

ROYAL CANADIAN NAVY



**CAREER
OPPORTUNITIES
IN THE
WRENS**

HISTORY OF THE WRENS

Women were first enrolled in British Naval Forces in 1917. A force, auxiliary to the Royal Navy, was formed and designated the "Women's Royal Naval Service" (WRNS). Employment was restricted to communications and office jobs. The force was disbanded in 1919.

It was apparent at the beginning of the Second World War that women would be required to supplement the male seagoing force. Once again a WRNS was formed. Employment was much more extensive in this second force and Wrens could be found working side by side with men in every shore job. In the postwar years the force has been continued and, at the present time, over 5,000 officers and Wrens serve with the Royal Navy.

1941 was a year of vigorous expansion in the Canadian war effort. To assist in meeting the personnel needs within the Armed Forces, it was decided to enrol women. In January of 1942 the WRNS was requested to lend several officers to guide in the organization of the "Women's Royal Canadian Naval Service" (WRCNS).

HMCS Conestoga, located in Galt, Ontario, became the Wren basic training establishment. Over six thousand women volunteered for service with the WRCNS; these women came from every part of Canada, the cities, the farms, the mountains and the sea coasts to carry on the very important shore jobs that would release men for sea service. All of these women passed through the gates of HMCS Conestoga where they learned to wear with pride the Canadian Naval uniform. They went out from this establishment to perform jobs that would help to keep an efficient fighting force at sea. When the call came from abroad, Wrens went overseas to serve with the parent service, the Royal Navy.

The Canadian Navy has a proud heritage. The WRCNS shares in this. The heroism of the men who served at sea is transcribed in the pages of history. We may read also of that silent shore force that kept watch in isolated communications stations, that provisioned the ships limping in from the sea, that cared for the sick

and wounded. These women knew the meaning of "service" and established a great tradition of morale, efficiency and discipline.

The Royal Canadian Navy is again calling for Canadian women and, for the first time in the history of a Commonwealth Navy, WRENS are a part of the service rather than an auxiliary force. It is intended that a small, highly skilled group will be organized to provide a nucleus for expansion in the event of an emergency. Standards are high and every effort is being made to uphold the traditions of the WRCNS. Women are not enrolled in the RCN(W) to "do jobs"; they are enrolled to serve, as members of a great team, the cause of freedom.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

REQUIREMENTS FOR ENROLMENT

Any woman, who meets the following standards is eligible for enrolment in the Navy.

Age: Applicants must be between the ages of 18 and 30 inclusive.

Citizenship: Must be British subjects.

Physical: Must be physically fit and pass a medical examination.

Mental: Must attain the minimum score required on Navy entry classification tests prescribed for current use.

Education: Must have the equivalent of Grade X education or better.

Character: Applicants must provide testimonials from reputable, responsible citizens, who are not personally interested in the applicant.

Marital Status: Applicants must be single at time of enrolment.

Term of Enrolment: Suitable applicants will be enrolled in the Wrens on a three year engagement. Subsequent engagements will be for five years.

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ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WHERE WRENS SERVE

The majority of Wrens serve on the East Coast of Canada, in HMCS STADACONA in Halifax, across the harbour at the RCN Air Station, HMCS SHEARWATER and in HMCS CORNWALLIS located in the Annapolis Valley of Nova Scotia. Some wrens will serve in HMCS NADEN near Victoria, B.C., and in the Naval Supply Depot near Montreal. Others may be located in Reserve Divisions across Canada.

H.M.C.S. CORNWALLIS
CORNWALLIS, N.S.

The following information in regard to H.M.C.S. "Cornwallis", the New Entry Training Establishment of the Royal Canadian Navy, is published in order that every young woman who is contemplating joining, or who has joined the Navy, be informed of the conditions under which she may expect to live during the first months of her Service Career.

H.M.C.S. "Cornwallis" is situated between Digby and Annapolis Royal on the western shore of Nova Scotia. The correct address is:

H.M.C.S. CORNWALLIS,
Cornwallis, Nova Scotia.

The objects of New Entry Training are:

- (1) to effect a smooth transition from civilian to Naval life.
- (2) to prepare a New Entry Wren for life in a naval establishment, by instruction in Seamanship, discipline, Naval customs and traditions, etc.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

H.M.C.S. CORNWALLIS (Continued)

TRAINING -- The New Entry Wren Course is of 8 weeks' duration, at the end of which, if the recruit is successful, she will be sent to another establishment for her branch training.

LEAVE -- On completing the course, there will only be enough leave granted to cover travelling time to the new establishment. While the New Entry Wren is undergoing training at H.M.C.S. "Cornwallis", leave is kept at a minimum, and she may expect leave on Saturdays and Sundays from noon until midnight. Overnight and week-end leave will not be granted during the 8 week period.

COMPASSIONATE LEAVE -- In case of serious illness or death in the Wren's family, or where it can be established that her presence at home is necessary, every effort will be made to get her home as quickly as possible. However, it must be remembered that she will be responsible for her own fare.

CLOTHING AND GEAR -- As each recruit will be issued with a complete Naval Kit on arrival, it is not necessary to bring a lot of clothes. Wrens under new entry training are always in uniform. It is suggested that a pair of blue jeans for work parties, as well as black or navy blue slacks for sports periods (strides are not permissible) and a pair of low heeled shoes, be brought along. Cameras and radios are optional. Skating facilities in the fall and winter months are available to those with their own skates. Each new entry Wren must have her own bathing suit and bathing cap, for swimming instruction is given. One towel, a face cloth, and toilet articles should be included.

ALLOWANCES -- All new entry Wrens live on board. An under-clothing allowance of fifteen dollars (\$15.00) is payable on entry. (Slips and pyjamas are issued).

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

H.M.C.S. CORNWALLIS (Continued)

GENERAL FACILITIES -- There is a 100-bed hospital with complete facilities and a staff to take care of all personnel. Situated in the Hospital is a modern Dental Clinic operated by competent staff of the Royal Canadian Dental Corps.

RECREATIONAL FACILITIES -- There is a large Recreational Hall containing Canteen, Soda Fountain, Reading Rooms, Writing Rooms, Library, twelve Bowling Alleys, games room, T.V. and Movie Theatre. There is a large Gymnasium containing three large indoor swimming pools, badminton courts and basketball courts. In addition, there is an arena with artificial ice, a Shoe Repair, Canteen, Tailor Shop, Laundry and Beauty Parlour Shop on the base.

GENERAL -- There are many rules and regulations which at first will undoubtedly irk the New Entry Wren, but she must remember that these rules and regulations have been devised over a long period of years and are for her benefit and protection.

The New Entry Wren must remember two things:

- (a) She herself chose to join the Navy, and in so doing, undertook to give fulltime service for her country.
- (b) She is a part of a small, highly skilled group whose standards are high. Every effort will be made to uphold the traditions of the WRENS. The recruit must prove that she is in every way suitable for the Navy, otherwise, her services will not be required.

Wrens of all branches who possess outstanding ability may be selected for promotion to officer status.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN PERSONNEL RATE (WP)

The quality of any organization depends on the sort of people it employs, how they adjust to their jobs and how they solve their personal problems. The Wren Personnel Rate is charged with the responsibility of assisting in building and maintaining a high standard of morale and conduct in the Naval Service through knowledge and experience gained in Naval Personnel Selection, Job Analysis and Social Welfare.

Duties and Responsibilities Include --

- (1) Preserving order and regularity in accordance with service regulations, customs and traditions.
- (2) Maintaining regulating office records of all wren personnel in an establishment.
- (3) Administering, scoring, recording and assisting in evaluating group psychological tests.
- (4) Investigating personal, occupational and family problems and rendering assistance in solving them.
- (5) Interviewing and selecting men and women for the RCN.
- (6) Planning and executing publicity programmes in conjunction with recruiting and publicity tours.
- (7) Analyzing naval trades and specialties, preparing job summaries and specifications.
- (8) Assisting in Chaplain's Office.

Skills and Knowledge Acquired in the Course of Training and Experience Include --

- (1) Methods of service correspondence and filing.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN PERSONNEL RATE (WP) (Continued)

- (2) Service offences and punishments.
- (3) Administering and scoring Naval Personnel Selection tests.
- (4) Elementary statistics.
- (5) Writing job summaries.
- (6) The preparation of publicity notices.
- (7) Interviewing.
- (8) Lecturing.

Work Assignment

WP tradeswomen are employed in regulating duties in establishments where wrens are borne; in addition, they may be attached to mobile recruiting units or employed in special projects in Personnel Selection, Job Analysis or Welfare.

Training

All wrens are required to undergo a basic, new entry training course. Trade training is given on-the-job over a period of 3 years in the various services: regulating, Personnel Selection, Job Analysis, Welfare and Chaplains' Service.

Entry Qualifications

Minimum Age: 23 years
Education: Grade X or equivalent.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN SECRETARY (SS) and WREN ACCOUNTS (SA)

Like any large commercial or educational organization, the Canadian Navy has large administrative offices. Complete and accurate records must be kept of all personnel with reference to health, pay and qualifications; for every ship and station, with reference to allotment of personnel, receipt and transfer of supplies, and disbursement of money; and for every piece of equipment the Navy owns. To keep these records up to date and to ensure complete accuracy, the Navy employs well-known secretarial method and machine. SS and SA tradeswomen are the personnel who undertake these duties.

Wren Secretary Duties and Responsibilities Include --

- (1) Secretarial work including typing, mailing and filing.
- (2) Drafting letters concerning personnel and ships' activities.
- (3) Maintaining comprehensive service records of personnel.
- (4) Compiling reports and returns.
- (5) Arranging transportation for persons travelling on duty.

Wren Accounts Duties and Responsibilities Include --

- (1) Preparation of cash vouchers and supporting receipt and disbursement vouchers.
- (2) Preparation and maintenance of pay records of naval personnel and preparation of all pay forms.
- (3) Verification of entitlements to pay and allowances.
- (4) Computation of income tax, other charges and final pay of naval personnel.
- (5) Computation of travelling and other personal expense claims.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN SECRETARY (SS) and WREN ACCOUNTS (SA) (Continued)

Knowledge and Skills Acquired in the Course of Training
Include --

Wren Secretary

- (1) Typing at the speed of 35 wpm.
- (2) Minor maintenance of office machines.
- (3) Naval regulations governing administrative procedures relative to discipline, punishment, courts-martial, enlistment and release, training and drafting, promotions and advancement, pensions, etc.
- (4) Service correspondence and filing systems including operation of Central Registry.

Wren Accounts

- (1) The use of typewriters, adding machines, comptometers, and duplicating machines.
- (2) Banking procedure, rates of exchange, depositing of government funds.
- (3) The organization and efficient use of filing and mailing systems.

Work Assignment

Wren Secretary personnel are employed in administrative offices, and Wren Accounts personnel are employed in pay offices in large RCN Shore establishments.

Training

All wrens are required to undergo a basic, new entry training course. Trade training for both the Wren

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN SECRETARY (SS) and WREN ACCOUNTS (SA) (Continued)

Secretary and Wren Accounts branches consists of a basic course of approximately twenty weeks duration in the Navy Supply School situated near Montreal.

Entry Qualifications

Minimum Age: 18 years
Education: Grade X or equivalent

Related Civilian Jobs

Wren Secretary -- Clerk General
Clerk Typist

Wren Accounts -- Bookkeeper
Payroll Clerk

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

NAVAL STORESWOMAN (SN) and
VICTUALLING STORESWOMAN (SV)

The vast stores purchased and used by an organization the size of the RCN necessitate a large group of people engaged solely in ordering, dispensing and accounting. Such stores are classified as "general and air" and "provision"; the former includes such things as hardware, furniture, stationery, rigging, etc., while the latter includes food and clothing. Naval and Victualling Storeswomen perform these duties in the RCN.

Naval Storeswoman Duties and Responsibilities Include --

- (1) Preparing requisition and issue vouchers for stores.
- (2) Obtaining, stowing and issuing stores.
- (3) Maintaining ledger accounts of all general stores held on board.
- (4) Maintaining inventory records of stores issued on loan to establishments or ship's departments.
- (5) General office and storekeeping duties.

Victualling Storeswoman Duties and Responsibilities Include --

- (1) Obtaining, stowing and issuing stores.
- (2) Handling cash sales of clothing and canteen stores.
- (3) Preparing requisition and issue vouchers.
- (4) Maintaining accounts of stocks held.
- (5) General office and storekeeping duties.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

NAVAL STORESWOMAN (SN) and VICTUALLING STORESWOMAN (SV) (Cont.)

Knowledge and Skills Acquired in the Course of Training
Include --

Naval Storeswoman

- (1) The description and use of, and the classification, accounting and invoicing procedures for general and air stores, their related catalogues, and all regulations governing stores procedures.
- (2) Storekeeping principles including methods of procurement, stowage, issue, survey, or disposal, stocktaking and prescribed allowances for ships and establishments.
- (3) Double entry bookkeeping, elementary mathematics, weights and measures conversion tables.

Victualling Storeswoman

- (1) The description and use of, and the classification, accounting and invoicing procedures for, provision, clothing and canteen stores, and all regulations governing stores procedure.
- (2) Storekeeping principles including methods of procurement, stowage (precautions, preservation and refrigeration), issue, sale, butchering and prescribed allowances and rations for ships and establishments.
- (3) Double entry bookkeeping.
- (4) The general mess system of catering, ration control, hygiene and sanitation.
- (5) The awarding of contracts, navy specifications, and methods of inspection for quality.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

NAVAL STORESWOMAN (SN) and VICTUALLING STORESWOMAN (SV) (Cont.)

Work Assignment

NAVAL STORESWOMEN are employed ashore in general or air store-rooms or in offices where accounting records and catalogues are maintained.

VICTUALLING STORESWOMEN are employed in provision stores, clothing stores or in the Central Victualling Depot.

Training

All Wrens are required to undergo a basic, new entry training course of 8 weeks' duration. Initial trade training for both Naval and Victualling Storeswomen consists of a basic 10 week course. Advanced training is given between the trade group 2 and 3 levels.

Entry Qualifications

Minimum Age: 18 years
Education: Grade X or equivalent

Related Civilian Jobs

Naval Storeswoman -- Stock-Control Clerk (Clerical)
Shipping Stock Clerk (Clerical)
Storekeeper, Chief

Victualling Storeswoman -- Food Storerroom Clerk
Clothing Stock Clerk

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN COOK (SC)

One of the most important factors in the morale of the personnel of any civilian or service organization is quality of food served. Wren Cooks prepare and cook all types of food including meat, vegetables and bread.

Duties and Responsibilities Include --

- (1) Requisitioning and accounting of food required for the daily menu.
- (2) Preparing, cooking and apportioning of food.
- (3) Butchering and baking.
- (4) The use, care and custody of galley utensils and equipment.

Knowledge and Skills Acquired in the Course of Training and Experience Include --

- (1) The proper cleaning of equipment to ensure standards of hygiene.
- (2) Principles and techniques of cafeteria messing, menu planning and nutrition, meat cutting, baking general cookery, hospital cookery.
- (3) Ration control systems.
- (4) Galley accounting and stock taking procedures.

Work Assignment

SC tradeswomen are employed in shore establishments in large galleys, wardroom galleys or, where a large number of Wrens are borne in Wren galleys.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN COOK (SC) (Continued)

Training

All Wrens are required to undergo a basic, new entry training course. Initial trade training consists of a basic course dealing with all aspects of a cook's duties at the trade group 1 level. Advanced courses are provided between the trade group 2 and 3 levels.

Entry Qualifications

Minimum Age: 18 years
Education: Grade IX or equivalent

Related Civilian Jobs

Cook
Cook, Mess
Executive Chef

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

COMMUNICATIONS OPERATOR (CO)

In order to maintain its vast system of communication with stations across Canada, outside Canada and with ships at sea, the Navy employs all known communications devices including teletype, wireless telegraphy, radio and highly complex cryptography (secret writing). Communications Operators operate many of these devices and put into practice much of the Navy's communications procedures.

Duties and Responsibilities Include --

- (1) Receiving and transmitting messages by teletype, radio telegraphy and voice radio.
- (2) Encrypting and decrypting messages. Processing incoming and outgoing messages and maintaining the necessary records.
- (3) Performing all clerical duties in Naval Communications Centres.

Knowledge and Skills Acquired in the Course of Training and Experience Include --

- (1) Operating a typewriter at a minimum speed of 40 wpm.
- (2) Operating duplicators.
- (3) Operating teletype at 50 wpm.
- (4) Operating keyboard cryptographic devices at a minimum speed of 30 groups a minute.
- (5) RCN, RN and USN Communications procedures.
- (6) Operating special types of teletype equipment, eg. selectors, concentrators, automatic monitoring devices, etc.

Work Assignment

Communications Operator Wrens are employed in

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

COMMUNICATIONS OPERATOR (CO) (Continued)

RCN shore establishments and in RCN Radio Stations; on the higher levels of skill and knowledge they may be required to instruct in RCN(R) training divisions.

Training

All Wrens are required to undergo a basic new entry training course. Initial trade training consists of a basic 27 weeks' course in the Communications School. Advanced training courses are provided between the trade group 2 and 3 levels.

Entry Qualifications

Minimum age: 18 years
Education: Grade X or equivalent

Related Civilian Jobs

Radio Operator Apprentice
Radio Operator
Cryptographer
Telegraphic Typewriter Operator

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

ELECTRICIANS

LM -- Electrician's Mate
LD -- Electrical Technician (Detection)
LS -- Electrical Technician (Instrument)

As ships, aircraft, and their equipment become more complex, greater numbers of highly skilled electrical radio and technicians are required. Wrens are employed testing and repairing electric and electronic equipment used in degaussing, minesweeping, seaward defence and in aircraft and aircraft radio equipment.

Duties and Responsibilities Include --

- (1) Servicing, repairing, and operating, as appropriate, radio, echo sounder and degaussing equipment.
- (2) Performing between flight, daily inspections, replacements, adjustments, modifications, and repairs to aircraft flight and engine instruments, automatic flight controls and aircraft navigation instruments.
- (3) Instruction of junior tradeswomen.

Skills and Knowledge Acquired in the Course of Training and Experience Include --

- (1) Principles of electric circuits.
- (2) The physics, electricity and mathematics required to perform circuit calculations and analysis involved in the installation and repair of electrical and simple electronic systems.
- (3) The physics and maths required to understand the operating principles of aircraft instruments, including topics such as: the atmosphere, theory of flight and aircraft flight control, effect of temperature and pressure on fluids and gases, etc.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

ELECTRICIANS (Continued)

Skills and Knowledge Acquired in the Course of Training and Experience Include -- (Continued)

- (4) The use, operating principles and construction and servicing of engine and flight instruments.
- (5) Instructional techniques.

Work Assignment

Electrical tradeswomen are employed in the Naval Air Station, the degaussing range, or in seaward defence establishments.

Training

All Wrens are required to undergo a basic, new entry training course. All Wrens are trained as "Electrician's Mates" and, subsequently, are categorized as "Electrical Technician (Detection)", or "Electrical Technician (Instrument)".

Entry Qualifications

Minimum age: 18 years
Education: Junior Matriculation with high standing in mathematics and physics.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

NAVIGATION PLOT RATE (NP)

The "Action-Information" Organization of a ship is the centre in which all information related to underwater, surface and air activities is collated and interpreted. Much of the training of officers and men is undertaken ashore. Navigation Plot Rates prepare and carry out live and synthetic exercises designed for the instruction of officers and men of the Navigation Direction Branch.

Duties and Responsibilities Include --

- (1) Switching on, setting up and operating surface and air warning, height finding and ground controlled radar sets.
- (2) Surface and air interrogation.
- (3) Control and direction of simulated aircraft.
- (4) Preparation, despatch and reception, and logging of messages by voice communication.
- (5) Operation of direction-finding equipment.
- (6) Preparation and control of synthetic and live exercises.

Knowledge and Skills Acquired in the Course of Training and Experience Include --

- (1) Radar theory.
- (2) Switching on, lining up, tuning and operating all RCN radar sets and interpreting findings.
- (3) All types of plotting and breakdown procedures.
- (4) Intercommunication systems and their functions.
- (5) Construction of grids used in plotting.
- (6) The organization of the Action-Information Organization, task force radio organization, etc.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

NAVIGATION PLOT RATE (NP) (Continued)

Work Assignment

Navigation Plot Rates are employed in the Navigation Direction School, Maritime Headquarters, Mine Warfare School or in the Naval Air Station.

Training

All Wrens are required to undergo a basic, new entry training course. Initial trade training consists of a 12 week course in a Navigation Direction School.

Entry Qualifications

Minimum age: 18 years
Education: Grade X or equivalent.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

SEAWARD DEFENCE RATE (SD)

A vital part of the Naval programme is the defence of the approaches to allied parts. Seaward Defence Rates, through the operation of sonar and radar sets, communications systems, etc. obtain, collate and interpret information regarding the enemy's surface and underwater movements so that he may be effectively engaged and destroyed.

Duties and Responsibilities Include --

- (1) Operating, checking and routine servicing of certain underwater detection sets, plotting tables and radar presentations.
- (2) Organizing, training and drilling Seaward Defence teams.
- (3) Observing, reporting, plotting, recording and interpreting data received from seaward defence sources, i.e. anti-submarine, radar or various communications channels.
- (4) Preparation, despatch, reception, (interpretation and logging) of messages by voice radio.

Knowledge and Skills Acquired in the Course of Training and Experience Include --

- (1) Competent operation of sonar equipment and interpretation of radar scan presentations.
- (2) Geographical reference grid plotting.
- (3) Morse code procedure for super-sonic telegraphy.
- (4) The defence of harbour approaches.
- (5) Personnel organization and administration in a seaward defence establishment.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

SEAWARD DEFENCE RATE (SD) (Continued)

Work Assignment

Seaward Defence Wrens are employed in coastal Seaward Defence establishments.

Training

All Wrens are required to undergo a basic, new entry training course. Initial trade training consists of a 9 week course. Advanced training courses are provided at the trade group 2 and 3 levels.

Entry Qualifications

Minimum age: 18 years
Education: Grade X or equivalent.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

ARMOURER'S MATE (WA)
TORPEDO ARMOURER (WT)
GUNNERY ARMOURER (WG)

A fundamental purpose of the Royal Canadian Navy is to bring the ships of the Fleet into position to use their guns against the enemy. Guns and their associated equipment must be kept in top condition if they are to fulfill their purpose. Wrens serving in this branch ashore clean, maintain and repair all gunnery and torpedo equipment in preparation for their active use.

Duties and Responsibilities Include --

- (1) The preparation for firing of all gunnery weapons, including their mountings and supports.
- (2) The preparation for firing of all underwater weapons including their discharge or release arrangements.
- (3) The preparation of controlling and calculating devices such as sights, clocks, gun and torpedo receivers.
- (4) The testing, preventive maintenance, repair and modification mechanically of all armament and associated equipment.
- (5) The alignment of all armament optical sights.

Knowledge and Skills Acquired in the Course of Training and Experience Include --

- (1) Using common hand tools and machine tools including lathes, milling machines, drill presses and shapers.
- (2) Installing sub-calibre guns.
- (3) Petroleum products and their application to gunnery armament and equipment.
- (4) Principles and application of gyroscopes.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

ARMOURER'S MATE (WA), TORPEDO ARMOURER (WT), GUNNERY ARMOURER (WG)
(Continued)

Knowledge and Skills Acquired in the Course of Training and Experience Include -- (Continued)

- (5) Principles and application of hydrostatic depth keeping equipment.
- (6) Chemical composition and physical characteristics of explosives.

Work Assignment

These tradeswomen are employed in shore establishments and in ships in harbour undergoing repairs.

Training

All Wrens are required to undergo a basic, new entry training course. Initial trade training consists of a course of 5 months' duration. Advanced courses are provided between each trade group level.

Entry Qualifications

Minimum Age: 18 years
Education: Grade X or equivalent

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

SEAWARD DEFENCE RATE (SD)

A vital part of the Naval programme is the defence of the approaches to allied parts. Seaward Defence Rates, through the operation of sonar and radar sets, communications systems, etc. obtain, collate and interpret information regarding the enemy's surface and underwater movements so that he may be effectively engaged and destroyed.

Duties and Responsibilities Include --

- (1) Operating, checking and routine servicing of certain underwater detection sets, plotting tables and radar presentations.
- (2) Organizing, training and drilling Seaward Defence teams.
- (3) Observing, reporting, plotting, recording and interpreting data received from seaward defence sources, i.e. anti-submarine, radar or various communications channels.
- (4) Preparation, despatch, reception, (interpretation and logging) of messages by voice radio.

Knowledge and Skills Acquired in the Course of Training and Experience Include --

- (1) Competent operation of sonar equipment and interpretation of radar scan presentations.
- (2) Geographical reference grid plotting.
- (3) Morse code procedure for super-sonic telegraphy.
- (4) The defence of harbour approaches.
- (5) Personnel organization and administration in a seaward defence establishment.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

MEDICAL AIDE (ME), LABORATORY AIDE (ML), X-RAY AIDE (MX) (Cont.)

LABORATORY AIDE (ML) (Continued)

Duties and Responsibilities Include -- (Continued)

- (3) Use and maintenance of the medical laboratory equipment.
- (4) Assistant to the Medical Officer at post mortem procedures including autopsies.

X-Ray Aide (MX)

Duties and Responsibilities Include --

- (1) Performance of all X-ray examinations and assisting radiologist with diagnostic procedures.
- (2) Handling sensitized films and carrying out other darkroom procedures.
- (3) Maintenance of and minor repairs to X-ray equipment and supplies.
- (4) Administration of an X-ray section and keeping records pertaining thereto.

WORK ASSIGNMENT

These tradeswomen are assigned for duty to RCN Hospitals. Medical Aide tradeswomen may, on the modified independent duty level, be employed in small stations where a number of Wrens are borne and no RCN hospital or nursing facilities are available.

TRAINING

All Wrens are required to undergo a basic, new entry training course of 8 weeks' duration. Initial trade training consists of a course of 6 months' duration. All Wrens are enrolled and trained, on the trade group 1 level,

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

MEDICAL AIDE (ME), LABORATORY AIDE (ML), X-RAY AIDE (MX) (Cont.)

TRAINING (Continued)

as Medical Aides; on the TG2 level they may be trained in one of the specialized fields.

ENTRY REQUIREMENTS

Minimum Age: 18 years
Education: Medical Aide -- Grade X or equivalent
Other trades -- Grade XI or equivalent

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN SAFETY EQUIPMENT (AS)

Parachutes, life jackets, rubber rafts and dinghies are life-saving and survival equipment on which naval aircrew rely in time of emergency. A Safety Equipment Wren has the highly responsible job of keeping this equipment in perfect working condition, ready for instant use.

What a Safety Equipment Wren Does

The duties of a Safety Equipment Wren centre primarily around the care and packing of parachutes. But they also are responsible for all other aviation survival equipment. Safety Equipment Wrens must be careful in every detail of their duties and have a keen sense of responsibility.

Some of the more specific duties performed by Safety Equipment Wrens are:

- (1) Set and install all types of fasteners and release gear used in parachutes, life jackets, rafts and survival kits. Make minor assemblies and perform required alterations and repairs.
- (2) Rig and load test apparatus for parachutes and other aviation survival equipment. Construct various types of web and sling assemblies for use in cargo parachutes.
- (3) Inspect, test, install and maintain safety belts and shoulder harnesses. Repair fabric work and webbing.
- (4) Equip and pack all types of rafts and dinghies and survival equipment. Inspect, equip, repair flight clothing and survival equipment.
- (5) Splicing, sewing, use of sewing machines, care and maintenance of sewing machines.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN SAFETY EQUIPMENT (AS) (Continued)

What a Safety Equipment Wren Learns

Through their naval training and experience Safety Equipment Wrens acquire special skills and knowledge. Some of these are listed below:

- (1) Construction, material and operation of parachutes. Packing and stowing, methods of detecting faults and defects.
- (2) Types, uses and methods of testing and repairing safety belts and shoulder harnesses. Testing life jackets.
- (3) Methods of installing, maintaining and servicing oxygen installations and equipment used in naval aircraft.
- (4) Use and operation of sewing machines, types of seams and stitching used in repairing parachutes and other aviation survival equipment.

Where a Safety Equipment Wren Works

Safety Equipment Wrens are among the aviation specialists of the Royal Canadian Navy, and are employed in H.M.C.S. "Shearwater", Dartmouth, N.S.

Who Can Become a Safety Equipment Wren

Safety Equipment Wrens are drawn from naval airwomen recruits. For entry as a naval airwoman candidates must be between 18 and 31 years of age and have completed Grade X education or better. Upon completion of new entry training, naval airwomen must complete an aviation fundamentals course.

How a Safety Equipment Wren is Trained

Upon entry into the RCN all Wren personnel are sent to a training establishment where they receive basic

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN SAFETY EQUIPMENT (AS) (Continued)

How a Safety Equipment Wren is Trained (Continued)

training and guidance during an 8-week new entry training course. Personnel selected for Safety Equipment Wren are trained at the Naval Aircraft Maintenance School at the Naval air station, H.M.C.S. "Shearwater" at Dartmouth, N.S. They receive instruction and practical on-the-job training at the air station.

Some of the subjects in which Safety Equipment Wrens receive specialized training are:

- (1) Parachutes, construction, operation and repair.
- (2) Use of repair equipment and tools.
- (3) Oxygen and carbon dioxide equipment.
- (4) Survival equipment: use, methods of packing, repair and testing.

Ladder of Advancement

Ordinary Wren Naval Airwoman
Able Wren Safety Equipment
Leading Wren Safety Equipment
Wren Petty Officer 2nd class Safety Equipment
Wren Petty Officer 1st class Safety Equipment
Chief Petty Officer 2nd class Safety Equipment
Chief Petty Officer 1st class Safety Equipment

Related Civilian Jobs

Some of the civilian jobs whose duties closely correspond to those of a Safety Equipment Wren are:

Parachute Packer
Parachute Repairwoman (Continued)

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

WREN SAFETY EQUIPMENT (AS) (Continued)

Related Civilian Jobs (Continued)

Sailmaker
Survival kit Inspector
Equipment Tester

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

GUNNERY RANGE ASSESSOR (GR)

A great deal of skill is required in accurately firing machine guns and dropping bombs from a moving aircraft. In order to become skilled, many hours must be spent practising. Pilots shoot film rather than bullets and drop dummy bombs on the bombing range. Gunnery Range Assessors assist in the training of pilots by reading, assessing and interpreting records of practice bombs, rocket and camera firing exercises.

Duties and Responsibilities Include --

- (1) Operating cine assessing apparatus and reading, assessing and interpreting films.
- (2) Preparation, despatch, interpretation and logging of messages by voice radio.
- (3) Observing, relaying and plotting in range practice.
- (4) Assisting in ammunitioning duties.
- (5) Organizing and drilling range teams.
- (6) Assessing, marking and repairing of drogue targets.

Knowledge and Skills Acquired in the Course of Training and Experience Include --

- (1) A knowledge of mathematics including logarithms.
- (2) Principles of Camera Gun Firing and assessment of films.
- (3) The construction, operation and alignment of the Cine Camera.
- (4) The development of Dive Bombing and R-P Assessing; the calculation of trail, the construction of trail, height range charts and scales.
- (5) Radio/Telephone procedure.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

GUNNERY RANGE ASSESSOR (GR) (Continued)

Work Assignment

Gunnery Range tradeswomen are employed ashore in Naval Air Stations.

Training

All Wrens are required to undergo a basic, new entry training course. Wrens of the Naval Aviation Branch undergo a basic aircraft fundamentals course. Initial trade training consists of a course of approximately eight weeks' duration.

Entry Requirements

Minimum age: 18 years
Education: Grade X or equivalent

Path of Promotion and Advancement

NOTE: Maximum rank and trade group attainable is WP1 group 2, however, outstanding Gunnery Range Wrens may be selected to undertake training as Link Trainer Instructors and achieve the rank of WC1 and trade group 3.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

PATH OF ADVANCEMENT AND PROMOTION

Women are enrolled in the Royal Canadian Navy in the rank of "Ordinary Wren" (W). The primary function of this rank is to prepare personnel for life in the Navy. Upon entry, all Wrens undertake a basic, new entry course which teaches them to conform to the Navy pattern, to observe its customs and traditions, and to remain, at the same time, individuals. The course consists of general service training, parade training, naval history, elementary seamanship, etc. Upon completion of this training, Wrens undertake basic trade training.

Table I shows the length of time which must be served in each rank in order to be eligible for promotion to the next higher rank.

In order to be promoted to the rank of Wren Petty Officer 2nd Class, Wrens must show ability to supervise and direct personnel and must be capable of assuming responsibility for the work and behavior of other Wrens. Special courses are provided to give Wrens the opportunity to demonstrate and develop these abilities.

Outstanding Wrens may be selected to undertake training which will make them eligible for officer status.

Advancement in trade grouping is based on the acquisition of trade skill and knowledge. Wrens are entered as trade group "standard" and may progress to trade group 3, each level indicating increased knowledge, skill and efficiency on the job.

The minimum period of time required between each trade group is: 12 months as Trade Group Standard, 2 years as Trade Group 1, and 4 years as Trade Group 2.

Women with special civilian qualifications and who are deemed qualified according to Naval standards may be entered at a higher trade grouping.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

PATH OF ADVANCEMENT AND PROMOTION (Continued)

Table I

<u>Rank</u>	<u>Abbreviation</u>	<u>Time</u>
Able Wren	WA	15 months as WO
Leading Wren	WL	18 months as WA
Wren Petty Officer 2nd Class	WP2	2 years as WL
Wren Petty Officer 1st Class	WP1	3 years as WP2
Wren Chief Petty Officer 2nd Class	WC2	3 years as WP1
Wren Chief Petty Officer 1st Class	WC1	3 years as WC2

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

CLASSIFICATION, PAY AND ALLOWANCES

In the RCN, personnel are classified and paid according to rank and trade.

(1) Rank

Table II

<u>Rank</u>	<u>Abbreviation</u>	<u>Pay*</u>	<u>Living Allowance**</u>
Wren Chief Petty Officer 1st Class	WC1	\$280.00	\$92.00
Wren Chief Petty Officer 2nd Class	WC2	251.00	81.00
Wren Petty Officer 1st Class	WP1	217.00	81.00
Wren Petty Officer 2nd Class	WP2	194.00	72.00
Leading Wren	WL	170.00	61.00
Able Wren	WA	127.00	61.00
Ordinary Wren (Trained)	WO	110.00	61.00
Ordinary Wren	WO	104.00	61.00

*There is an increase in pay on completion of 3 years service in each rank.

**This allowance is provided when quarters and rations are not available.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

CLASSIFICATION, PAY AND ALLOWANCES (Continued)

(2) Trade

Table III

<u>Trade Level</u>	<u>Pay</u>
Trade Group 3	\$54.00
Trade Group 2	30.00
Trade Group 1	12.00
Trade Group Standard	Nil (Under training)

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

OFFICERS

Officers are recruited from serving Wrens and from shore. Except in the case of ex-WRCNS (or WRNS), the minimum age is 21 and the maximum age is 35.

Education

- Executive Branch --- Senior Matriculation (University entrance)
- Electrical Branch -- Honours Degree in Maths and Physics
- Supply Branch ----- Bachelor of Commerce or Business Administration Degree
- Special Branch ----- As required to carry out duties in specialized fields

Length of Service and Employment

Officers are entered on a 3-year Short Service Appointment in the RCN. At the conclusion of 2 years they may apply for a permanent commission. Specified RCN courses must be passed prior to the granting of a permanent commission. Release from the RCN may be granted if there is a change in family circumstances otherwise officers serve at Her Majesty's pleasure. Retirement ages:

- Lieut.Cdr. 49
- Lieut. 47
- Sub-Lieut. 45

Wren officers serve in RCN billets ashore in lieu of male officers. Executive officers may be employed in Operations, Personnel Selection, Seaward Defense, Naval Air Tower Control and in junior staff appointments. Supply officers may be employed as secretaries, pay or stores officers. Electrical officers may be employed in general duties of the branch ashore.

ROYAL CANADIAN NAVY (WRENS) OCCUPATIONAL INFORMATION

OFFICERS (Continued)

Uniform Allowance

On acceptance of a 3-year Short Service Appointment, an officer receives a uniform allowance of \$375.00.

Pay and Allowances

Rank	Pay	Living Allowance
A/Sub-Lieut.	\$210.00	\$65.00
Sub-Lieut.	285.00	89.00
Lieutenant	355.00	94.00
Lieut.Cdr.	455.00	113.00

There is an increase in pay after 3 years, 6 years and 9 years service in each rank.

Gratuity

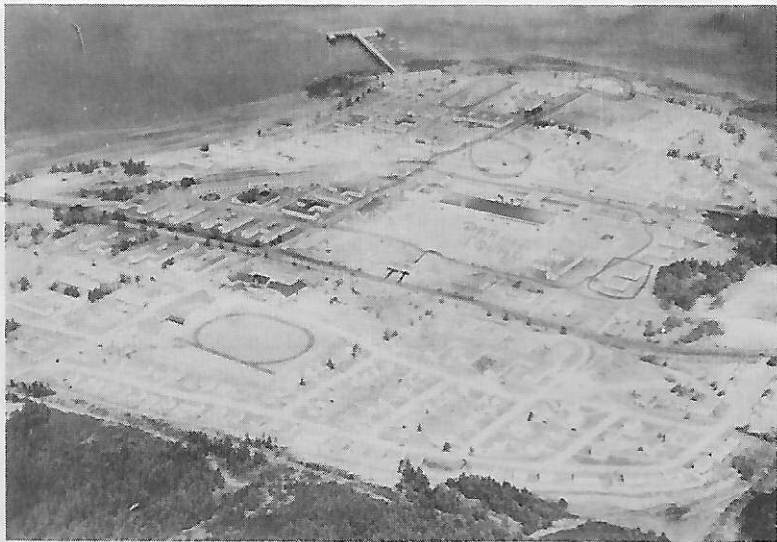
On completion of Short Service Appointment, an officer receives a gratuity of one month's pay and allowances for each year of completed service.

Deferred Pay

An officer serving on a Short Service Appointment is subject to monthly deductions from her pay. Such deductions are equal to the monthly contributions which she would make if she were a contributor under The Defence Services Pensions Act. This deferred pay is refunded without interest on completion of a fixed period of service.

Officers Eligible for Pension

Officers who are accepted for Permanent Commission in the Royal Canadian Navy are contributors under the Defence Services Pension Act and are pensionable at age 49, 47 or 45 according to rank.



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