

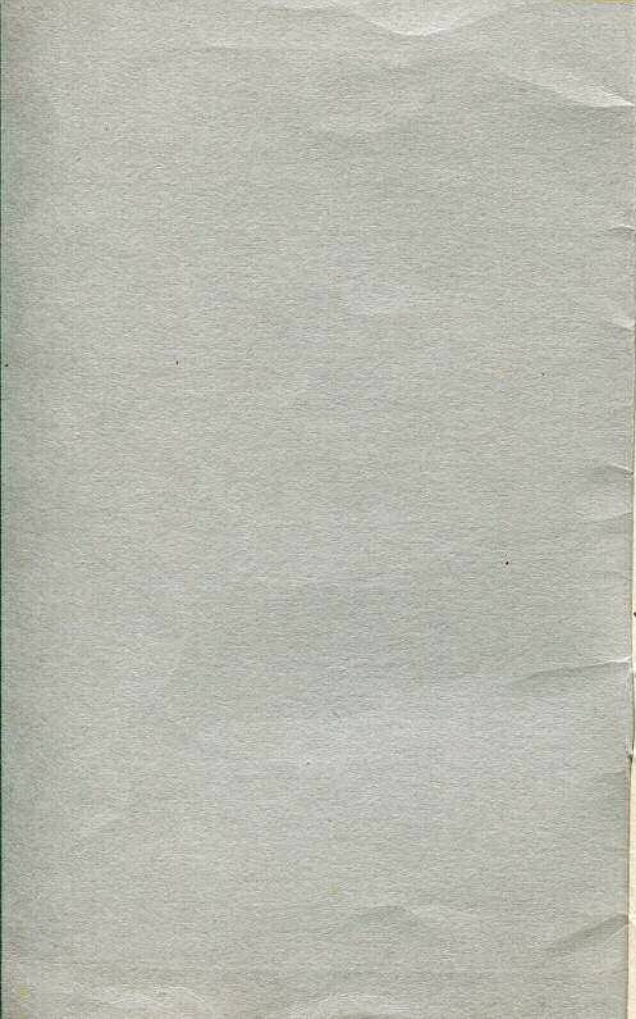
# R. C. N. BARRACKS

HALIFAX, N. S.

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## INSTRUCTIONS FOR THE INFORMATION AND GUIDANCE OF NEW ENTRIES.





## FOREWORD

This booklet is written for the information and guidance of New Entries. The instructions contained herein are by no means exhaustive, but it contains some of the major points to be observed by you, regardless of where you may be serving with the R.C.N., and some local orders and instructions applicable to the R.C.N. Barracks, Halifax, N. S.

Nothing in this book is to be regarded as conflicting with any provisions of K.R. & A.I. or C.N.R's.

## Discipline

Many people regard with distrust anything pertaining to discipline. They apparently confuse discipline with regimentation and think that where discipline is applied a little more rigorously than they have been used to, they will lose their personal rights and individuality.

This is a mistaken idea and although they may not realize it, everyone in the world is disciplined to a certain extent, for they obey the laws of their country, the instructions of the police, or follow the guiding influence of their parents. A much higher standard of discipline, however, is required in the Fighting Services. It is essential that the officers should be able to trust the men and the men trust each other, stick to their posts and do their duty, however trying and dangerous the circumstances.

Discipline means willing, instant and unquestioning obedience to orders, mutual trust and respect between officers and ratings, co-operation and unfaltering loyalty.

### Station Cards.

All ratings on joining R.C.N. Barracks are given a Station Card at the Regulating Office. These cards are to be taken to all offices concerned and stamped in the appropriate columns.

All ratings are put in watches allotted to them by their respective Manual Offices. The colour of the card indicates to which watch a man belongs.

Red Cards	—1st Watch
Brown Cards	—2nd Watch
Blue Cards	—3rd Watch

Yellow cards are for ratings under the age of twenty.

Green cards are issued to C.P.O's, P.O's and miscellaneous ratings.



Station cards are to be kept on the person at all times and must be produced when asked for by anyone in authority.

### **Duty Watch**

Ratings in the Duty Watch are not allowed ashore under any circumstances. They are to stand by to fall in at any time that Duty Watch may be piped. They are not allowed in the Wet Canteen, or to visit ships lying alongside in H.M.C. Dockyard.

### **Leave.**

Ratings in Barracks are divided into three watches, which means that you are allowed ashore two nights out of three. Men in the non duty watches are permitted to proceed on leave independently between the hours of 1800 and 2100 daily and between 1230 and 2100 on Saturdays and Sundays. When proceeding on leave, liberty-men are to hand in their Station Cards at their respective leave offices. Station Cards are to be collected from the leave office immediately on return from leave.

Ratings accommodated in the Barracks, Stadacona I, H.M.C. Dockyard are only permitted to leave and enter H.M.C. Dockyard by the North Gate. The use of the Centre and South Gates is strictly forbidden and severe disciplinary action will be taken in cases of discovered disobedience of this order.

### **Canteen Leave**

Ratings accommodated in the Nelson Barracks wishing to proceed on Canteen Leave will hand in their Station Cards in the usual manner and in return will be given a Canteen Pass. This pass is required by ratings to enable them to pass out of the Dockyard on return to their Barracks. It is not to be handed in when entering the Dockyard but is to be retained by ratings and handed in on leaving the Dockyard.

## Leave Breaking

Absence over leave is looked upon as a serious offence and to offenders proves to be a very costly one. A scale of punishment is laid down for leave breaking offences as follows: Forfeiture of one day's pay and stoppage of one day's leave for each three hours, or part of three hours, of absence over leave. For example, if a man is absent over leave for three hours and five minutes, he would lose two day's pay and have his leave stopped for two days. In aggravated cases of long periods of absence, or repeated offences, offenders are liable, in addition to the above punishment, to be sentenced to periods of No. 11 punishment, cells or detention. Absentees are always liable to arrest by the police.

There are many and varied excuses for leave breaking, the commoner ones being faulty alarm clocks and negligent clerks in hotels, Service men's clubs, hostels, etc. These excuses cannot be accepted. It is your own responsibility to return from leave at the correct time and the Navy is in no way responsible for the faulty mechanism of your clocks or for the employment of trustworthy clerks in hostels. It is imperative, however, that you inform your ship or barracks immediately you discover that you are an absentee or are likely to be an absentee either by phone or telegram. This will not necessarily excuse you of your offence, but more lenience is likely to be shown in cases where the precaution has been taken. If you are on long leave and miss your train, the same procedure is to be carried out and in cities where there is an R.C.N.V.R. Division, take the additional precaution of reporting there in person. If these precautions have been taken you will be saving yourself the possible embarrassment of arrest for absence or desertion. You will also be saving the Navy the trouble of issuing a warrant for your arrest and enabling it to make other arrangements in the event that you were due for draft or some special duty on return from leave.

## Precincts of the Port.

Ratings are not allowed to go further than the ten mile limit out of the City of Halifax without first requesting permission from the Executive Officer and obtaining a Liberty Ticket.

## Conduct on Shore.

For some reason a large number of men on joining the Navy get the idea that they have to imitate the Picture Postcard variety of the Jolly Sailor. Immediately they get into uniform they decide to start drinking, swearing, behaving in a rowdy manner on leave, and searching out all the blind pigs and dives. In short, doing all the things that they would be ashamed to do in their own home towns.

Ratings must be particularly careful of the manner in which they conduct themselves on shore. Wear your uniform in the proper service manner and endeavour not to do anything which would make it or the Navy the object of adverse criticism.

Men in uniform stand out very conspicuously from the remainder of the people on the streets and are always being watched with very critical eyes. Singing, whistling and skylarking or actions verging on rowdyism are not noticed in civilians or are overlooked. A man in uniform, however, is immediately looked upon as a drunken sailor. Unlike civilians your uniform prevents you from leaning against lampposts and walls, standing with your hands in your pockets or lounging around in general.

When in the down town sections of cities you may visit, always endeavour to look as though you have somewhere definite to go or something definite to do. Nothing looks worse than men in uniform wandering aimlessly around the business section of a port. If you go ashore for a walk, there are usually parks, public gardens and other places much more suitable than the down town sections.



Be courteous on shore at all times, never walk more than two abreast on the sidewalks and avoid crowding other people off them. Be particularly careful to observe and obey the bylaws of the various cities you visit, such as smoking in public vehicles, etc. Be careful of your speech at all times. It is quite unnecessary to use obscene adjectives to express yourself. Think how embarrassed you would be if in company with your wife, mother or sister you heard obscene language on the streets.

Be moderate in your consumption of alcoholic beverages. Know your capacity and never exceed it. Use your liquor, never let it use you. Remember, drinking and swearing are two almost forgotten arts. The art is to drink without getting drunk, swear without obscenity.

### **Private Property Passes and Search**

To conform to Dockyard Regulations ratings accommodated in Barracks, H.M.C. Dockyard wishing to take any articles of kit or personal effects ashore are to obtain a Private Property Pass. To obtain this pass a request for same must be handed in to the Master At Arms by 1000 daily except Sunday. All articles being landed are to be itemized on your request. Personal Property Passes are not required by ratings accommodated in the Nelson Barracks, but all ratings are liable to personal search when proceeding on, or returning from leave.

### **Smuggling**

The theft and smuggling of Duitable Goods and Government stores from, and the smuggling of any intoxicating liquors into any of H.M.C. Ships, Dockyards or Establishments is strictly forbidden and are offences which can only be dealt with according to regulations, by sentencing offenders to periods of detention or imprisonment.



## **Lost and Found Property**

Any rating losing or finding any article of clothing, money or jewellery, is to report the matter at once to the Master-At-Arms and the articles found turned over to him. These reports will be entered in the Lost and Found property book and if this routine is faithfully carried out, lost property will be restored to its rightful owners. Ratings retaining possession of articles found by them are liable to be charged and punished for theft.

## **Card Playing and Gambling**

Gambling in any form is not permitted in any of H.M.C. Ships or Establishments and for this reason card playing is only permitted at the Mess Tables and in the Recreation spaces. It can reasonably be assumed that ratings who play cards in uncomfortable hideouts, i.e., behind lockers, in furnace rooms, and storerooms, are gambling and ratings doing so are liable to be charged with gambling. It is in your own interest to discourage gambling, ratings who gamble are usually the ones who can ill afford to lose. They do lose, however, and still have certain obligations to meet. To meet these obligations they often resort to stealing. You may be the victim.

## **Sick Bay**

Any rating wishing to see the Medical Officer will normally do so at 0830. Before reporting to the Sick Bay, ratings are to report to the Petty Officers or Leading Seaman in charge of their classes or working parties when the hands fall in. In cases of emergency when a rating has to report sick out of the normal routine time, he should if possible report to the Petty Officer or Leading Seaman under whose charge he may be, or take suitable steps to see that they are informed. Ratings on sick, excused duty, light duty and attending lists are under stoppage of leave. All ratings on being discharged from the Sick Bay or hospital to duty are to report to the Regulating Office.

## Venereal Disease

In practically all seaports and garrison towns, venereal disease is prevalent. Ratings are therefore advised to refrain from promiscuous sexual intercourse. There is no excuse, however, for ratings who do have sexual intercourse catching venereal disease. Rubber condoms (French Safes) and other prophylactics and preventatives are available **Free** just for the asking at the Sick Bay. Apart from its physical disadvantages which are often very severe and far reaching, venereal disease has an immediate financial disadvantage. Ratings hospitalized for venereal disease are deprived of one sixth of their daily rate of pay during their entire period of hospitalization. Keep out of hospital with diseases which, with a little thought and care on your part, could be avoided or prevented. You owe that much to the Navy, your country and Empire, particularly now in war time, when you are being trained as quickly and efficiently as possible for serving at sea.

## Concealing Disease

Ratings who conceal disease are a menace to their messmates and shipmates. Always be on the lookout for these ratings and don't hesitate to report to the proper authorities anyone you suspect of concealing disease. Severe disciplinary action will be taken with ratings who are caught concealing and treating themselves for venereal disease, vermin, or any other disease.

## Requests

All requests are to be made through the usual service channels, that is, the Petty Officer or Leading Hand of your particular division. They should be made out on the prescribed form, a supply of which is always available at the Regulating Office. Ratings may request through their Divisional Officer to see the Commander or Captain on

any matter and in cases where a rating does not know the proper procedure he is to get the advice of his divisional Petty Officer or Leading Hand. For information, the officer in charge of the particular department in which you may be employed, is not necessarily your Divisional Officer. In these cases, particularly when the request is for leave, it should be signed by both these officers before coming before the Commander. Request-men are seen by the Commander at 0815 daily and by the Captain at 1030 on Wednesdays. Ratings should hand their requests to their Divisional Petty Officer or Leading Hand in sufficient time on the preceding day to permit the necessary signatures to be attached.

### Complaints

Ratings wishing to see the Commander or Captain to make a complaint are to do so in accordance with the instructions posted in all blocks and headed "Representations about Conditions of Service and Complaints of Unfair Treatment."

### Mail

The following instructions and regulations regarding the addressing, mailing and censorship of mails are to be carefully carried out, particularly the censorship regulations. Violation of these orders will result in severe disciplinary action.

### Addressing of Mail

To ensure prompt delivery of your mail have it addressed to you as in the following specimen address:

Harold C. Jones, O.Sea., O.N. V-1234,  
A Block  
R.C.N. Barracks,  
C/O Fleet Mail Office,  
Halifax, Nova Scotia.



If you are placed on Lodging and Compensation, substitute L. & C. for Block.

Mail for ratings living in Barracks will be delivered to their respective blocks.

Ratings on Lodging and Compensation will collect their mail from the Mail Office.

Ratings will be advised by chit when Parcels and Registered Articles have been received for them. These items will be collected from the Mail Office, but will not be issued without presentation of Station Cards as a means of identification.

To further ensure the prompt delivery of your mail and minimize the work of the Mail Office Staff the following points should be observed.

(1) Advise the people with whom you correspond of your correct address and keep them advised of any changes in your correct address occasioned by drafting or change of mess.

(2) Encourage them to use your full name when addressing your mail, viz., Harold C. Jones rather than H. C. Jones.

(3) Discourage the use of intimate pet names and nicknames, viz., Ed, Jim, Chuck, Dick, etc., particularly when they give little or no clue to your correct name.

(4) Discourage the mailing of newspapers, unless you really need and appreciate them. By doing this you will save your relatives and friends a lot of unnecessary expense and cut out a lot of extra work in the mail Office.

(5) The correct addressing of your mail is your responsibility and the Mail Office Staff are in no way responsible for the prompt delivery of incorrectly or insufficiently addressed mail. You must CO-OPERATE and insist on the use of your FULL NAME, RATING and OFFICIAL NUMBER.



When drafted to a ship the following is a specimen address:

Harold C. Jones, O.Sea., O.N. V-1234,  
1 Mess,  
H M.C.S. "Skeena",  
c/o Fleet Mail Office,  
Halifax, N. S.

### Posting of Private Correspondence.

All private correspondence of ratings serving in R.C.N.B. is to be posted in the official Letter Boxes.

No letters are to be posted on shore. Letters written by ratings on shore are to be posted in R.C.N.B.

No reference is to be made, either openly or by reference, of the movements of any of H. M. Ships, or of the movements of Merchant Convoys.

No reference is to be made to the duties on which any ship or group of ships has been employed.

Losses of, or damage to ships are not to be mentioned.

All correspondence must be in English or or French, or in a language fully understood by the censor.

All letters when posted are to be stamped and left unsealed. They will be sealed and forwarded to the addressee after examination by the Censor Officer.

Any discovered instances of non compliance with these orders will be treated as a serious breach of discipline.

NOTE: Free use of postal service has not been extended to the R.C.N. serving in Canadian waters. All letters when posted must be stamped.

## Kit

On entry into the Naval Service all ratings are given a complete and gratuitous issue of kit and after a year in the Service are paid a kit upkeep allowance. You are expected to have a complete kit in a good state of repair at all times.

The condition of your kit is your own responsibility. Look after it carefully and you will be able to save some of your kit upkeep allowance, but if you are careless with it and leave it lying around to get lost or stolen you will be buying replacements out of your own money in excess of your kit upkeep allowance. If, as a result of a Kit Muster, you are found to be short of articles of kit, these articles will be issued to you and charged against you on the ledger. If this puts your account in the red, your leave will be stopped until you are out of debt.

Your kit should be marked in accordance with the instructions laid down in the Manual Of Seamanship.

Overcoats, oilskins, Burberrys, Hammocks, Blankets, Bedding and Kit Bags should be marked in one inch block type. The remainder marked with the type or stencil issued to you on entry.

The sale or exchange of clothing is strictly forbidden without first obtaining the permission of your Divisional Officer. A request to do so should be made in the usual manner.

Clothing purchased at the sale of deceased men or deserters' effects should have the word SOLD stamped on them before marking them with your own name.

Special care should also be taken with your bedding, particularly the marking of your hammock. The name should never be allowed to get faint and should be frequently remarked, particularly after scrubbing. Care being taken when re-marking

to mark right over the old name. This can easily be done if a little care is taken. It is important that your hammock be properly marked, it will prevent mistakes being made when hammocks are being slung and someone getting hold of the wrong one. No rating is permitted to sleep in another man's hammock, but mistakes can easily be made if they are not properly marked and ratings rely on recognizing their own Hammocks from the particular manner in which it was lashed up or other private markings.

## Pay

Ratings are paid once monthly, so it is up to each individual to make his own budget in such a manner that his money will last the whole month.

Ratings may declare allotments from their pay to their banking accounts and are encouraged to do so. Remember that leave period eventually comes around and it is advisable to have a little money in the bank to help you enjoy this period. Do not acquire the habit of spending your entire months pay in the first few days after payment. If you know yourself to be a spendthrift, lay in a supply of soap, shaving cream and razor blades before you go ashore. The fact that you have no money will not be taken as an excuse if you are picked up for being unshaven about the middle of the month.

## Credit

A man's most valuable asset is his credit—preserve yours. Endeavour as far as you can to pay cash for your purchases. When you ask for credit be sure that you are going to be able to meet your obligations when they become due. In this way your credit will be good should need to use it at some future date. Captains of ships and establishments do not like to be bothered with letters from your creditors, regarding non-payment of overdue accounts and they never hesitate to



let you know about that dislike when you are brought before them. That, and the effect it may have on your service career at some future date, are two very good reasons why you should protect your credit.

### **Domestic and Personal Affairs.**

The Navy employs and pays you for your service. That, as in the case of other employers is officially the limit of its obligation to you. Endeavour to look after your personal affairs and keep them your personal affairs. So many ratings take it for granted, when their wives are about to be confined, some relative no matter how distant dies, or is sick, or when they run into financial difficulties, that they should be excused from draft, given leave and financial assistance. Before asking the Navy for assistance in these matters, just ask yourselves the question "how much assistance could I get from my employer if I were still in civilian life?" "Could I get seven or fourteen days leave on full pay to visit a sick sister or attend the funeral of an uncle?" "Could I borrow money from him if in financial difficulties!" The Navy is not hardboiled in any way, but be considerate when asking favours from it.

### **Standing Orders and Notice Boards.**

Ratings on joining Barracks are to read all Notice Boards and acquaint themselves with the Barracks Standing Orders. They are to read the General Notice Board at least once a day and keep themselves posted on all new orders. There are Notice Boards in all dormitories. In addition to the Notice Boards there are posted in each block the Articles of War, method of representing complaints, salutes and marks of respect, precautions against fire and notices regarding secrecy. These should all be carefully studied.



## Safe Keeping of Money

Ratings may deposit money temporarily with the Paymaster for safe keeping. You are, however, encouraged to open an account in a bank and deposit your money there by regular monthly allotments.

## Correspondence with the Dept. of National Defence, or Members of Parliament.

Ratings are warned that letters are not to be written by them to the Department of National Defence, or to Members of Parliament with a view to forwarding their personal interests in Service matters. The only channel for correspondence from ratings to officials in Ottawa is through their Commanding Officers.

## Identification Cards.

On entry into the Naval Service civilian Registration Cards are taken from you and Naval Identification Cards issued in lieu. These cards must definitely be carried on your person at all times and **must** be presented **but on no account surrendered** on demand to the Naval and Military Provost Staffs and Patrols, R.C.M.P. and other police forces. In fact, every Canadian citizen has the right to demand the presentation of identification cards of any one he or she may be suspicious of. You, of course, have the right and should demand to see the identification card of the person demanding yours. To repeat, never be without your identification card. The fact that you are in Naval uniform is no guarantee to the Dockyard Police that you are in the Navy and should you be returning on board and unable to produce your card at the gate, you may find yourself held in custody for investigation into the possibility of your being an enemy alien posing as a Naval rating. Never surrender your card, an enemy alien may be adopting this method of

acquiring a card for himself. If you lost your identification card, a new one will be issued, but it will cost you \$1.00, which will be deducted from your pay.

### **Smoking**

Ratings are allowed to smoke in the following places during non-working hours only. Recreation spaces, mess decks and dormitories. In the dockyard at the rear of the barracks only. No smoking is allowed in the dormitories, however, between 2200 and 0630.

### **Wet Canteen**

The Wet Canteen is open between the following hours: 1700 to 2200 daily and from 1930 to 2130 on Sundays. Ratings under the age of 20, ratings on the Sick List, ratings under quarantine, ratings under punishment and ratings in the Duty Watch are not permitted to enter the Wet Canteen.

### **Dry Canteen**

Dry Canteens are situated in all the main blocks in R.C.N.B. and are open during stand easy, dinner hour and each evening from 1715 until 1800.

### **Cameras**

For the duration of war ratings are not permitted to have cameras in their possession on board any of H. M. C. Ships or Establishments.

### **Authority**

The following remarks are written for the information and guidance of Artificer, Artisan and certain R. C. N. R. ratings who enter the Navy as Chief Petty Officer, Petty Officer and Leading rates by virtue of certain qualifications they held prior to entry. These ratings reasonably assume that they do not have to obey orders which are sometimes given to them by ratings dressed as seamen.

Ratings employed in Regulating duties, your instructors, shore patrols, sentries, etc. have authority vested in them to give you and all other Chief Petty Officers, Petty Officers and Leading rates lawful orders in the execution of their special duties which you must obey as you would if these orders were given to you by an officer or rating senior to you. Article 1510, Paragraph 9, Kings Regulations and Admiralty Instructions, reads as follows:

"Ratings employed on Regulating, Patrol or Sentry duties, are authorized in the execution of those special duties, to give lawful orders to other ratings, including those superior to them in rating."

### **Punishments**

Some of the punishments you are liable to come into contact with are No. 16, 14, 12, 11 and 10.

No. 16 consists of 2 hours extra work or drill daily and is given in doses of from one to seven days for minor offences.

No. 14 is stoppage of pay and is awarded for offences of leave breaking and drunkenness.

No. 12 is stoppage of leave and is awarded in conjunction with No. 14 for leave breaking offences.

No. 11 punishment consists of stoppage of leave and grog, turning out before the hands in the early morning and being employed at extra work or drill during silent hours and being constantly mustered. It is awarded for general slackness or untidiness, and is given in doses from two to fourteen days.

No. 10 punishment is solitary confinement in a cell. It is awarded in doses of from three to fourteen days. During a sentence of cells, offenders are on a restricted diet, deprived of



bedding on alternate nights, are not allowed to receive or send letters, not allowed literature, other than the Bible and a book of instruction and as a daily task have to pick two pounds of Oakum. It is awarded for the more serious offences, such as insubordination and cases where No. 16 and No. 11 punishments have proven ineffectual.

For offences of desertion, gross insubordination, disobedience of orders and cases where the foregoing punishments have proven ineffective, offenders are sent to detention for periods of from fourteen to ninety days.

It is entirely up to you as to whether your knowledge of these punishments is limited to what has been mentioned in the preceding paragraphs. Do what you are told, when you are told, cheerfully and smartly and conduct yourself in such a manner as to add dignity and prestige to yourself and the service and it will never be necessary for you to come into personal contact with any of these punishments.



