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Estado Maior do Exercito
BIBLIOTECA



~~CIRCULAR MEMORANDUM No. 22.~~

→ **ACTING APPOINTMENTS, WARRANT OFFICERS, CLASS 1, AND
NON-COMMISSIONED OFFICERS, ROYAL ARMY MEDICAL CORPS.**

To all D.sM.S., D.D.sM.S., A.D.sM.S., and Units, R.A.M.C.

1. Acting appointments in the R.A.M.C. will be governed by G.R.O. No. 2202 up to and including the rank of Quartermaster-Sergeant, and by G.R.O. No. 2372 for the rank of Warrant Officer, Class 1.

2. The authority for all acting appointments will be the D.G.M.S., British Armies in France, and the recommendations will be submitted in duplicate (in accordance with the attached *pro-forma*) to the D.G.M.S. for approval, through the Officer i/c R.A.M.C. Section, G.H.Q., 3rd Echelon, as follows:—

(a) **Field Formations.** By the A.D.M.S. of the Division through the D.D.M.S. of the Army Corps, or Cavalry Corps; by the D.M.S. of the Army for units and establishments directly under his administration, and by the A.D.M.S. in the cases of Divisions not allotted to a Corps.

(b) **Bases.** By the D.D.M.S. or A.D.M.S., or in the case of L. of C. Units or establishments (other than those allotted to Armies) not under the D.D.M.S. or A.D.M.S. of a Base, the D.M.S., L. of C.

(c) Units and establishments (other than L. of C.) serving at G.H.Q. by the S.M.O.

3. The date of all acting appointments will be the date on which the vacancy occurs, but pay of the higher rank will only be issued from the date on which the duties are taken up.

4. In every case, officers submitting recommendations will ensure that the case comes within the terms of G.R.O. No. 2202 and G.R.O. No. 2372, and that the particulars on the *pro-forma* issued herewith are given. Officers commanding will ascertain from the Officer i/c R.A.M.C. Section whether there are any W.O.s Class 1 or N.C.O.s available at the Base Depot before submitting applications, and will be held responsible as to the accuracy of any application submitted.

5. All acting appointments approved should be carefully recorded in A.B. 64, and A.F. B.213, the authority and date for the appointment, also date the duties were taken up, being quoted in each instance. The same procedure will be followed when from any cause an acting W.O. or N.C.O. is reverted to permanent rank. A report will at the same time be made to the D.A.G., 3rd Echelon.

6. The following establishment of Senior N.C.O.s has been approved:—

| | | |
|-----------------------------------|-----|---|
| General Hospitals (of 1,040 beds) | ... | 1 Quartermaster-Sergeant and 4 Staff Sergeants. |
| Casualty Clearing Stations | ... | 1 Quartermaster-Sergeant and 1 Staff Sergeant. |

7. The following establishment of N.C.O.s has been approved for expanded General and Stationary Hospitals according to the number of patients for which they are equipped.

General Hospitals.

| | No. of Patients. | Sergeants. | L/Sergeants.* | Corporals. | L/Corporals. |
|---------------------|------------------|------------|---------------|------------|--------------|
| (War Establishment) | 520 | 13 | 1 | 8 | 4 |
| | 620 | 15 | — | 9 | 5 |
| | 720 | 17 | — | 10 | 6 |
| | 820 | 19 | — | 11 | 7 |
| | 920 | 20 | — | 12 | 7 |
| (War Establishment) | 1040 | 21 | 2 | 13 | 8 |

For every additional 100 patients, 2 Sergeants and 1 Corporal will be allowed.

Stationary Hospitals.

| | No. of Patients. | Sergeants. | L/Sergeants.* | Corporals. | L/Corporals. |
|---------------------|------------------|------------|---------------|------------|--------------|
| (War Establishment) | 200 | 8 | 1 | 7 | 3 |
| | 300 | 10 | 1 | 7 | 3 |
| (War Establishment) | 400 | 12 | 1 | 7 | 3 |
| | 500 | 14 | 1 | 8 | 3 |
| | 600 | 16 | 1 | 8 | 4 |
| | 700 | 18 | 1 | 9 | 4 |
| | 800 | 20 | 1 | 9 | 5 |
| | 900 | 22 | 1 | 10 | 5 |
| | 1000 | 24 | 2 | 10 | 6 |

For every additional 100 patients, 2 Sergeants and 1 Corporal will be allowed.

* Lance Sergeants authorised for each unit should be included in the number of Corporals.

8. The officers enumerated in para. 2 above are held responsible that before acting appointments are made in any unit, no surplus exists in any other unit under them, and will satisfy themselves that W.O.s or N.C.O.s were not available at the time of the recommendation at the Base Depot. A paid acting appointment will be given up as soon as the vacancy is permanently filled, either through the issue of a Promotion List by the Officer i/c Records, Woking, or from other causes, or if the holder ceases to perform the duties of the rank. Acting rank may be retained for a period of six months after a N.C.O. leaves his unit, sick or wounded, and ceases to perform the duties of that rank (provided he is not discharged within that period) when the acting rank was given to fill vacancies as enumerated in paras. 1 and 2 of G.R.O. No. 2202.

Acting N.C.O.s holding appointments under para. 7 of G.R.O. 2202 will revert to permanent rank upon evacuation when sick or wounded.

Unless invalidated to England or classified "Permanent Base," N.C.O.s (substantive or acting) will rejoin their former unit on discharge from hospital.

9. Whenever an acting W.O. or N.C.O. is re-posted he will cease to hold his acting rank from the date he is struck off the strength of his unit, irrespective of whether there is a vacancy for the same rank in the unit to which he is being posted.

In the latter case, a fresh application should be submitted.

On no account will acting rank be retained by a N.C.O. or man appointed acting W.O. Class 1 after he leaves his unit.

10. Acting appointments vacated through causes stated in paras. 1, 2 or 7 of G.R.O. No. 2202 may be filled by another acting appointment.

11. When a R.A.M.C. N.C.O., substantive or acting, classified as "Permanent Base" is posted to a Medical Unit at a Base, the D.D.M.S. or A.D.M.S. of the Base concerned will arrange in direct communication with the Officer i/c R.A.M.C. Section, G.H.Q., 3rd Echelon, for a N.C.O. of equal rank to be despatched from a unit under his administration to the unit to which the "P.B." N.C.O. belonged.

12. Acting Lance appointments will continue to be dealt with in accordance with D.G.M.S. Circular Memorandum No. 13.

13. D.G.M.S. Circular Memorandum No. 20 is cancelled.

G.H.Q.,
2ND ECHELON.
28-8-17.

A. T. SLOGGETT,
Director General Medical Services,
British Armies in France.

UNIT

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------------|-------|-------|--|---|--|--|--|----------|
| Regtl. No. | Rank. | Name. | Acting rank for which recommended. | Date from which acting promotion is to take effect. | Nature and cause of vacancy and date. | Number of N.C.O.s of the same rank on the strength of the Unit. | Number of N.C.O.s of the same rank authorized by Establishment. | Remarks. |
| | | | | | | | | |

Certified that this acting promotion is necessary to complete War Establishment, and that the candidate is eligible in accordance with paras. 244 and 247 (a) Standing Orders, R.A.M.C.

Recommended.

Verified.

Approved.

Sd.
O.C.

Sd.
D.M.S.
D.D.M.S.
A.D.M.S.

Sd.
Officer i/c R.A.M.C. Section
3rd Echelon.

Sd.
D.G.M.S.

Date

Date

Date

Date