

FORM D.G.I.A (N)

RENEWAL, REPAIR OR MODIFICATION TO D.G. EQUIPMENT OF H.M. SHIPS  
OR DEPERMING

1. Name of Ship .....

2. Original D.G. equipment was installed:-  
by.....  
at.....  
date.....

3. Renewal, repair, general modification, \* deperming or re-calibration of ampere  
turn meters or ammeters:-  
(Strike out items which are not applicable.)

Carried out by.....  
at.....  
date.....

4. Details of 3.:

5. This is to certify that the above named renewal, repair or modifications  
(strike out if not applicable) to the D.G. Installation in

H.M. .... has been inspected, tested and found correct.

Signed .....D.G. Inspecting Officer.

Dated

6. The above named renewal, repair or modification (strike out if not applicable)  
to the electrical equipment comprising the D.G. installation has been  
satisfactorily completed in accordance with the relevant specifications and  
drawings, etc., with the exception of the items detailed on the list overleaf,  
and has been tested electrically to my satisfaction.

Signed ..... Dated .....

{ E.E.M. H.M. Dockyard .....  
W.E.S. ....  
P.R.O. ....  
Surveyor ..... Classification Society.....

Items Incomplete

Action taken to Remedy

The original of this Certificate is to be attached to the Ship's D.G.1. (N) Certificate.

\* When ships are depermed this certificate is to be issued to the ship only, but a full report is to be made to D.E.E., Bath, and D.U.W.M., on Form D.G.2 D.P. (S.1762)

## CHAPTER 3

### SERVICE DOCUMENTS

It is fair to say that a blunder in completing Service documents is the most common and the most far-reaching error made by young Officers. Work on Service documents is tedious and dull and is regarded by many Officers as an additional nuisance above and beyond what they see as their real duty. In fact it is no exaggeration to say that it is one of the most important and, if properly done, one of the most rewarding tasks you will have.

Remember you are the Electrical Divisional Officer and by careful study of the particulars in their Service documents you will get to know the backgrounds of your staff.

In a recent analysis of fifty sets of Service documents it was found that only ten were correctly and carefully filled in. In thirty there were errors of minor importance, and in the remaining ten there were gross errors which, if not detected, could have seriously affected the careers of the ratings concerned.

In the event they were all capable of being remedied; they should never have happened!!!

The following is a list of Service documents appropriate to Electrical ratings:-

Form S.459	Certificate of Service.
Form S.264	Confidential Report on Rating.
Form S.438 (series)	History Sheet for Electrician (Radio Electrician, Electrical Artificer, Radio Electrical Artificer) ratings.
Form S.239	Recommendations for Advancement and Conduct Record Sheet.
Form S.239(a)	Record of Offences Sheet.
Form S.507	Half-yearly return of Recommendations for Advancement of Ratings.
Form S.430, etc.	Trade Certificates.
Form S.1243	True Copy of Certificate of Service

#### Certificate of Service Form S.459

This is printed on stout paper or linen and contains a complete record of a man's service. It accompanies him from ship to ship and is given to him when he finally leaves the Service or is promoted to Commissioned Rank.

On the front page is found the man's name, Port Division, Official Number, place and date of birth, religion, details of next-of-kin, engagements entered into, swimming qualifications, medals, stars, and Long Service Gratuity, and physical characteristics. It is also customary to write his National Insurance number on this page. It should be noted with regard to engagements that the date of volunteering frequently differs from the commencement of time, because the man was under the age of eighteen at the date of entry and in this case the date of entry will be noted as the date of volunteering.

Pages 2 and 3 constitute a record of the ships in which the man has served and the rating held at the time. Apart from the Ship's Ledgers which are not always readily available to the Divisional Officer, these pages constitute the only record of the man's true seniority in a rating in the ship. For a variety of reasons, when a man is advanced his seniority in that rating may be ante-dated to a date earlier than the day he joined the ship. In such cases a line is drawn back from the new rating in the manner shown in the specimen copy at the end of this chapter to the apposite period in the "From" and "To" columns and the date of seniority inserted as shown.

The importance of the difference between the date of advancement and the basic date of seniority will readily be appreciated from a study of B.R. 1066 (Advancement Regulations).

Various miscellaneous entries are also made at the bottom of Pages 2 and 3. The most important of these are Educational Qualifications for higher ratings.

On Page 4 is recorded the annual Character and Efficiency Assessments of the man made by the Captain with the advice and assistance of the Divisional Officer. There are two common misconceptions on the subject of these assessments at which we might look.

The first and greatest is to confuse Character and Conduct. A man may, in the course of a year, get into a hundred and one minor scrapes (being late in falling-in, failing to sweep out the after switchboard, being unshaven or having a dirty collar) which indicate that he is a careless or silly fellow without being an indifferent character. Conversely, he may be an idle, dissipated and worthless creature without ever appearing before the Commander, provided he is sufficiently sly to evade you and the Regulating Staff. Now, if you know for certain that a man is a bad character (e.g. he may be subversive of discipline and morals on the messdeck without ever having been brought to book for it), there is no reason why you should not represent this to the Captain and ask for a low assessment. (The various assessments for both Character and Efficiency are listed at the top of Page 4.)

Similarly, you may have a man who is constantly in minor trouble, who seems to have an unhappy knack of "putting his foot in it", but at heart is a sound fellow. There is no reason in the world why such a man should not be assessed "V.G."

The second of these misconceptions is to confuse Character and Efficiency. There are some men, especially do you find them in the technical categories, who are simply not up to their job. This is not necessarily due to any defect in character, and when you are considering the man you should be careful to differentiate between his ability and his character.

Records are also kept on Page 4 of time forfeited or spent in the Second Class for Conduct and the award and deprivation of Good Conduct Badges. For the rules governing these see the chapters on Discipline and Conditions of Service in the Queen's Regulations.

#### Divisional Officer's Record Sheet - Form S.264

The average rating rather mistrusts this record, regarding it as a sort of Secret Police dossier on him, simply because it is confidential. In the past this mistrust may, due to the carelessness of its contributors, have been partially justified, but owing to the introduction of two new rules (of which more anon), it is no longer so.

The major part of the front of the form is taken up by an extract of vital statistics on the man, extracted from his Service Certificate, which is usually kept in a Central Registry, to save the Divisional Officer time and trouble. Only such information as is unalterable (e.g. the man's name and date of birth) should be entered in ink, all others should be pencilled and frequently reviewed, being brought up-to-date as is necessary.

The remainder of the form is taken up by the reports of the man's successive Divisional Officers. If carefully written up, it is a really first-rate index to the man's character and capabilities and an indication of the effect that his circumstances (e.g. family trouble) may have on his behaviour. It can also be of enormous help to the man himself by showing him his faults, and it is here that we come to the two rules mentioned earlier. They are:-

- (a) Anything adverse in the report which is considered to be within the man's control (e.g. a tendency to over-familiarity or insubordination) must be underlined in red ink.
- (b) Anything underlined in red ink must be explained to the man by the author.

The following qualities, or the lack of them, should be included in the report:-

- (i) Powers of Command.
- (ii) Leadership.
- (iii) Initiative.
- (iv) Influence.
- (v) Industry.
- (vi) Honesty.
- (vii) Truthfulness.
- (viii) Bearing.

But where you know insufficient about the man to make fair comment, say so boldly. It is your duty to know as much as possible about the man, but if you invent a paragraph of "waffle" about a man you do not know, you are doing him and your successor a very ill turn indeed. Over-praise is as bad as, or worse than, unfair criticism.

A common error when dealing with S.264s is to "fill up the space provided". Those pernicious lines which divide up the sections for various Officers' reports lead to the scaling down of some, and the padding-out of other reports.

Three more points worthy of note:-

- (a) Wherever possible, get hold of photographs of your men and pin them to the S.264s. You may know the man quite well by sight - your successor probably will not.
- (b) Fill in remarks in pencil on the S.264 at the following times:
  - (i) Every time the man appears at the Captain's table.
  - (ii) Every 3 months.
  - (iii) At Captain (D)s or Admiral's inspection.

In this way you forget neither the man's peccadilloes nor his good qualities, and the edited version of these notes will have a fair chance of being a good estimate of his character.

- (c) Remember that a man's reputation is what his neighbours think of him; his character is what God knows of him.

### Form S.239 - The Conduct Sheet

This is an interim record of a man's character and recommendations for advancements which is written up when a man leaves the ship on any other day of the year than New Year's Eve. Entries should also be made on the front on the 31st May and the 30th November, indicating whether the man has been recommended on Form S.507 for advancement on the roster system where such recommendation is applicable.

The important part of this sheet is the centre page; the back gives a list of abbreviations and some very helpful notes WHICH SHOULD BE MOST CAREFULLY READ on how to fill in the critical columns dealing with interim recommendations for advancement, accelerated advancement, training and other duties.

It often happens that a man is borne in more than one ship during a year, and in order to assist the Captain of the ship in which he is borne on 31st December to give the man credit (or otherwise) for the earlier parts of the year, Form S.239 is written up to give an assessment in miniature. Columns 1 to 8 are routine statistics which are usually filled in by the Ship's Office. The Character and Efficiency assessments in columns 9 and 10 are just as important as, and should be considered with the same care as, those made annually.

Columns 11 and 12 which deal with advancement will be used by the Captain of the ship in which the man is borne on the 31st May and 30th November, as a guide to the man's suitability for recommendation for advancement. The code of letters used to write up these spaces is clearly explained on the reverse of the sheet and should be rigidly adhered to.

### Form S.239(a) - Record of Offences Sheet

This form is raised by the Regulating Staff for each man and is included with his Service documents and all offences committed and NAVAL Punishments awarded are to be entered in it.

Petty offences are struck out of the record on the first occasion of assessment of Character on the Service Certificate after a man has been drafted to a new ship.

Form S.438 (Series) - The History Sheet

The following are History Sheets in use for ratings of the Electrical Branch:-

Form S.434				History Sheet for Electrical Artificers.	
Form S.438	{	"	"	"	Electrician Ratings.
		"	"	"	Radio Electrician Ratings.
		"	"	"	Electrician (Air) Ratings.
		"	"	"	Radio Electrician (Air) Ratings.
Form S.438(a)		"	"	"	Radio Electrical Artificers.

In view of the recent changes in the titles of ratings, it is expected that there will shortly be revisions of some or all of these Forms.

These forms are entirely your responsibility. You should keep them and fill them in on the occasions shown at the top of Page 1. They are intended to provide a record of the man's professional qualifications, examinations passed, employment and recommendations for advancement to higher rating.

On page 1 of S.438 is the record of courses and qualifying marks. The basic courses (Qualifying E.M.2, Qualifying L.E.M., Qualifying P.O.El.) are entered by the Officers of the Electrical School. All other courses and examinations and the results obtained should be entered by you. In this connection it is worth noting that specialist courses on subtle devices and machines should always be entered. The Electrical Officer of his next ship might be looking for a man trained in a particular machine.

In this day, when Damage Control is an important part of every sailor's equipment, it is also advisable to enter all such courses on Page 1.

Page 2 is the Employment and Ability Record. Columns 1 to 4 are straightforward and need no enlarging on here, but Column 5 - 'Particulars of Employment' - is worthy of mention. This column should be written up as thoroughly as possible. A little experience is worth an awful lot of training, and the man's future employing Officer is greatly helped if he knows precisely what experience the man has.

Columns 6 to 11 are straightforward enough but deserve careful thought. It is a very fashionable error at this time to give a different assessment in Column 9 of S.435 from that shown in Column 10 of Form S.239. For example, in a set of documents recently examined a rating had been assessed over a nine-month period on S.239 as "Satisfactory" while for the same period the assessment on Form S.438 was "Superior". On investigation it was found that the Correspondence Officer (the Captain's Secretary of a small ship) had completed the S.239 and, knowing little about the man, had played safe by writing "Sat.". The Electrical Officer, who knew the man well, had carefully assessed him as "Supr." and then failed to check the S.239 before it went to the Captain for signature!!! This negligence might have robbed the man of a "Superior" assessment on 31st December.

Column 12 is one of those inane superfluties occasionally found in official documents. It is best to ignore it. Remember that a man is given his History Sheet when he leaves the Service and a remark made, say, in 1950 to the effect that he has tended to slack off recently may prejudice his chance of civil employment in 1960. If a man slacks off do not tell his History Sheet - tell the man himself in round terms!! He and you will both benefit.

On Page 3 are found recommendations for advancement. Before filling in any of these recommendations, read the appropriate chapter of B.R. 1066

#### Form S.1243 - True Copy of Service Certificate

When a man is drafted to a small ship which is a tender to some larger ship or shore Establishment, his Service Certificate is forwarded to the parent ship and a copy on Form S.1243 is raised by the parent ship and forwarded to the tender. This true copy is in no way a substitute for S.459 and it should not be given to the man on discharge. Where entries in the copy conflict with the S.459 they are to be ignored and the entries in S.459 are to be taken as true.

The True Copy of the Certificate of Service must be signed by a responsible Officer and compared annually with Form S.459.

#### Form S.507 - Recommendations for Advancement of Ratings

This form is rendered half-yearly to the Commodore of Depot of the Port Division. It should include the names of all men eligible for advancement by roster, whether they are recommended or not. The roster system of advancement is explained on Page XXI of B.R. 1066 and the principles governing advancement generally are to be found in Chapter I of the same book.

Men who are not fully qualified for advancement (e.g. who have not passed educationally) may also be recommended in red ink on the form. Red ink signifies that the man is specially recommended for accelerated advancement and may also be used to recommend men who are fully qualified.

Men who are fully qualified but not recommended should be entered on the back of the form. It is your duty to inform any man who is not recommended of the fact at the time of forwarding the form.

Separate forms are required for each Port Division and each branch and an entry should be made in the appropriate space of each man's Form S.239 on all occasions when Form S.507 is rendered.

- The number of red ink recommendations for accelerated advancement is to be limited to 20% of the total number of ratings entered on the front and back of the form except as provided in paragraphs 6 and 9 of Chapter I, B.R. 1066.

### Exercises

1. From what you know of them write character and efficiency assessments and reports on Form S.264, and write up History Sheets and S.239 on the following fictional characters.
  - (a) Uriah Heep ("David Copperfield")
  - (b) Sydney Carton ("A Tale of Two Cities")
  - (c) Bassanio ("The Merchant of Venice")
  - (d) Horatio Hornblower.
2. In the enclosed Service Certificates for -  

BLOGGS-JONES, T., P/M 891234691, P.O.El.

find the six deliberate errors (and as many more as you can).
3. In the enclosed Form S.507 find the two deliberate errors.