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ADMIRALTY FLEET ORDER
FOOD RATIONING—GENERAL INSTRUCTIONS

ADMIRALTY, S.W.1,

25th June, 1942.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

H. V. Markham

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE:—The scale of distribution is shown in the revised Admiralty Fleet Order Volume Instructions—A.F.O. 4544/41, paragraph 10.

Head of "P" Branch

3072.—Food Rationing—General Instructions

(V. 20975/42.—25.6.1942.)

INTRODUCTION

The following details concerning the present application of food rationing to personnel of the Royal Navy, etc., are promulgated for information and guidance. These instructions revise and cancel existing orders on this subject and incorporate certain new matter.

2. It is desired to impress upon all personnel, and particularly upon those responsible for the drawing up of menus and the preparation and issue of meals, the great importance of the exercise of a strict economy in the expenditure of all foodstuffs and the avoidance of waste.

3. In no circumstances are letters on questions arising from these instructions to be addressed to the Ministry of Food. Any such problems are to be submitted to the Admiralty through the usual Service channels and direct correspondence with local officials of the Ministry of Food is to be confined to the specific occasions provided in these instructions and to such other minor matters about supplies of foodstuffs from civilian sources as lend themselves readily to local settlement.

A.—SURRENDER OF CIVILIAN RATION DOCUMENTS BY NEW ENTRIES

All persons joining the Royal Navy, Royal Marines, Q.A.R.N.N.S., V.A.Ds. and W.R.N.S. are to surrender their civilian food ration books at the Naval establishment or base at which they are entered.

2. Every new entrant from civil life after 27th July, 1942, should be in possession of the following food rationing documents —

Main Ration Book—R.B.1 (General).
Personal Ration Book—R.B.11.

The books surrendered are to be marked "Holder entered Royal Navy, Royal Marines, etc." and with the date, and are to be forwarded direct to the Ministry of Food (Rationing Documents Branch), "Haddon Lodge," Colwyn Bay, North Wales. It is important that the books should *not* be returned to the Ministry of Food in London or to the local Food Office.

3. Care should be taken that no stamped or written cancellation is put over the name and address of the holders so as to make it indecipherable, as cancellation of civilian registrations is thereby made much more difficult.

4. A Ministry of Food Default Form R.G.20 is to be furnished for every person not surrendering a complete set of ration books on joining the Service. The completed default forms are to be forwarded by the Naval establishment or base at which the personnel are entered direct to the same Ministry of Food address as for surrendered ration books. Supplies of the Ministry of Food Default Form R.G.20 should be obtained as necessary from the Divisional Food Officer.

5. In order to detect, and also to prevent, the possible unauthorised use of the ration books of persons who have joined the Naval Service, it is important that the foregoing instructions should be strictly complied with. The surrendered ration books and Forms R.G.20 should be forwarded to the Ministry of Food with as little delay as possible, and should not be allowed to accumulate in Naval establishments or bases.

6. Special steps have been taken to bring to the notice of all volunteer entrants the necessity of bringing all their rationing documents with them when they join, and arrangements have been made with the Ministry of Labour and National Service to issue similar instructions to personnel called up under the National Service Acts.

7. The above arrangements provide adequate safeguards against the misuse of the civilian rationing documents of personnel joining the Naval Service, and it is not necessary to furnish to the Ministry of Food nominal schedules either of personnel whose books are being forwarded or of personnel in respect of whom Default Forms R.G.20 are furnished. Returned ration books should always be forwarded to the Ministry of Food by registered post, and formal receipts will not be furnished by the Ministry for books returned. Receipts for these books or forms are not essential, but any establishments which require them should forward to the Ministry a small slip showing only the total number of books

and/or forms being forwarded. This slip will be marked with the office stamp of the Rationing Documents Branch of the Ministry of Food and will be returned to the establishment concerned as evidence of receipt.

8. Attention is invited to the instructions in A.F.O. 1251/42, Section A, about surrender of clothing rationing documents by new entries.

B.—PERSONNEL VICTUALLED FROM SERVICE SOURCES OR ACCOMMODATED AND MESSSED IN NAVAL MESSSES IN ACCORDANCE WITH ADMIRALTY AUTHORITY

The consumption of the commodities set out below is to be restricted to the quantities shown. These quantities are maxima, and lower average consumption should be aimed at, particularly in the larger ships and establishments, when this is possible consistent with a satisfactory standard of victualling.

	<i>Quantity a head weekly</i>
<i>Meat</i>	
Seagoing ships	70 oz.
Shore establishments abroad Men ...	70 oz.
Women ...	42 oz.
Shore establishments at home Men ...	42 oz.
Women ...	35 oz.

(Attention is directed to A.F.O. 1349/40, paragraph 5, which gives the relative meat content of boneless beef and beef with bone. The meat content of the former is 25 per cent. greater than that of the latter and the above maximum allowances are to be reduced as appropriate when boneless beef is issued.)

<i>Offals—</i>	
Seagoing ships	6 oz.
Shore establishments abroad	6 oz.
Shore establishments at home	4 oz.
<i>Bacon and Ham—</i>	
Seagoing ships	10 oz.
Shore establishments abroad	10 oz.
Shore establishments at home Men ...	9 oz.
Women ...	6 oz.
<i>Butter and Margarine—</i>	
Seagoing ships	10½ oz.
Shore establishments abroad	10½ oz.
Shore establishments at home	10½ oz.
<i>Sugar—</i>	
Seagoing ships	21 oz.
Shore establishments abroad	21 oz.
Shore establishments at home	14 oz.
<i>Tea—</i>	
Seagoing ships	} No restriction, but see paragraph 4 of this section.
Shore establishments abroad	
Shore establishments at home	2 oz.
<i>Cheese—</i>	
Seagoing ships	4 oz.
Shore establishments abroad	4 oz.
Shore establishments at home	4 oz.
<i>Bread—</i>	
Seagoing ships	} No restriction, but see paragraph 4 of this section.
Shore establishments abroad	
Shore establishments at home	84 oz.
Shore establishments at home—Artificer apprentices and boys	98 oz.
<i>Preserves, i.e. Jam, Marmalade, Syrup and Treacle—</i>	
Seagoing ships	7 oz.
Shore establishments abroad	7 oz.
Shore establishments at home	7 oz.

	<i>Quantity a head weekly</i>
<i>Milk—</i>	
Seagoing ships	} No restriction, but see paragraph 4 of this section.
Shore establishments abroad	
Naval hospitals at home	} See Section Q "MILK" and Section N "HOS- PITALS".
Other shore establishments at home	
<i>Eggs—</i>	
Seagoing ships in home waters	2 No.
Seagoing ships and establishments abroad	No restriction.
Naval hospitals at home	See Section N "HOS- PITALS"
Other shore establishments at home	On same basis as for general civilian popu- lation.

2. Except where otherwise shown the limitations on consumption are the same for women as for men.

3. In ships and establishments where general messing is in operation the Accountant Officer is to take steps to ensure that the consumption in the general mess is limited on the above basis, and is to furnish a special statement with the provision account showing (a) the consumption of the above foods each week: (b) the numbers victualled each week. For messes on victualling allowance the canteen manager is to keep a separate record of the quantities of these items supplied to each mess, and this record is to be inspected periodically by the Accountant Officer (or Commanding Officer where no Accountant Officer is borne) to ensure that the consumption in each mess does not exceed the authorised quantities.

4. Although there is no specific limitation on the use of *tea* in shore establishments abroad or in H.M. ships, it is necessary in the national interest that every effort should be made to reduce consumption. Whenever possible chocolate should be used in lieu of tea. Similarly, although the consumption of bread and tinned milk is not limited in these units all possible steps are to be taken to avoid waste.

5. The consumption of tea and chocolate is to be included by all general mess ships and establishments in the statement furnished with the provision account in accordance with paragraph 3 of this section.

6. Extra issues of rationed foodstuffs made under K.R. & A.I., Article 1825, Clauses 2, 3, 4, and 10 and supplies of rationed foodstuffs made to submariners as part of the special general mess dietary are, however, not to be included in the average consumption.

7. Pending further instructions, the following sales may also be excluded in calculating average consumption:—

- (i) sales of bacon and ham meals in canteens.
- (ii) sales of small quantities of bacon and ham to individuals over the counter for cash.

8. *Landing of foodstuffs.*—Attention is directed to A.F.O. 419/41 which precludes the landing of all foodstuffs from H.M. ships for the period of the war.

9. When personnel not belonging to the Navy are victualled in Naval messes, rationed foodstuffs for them may be taken up or expended on the same scale as is appropriate to the Naval members of the mess. When civilians are so victualled for a continuous period of more than five days their ration books should be collected from them and the appropriate coupons should be cancelled.

C.—SOURCES OF SUPPLY OF NATIONALLY RATIONED FOODSTUFFS

H.M. Ships in Home Waters.—Supplies of rationed foodstuffs are to be obtained only from Service sources, or in the case of non-Service items, by purchase from the N.A.A.F.I. Admiralty contracts for fresh provisions are in force at most ports and information concerning these can be obtained from the Naval authorities at the port or the nearest Base Accountant Officer.

2. As an exception to this instruction, small vessels, whose crews are in receipt of the normal rate of victualling allowance, which require rationed fresh provisions

when at a port out of touch with Service or N.A.A.F.I. sources of supply may apply to the local Food Executive Officer for assistance quoting Ministry of Food circulars F.I.G.90 and F.I.G.918. The use of this facility should be made the exception rather than the rule, all foodstuffs being drawn from Service or N.A.A.F.I. sources whenever practicable.

3. *Shore Establishments at Home.*—Supplies for general messes are to be obtained in accordance with the instructions in BR. 93, Manual of Victualling, Chapter VI, Section C. Ratings messes in receipt of victualling allowance at the normal rate should similarly obtain all requirements of rationed foodstuffs from Service or from N.A.A.F.I. sources.

4. Officers' messes in shore establishments desiring to obtain supplies from civilian sources are permitted to nominate one supplier for each type of rationed food except meat and offals (A.F.O. 3200/41, paragraph 3), and manufactured meat products (A.F.O. 4327/41). Application for facilities to obtain supplies under these arrangements should be made to the local Food Executive Officer, quoting Ministry of Food circular F.I.G. 365 of 31st July, 1940, and should be accompanied by an estimate of the quantity of rationed foods required weekly. The Food Executive Officer will issue special permits to enable this quantity to be obtained. Where purchase is by retail, copies of official order books will be provided by the Food Executive Officer. Mess caterers or messmen obtaining supplies under these arrangements will be required to inform the local Food Control Committee every four weeks of the total quantity of rationed foods obtained from civilian sources, and to certify that the total quantity consumed in the mess has not exceeded the quantity authorised for the number of personnel messes during that period.

5. The arrangements set out in paragraph 4 of this section may be applied in exceptional circumstances to messes, other than officers' messes, which are in receipt of victualling allowance—e.g. messes in W.R.N.S. hostels which are out of touch with N.A.A.F.I. sources of supply may draw bacon and cheese under these arrangements. Advantage is to be taken of these facilities, however, only when supplies cannot be obtained from N.A.A.F.I. and not because the mess prefers to draw from civilian sources. These arrangements are not to be applied by messes, other than officers' messes, for foodstuffs normally obtainable from Service sources. Personnel who cannot obtain foodstuffs from Service sources will normally be in receipt of provision allowance or the higher rate of Victualling Allowance (A.F.O. 2815/41) and hold ration books R.B.1/R.N. (see Section I of this Order) except as indicated in Section L, paragraph 1 of this Order.

6. *Meat and Offals, Butter and Bacon and Margarine.*—The Service sources of supply of these items are set out in A.F.Os. 250/40, 2870/41 and 3200/41 respectively.

7. *Manufactured Meat Products.*—All requirements of these items must be obtained from N.A.A.F.I. (vide A.F.O. 4327/41).

8. *Eggs.*—All requirements of eggs must be obtained from the N.A.A.F.I.

9. *H.M. Ships and Naval Establishments Abroad.*—General mess ships are to follow the instructions laid down in the Manual of Victualling. Messes in receipt of victualling allowance may draw such of their supplies as they wish from the shore, subject to any local restrictions, but their consumption of Service foodstuffs is to be limited as set out in Section B of this Order.

D.—ALLOWANCES FOR CASUAL MEALS IN OFFICERS' MESSSES IN FLEET ESTABLISHMENTS

In officers' messes in Fleet establishments where it is the practice for large numbers of officers not borne for victualling to be provided with casual meals rationed foodstuffs may be served with such meals under similar conditions to those authorised for public catering establishments.

2. Details of the allowances of rationed foodstuffs which may be used for this purpose are as follows:—

Butchers' Meat

One pennyworth (retail value) for each person for whom a main meal consisting of meat, fish, poultry or game has to be provided. (For this purpose the retail price may be taken as twice the current Service issuing price.)

Bacon and Ham

Breakfast—2 oz. for every seven meals served.
Main meals—1 oz. for every seven meals served.
Subsidiary meals—1 oz. for every fourteen meals served.

Butter, Margarine and Fats

$\frac{3}{16}$ oz. per person per meal served. Of the amount so calculated, not more than one-quarter may be taken in the form of butter, and not more than one-quarter in the form of cooking fats.

Sugar

$\frac{1}{8}$ oz. per person per meal, plus
 $\frac{1}{8}$ oz. per cup of hot beverage served.

Cheese

$\frac{2}{15}$ oz. per person per meal served.

Preserves

$\frac{1}{4}$ oz. per person per meal served.

Tea

1 lb. per 200 cups served.

Eggs (fresh)

None.

Eggs (processed)

$\frac{1}{4}$ lb. per 100 meals served per 4-weekly period.

Milk (liquid)

9 pts. per 100 hot beverages served.

Milk (tinned)

16 oz. per 25 main meals served.

3. A record is to be kept of such expenditure for inspection by the Accountant Officer showing :—

- (i) Number of officers borne for victualling.
- (ii) Number of casual meals served.
- (iii) Total consumption of the rationed items.
- (iv) Amounts allowable for (i).
- (v) Excess, if any, of (iii) over (iv) expressed as an average per head for officers at (ii).

E.—CONTRACT MESSED ESTABLISHMENTS

By arrangement with the Ministry of Food, personnel serving in Naval shore establishments, in which contract messing is in force because of difficulty in arranging supply of Service provisions, are entitled to the same maximum quantities of nationally rationed foodstuffs as are personnel serving in home establishments which are Service victualled. (See Section B of this Order.)

2. Copies of contracts for messing in Naval establishments are forwarded to the Ministry of Food by the Director of Navy Contracts, but in order that the full scale of rationed foods may be available as soon as an establishment is opened it is important that proposals for contract messing should be submitted to the Admiralty by the responsible Naval authorities at an early stage when it is considered that Naval victualling will be impracticable in any new Naval establishment.

3. When contract messing is to be introduced in a Naval establishment it is necessary for the Divisional Food Officer concerned to be asked by the Admiralty (Director of Victualling) to release rationed foodstuffs to the contractor on the basis of the Naval shore establishments scale. Proposals for contract messing should accordingly state the number of personnel involved and the approximate date upon which the contract would be required to commence.

4. These arrangements apply only when the contract is for messing Naval personnel solely. The preliminary proposal for contract messing should accordingly state also whether members of either of the other Services or civilians would need to be messed under the contract as well as Naval personnel.

5. The arrangements set out above do not apply to Contract Messed Establishments in which *all* meals are not supplied by the contractor, e.g. in establishments where trainees take their midday meal at a Government Training Centre (see Section K, paragraph 4 of this Order).

F.—RATION BOOKS AND CARDS—GENERAL

All Naval and Marine personnel in the United Kingdom, including members of the Q.A.R.N.N.S. and W.R.N.S. and V.A.Ds. serving in Naval Establishments, when not victualled from Service sources or contract messed, must be provided with Naval ration books or cards to enable them to purchase rationed foodstuffs.

2. The various types of Naval ration books and cards and the purposes for which they are used are set out in Sections G, H and I of this Order.

3. Naval ration books or cards are to be issued as necessary by the appropriate R.N. and R.M. Authorities to the following :—

Serving officers and men of the Royal Navy, Royal Marines and Naval Reserve Forces.

Officers and men serving under T.124 Agreement. Men serving on Cable Ship agreement.

Shore Signal Service and Shore Wireless Service Officers and men.

Members of Queen Alexandra's Royal Naval Nursing Service.

Serving members of the Q.A.R.N.N.S. Reserve.

Members of the W.R.N.S.

Members of the Voluntary Air Detachments serving in Naval establishments. Officers and men of the Dominion and Allied Naval Forces on leave or duty in this country.

4. Retired R.N. and R.M. officers and men employed on a civilian basis (i.e. not in receipt of full pay and allowances) should use ration books under the arrangements for civilians.

5. Naval ration books or cards are not to be issued to civilians in any circumstances. Civilian crews of examination vessels or other non-commissioned auxiliaries should obtain either the Mercantile Marine weekly seamen's ration book, or the ordinary civilian ration book, whichever is appropriate to their conditions of service.

6. Service ration books and cards are to be obtained from the sources indicated in paragraph 11 below and in Sections G, H and I of this Order and stocks in H.M. ships and shore establishments are to be kept to the minimum in the interests of economy in stationery.

7. Ration books and cards are to be kept under lock and key by the Accountant Officer, if borne, otherwise in the personal custody of the Commanding Officer or a responsible Officer detailed by him. Bulk quantities of books or cards despatched by post are always to be *registered*.

8. No ration cards should be issued for any period of leave or duty of 24 hours or less, for which bag meals are to be provided if required.

9. Ration books or cards for personnel on sick leave or detached duty are generally to be issued by the Accountant Officer on whose books the officers and ratings are borne for pay. There is no objection, however, to ration books or cards being issued to personnel in emergency or as a standing arrangement by some more convenient establishment. When ration books R.B.1/R.N. are so issued or when Ration Cards R.B.12 are *regularly* so issued, a notification to the effect that this is being done should be sent by the issuing establishment to the establishment on whose books the person concerned is borne for pay. So far as practicable the Accountant Officer is also to issue ration cards to officers and ratings proceeding on leave or on discharge to another ship or appointment if such entails an interval before joining. Personnel discharged direct to another ship or establishment should be instructed to apply to the Base Accountant Officer on arrival at the new place of duty for advance of provision allowance (if required) and for the issue of the necessary ration books or cards.

10. In the case of small ships not rendering their own accounts (e.g. destroyers), which may not be in touch with their depôt ship, a supply of ration cards should be provided for issue by the Commanding Officer to officers and ratings proceeding on leave.

11. Officers and ratings arriving in England from abroad other than in H.M. ships and proceeding directly on leave are to apply for ration cards to the Naval Officer-in-Charge at the port of arrival. H.M. ships arriving from abroad should obtain leave ration cards from one of the sources mentioned in Section G, paragraph 3, of this Order.

G.—LEAVE OR DUTY RATION CARDS R.B.12 AND R.B.8A

As from 26th July, 1942, the present leave and duty ration card R.B.8 will be superseded by a new card R.B.12. This card will be used similarly to R.B.8, but there are some minor modifications in design. A new edition ration card R.B.8A will become available at the same time and will be a slightly modified form of the present card.

2. On introduction of the new cards the two cards provided for periods of leave or duty will be as follows :—

R.B.8A.—For periods of from 24 hours to 72 hours.

R.B.12.—For periods of from 72 hours to 14 days.

3. *Sources of Supply.*—The new type cards R.B.12 and R.B.8A will not be obtainable from the Naval Store Officer, Park Royal. Seagoing ships are to demand their initial requirements of the new cards in writing on receipt of this order from the Rationing Documents Branch, Ministry of Food, Haddon Lodge, Colwyn Bay, Denbighshire, and the cards will be forwarded to them by post. Shore establishments and bases should forward demands in writing, signed by a responsible officer, for their initial requirements to the local food office. Requirements for small auxiliary vessels should not be sent to the Ministry of Food but should be included with the local base demand on the food office. Subsequent replenishments should generally be obtained from the respective sources shown above, but if any seagoing ships return to harbour urgently requiring supplies of leave or duty ration cards, these may be drawn from the local Naval authority. In the unlikely event of cards being urgently required by a seagoing ship at a port where there is no Naval authority holding stocks, application may be made to the local food office. The name of the ship is not, in these circumstances, to be divulged but the request for cards is to be made in writing and sufficient evidence should be furnished to the Food Executive Officer to enable him to judge of the *bona fides* of the demand.

4. It will be seen that under these arrangements all shore establishments and bases will have a source of supply of these ration cards much more readily to hand than heretofore when written demands have had to be forwarded by post to the Naval Store Officer, Park Royal. Stocks of cards held by ships, establishments and bases are to be maintained at the lowest convenient level and the readiness with which replenishments can be obtained by shore establishments and bases is to be borne in mind when framing demands.

5. *Instructions to Issuing Officers.*—The cards are to be completed before issue with particulars of the name and rank (officers) or name, rating and official number (ratings) of the person to whom issued, the period covered by the card, etc. On no account are cards to be issued without these particulars being inserted. Special care is to be taken to avoid disclosing on ration cards information regarding the disposition of H.M. ships and lines (2), (4) and (5) on the face of R.B.8A should be left blank. Similar information is not called for on R.B.12, but both types of card are to be stamped with the ship's postal order dating stamp initialled by the issuing officer. Destroyers which do not carry such a stamp should arrange to have the cards stamped as necessary by the Naval Officer in Charge of the port at which shore leave is given, or by a ship in company. The foregoing instruction does not apply to shore establishments or small auxiliary vessels for whom ships' names may be shown on the ration cards. When a whole R.B.12, covering 14 days, is issued, only one of the spaces calling for particulars of name, rank, etc. at the head of the card need be completed.

6. For personnel proceeding on leave or duty from shore establishments or non-seagoing ships at home who have been supplied with soap coupons for the whole or part of the period in question under the arrangements in A.F.O. 638/42, paragraph 6, the appropriate coupon or coupons marked "Panel 1" on R.B.12 (which is valid for purchase of soap) are to be cancelled before the cards are issued.

7. A record of expenditure of the cards is to be maintained.

8. Ration cards should be issued as follows according to the period of leave or duty :—

Period	Cards to be issued
Over 24 hours and up to three days	1 R.B.8A.
4-7 days	$\frac{1}{2}$ R.B.12
8-10 days	$\frac{1}{2}$ R.B.12 plus 1 R.B.8A.
11-14 days	1 R.B.12
15-17 days	1 R.B.12 plus 1 R.B.8A.
18-21 days	$1\frac{1}{2}$ R.B.12
22-24 days	$1\frac{1}{2}$ R.B.12 plus 1 R.B.8A.
25-28 days	2 R.B.12

and so on. Ration cards as above should be issued for the full period of leave or duty. If a period of leave is subsequently extended beyond the date covered by the ration cards issued, the holder must go to the food office of the district in which he is staying and produce the authority for the leave extension, when a further card will be issued. When a period of *duty* is subsequently extended the necessary additional ration cards are to be supplied from Naval sources as necessary.

9. All holders of ration cards R.B.12 (but not of R.B.8A) must be issued with separate coupons from R.B.11 and instructions for issue of these are given in Section M of this Order.

10. *Use of Cards.*—R.B.8A cards contain one set of coupons covering one half of the ordinary civilian ration. "Points" and soap are excluded.

11. R.B.12 cards contain two identical sets of coupons; the weekly ration of items covered by the coupons is precisely the same as the ordinary weekly civilian ration. Panel 1 will be used for soap.

12. After issue of these cards R.B.12 and R.B.8A, coupons should be detached only by retailers.

13. *Disposal of Old Type Cards.*—When the new cards R.B.12 and R.B.8A come into use on 27th July, 1942, the old type cards R.B.8 and R.B.8A should be disposed of as follows :—

(a) If less than a total of 500 cards R.B.8 and R.B.8A is remaining on board the cards should be returned to :—

The Rationing Documents Branch,
Ministry of Food,
Haddon Lodge,
Colwyn Bay,
Denbighshire.

(b) If 500 or more cards are remaining on board they should be returned to :—

The Naval Store Officer,
307 Elveden Road,
Park Royal,
London, N.W. 10

H.—PERSONNEL BOARDED WITH HOUSEHOLDERS UNDER NAVAL BILLETING ARRANGEMENTS—RATION CARDS R.B.8X

A new edition of the special ration documents provided for the use of personnel billeted under Naval billeting arrangements will come into use on 26th July, 1942.

2. These documents consists of a card R.B.8X, current for 12 months, folded to contain a card of coupons R.B.8R, which is valid for 4 weeks, and a page of counterfoils R.B.8C. The new documents are similar to the existing ones, but have some modifications.

3. *Instructions to Issuing Officers.*—A set of these new documents will need to be issued to all billeted personnel for use from 26th July next, and the necessary supplies of the cards should be drawn by establishments concerned from The Rationing Documents Branch, Ministry of Food, Haddon Lodge, Colwyn Bay, Denbighshire, as soon as possible after 1st July, 1942. Subsequent replenishments should be obtained from the same source instead of from the Superintending Naval Store Officer, Devonport, as hitherto. Supplies of these documents will be forwarded

by the Ministry of Food by registered post, or by passenger train for quantities too large for post, within 24 hours of receipt of demands. Initial demands from, and stocks in, establishments are to be kept as low as possible and the rapidity with which the Ministry of Food can arrange replenishments should be borne in mind when framing demands for these cards.

4. It will no longer be necessary for holders of R.B.8X, etc., to be issued with "Points Ration Books" R.B.10 which will go out of use at the end of the rationing period ending on 25th July, 1942. It will, however, be necessary for billeted personnel to be provided with personal ration books and instructions for the issue of these are given in Section M of this Order.

5. When issuing documents R.B.8X, R.B.8R and R.B.8C, issuing officers should fill in the particulars on page 1 of R.B.8X and insert particulars of holder, period of availability, etc., on R.B.8R. The wording in the top left hand corner of the meat counterfoil on R.B.8C should be amended to indicate that the holder is billeted with subsistence and to show whether man or woman. When the documents are issued to a woman, *one* complete section of meat coupons numbered 1-52 on page 3 of R.B.8X should be cancelled.

6. When ration cards R.B.8X are issued they are always to be dated from the Sunday of the week in which they are brought into use and similarly the first and subsequent cards R.B.8R issued to holders of R.B.8X are to be dated as from the Sunday of the first of the four weeks for which they are issued.

7. *Instructions for Use.*—All current registrations with retailers which have been effected by present holders of R.B.8X, etc., will lapse on 25th July, 1942, with the exception of the registration for milk. Particulars of the retailers with whom holders of the new documents wish to deal should, therefore, be inserted by the holders in the appropriate spaces on R.B.8X and on counterfoils R.B.8C and the latter should be deposited with the respective retailers. Registration may be effected with any retailer for any commodity for which registration is necessary except in the case of milk. This must continue to be obtained from the present supplier and there will be no need to complete a milk counterfoil. The name and address of the present milk supplier should, however, be inserted on R.B.8X in the same way as are the names and addresses of other retailers with whom the holder is registered.

8. Four weekly sets of coupons are provided on R.B.8R giving entitlement to the ordinary weekly civilian allowances of rationed foodstuffs. The points and preserves coupons are valid for one-quarter of the amount of these items obtainable with the corresponding monthly civilian coupons. Panel 1 will be used for soap. Certain coupons are printed on both sides for ease of counting if and when detached from the card by the retailer.

9. The additional meat ration to which billeted personnel are entitled is obtainable with the sets of coupons numbered 1-52 on page 3 of R.B.8X. Men will use both sets of coupons, thus obtaining altogether twice the civilian ration of meat. One set having been cancelled on cards issued to women (*see* paragraph 5 of this section) they will obtain altogether one and a half times the civilian ration. The frames of coupons A and B on page 4 of R.B.8X will not be used at present.

10. On removal from one billet to another, holders of R.B.8X, etc., should apply to the local food office for counterfoils R.B.8C or R.G.13A, which will allow of registration with new retailers if this is desired. Change of registration will not otherwise be allowed except at such time as permitted to the civil population.

11. When absent from their billets temporarily, e.g. on leave, holders of R.B.8X should apply to any food office for a sheet of emergency coupons, which will be attached to R.B.8X and will permit purchase of foodstuffs on the civilian scale (without extra meat) from any shops in the temporary place of residence. The corresponding coupons on R.B.8R will be cancelled by the food office.

12. *Surrender of Old Documents.*—Personnel transferred from an establishment by which they have been billeted or ceasing for any reason to be billeted under Naval billeting arrangements, are to return their ration documents R.B.8X and R.B.8R to the issuing officer, who should forward them to the Rationing Documents Branch at Colwyn Bay.

13. On expiry of the current documents on 25th July, 1942, these are to be surrendered to the issuing officer for return to a convenient food office.

14. *Short Term Billetees.*—It has been arranged with the Ministry of Food that when personnel are customarily billeted for short periods only and when constant change of personnel in the same billet consequently occur, ration documents may be issued in respect of the billet instead of in respect of individual billetees in order to avoid the necessity of frequent registration with retailers for short periods.

15. When it is desired to adopt this arrangement, landladies of billets where there is a reasonable guarantee of continued occupation should be issued with one set of ration documents R.B.8X, R.B.8R and R.B.8C in respect of each of the number of personnel normally billeted in her house. The landlady's name should be entered in the space for "holder's name" on all these documents as follows: "Mrs..... for one member of H.M. forces".

16. The documents are to be withdrawn as soon as Naval personnel cease to be billeted in any house or when there is a considerable reduction in the numbers normally billeted, and the position in all billets in which these arrangements are in force should be reviewed as frequently as convenient, but not less frequently than every four weeks when the issue of new cards R.B.8R becomes necessary.

17. Establishments intending to use this facility should notify the Divisional Food Officer (address obtainable from the food office) in order that the Food Executive Officer concerned may be notified and may advise local retailers.

I.—PERSONNEL LIVING ASHORE IN RECEIPT OF PROVISION ALLOWANCE OR THE HIGHER RATE OF VICTUALLING ALLOWANCE: RATION BOOKS R.B.1/R.N.

A new edition of the ration book R.B.1/R.N. will be brought into use on 26th July, 1942, concurrently with the introduction of the new ration book for the civilian population. All Naval and Royal Marine personnel (including Q.A.R.N.N.S., W.R.N.S. and V.A.D.'s) employed on shore and in receipt of provision allowance or the higher rate of victualling allowance, because provisions from Service sources are not available, will require to be supplied with the new edition ration books, except as stated below.

2. These arrangements do not apply where the period of duty on shore on provision allowance, etc., is of short duration; in such instances ration cards R.B.12 should be issued. Personnel whose duties involve frequent travelling and for whom the "mobility" of R.B.12 is an advantage may be allowed to use R.B.12 at the discretion of their Commanding Officer. Ration books R.B.1/R.N., however, confer distinct advantages, viz.: registration for rationed foods and facilities for the purchase of non-rationed foods in short supply which retailers are apt to reserve for their registered customers. It is in the interests of all concerned that these ration books should be used to the fullest extent practicable.

3. *Instructions for Issuing Officers.*—Establishments should apply direct on receipt of this Order, but not before 1st July, 1942, to the nearest food office for the ration books R.B.1/R.N. required for issue to Naval, etc., personnel. The books are of the same type as those which are being issued to the civil population. They include coupons for "points" rationed items at present obtained with ration books R.B.10 and for preserves and soap at present obtained with ration books R.B.9/R.N. and as from 26th July, 1942, it will be necessary to provide personnel only with one main ration book (R.B.1/R.N. new edition) instead of with three books (R.B.1/R.N. current edition, R.B.9/R.N. and R.B.10) as hitherto. It will, however, be necessary to supply all holders of the new ration book R.B.1/R.N. with a personal ration book R.B.11 and instructions for the issue of this book are given in Section M of this Order.

4. In satisfaction of demands for the new ration book R.B.1/R.N. food offices will supply civilian books with the reference leaves removed and with the letters "R.N." stamped on:—

- The right-hand bottom corner of the cover of each book.
- The counterfoils at the foot of pages 5, 7, 9, 11, 13 and 15.
- The two spare counterfoils on page 23.
- The right-hand portion of S.C.1 and S.C.2 on page 23.

The front cover of R.B.1/R.N. is to be completed *before issue* with the holder's name, residential address and rank (officers) or official number (ratings) in place of the National Registration Number, and a record is to be kept of the names and rank or rating of the persons to whom the books are issued, the serial numbers of the books and the dates of issue.

5. When the new type ration books R.B.1/R.N. are issued subsequently to 26th July, 1942, all "points" coupons whose validity has expired should be detached by the issuing officer before the book is issued.

6. Ration cards R.B.12 are to be withdrawn from any holders to whom R.B.1/R.N. is issued and it should be noted that *on no account may ration cards R.B.12 or R.B.8A be issued to holders of R.B.1/R.N.*

7. Ration books R.B.1/R.N. will generally be issued to personnel by the establishment on whose books they are borne. For geographical or other reasons, however, it may in some instances be more convenient for the issue to be made by some other establishment. In cases when it is the intention to do this, particulars of the personnel concerned are to be communicated *forthwith* by the issuing establishment to the establishment on whose books the personnel are borne.

8. *Instructions for Use of New Books.*—No leaflet of instructions will be issued with the new books R.B.1/R.N. as with the current edition, but detailed instructions for use of the new civilian books will be announced publicly in the Press, etc., and these instructions should be followed by Naval holders of R.B.1/R.N. These books will give precisely the same entitlement to rationed foodstuffs and soap as do the corresponding civilian books.

9. Holders of R.B.1/R.N. ceasing to require food from civil sources (*i.e.* on taking up a sea appointment or transferring to another establishment) are to return the books to the Accountant Officer or other issuing officer of the establishment from which they were issued who is to send them to the food office named on the cover for cancellation of registration. A notation is to be made on ratings' draft notes by the issuing officer to the effect that ration books have been surrendered.

10. Personnel leaving the service on retirement or discharge are similarly to return the books supplied under these arrangements and are to obtain new civilian ration books under the arrangements for civilians (*see* Section S of this Order).

11. While the holder remains attached to the establishment which issued the R.B.1/R.N. and remains on provision allowance, etc., any removal from one district to another, whether involving a change of food office area or not, will be dealt with by the food office which will arrange for the necessary transfer of registration. In such cases, therefore, new ration books should not be issued as holders will continue to use the books of which they are in possession.

12. When a holder of R.B.1/R.N. is proceeding on leave or other temporary absence from the district in which he normally resides, any pages of coupons left with the retailers must be collected and taken with the ration book to the food office where a page of coupons, which entitles the holder to buy one week's rations at any shop or shops, will be affixed to the book and the corresponding coupons in the book cancelled. This arrangement may be extended to cover periods of leave or absence up to six weeks.

13. *Disposal of expired Ration Books.*—When the new edition of R.B.1/R.N. comes into use on 26th July next, holders of the old edition books are to return them, together with the corresponding books R.B.9/R.N. and R.B.10, to the issuing officer who should forward them to the food office most convenient together with any stock of these books which he may himself hold.

J.—ARRANGEMENTS FOR DIABETIC AND VEGETARIAN RATION BOOK OR CARD HOLDERS

The following special arrangements have been agreed with the Ministry of Food in respect of Naval ration book or ration card holders who are diabetics or vegetarians or both.

2. *Diabetics Holding Cards R.B.12 or R.B.8A.*—Personnel suffering from diabetes mellitus or pituitary diabetes should produce to the officer issuing them with leave or duty ration cards R.B.12 or R.B.8A a certificate from the medical officer of their ship or establishment stating that they are suffering from one of these complaints. Such personnel should also be provided by their Commanding Officer with a certificate stating whether they are on leave or duty and the expected period of leave or duty. The officer issuing ration cards R.B.12 or R.B.8A to diabetic personnel should mark the front of the cards "Diabetic", initial the endorsement, cancel the sugar coupons and mark the cheese coupons "S", initial the marking and stamp the back of the coupon with the postal order dating stamp. Holders of such cards should take (or send) them after issue to the food office together

with the medical and leave, etc., certificates referred to above. The Food Executive Officer will then issue extra coupons for additional quantities of rationed items allowed to diabetics (at present 4 meat coupons and 2 butter-margarine coupons weekly) valid for twelve weeks or for the period of leave or duty, whichever is the less. These extra coupons can only be used in conjunction with the holder's ration card R.B.12 or R.B.8A and should be transferred to new cards as these are issued.

3. *Diabetics Holding Ration Cards R.B.8X and R.B.8R.*—Personnel billeted under Naval billeting arrangements who are diabetics should ask at the local food office for a form of application for diabetic rations, which includes a form of medical certificate. On completion of the form and medical certificate they should be taken or sent to the local food office with the ration cards R.B.8X and R.B.8R when the extra meat and butter-margarine coupons and Form R.G.40A in respect of extra cheese will be issued, the card and counterfoil will be marked "D" and the cheese coupons and the sugar coupon on card R.B.8R will be cancelled. The additional coupons can be used only with the holder's ration card and any coupons remaining at the end of the ration card period should be attached to the new card. When renewals of card R.B.8R are made to a diabetic holder of R.B.8X, the cheese and sugar coupons should be cancelled by the issuing officer.

4. Diabetics are included in the classes of invalids entitled to receive priority supplies of liquid milk under the Milk Supply Scheme. Medical officers should obtain supplies of the relative medical certificate form MKC/1A from local food offices. After completion this certificate should be taken or sent to the local food office, and Section III of the form "authority to purchase" will be returned by the food office for use with ration cards R.B.12, R.B.8A or R.B.8R.

5. *Vegetarians Holding Ration Cards R.B.12, R.B.8A or R.B.8X and R.B.8R.*—Naval holders of the above ration cards who are vegetarians by conviction, should make application in writing to their Commanding Officer to be treated as vegetarians for rationing purposes. The application should include a certificate to the effect that:—

- (a) The applicant is a true vegetarian and as such has abstained from the flesh of all animals (fish, flesh and fowl) for not less than three months.
- (b) The applicant will not eat any meat or bacon so long as he is certified as being a vegetarian.

If the Commanding Officer is satisfied that the application is genuine he will authorise the officer issuing ration cards R.B.12 and R.B.8A to the applicant to cancel all meat and bacon coupons, to endorse the front of the cards "Vegetarian" and to mark the cheese coupons "S", initial the marking and stamp the back of the coupon with the postal order dating stamp. When the Commanding Officer is similarly satisfied in respect of holders of R.B.8X, etc., the issuing officer should endorse the front of the R.B.8X "Vegetarian", and the holder of the card should apply to the local food office, with his card, for form R.G.40A with which to obtain the special cheese ration. When renewals of cards R.B.8R are issued to vegetarian holders of R.B.8X the cheese coupons and the meat and bacon coupons should be cancelled by the issuing officer.

6. As the cooking fat ration consists in the main of animal fats, vegetarians will be allowed to purchase margarine in lieu. The cooking fats coupon on ration cards R.B.12, R.B.8A and R.B.8R issued to vegetarians should accordingly be endorsed "Vegetable Margarine".

7. *Diabetic Vegetarians.*—In the case of diabetic personnel who are also vegetarians, the above instructions for both classes should be followed. The issuing officer should endorse ration cards R.B.12 and R.B.8A issued to such personnel "Diabetic Vegetarian", cancel the sugar, meat and bacon coupons, and endorse the cheese "SS" and stamp the back of the coupon with the postal order dating stamp. The issuing officer should endorse cards R.B.8X and R.B.8R issued to such personnel "Veg/D", and cancel the sugar, meat and bacon coupons. Application for forms R.G.40A with which to obtain the extra cheese ration should then be made by the holder to the local food office. The endorsement referred to in paragraph 6 above in respect of cooking fats should be made on all cards R.B.12, R.B.8A and R.B.8R issued to diabetic vegetarians.

8. *Return of Extra Coupons, etc.*—When personnel ceasing to be billeted under Naval billeting arrangements surrender their ration documents in accordance with Section H, paragraph 12, of this Order, they should, if they are diabetics,

vegetarians or diabetic vegetarians surrender any spare meat or butter/margarine coupons and any spare forms R.G.40A which may be in their possession. These extra coupons should be returned by the issuing officer to the food office with the other documents.

9. *Holders of Ration Books R.B.1/R.N.*—Personnel holding ration books R.B.1/R.N. who are diabetics, vegetarians, or both, should apply to the local food office in the first instance for the extra rations to which they are entitled.

K.—PERSONNEL ATTENDING GOVERNMENT TRAINING CENTRES

When personnel who are billeted under Naval billeting arrangements and who attend Government Training Centres for courses of instruction are provided with a midday meal at the training centre, both sets of meat coupons on page 3 of R.B.8X, and one meat coupon for each week on R.B.8. and R are to be cancelled by the issuing officer, leaving one meat coupon weekly for the use of the billetee in providing other than midday meals.

2. The catering contractor at the training centre will be authorised by the Food Executive Officer to obtain meat for the midday meal on a basis equivalent to 3 coupons' worth weekly for each trainee provided with meals.

3. Households in which such personnel are billeted should be allowed the full use of the ratings' "Points" coupons, and no "Points" vouchers will be provided for the caterer supplying the midday meal at the training centre.

4. Comparable arrangements will apply to personnel who are contract messed for all meals except the midday meal which is taken in a Government Training Centre. Such personnel are not entitled to the shore establishments' scale of rations under the arrangements in Section E of this Order, and although no ration documents will be used, foodstuffs will be supplied to the messing contractor on the civilian basis (but with half meat ration only), the catering contractor at the training centre being provided with $1\frac{1}{2}$ times the civilian ration of meat a head weekly with which to provide midday meals.

L.—SPECIAL ARRANGEMENTS IN CERTAIN SMALL CRAFT, ETC.

Naval personnel serving in small craft, who are in receipt of the higher rate of victualling allowance or provision allowance because of difficulty in supplying them with foodstuffs from Service sources are to be provided with ration cards R.B.12.

2. The ration cards issued to these personnel are to be marked at the top above the serial number with the words "Entitled to extra meat ration", this marking being over stamped with the same stamp as is used for marking the other side of the card.

3. On presentation of a ration card so marked at any food office, two meat coupons from form R.G.17 will be affixed to the card in respect of each week. The holder will thus be able to purchase double the normal ration of meat during each of the two weeks for which the card is valid.

4. *D.E.M.S. Personnel.*—Naval ration cards are not suitable for use by D.E.M.S. personnel embarked in small vessels (coasters) whose crews find their own food, and special arrangements have been made for them to be provided with the Mercantile Marine Weekly Seamen's Ration Book (R.B.6) which is available for six months. These ration books are obtainable by D.E.M.S. personnel concerned from the Food Officer at the D.E.M.S. base port on production of a certificate from the D.E.M.S. Staff Officer that the man is detailed for duty on board merchant ships and is not supplied with rations in kind by the Navy or by the Master.

5. D.E.M.S. staff officers are to inspect these books at frequent intervals to ensure that the coupons are not improperly used.

6. *Civilian Crews* of examination vessels or other non-commissioned auxiliaries must not be issued with Service ration books or cards, but should obtain either the Mercantile Marine Weekly Seamen's Ration Book or the ordinary civilian ration book, whichever is appropriate according to the conditions of service.

M.—CHOCOLATE AND SUGAR CONFECTIONERY

As from 27th July, 1942, when chocolate and sugar confectionery will become nationally rationed commodities, the following arrangements for their supply to and purchase by Naval personnel will come into force.

2. *Personnel Victualled from Service sources.*—With the minor exceptions noted below all supplies of chocolate and sweets for officers and ratings victualled from Service sources in seagoing ships in home waters, in harbour ships at home and in home shore establishments must be obtained from the N.A.A.F.I., and supplies will no longer be obtainable, as at present, either from other suppliers or direct from the manufacturers. These arrangements apply also to seagoing ships other than those in home waters and shore establishments abroad which draw chocolate and sweet supplies from the United Kingdom.

3. It is not the intention to introduce a detailed rationing scheme for chocolate and sweets. A bulk allocation for the Services will be made to the N.A.A.F.I., by the Ministry of Food, which will be sufficient to ensure to Service personnel a supply not less than the civilian ration. This allocation will be distributed by the N.A.A.F.I. between ships and establishments and units of the other two Services at home on the basis of the number messed and the sweets will be sold in the normal way through the N.A.A.F.I. canteens.

4. Although no formal rationing scheme is being introduced, Commanding Officers of some H.M. ships and establishments may consider some simple form of internal rationing desirable.

5. *Establishments with non-N.A.A.F.I. Canteens.*—In establishments in which the canteen is run by a contractor, the whole of the allotment of chocolate and sweets for the establishment may be sold through that canteen, the supplies being made available by N.A.A.F.I. through the Accountant Officer of the establishment.

6. *Voluntary Canteens.*—In establishments served only by voluntary canteens affiliated to the Council of Voluntary War Work, personnel will be able to obtain their chocolate and sweets from these canteens and for this purpose a supply of chocolate will be made to the C.V.W.W. by the N.A.A.F.I.

7. *Small Ships without Canteens.*—Supplies of chocolate and sweets will be made to these ships, according to complement (to be certified by the Base Accountant Officer) from the same N.A.A.F.I. source as that from which they draw other N.A.A.F.I. stores. Personnel in small craft in receipt of the higher rate of victualling allowance and holding ration cards R.B.12 under the arrangements in Section L of this Order will not be provided for by the N.A.A.F.I. but should be issued with sweet coupons (see paragraphs 14 and 15 of this section) and should obtain their sweets from civil sources.

8. *Customs arrangements for Seagoing Ships.*—It will still be necessary for seagoing ships entitled to duty-free stores to complete the usual Customs forms in respect of supplies of chocolates and sweets. Upon each occasion when supplies are drawn one Customs form C. & E. 90 should be completed to cover all requirements including canteen and officers' messes. As the quantities which can be drawn will now be determined by the current allocation made to the N.A.A.F.I. by the Ministry of Food, enquiries should be made of the canteen manager or, in ships having no canteen, of the local N.A.A.F.I. authority, as to the amount which can be supplied, before the forms are completed.

9. *Service Patients in Civil Hospitals.*—Arrangements will be made by Military Registrars for Naval patients in civil hospitals to draw their sweets from the N.A.A.F.I.

10. *Personnel not Victualled from Service Sources.*—Chocolate and sweets should not be purchased from N.A.A.F.I. or other canteens by personnel not victualled from Service sources and holding food ration documents. Such personnel should be provided with the civilian ration documents described below (R.B.11, etc.) which are valid for purchase of sweets and should obtain their requirements from civilian shops.

11. *Personal Ration Book R.B.11.*—This document consists of a single sheet folding into four and is printed on both sides to facilitate the counting of coupons after they have been detached by retailers. There are two sets of 52 coupons each in the book, one set marked "D" and the other "E", and each set is numbered serially 1-52. The civilian rationing of chocolate and sweets will be on a points basis. Chocolate and sweets will be given a certain point value per pound weight and the coupons D and E will have point values at a corresponding rate. Normally all D and E coupons bearing the date of the current 4-weekly rationing period will

be available for use either singly or together at any time during the period. The coupons not used within the period became invalid. The coupons will be cut out by the shopkeeper when the ration book is presented.

12. *Holders of Ration Books R.B.1/R.N. or Cards R.B.8X.*—All personnel to whom the new ration documents R.B.1/R.N. and R.B.8X, etc., coming into force on 27th July, 1942, are issued should be provided with a personal ration book R.B.11. The necessary supplies of R.B.11 should be drawn from the local food office for issue with R.B.1/R.N. and from the Rationing Documents Branch of the Ministry of Food for issue with R.B.8X, etc., at the same time as the main food ration documents are obtained (*see* Sections H and I of this Order). Subsequent requirements should be obtained similarly and any expired coupons in ration books R.B.11 issued after 27th July, 1942, should be cut out and destroyed before the books are issued.

13. On receipt of the ration book R.B.11 the holder should insert his or her name and residential address in the spaces provided and rank (officers) or official number (ratings) in the space marked "Nat. Reg. No." The books should be used by holders in accordance with the directions issued by the Ministry of Food and are to be surrendered to the issuing officer at the same time as the corresponding food ration books for return to the food office.

14. *Permanent Holders of R.B.12.*—Personnel who are allowed to use R.B.12 because their duties involve frequent travelling (*see* Section I, paragraph 2) may be issued with a complete personal ration book R.B.11 in the same way as holders of R.B.1/R.N. and R.B.8X, but if this is done special care is to be taken by the issuing officer to recover the R.B.11 if and when the officer or rating ceases to be provided with ration cards R.B.12.

15. *Personnel on Leave or Short Periods of Duty.*—Holders of R.B.12 other than those referred to in paragraph 14 above should be provided with coupons marked D and E, cut from ration books R.B.11, at a rate proportionate to the period for which ration cards R.B.12 are issued, i.e. on the basis of one D and one E coupon for each week for which cards R.B.12 are issued. Wherever possible these coupons should be fixed to the R.B.12 by gumming one corner of the coupon. If loose coupons are issued they will be honoured by retailers only when the R.B.12 is produced at the same time. As each coupon can be used at any time during the four weeks for which it is dated it will be necessary only to ensure that the dates on the coupons issued correspond with the dates inserted on R.B.12, e.g. if a card R.B.12 is issued for the fortnight from 28th September to 11th October, 1942, any two of the four coupons marked "Sept. 21 to Oct. 18" (Serial numbers 9, 10, 11 and 12) may be issued with it.

16. The necessary ration books R.B.11 from which to cut these coupons should be obtained by seagoing ships, auxiliary vessels, shore establishments and bases from the same sources as are laid down for them for supplies of cards R.B.12 in Section G, paragraph 3. The initial stocks of these books R.B.11 which are drawn should suffice to meet requirements for a full 12 months from 27th July, 1942, unless, e.g. any large increase in numbers borne occurs in a shore establishment. The number of books which should be drawn initially will depend upon the relative incidence of long and short periods of leave, but in no case should the number of books drawn for issue with leave and duty ration cards exceed the *maximum number of personnel likely to be on leave with ration cards R.B.12 at any one time.*

17. A record of expenditure of ration books R.B.11 and of coupons detached therefrom is to be maintained in conjunction with the records of the corresponding ration documents R.B.1/R.N., R.B.8X, etc., and R.B.12.

18. Personnel whose period of leave is subsequently extended and who apply at a food office for further food ration documents will be provided with corresponding coupons from R.B.11 by the food office if the extension of leave exceeds 72 hours.

19. *Holders of R.B.8A.*—Coupons from R.B.11 should not be issued with ration cards R.B.8A as personnel who are absent from duty for three days or less will have an opportunity, during the part of the week in which they are not absent, of obtaining chocolate or sweets from the canteen in their ship or establishment.

N.—HOSPITALS

R.N. hospitals and R.N. auxiliary hospitals should normally obtain the bulk of their supplies of foodstuffs for patients' messes from Service sources, but as they may nevertheless require to obtain supplies of certain rationed or controlled foods from civilian sources, instructions have been issued to Food Executive Officers by the Ministry of Food that Service hospitals are to be licensed as institutions, and licences granted immediately to any Service hospital making application for the purpose.

2. Food Executive Officers have received instructions to issue any Service hospital wishing to obtain supplies of individual rationed or controlled foods from civil sources (except eggs and milk) with authorisations or permits on whatever basis the hospital authorities indicate as being necessary for the hospital's requirements. Where purchase is by retail, the Food Executive Officer will provide official order books.

3. Service hospitals need not maintain the usual Ministry of Food Registers of Consumption of Foodstuffs, in view of the accounting arrangements already in operation. They are, however, required to furnish every four weeks a statement of their purchases of all rationed or controlled foodstuffs obtained from civilian sources under authority of the Food Executive Officer, in order that the latter may make any necessary adjustment of their authorities and maintain a check on the suppliers.

4. Service patients in civilian hospitals are on the same scale of rations as civilian patients suffering from the same disease or injury. They are accordingly not entitled to any priority supplies other than those which are similarly available for civilian patients.

5. *Eggs.*—Priority supplies of eggs may be obtained by hospitals for patients under treatment for:—

- (a) Gastric, duodenal and anastomatic ulcers, and those who have undergone operations on the stomach or duodenum.
- (b) Any disease or injury to the mouth, throat or gullet, or organic nervous disorder interfering with the mastication or the swallowing of food.
- (c) Bacillary or amoebic dysentery.
- (d) Typhoid or para-typhoid.

Persons entitled to priority supplies will receive 4 eggs at each allocation, as against 1 egg to the ordinary consumer. Food Executive Officers have received instructions from the Ministry of Food to invite hospitals to supply particulars of the number of patients concerned in order that the allowances for the hospital may be adjusted accordingly. Food Executive Officers should be approached by any hospital which has not been invited to supply the requisite particulars.

6. *Milk.*—Hospitals are entitled to priority of supply of liquid milk and will be authorised to obtain supplies of milk on the basis of 5 pints per resident per week.

7. In general, supplies on this basis should enable the requirements of patients, whose diet includes large quantities of milk, to be met.

8. If at any time, by reason of there being an unduly large proportion of patients entitled to more than 7 pints weekly, i.e. invalids in Class I below, the establishment is unable to obtain its full requirements, it should produce to the Food Executive Officer a statement certified by the officer-in-charge showing (a) the number of residents in each of the priority classes and (b) the number of other residents. A supplementary authorisation will be issued to meet the additional requirements thus disclosed.

9. The following are the classes of diseases giving entitlement to priority supplies of milk:—

- (A) Class I invalids suffering from the following disorders are entitled to 2 pints of milk daily—
 - (a) Active tuberculosis of all types.
 - (b) Silicosis.
 - (c) Affection of the mouth, throat or gullet, or organic nervous disorder causing interference in swallowing.
 - (d) Gastric, duodenal or anastomatic ulcer.

- (e) Illness characterised by high and prolonged fever.
 (f) Post operative conditions after major operations.

After major operations the priority claim on liquid milk will normally be allowed for one month, but in the case of persons who have undergone major operations on the stomach, duodenum and small intestine, the priority claim will be renewable monthly on the production of a medical certificate stating that a full allowance of liquid milk is still necessary.

- (g) Cases of pleurisy, with or without effusion, in which there are reasonable grounds for suspecting that the condition is tubercular in nature.

(B) Class II invalids suffering from one of the following illnesses and whether incapacitated or not are entitled to 1 pint of milk daily:—

- (a) Dyspepsia due to conditions other than ulceration of the stomach or duodenum.
 (b) Colitis.
 (c) Diabetes Mellitus.
 (d) Thyrotoxicosis.
 (e) Nephritis.

10. *Personnel not Victualled from Service Sources.*—All Naval personnel living in Naval hospitals who are not victualled from Services sources (e.g. resident Naval officers and nursing sisters) are to be provided with ration books R.B.1/R.N.

11. These personnel, and also salaried civilian officers and all families resident in Naval hospitals, are permitted to take up Service provisions on repayment under the instructions contained in Article 575 of the Instructions for Naval Hospitals, which have now been extended to cover dutiable stores.

12. Persons or families wishing to obtain all or any rationed foodstuffs from Service sources must register with the Hospital (for those commodities for which registration is necessary) instead of with a retailer.

13. The Accountant Officer must detach from the ration books the counterfoils for the commodities for which registration is necessary and forward them to the Rationing Branch, Ministry of Food, Colwyn Bay, the counterfoils for each commodity being kept separate.

14. The quantities supplied must not exceed the *current* civilian ration and the necessary coupons must be cancelled or detached from the customer's ration book R.B.1. The current civilian practice should be followed in determining whether to cancel or detach coupons. At present, only tea and "points" coupons are cut out, coupons for all other rationed items being cancelled by retailers. Coupons detached should be forwarded monthly to the Rationing Branch, Ministry of Food, the coupons for each commodity being placed in a separate packet. All "points" coupons should, however, be forwarded in one packet, regardless of the items for which they may have been collected.

15. A statement should be furnished with the provision accounts showing the quantities of rationed items supplied to each officer, to the nursing sisters' mess and to each family, indicating the number of sisters in the mess and the number of persons in each family.

O.—TEA AND SUGAR FOR PORT WAR AND WAR SIGNAL STATIONS

A special allowance of tea and sugar is authorised for personnel of the above stations whilst engaged on watchkeeping duty. This allowance is based on a consumption of one cup of tea per man per four hours of duty, calculated at one-twelfth ounce of tea and one-tenth ounce of sugar per cup.

2. *Method of Application and Issue of Special Permits.*—Applications which should be made to Food Control Committees on behalf of the men concerned, will be accepted only from the following officers:—

- (a) The Officer-in-Charge of the Station.
 (b) In the case of minor Stations where there is no Officer-in-Charge from the Senior rating through the local Naval Authority.

3. Each application should be accompanied by a statement indicating the number of men and the period of duty.

4. These facilities will be granted to new Stations only after the requirement has been notified in the first instance to the Ministry of Food by the Admiralty. Before any request is made to the local Food Control Committee for supplies for a new Station, therefore, a notification should be sent to the Director of Victualling, Admiralty, London, either by the Officer-in-Charge or by the N.O.I.C. or R.N.O. for a minor Station, that it is desired to apply for these extra allowances.

5. These arrangements are applicable only to Stations at which the personnel are in receipt of allowances in lieu of victualling. Personnel who are Service victualled may receive extra issues of, *inter alia*, tea and sugar under K.R. & A.I., Article 1825, Clause 4, when on watchkeeping if the circumstances warrant it and if the issue is duly approved by the competent Naval Authority, and they may not draw in addition the extra allowances of tea and sugar from civil sources under the above arrangements.

P.—EGGS

Supplies of eggs from home sources for personnel victualled from Service sources in seagoing ships and shore establishments are obtainable only through the N.A.A.F.I. Rationing does not apply to eggs obtained at ports abroad, and ships are advised to take advantage of visits to such ports to embark additional supplies.

2. For shore establishments other than R.N. hospitals at home supplies will be allocated on the same basis as for the civilian population. Allocations to seagoing ships will be made by the N.A.A.F.I. on the basis of 2 eggs a head weekly.

3. *R.N. Hospitals.*—Arrangements for hospitals are shown in Section N of this Order.

4. *Canteens.*—No eggs will be available for use in canteens.

5. *R.B.12 Ration Card Holders.*—Retailers have been instructed by the Ministry of Food to honour R.B.12 cards on same basis as for civilians, and additional supplies of eggs are allocated to retailers for this purpose.

6. *R.B.8A Ration Card Holders.*—Holders of cards R.B.8A are not entitled to any supplies of eggs.

7. *Holders of Ration Books or Cards who are Invalids.*—Holders of ration cards R.B.12, R.B.8X, etc., or R.B.1/R.N. who are suffering from any of the complaints referred to in Section N of this Order, paragraph 5 (a) and (b), should apply to their medical officers for a medical certificate on Ministry of Food Form No. E.G.C.1, supplies of which can be obtained by medical officers from the local food offices. Particulars of retailer should be inserted on the certificate by the individual concerned, and it should then be taken or sent to the local food office. The "authority to obtain" on Section III of the form will be handed or despatched to the invalid; this should be affixed to his or her ration card and transferred to each new ration card until its validity has expired.

Q.—MILK

The following are the normal arrangements for supply. They are in suspense for the months of May, June and July, 1942, vide A.F.O.1906/42.

2. The present rationing limitation on the consumption of milk by men victualled in Naval shore establishments is as follows:—

Tinned milk of British or Dominion origin ... 3 oz. a head daily.

or

Tinned milk of U.S.A. origin ... 3½ oz. a head daily.

3. Supplies of fresh milk will be made available in areas in which, owing to difficulties of distribution, there are local surpluses of fresh milk. Information as to whether surpluses are available in any area can be obtained from the Regional Milk Supply Officer, whose address may be obtained from any food office. In such areas the consumption of milk is to be limited to 7½ fluid oz. of liquid milk a head daily or 2½ pints weekly.

4. *W.R.N.S. Personnel and Members of the Naval Nursing Services* serving anywhere ashore and victualled from Service sources are entitled to 4 fluid oz. (or ½ pint) of liquid milk a head daily on a non-priority basis and in addition may draw up to 1½ oz. of tinned milk of British or Dominion origin or up to 2 oz. of tinned milk of U.S.A. origin from Service stocks. In order to obtain this supply of liquid

milk, application should be made by Commanding Officers of establishments concerned to the local Food Executive Officer for forms MK/PT/FEM/IA. Completed forms should be returned to the Food Executive Officer who will issue the necessary permits to establishments for transmission to suppliers who should be the Admiralty milk contractors where such contracts exist.

5. *Hospitals.*—The arrangements under which liquid milk supplies are obtainable for Naval hospitals are set out in Section N of this Order.

6. *Boys' Training Establishments, etc.*—Boys under 18 years of age who are victualled from Service sources are entitled to priority supply of 3½ pints of liquid milk weekly. The necessary application should be made by Commanding Officers to the local Food Executive Officer on form MK/PT/HMF.1 when a permit for the appropriate quantity of liquid milk will be furnished.

7. Boys under 18 years of age who hold ration cards R.B.12 should obtain from their Commanding Officer a certificate giving their date of birth. This certificate should be attached to the ration card and presented by the holder to the food office in the area where the ration card will be used. The certificate will be stamped with the food office stamp and arrangements will be made by the food office with a local retailer for supply of 3½ pints of milk weekly.

8. *Invalids.*—Holders of any Naval ration documents who are invalids suffering from any of the diseases set out in Section N paragraph 9 of this Order should be provided with a medical certificate on form MKC/IA which is obtainable from any food office. These personnel will then obtain priority supplies of milk after presentation of the medical certificate at the food office, on the same basis as civilian invalids.

9. Sick personnel victualled from Service sources other than in Naval hospitals may be provided with priority supplies of liquid milk on application by the Medical Officer on form MK/PT/HMF.1 which is obtainable from food offices and which includes a schedule of medical conditions for which permits may be issued and the amounts a head allowed weekly.

10. Personnel requiring liquid milk for dietetic reasons (other than invalids) may obtain non-priority supply of 3½ pints weekly on application by the Medical Officer on Form MK/PT/HMF.1. These arrangements are intended to provide for personnel whose conditions of work make a supply of liquid milk desirable, e.g. aircraft "dopers". These facilities are also available for crews of operational aircraft and in their case the application may be signed by or for the Commanding Officer of the R.N. air station or section certifying the number of officers and ratings forming operational crews for whom liquid milk is required.

11. The Ministry of Food's "Milk Supply Scheme", of which the portions affecting the Royal Navy are set out above, does not apply to Northern Ireland, to the Isle of Man or to any of the Islands of Scotland except those included in the County of Bute. Naval establishments in these areas may draw upon such supplies of liquid milk as may be available locally, but the consumption of tinned milk from Service stocks is to be limited to the quantities set out in paragraph 2 of this Section.

R.—PERSONNEL TEMPORARILY RELEASED AND W.R.N.S. PERSONNEL GRANTED LONG LEAVE

Personnel released from the Service for a period exceeding three weeks are to be provided with a certificate in the following form, in accordance with A.F.O. 1251/42 :—

"Released from Service for _____ months (or until or indefinitely) to resume civilian employment (or on compassionate grounds)."

On presentation of this certificate, National Registration Officers will issue a civilian identity card, which will enable civilian food ration books and clothing cards to be obtained from the food office, and any ration books R.B.1/R.N., etc., or ration cards R.B.8X, etc., held by personnel temporarily released should be recovered from them before they leave their establishment.

2. W.R.N.S. personnel granted unpaid leave should be provided with food rationing documents by the establishments in which they are serving when the leave is granted. If W.R.N.S. personnel granted unpaid leave are already in possession of ration books R.B.1/R.N., etc., these should continue to be used.

W.R.N.S. personnel victualled from Service sources who do not hold ration documents should be provided with ration books R.B.1/R.N., etc., if granted leave of long duration; otherwise they should be issued with leave ration cards R.B.12. If any W.R.N.S. personnel have been billeted under Naval billeting arrangements they should, when granted unpaid leave, surrender their ration cards R.B.8X, etc., and should be provided with books R.B.1/R.N. or cards R.B.12, according to whether their leave is of long or short duration.

S.—PERSONNEL DISCHARGED FROM THE SERVICE

Ratings invalided from the Service are to be provided with ration cards R.B.12 to cover any unexpired portion of the 28 days' extension of pay and allowances granted under K.R. & A.I., Article 1588, Clause 3.

2. With the exception of the card R.B.12 mentioned in paragraph 1 of this Section, all personnel discharged from the Service are to surrender any Naval ration books or cards (including R.B.1/R.N.) in their possession before they leave.

3. Personnel discharged from the Service are required to provide themselves with a civilian National Registration Identity Card under the arrangements set out in A.F.O. 1519/40, and civilian food ration books will be provided on presentation of this identity card at the local food office.

4. Attention is invited to A.F.O. 1251/42, Section G, which sets out the arrangements under which discharged personnel may obtain civilian clothing rationing documents.

(K.R. & A.I., Art. 1588, Clause 3, and Art. 1825, Clauses 2, 3, 4 and 10.)

(B.R.93, Manual of Victualling, Chapter VI, Section C.)

(Instructions for Naval Hospitals, Art. 575.)

(A.F.Os. 250/40, 1349/40, 1519/40, 419/41, 2815/41, 2870/41, 3200/41, 4327/41, 349/42, 638/42, 1251/42 and 1906/42.)

(A.F.Os. 4272/40, 1881/41, 3370/41, 4047/41, 4148/41, 4267/41, 4268/41, 4382/41, 4847/41, 4936/41, 5045/41, 125/42, 240/42, 1108/42, 1363/42, 1364/42 and 1761/42 are cancelled.)

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