

RECORD OF OFFENCES SHEET

(APPENDIX I TO "RECOMMENDATIONS FOR ADVANCEMENT AND CONDUCT RECORD SHEET" S.239)

NAME..... RATING..... PORT DIVISION AND OFFICIAL NUMBER.....

OF OFFENCE(S)	DETAILS OF THE OFFENCE(S)	PUNISHMENT AWARDED	BY WHOM PUNISHMENT AWARDED, SHIP, DATE AND WARRANT NUMBER IF APPLICABLE	REMARKS

DIVISIONAL OFFICER'S RECORD SHEET

1

Entry Establishment date stamp	Date of birth	Surname (in block letters) Christian Name(s)
	Religion	O.N.

EDUCATION

School
Age on leaving.....
Name

Classification

Certificates gained

Since School
Training

Certificates

OTHER RELEVANT INFORMATION

EMPLOYMENT

Main occupation.....

Years.....

Other experience.....

NEXT OF KIN

Date

Relationship.....

Home town

SELECTION TEST RESULTS

TEST	Standard	
	In relation to ALL new entries	In relation to entries
General ability ...		
Spelling ...		
Mechanical...		
Arithmetic ...		

PERSONNEL SELECTION OFFICER'S NOTES

2

RATING AND SQ.	Date
.....
.....
.....
.....
.....

G.C.B. etc.	Date		If V.G. Conduct broken—date of recommencement
	Due	Awarded	
.....
.....
.....
.....

ENGAGEMENT	Expires
.....
.....
.....
.....

If marked R Date		
.....
.....
.....
.....

NEXT HIGHER RATING	Date rating will qualify by service
.....
.....
.....
.....

Date rating will qualify by sea service	Date passed professionally	SPORTS AND INTERESTS
.....
.....
.....
.....

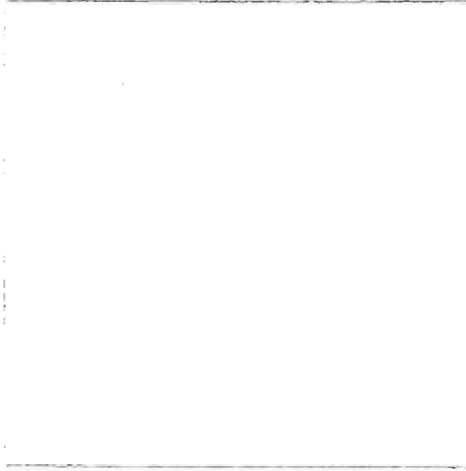
SWIMMING QUALIFICATIONS	Date
.....
.....
.....
.....

EDUCATION TESTS	Date of passing
E.T. 1
E.T. 2
H.E.T.

C.W. NOTATIONS	Date
.....
.....
.....
.....

H.E.T. Certificate ...
.....
.....
.....

DIVISIONAL OFFICER'S REMARKS



To be completed within the first six months in the ship or establishment ; on change of Division or Divisional Officer ; on discharge from ship or establishment ; on such other occasions as may seem appropriate to the Divisional Officer or may be specially ordered, including a down-grading in efficiency assessment.

The Head of the Department is to see all reports and is to countersign all adverse reports and all reports on Chief Petty Officers and Petty Officers.

Adverse reports are to be underlined in red and read out to the rating.

H.M.S. Date of joining

Suggested efficiency Rating

Recommended for

Date

Divisional Officer

Head of Department

H.M.S. Date of joining

Suggested efficiency Rating

Recommended for

Date

Divisional Officer

Head of Department

H.M.S. Date of joining

Suggested efficiency Rating

Recommended for

Date

Divisional Officer

Head of Department

**Character since last assessment
on Service Certificate or
Conduct Sheet
(KR & AI, Art. 605, cl. 5 & 8)**

From

To

**Character
Assessment**

(See Note 11) (See Note 11)

Efficiency

**(KR & AI
Art. 607)**

(See Note 11) (See Note 11)

**Whether
recommended
for
advancement
or
confirmation**

(See Notes 4 & 11) (See Notes 4 & 11)

**Whether
recommended
for accelerated
advancement**

Ship Discharged to

**(giving date, if it differs from
date of assessment of
character, and, in the case of
an N.C.S. Rating discharged to
Shore, the cause of discharge)**

**Whether
recom-
mended for
(a) Boys'
Training
Service
(b) Other
Instructional
Duties
(See Notes
7 and 11)**

**R.M.G.
or
R.R.**

**(where
applicable
(See Notes
8 and 11)**

**Commanding Officer's
Signature
and Rank**

(7)

(8)

(9)

(10)

(11)

(12)

(13)

(14)

(15)

(16)

NOTES

1. **DESTRUCTION OF "RECORD OF OFFENCES SHEET"** (Appendix I to Recommendations for Advancement and Conduct Record Sheet). For the destruction of "Record of Offences Sheet" showing the record of offences in a previous ship see K.R. & A.I. Article 603 clause 3.
2. **DATE OF COMMENCEMENT OF "VERY GOOD" CONDUCT.** When the date of commencement of "Very Good" conduct differs from that which would normally appear from the Service Certificate, the date is to be inserted in red ink. A note is to be made when the award of a badge is delayed under K.R. & A.I. Article 527 clause 2.
3. **CLASS FOR CONDUCT.** The date of proposed restoration may be any date not less than one month and not more than six calendar months from the date of reduction. See K.R. & A.I. Article 567.
4. **RECOMMENDATIONS FOR ADVANCEMENT, CONFIRMATION OR RE-ADVANCEMENT.** The recommendation columns (Nos. 11 and 12) of the "Recommendations for Advancement and Conduct Record Sheet" are to be completed in respect of all Ratings concerned in one of the following ways (See Note 11).

Column 11	Column 12 (See Note 5)	Signification
Yes	Yes	Recommended for accelerated advancement, and fully qualified.
Yes	No	Recommended for advancement, and fully qualified.
Yes (N.Q.)	Yes (N.Q.)	Recommended for accelerated advancement, but not fully qualified.
Yes (N.Q.)	No	Recommended for advancement, but not fully qualified.
N.Y.	No	Not yet recommended, owing to inexperience.
N.Y.(N.Q.)	No	Not yet recommended owing to inexperience and not fully qualified for advancement.
No	No	Not recommended, whether qualified or not.
R.C.O.C.		{ Recommended (or not) for confirmation in the ordinary course. Notation, in red ink, to be made across both columns after completion of a minimum period of three months' acting time. To be inserted for Leading Seamen, Leading Signalmen, Leading Telegraphists, Able Seamen, Signalmen, and Telegraphists, according to whether the ship is, or is not, a "seagoing ship" (B.R.1066, Art. 28), in relation to the individual concerned.
N.R.C.O.C.		
S.G.R. or H.R.		

(The notation "No (N.Q.)" is not to be used)

5. **ACCELERATED ADVANCEMENT.** Recommendations are not to be made in column 12 unless the Rating was likely to have been recommended for accelerated advancement on the next return S.507 had he remained in the ship. This column is intended to assist the Captain of the ship to which the Rating is discharged in rendering S.507 at the end of the half-year, by bringing to his notice Ratings of more than ordinary merit, who should be specially considered when making the special recommendations on Form S.507 for the accelerated advancement of a limited proportion of the ship's company. When recommending Leading Seamen, Leading Signalmen, Leading Telegraphists, Able Seamen, Signalmen, and Telegraphists add "S.G.R." or "H.R." as directed in Note 4 above. (See Note 11.)
6. **ADVANCEMENT TO ACTING RATING.** The date on which a man is actually advanced to any of the following ratings is to be noted in the space provided on the front of his "Recommendations for Advancement and Conduct Record Sheet," in order that the commencing date of actual service required for confirmation or of sea service required for further advancement may be correctly computed :
 - (a) Acting Leading and Acting Petty Officer rates in the Seaman, Signalman, Telegraphist, Stoker Mechanic, Electrical, Radio Electrical, Electrical (Air), Radio Electrical (Air), Naval Airman and Regulating Branches, and to Acting Sailmaker.
 - (b) Confirmed Able Seaman, either direct from Ordinary Seaman, or from the acting rate ; or confirmed equivalent rating.
 - (c) Acting Chief rates in the Engine-Room Artificer, Ordnance Artificer, Electrical Artificer, Electrical (Air) Artificer, Shipwright Artificer, Radio Electrical Artificer, Radio Electrical (Air) Artificer, Mechanician, Air Mechanician, and Air Artificer branches.
7. **INSTRUCTORS.** Column 14 of the "Recommendations for Advancement and Conduct Record Sheet" is always to be completed for Engine-Room Artificers, Aircraft Artificers, Electrical Artificers, Radio Electrical Artificers, Electrical Artificers (Air), Radio Electrical Artificers (Air), Ordnance Artificers, Chief Petty Officers, Petty Officers and Leading Ratings of the Seaman, Signal, Telegraphist, Stoker Mechanic and Supply and Secretariat Branches, and Chief Petty Officers and Petty Officers of the Naval Aviation Branches, irrespective of whether or not the rating is a volunteer for instructional duties. The words "Yes" or "No" are to be used, followed by "(a)" or "(b)," (or both), as required. (See Note 11.)
8. **GOOD CONDUCT MEDAL AND GRATUITY.** Recommendations are to be made in accordance with K.R. & A.I. Articles 534, clause 3 and 606, clause 4. If the recommendation is intentionally withheld, a statement to that effect should be inserted *vide* K.R. & A.I., Article 534, clause 15. (See Note 11.)
9. **RECOMMENDATIONS ON FORM S.507.** On each occasion on which a Rating is recommended or not recommended on Form S.507 a record is to be made in the space provided on the front of the "Recommendations for Advancement and Conduct Record Sheet." The following notations are to be used :—

Signification

REC.	Recommended and considered fit for advancement in the ordinary course.
REC. A.A.	Recommended and considered fit for accelerated advancement.
NOT REC.	Not recommended or considered fit for advancement.
N.Y. REC.	Not yet recommended for advancement due to inexperience.

(All Ratings recommended should be considered fit for immediate advancement.)

(REC. A.A. notation should be made in **Red Ink.**)

10. **OFFENCES AND PUNISHMENTS.** Details of all offences and punishments awarded are to be recorded on the "Record of Offences Sheet," Appendix I to the "Recommendations for Advancement and Conduct Record Sheet" in accordance with K.R. & A.I., Article 603.
11. In seagoing ships, Columns 10, 11, 12, 14 and 15, are to be completed for periods of one month or more, the notation "I.K." (insufficient knowledge) being used if necessary ; in depots and other establishments these columns are to be completed for periods of three months or more. In either case, the columns may be completed for shorter periods if there is sufficient knowledge of the men concerned. Column 9 is to be completed without exception on each occasion of discharge from a ship or shore establishment irrespective of the length of time to which the assessment refers.

S.438. (Established April 1947).
(Revised April 1955)

HISTORY SHEET FOR {
ELECTRICIAN
ELECTRICIAN (AIR)
RADIO ELECTRICIAN
RADIO ELECTRICIAN (AIR)} RATINGS
(Delete as necessary.)

THIS FORM IS TO BE KEPT WHERE CONVENIENT AND IS TO BE COMPLETED:-

- (a) When a man leaves a ship or establishment after a period of not less than three months' service.
- (b) Annually on the 31st December, unless completed within the previous three months.
- (c) As directed under special headings.
To be handed to the man, together with Service certificate, on discharge to shore.

SURNAME	CHRISTIAN NAMES	OFFICIAL NUMBER
Use Pencil Entered as Junior Electrical Mechanic () Rated Electrical Mechanic () 2nd Class Rated Electrical Mechanic () 1st Class Rated Act. Ldg. Electrical Mechanic ()	Use Pencil Confirmed Ldg. Electrical Mechanic () Rated Acting Petty Officer Electrician () Confirmed Petty Officer Electrician () Rated Chief Electrician ()	

RECORD OF EXAMINATION, QUALIFICATIONS, COURSES, ETC.

Examinations, courses, etc.	Q or F & %	Date	Signature of the Electrical Officer if of Lieutenant's rank or above; otherwise Captain

SURNAME

CHRISTIAN NAMES

EMPLO

Special Remarks

COLUMNS 10 AND 11 NEED ONLY BE COMPLETED IN
EFFICIENCY: TO BE INDICATED AS "SUPERIOR"

Date		Ship or Establishment	Rating Held	Particulars of Employment
From	To			
1	2	3	4	5

MENT RECORD

OFFICIAL NUMBER

THE CASE OF CONFIRMED LEADING RATINGS AND ABOVE.
 "SATISFACTORY" "MODERATE" OR "INFERIOR"

Workmanship	Technical Knowledge	Initiative	General Efficiency	Ability to take Charge	Efficiency as Instructor	Remarks	Signature of Electrical Officer	
6	7	8	9	10	11	12	13	

SURNAME

CHRISTIAN NAMES

OFFICIAL NUMBER

CERTIFICATE FOR ADVANCEMENT TO ELECTRICAL MECHANIC () 2nd CLASS

Is he competent to perform the duties of a
Electrical Mechanic () 2nd Class?

Date

Ship or
EstablishmentSignature of
Electrical Officer

CERTIFICATE FOR ADVANCEMENT TO ELECTRICAL MECHANIC () 1st CLASS

Is he competent to perform the duties of a
Electrical Mechanic () 1st Class?

Date

Ship or
EstablishmentSignature of
Electrical Officer

RECOMMENDATION TO UNDERGO COURSE FOR LEADING ELECTRICAL MECHANIC ()

Is he recommended to undergo course for
Leading Electrical Mechanic ()?

Date

Ship or
EstablishmentSignature of
Electrical Officer

CERTIFICATE FOR ADVANCEMENT TO ACTING LEADING ELECTRICAL MECHANIC ()

Is he competent to perform the duties of an
Acting Leading Electrical Mechanic ()?

Date

Ship or
EstablishmentSignature of
Electrical Officer

CERTIFICATE FOR CONFIRMATION AS LEADING ELECTRICAL MECHANIC

Is he a good workman and deserving of con-
firmation as Leading Electrical
Mechanic ()?

Date

Ship or
EstablishmentSignature of
Electrical Officer

RECOMMENDATION TO UNDERGO COURSE FOR PETTY OFFICER ELECTRICIAN ()

Is he recommended to undergo course for
Petty Officer Electrician ()?

Date

Ship or
EstablishmentSignature of
Electrical Officer

CERTIFICATE FOR ADVANCEMENT TO ACTING PETTY OFFICER ELECTRICIAN ()

Is he competent to perform the duties of
an Acting Petty Officer Electrician
()?

Date

Ship or
EstablishmentSignature of
Electrical Officer

CERTIFICATE FOR CONFIRMATION AS PETTY OFFICER ELECTRICIAN ()

Is he a good workman and deserving of
confirmation as Petty Officer
Electrician ()?

Date

Ship or
EstablishmentSignature of
Electrical Officer

CERTIFICATE FOR ADVANCEMENT TO CHIEF ELECTRICIAN ()

Is he competent to perform the duties of
a Chief Electrician ()?

Date

Ship or
EstablishmentSignature of
Electrical Officer