Q.100 Which do you consider to be the most important part of your employment as a Writer - Captain's Office, Pay Office or Accounts Office work?

Ans All equally important.