

"4. Commanding Officers may communicate direct with the Naval Secretary on routine and unimportant matters.

"5. *Correspondence from the Captain-in-Charge, Auckland.*—As Superintendent of the Naval Repair Yard, as officer in command of civil establishments, and in his office as Director of Naval Recruiting, the Captain-in-Charge, Auckland, is to communicate direct with the Naval Board and with the recruiting authorities in the Dominion of New Zealand. On all other matters he is to communicate with the Commodore Commanding the New Zealand Squadron.

"6. *Correspondence affecting Imperial Vessels.*—Correspondence and messages on matters affecting Imperial Interests and Imperial vessels are to be addressed through the usual Service channels to the Naval Secretary for the Chief of the Naval Staff.

"7. *Questions relating to the Fleet Air Arm.*—The administration of the Fleet Air Arm is vested in the Naval Board who will regard the Air Board as advisers on all technical matters.

"8. Correspondence on the Fleet Air Arm is to follow the same procedure as that on Naval matters.

"9. *Correspondence from Naval Base Officers and the Armament Supply Officer.*—The Manager of the Base, the Base Stores Officer, and the Armament Supply Officer will, for purposes of correspondence, be regarded as principal officers, and Article 215 of the Home Dockyard Regulations is to apply to their correspondence. The terms 'Admiralty,' 'Superintendent,' and 'Heads of Departments at the Admiralty' are for this purpose to be understood to mean 'Navy Office, Wellington,' 'Captain-in-Charge, Auckland,' and 'Naval Secretary,' respectively.

"10. *Questions relating to Accounts, Pay, and Stores in H.M. Ships.*—With reference to K.R. and A.I., Articles 876 and 877, Accountant Officers of H.M. Ships and Establishments may communicate direct with the Naval Secretary on purely routine matters connected with cash accounts, pay, travelling-expenses, deferred pay, and pensions, insurance, taxation, savings-banks, stores, and store accounts, and similar subjects, but direct communication is to be limited to matters which do not involve any modification of, or exception to, the regulations, or any questions of principle, discipline, or controversy, or any appeal against Naval Board decisions.

"11. *Communication with other Government Departments.*—Communications on matters referred to in K.R. and A.I., Article 13, should be made through the proper channels to the Navy Office, but this instruction should not be regarded as precluding direct correspondence with officers of other Services, District Treasury Officers, District Engineers of the Public Works Department, District Supplies and Tenders Committees, Air Department, &c., on matters of administrative detail, or as may be necessary, in order to formulate proposals or to give effect to decisions.

"12. Direct communication with the High Commissioner for New Zealand is to be restricted to occasions on which ships of the New Zealand Naval Forces are at United Kingdom ports.

"13. *Departmental Correspondence by Navy Office.*—By virtue of his office the Assistant Naval Secretary is authorized, in his discretion, to conduct and sign correspondence in his capacity as Controller of Finance and Stores, on subjects relating to these offices.

"14. The Director of Naval Reserves is authorized to conduct correspondence in his own name with the Royal Naval Volunteer Reserve Divisions, and with personnel of the Reserves, except on questions of policy, finance, or stores."

Article 390, paragraphs (3) and (4): *Cancel, and substitute:—*

"3. All Medical Officers' Journals and Medical Returns are to be forwarded to the Director for examination and transmission to the Naval Secretary. He will maintain medical records and take steps to co-ordinate the Naval medical administration within the port of Auckland to the best advantage under the authority of the Captain Superintendent. He will prepare draft regulations as required on medical matters.

"4. Correspondence on medical matters intended for the consideration of the Naval Board is to be forwarded to the Director who will forward it with his observations thereon to the Naval Secretary.

"5. The Naval Board will communicate with the Director by Board minute on any medical matter upon which they desire to seek his advice."