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# ADMIRALTY FLEET ORDER

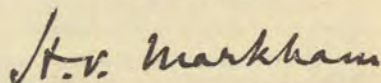
## SUPPLY DUTIES IN SMALL SHIPS—RESPONSIBILITIES OF COMMANDING OFFICERS

ADMIRALTY, S.W.1,

30th August, 1945.

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,



To Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, Vessels and C.O. Craft (See A.F.O. 1628/45), Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE :—The scale of distribution is half that shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10, but Destroyers, Corvettes, Frigates and below are each to be supplied with 4 copies.



## 4800.—Supply Duties in Small Ships—Responsibilities of Commanding Officers

*All ships and craft without a Supply Officer*

(D.G.S./V. 5405/45.—30 Aug. 1945.)

Notes:—

(1) *This Order applies in principle but not in detail to landing craft. Special instructions are issued in A.F.Os. concerning Combined Operations supply administration.*

(2) *This Order applies also to L.S.T. and L.S.E., despite the fact that junior Supply Officers are appointed to L.S.T. flotillas for secretariat and flotilla supply duties and to L.S.E. for stores duties (vide A.F.O. 3724/45).*

Examination of reports received at the Admiralty concerning discrepancies in stores, victualling stores in particular, indicates that Commanding Officers of ships and craft without Supply Officers have, in too many instances, failed altogether to exercise their important responsibilities in regard thereto, which were clearly set out and explained in earlier A.F.Os. Despite these instructions, reports of Boards of Enquiry reveal that many Commanding Officers still leave the matter entirely in the hands of the officer detailed for victualling duties, who, in his turn, frequently leaves it entirely to the stores rating. The fact that the young stores ratings drafted to these vessels inevitably have had little previous practical experience makes it all the more important that they should receive adequate supervision and assistance.

2. There are also frequent instances where amounts due to N.A.A.F.I. from messes remain unpaid for considerable periods and where amounts are outstanding from Commanding Officers for supplies of sundries made by N.A.A.F.I. for sale on board small ships without canteens. (See paragraphs 10 and 20 below.)

3. It is necessary, therefore, again to emphasize to Commanding Officers of ships not carrying a Supply Officer their responsibilities in these important aspects of the ships' organization. The instructions in this Order, which bring up to date the existing instructions, are particularly directed, so far as victualling is concerned, to all small vessels where stocks of provisions are carried on board for issue on repayment, and where victualling accounts are kept on Forms S.461 and S.462, but many of the instructions are also applicable to small vessels where other systems of victualling accounts are in force, e.g. ships on Modified General Messing and to a large extent to those vessels in which the Cash Messing System is in force. Local orders embodying as much of this A.F.O. as may be necessary are to be issued accordingly.

4. It is appreciated that under the present conditions, officers have not the time to give more than limited attention to supply and accounting matters, but Their Lordships consider it reasonable to expect Commanding Officers and the officers detailed by them for these duties to exercise supervision to the extent detailed below, in all circumstances.

5. The instructions which follow are simple and indicate the irreducible minimum of supervision required. Commanding Officers are themselves to study them and are to ensure that the officers whom they detail to carry out supply duties are acquainted with and observe them.

6. These instructions do not relieve Commanding and other officers from the duty of complying, so far as they are able, with K.R. and A.I. and A.F.Os., and with such more detailed instructions as may be issued by their administrative and accounting authorities. Serious notice will be taken of any reports of deficiencies of cash or stores when it is evident that non-observance of these instructions has contributed to the loss.

#### *Victualling*

7. Ships rendering accounts on Forms S.461 and S.462 are all on Victualling Allowance, which means that an allowance for each man is credited to the mess, and from this is deducted the value of all provisions taken up by the mess. The credits and debits are worked out by the base victualling office, and this office therefore requires accurate information from the ship of the ratings in each mess and of the quantities and value of all provisions taken up by the mess. It is,

therefore, incumbent on the Commanding Officer to ensure that the ship's victualling accounts are punctually and accurately rendered by the stores rating (or Coxswain where no stores rating is borne), otherwise the messes will not receive their mess savings.

The rates of victualling allowance and the issuing prices of Service provisions are published periodically in A.F.Os.

In addition to Service provisions, supplies of certain messing items are obtainable from N.A.A.F.I.

Prices to be charged for provisions other than Service provisions are shown on the invoices.

8. Sources of supply of Service and contract provisions vary, of course, at each port, and Commanding Officers should ensure that the stores rating visits the base victualling office at the earliest possible moment on arrival at each port so as to obtain all local information on the subject.

9. If the credit accruing to the mess, after deduction of the cost of service and contract provisions, is sufficient, the N.A.A.F.I. mess bills are also deducted and paid to N.A.A.F.I. by the Base Supply Officer and any balance then remaining is paid to the mess as savings. If the credit of victualling allowance, etc., accruing to the mess is not sufficient to cover the whole of the N.A.A.F.I. mess bills, as well as Service and contract provisions, a proportion of the mess bill which can be met from the credit of victualling allowance, etc., after deducting the value of Service and contract provisions, is paid to N.A.A.F.I. by the Base Supply Officer.

10. The result of these calculations will be notified to the Commanding Officer by the Base Supply Officer on Form S.1252, which will show amounts due to messes and amounts of any debts outstanding to N.A.A.F.I. Where mess savings are due to the messes, a cheque for the total amount may accompany the form, and in such cases the value of the cheque should be taken on charge in the contingent account; in other cases payment of mess savings should be made from the contingent account direct. If the credit due in respect of victualling allowance is not sufficient to cover the whole of the N.A.A.F.I. bills for messing supplies, or if after allocation of mess savings it transpires that N.A.A.F.I. bills relating to the period have not been taken into account in the allocation, it is the responsibility of the Commanding Officer to ensure that the outstanding amounts are paid to N.A.A.F.I. promptly by the messes concerned.

11. Commanding Officers are advised to arrange for repayment issues to take place as frequently as possible. It will be helpful in ensuring that stores ratings write up their accounts properly if Commanding Officers cause these accounts to be presented for inspection once a week. The repayment section of the mess book is to be written up daily and is to be available at least once a week so that caterers of messes can see how their messes stand financially. Commanding Officers should arrange that caterers of messes co-operate with the stores rating with regard to requirements, especially of meat and fresh provisions.

12. Commanding Officers are reminded that no quantities of rationed food articles may be issued in excess of the scales published from time to time in A.F.Os. and Admiralty messages. The latest information should always be obtained from the Base victualling office.

13. *Commanding Officers are to ensure that stores ratings are in possession of the latest information and that all A.F.Os. on the subject of victualling are seen by them as soon as possible after their receipt on board.*

#### *Victualling and Check Sheets*

14. It should be remembered that victualling and check sheets are the sole source of information available to the Base Supply Officer of persons joining and leaving the ship. These important documents (except in the case of major landing craft whose victualling and check sheets are not required vide A.F.O. 3116/45) must be rendered promptly and accurately. Full information must be given to enable an officer or rating to be identified readily. A man joining or lent from another ship should have his official number quoted. If joining from a ship other than that in which he is borne for pay, the name of such ship should be stated. Details such as "Pensioner", "R.F.B.", "R.N.V.R.", etc., should be inserted. If the officer or rating is lent for victuals only it should be so stated.



15. *Separate* victualling and check sheets are required for officers and ratings. When victualling or check sheets are cancelled or destroyed, the succeeding sheet should be annotated to that effect.

#### *Clothing, Soap and Tobacco*

16. Supplies are demanded from the base victualling office. A reserve stock of soap and tobacco should be maintained on board in order to ensure that stock is available for issue monthly. The stores rating should get in touch with the base victualling office and obtain the local orders for demanding clothing, etc.

17. The stores rating may be authorized to take cash for sales of clothing, soap, and tobacco, *but the cash is never to be left in his custody* after the issue has taken place. It is always to be handed over to an officer for custody and should be taken on charge in the contingent account at once, supported by Form S.78, which should be checked by an officer to ensure that the correct charge is made for each item and that the gross total is correct. The form should be signed by the stores rating making the issue and by the officer receiving the cash.

#### *Transmission of Accounts*

18. Provision accounts and mess books with all relevant vouchers must be closed monthly and forwarded immediately to the base victualling office. Before forwarding the accounts the remains of provisions are to be carried forward to a new duplicate account, which is to be kept on board. This should be checked by the officer detailed for victualling duties. It is essential for this to be done in view of the unavoidable delay in despatching accounts to the base and the consequent lapse of time before a new "top line" is received from the base.

19. Provision and clothing accounts, with their supporting vouchers, are to be retained by the Commanding Officer after he has satisfied himself of their correctness and signed them, and they are to be despatched by him personally or under his personal supervision at the first opportunity to the Base Supply Officer.

#### *Sales of Canteen Sundries on Board*

20. Supplies of canteen sundries required for sale on board will be invoiced by N.A.A.F.I. to the Commanding Officer who is responsible for payment for such supplies. He should make arrangements for a record to be kept showing details of the value of supplies received, cash takings from sales and amounts paid to N.A.A.F.I. Payments should be made to N.A.A.F.I. at least once a month representing the value of goods sold. These payments should normally be made to the nearest local N.A.A.F.I. representative. It is suggested that the following might be a convenient form of recording transactions, arrangements being made each month to verify that the difference between the closing debt to N.A.A.F.I. and the closing balance of cash is represented by actual stock in hand :—

£ s. d.	£ s. d.
Opening debt to N.A.A.F.I.	Opening balance of cash ...
Value of stock received ...	Daily cash takings ...
Invoice No. ... ..	... ..
Invoice No. ... ..	... ..
Invoice No. ... ..	... ..
Total ... ..	Total cash receipts ...
Less payments to N.A.A.F.I.	Less payments to N.A.A.F.I.
(including discount	
allowed)	
Receipt No. ... ..	
Receipt No. ... ..	
Closing debt to N.A.A.F.I.	Closing balance of cash c/f
c/f ... ..	

#### *Stocktaking of Victualling Stores*

21. Regular stocktaking by an officer is of the greatest importance, for the following reasons :—

- (a) Commanding Officers are expected to take steps to satisfy themselves that stocktaking is properly carried out.
- (b) Although the stores rating normally takes stock of the stores in his charge as part of his routine work, the person actually held responsible for the verification of the remains is the Commanding Officer or other officer deputed by him.
- (c) It enables issuing and accounting errors to be quickly discovered and adjusted, and prevents large discrepancies resulting from small cumulative errors.
- (d) Although not a guarantee against irregularities, it acts as a deterrent, especially if the practice is adopted of mustering a few items at irregular intervals and without notice.
- (e) In nearly every case where irregularities have been discovered, resulting in discrepancies in victualling stores (and in some cases heavy monetary charges against the Commanding Officer), regular stocktaking by an officer would have prevented the occurrence.

22. The following notes refer to stocktaking under normal conditions :—

- (a) Whenever possible, muster when stocks are low, e.g. if completing with dry provisions, take stock before the provisioning takes place.
- (b) Insist on neat and methodical stowage in the storerooms, as it simplifies stocktaking considerably.
- (c) Do not accept any abnormal surplus or deficiency as final until it has been satisfactorily established from the accounts that—
  - (i) the remains per account are correctly calculated ;
  - (ii) no supply, issue or return has been omitted ;
  - (iii) due allowance has been made for loss on issue wherever applicable ;
  - (iv) no condemnation, survey, etc., e.g. potatoes, milk, etc., which has taken place has been omitted from the accounts.
- (d) Inspect full packages as much as possible to see they are intact, and occasionally open one and verify this.
- (e) A suggested routine for stocktaking is as follows :—

*Cap ribbons, tobacco and soap.*—Immediately after the monthly general issue, when money has been collected and S.78 produced. *A most important muster.*

*Beef, bread, provisions, etc.*—On one day in the month when stocks are low. An important muster, as large surpluses and deficiencies quickly accumulate in these items unless they are carefully watched.

*Spirit.*—An officer should always be present when the spirit room is opened and should verify the ullages whenever a cask is measured into jars, inspecting full casks to see they are intact and verifying remains once a month.

*Other provisions.*—Ullages (i.e. remains of the cask, case, bag, etc., after it has been opened and partly issued), which can with a little practice be estimated, should be mustered as well as full packages.

*Loan clothing.*—Loan clothing should be mustered thoroughly at least twice a quarter, particular attention being paid to the record of clothing out on loan and recorded in the Loan Clothing Book, to see that it is kept posted up to date, and does not contain names of ratings who have left the ship and should have returned their loan clothing before being drafted.



*Naval Stores.*

23. *Accounting.*—Where Naval store accounts (S.1099D and F.A.23, F.A.23X, F.A. 23A or F.A.23AX) are in use :—

- (a) No transaction which alters the quantity or description of the permanent stores recorded in the account S.1099D should be allowed to take place without appropriate notation.
- (b) The stores rating should keep an abstract of expenditure of consumable stores. In addition to assisting in forecasting requirements and preparing demands, this will also enable the Commanding Officer to ensure that the strictest economy in consumption of stores is maintained.

24. The Naval Storekeeping Manual (B.R. 4) contains full instructions for the guidance of officers and others in matters relating to Naval storekeeping in H.M. ships. Any points about which the stores rating may be in doubt, and which cannot be settled by the Naval Storekeeping Officer of the ship, should be taken up with the Naval store department at the storing base.

25. Attention of Commanding Officers is drawn to K.R. & A.I., Appendix VIII, paragraph 5, relating to the satisfactory keeping of store accounts and the conditions under which store allowance may be withheld.

26. *Stocktaking.*—A muster of the valuable and important stores and those which are liable to misappropriation should be taken at least once every six months, or more frequently if considered desirable by the Commanding Officer or administrative authority.

*Care of Stores.*

27. The Commanding Officer, or officer detailed by him should ensure that steps are taken to keep account of the whereabouts of all valuable stores and those on loan to departments on Form S.1099, or in the ship's inventories of Naval stores (S.1099D and F.A.23, F.A.23X, F.A.23A or F.A.23AX) where this system is in force.

28. All possible precautions are to be taken to avoid losses of stores by theft when ships are under repair while in commission with stores on board or refitting, etc. It is desirable, whenever possible, that stores should be landed during refit. Base supply staffs cannot undertake to assist in de-storing as their complements do not allow for this, but application should be made to the local Base Supply Officer, or Naval Store Officer, to make a lay-apart store available in which the ship can deposit the stores, at the ship's risk, and hold the key.

29. Portable valuable stores that are particularly liable to misappropriation, e.g. binoculars, watches, telescopes, electrical testing instruments, etc., are to be kept in a place of security. A locked drawer or cupboard in an officer's cabin is not considered to provide sufficiently secure stowage against theft while the vessel is in dockyard or contractor's hands for refit, nor, in connection with navigational watches, is the locked compartment provided in the chart room (in certain classes of ships) for stowing chronometers and watches, regarded as adequate.

30. If workmen are likely to be employed in compartments where such valuable stores are normally stored, alternative arrangements should be made for the stores to be removed to a safe place on board or ashore.

31. Apart from valuable articles of Naval stores, and victualling stores which are subject to customs duties or rationing restrictions and are particularly liable to pilferage, Commanding Officers are to ensure that satisfactory arrangements are made to safeguard all stores and particular attention should be given to—

- (a) the arrangements for custody and issue of keys of storerooms ;
- (b) posting of sentries in accordance with K.R. & A.I., Article 738, and in storerooms when work is being carried out in those compartments ;
- (c) arrangements for special police supervision at the dockside when practicable.

*Losses of Stores*

32. Reports of the loss of stores known or believed to be due to theft, are required to be rendered through the Administrative Authority to the Admiralty in accordance with K.R. & A.I., Article 1938, and are to state what action, if any, has been taken with a view to obviating a recurrence. If no person is considered to blame for a loss the reason for the opinion is to be stated in the report rendered.

33. In cases of theft or suspected theft, the time factor is important. A preliminary notification should therefore be made to the police (dockyard or local) as early as possible.

*Contingent Accounts*

34. Contingent accounts are intended for payments of an urgent nature, and in view of the facilities existing at the base ports where payments can be readily obtained, payments from the contingent account to officers and ratings should be restricted to cases of urgency. This also applies to payment of pensions, remittances, etc., which can be more easily dealt with at the base pay office.

35. It is not desirable that a large sum should be held in the contingent account, and every opportunity should be taken of returning surplus money and adjusting the account at the base pay office.

36. Commanding Officers should detail an officer to be responsible for the custody and accounting for all cash, whether contingent money, money from sales of clothing, etc., cash received for payment of mess savings, cash collected for mess bills, or mess funds, etc. Ratings are never to be allowed to keep such money in their custody.

37. Attention is drawn to K.R. & A.I., Article 1780, and in particular to paragraph 1 (d) thereof, in which it is laid down that the keys of the money chest are invariably to be kept in the personal custody of the officer who has the use of the safe, and that they are to be carried on the person as far as possible, secured safely by a key chain or other suitable means to prevent their loss.

38. When the officer who has charge of the key proceeds on leave or otherwise requires to transfer the key to another officer, the contents of the money chest should be mustered and a receipt signed by the officer assuming charge both for the contents of the safe and for the key.

39. The Commanding Officer, or officer detailed for cash duties, should obtain instructions as to rendering the contingent account from the Base Supply Officer.

40. Special attention is, however, directed to the fact that as the advance of contingent money was signed for by the Commanding Officer, or by an officer authorized by the Commanding Officer to sign on his behalf, the responsibility for its accounting and recording remains with the Commanding Officer and does not become the sole responsibility of any other officer merely by virtue of the fact that the duty of keeping the record has been delegated to him by the Commanding Officer. See A.F.O. 624/42.

(A.F.Os. 624/42, 3116/45 and 3724/45.)  
(A.F.Os. 3117/44 and 4244/45 are cancelled.)



The first part of the document discusses the general principles of the proposed system, which is designed to improve the efficiency of the existing process. It outlines the main objectives and the scope of the project.

The second part of the document provides a detailed description of the proposed system, including its components and the way they are interconnected. It also discusses the expected benefits and the potential risks of the system.

The third part of the document describes the implementation plan, including the timeline, the resources required, and the roles of the various stakeholders. It also discusses the monitoring and evaluation mechanisms that will be used to assess the progress of the project.

The fourth part of the document discusses the financial aspects of the project, including the estimated costs, the sources of funding, and the expected return on investment. It also discusses the risk management strategies that will be used to minimize the financial risks of the project.

The fifth part of the document discusses the legal and regulatory aspects of the project, including the relevant laws and regulations, the required permits, and the legal responsibilities of the project team. It also discusses the strategies that will be used to ensure compliance with the relevant laws and regulations.

The sixth part of the document discusses the social and environmental aspects of the project, including the potential impacts on the community and the environment, and the strategies that will be used to mitigate these impacts. It also discusses the strategies that will be used to promote the social and environmental benefits of the project.

The seventh part of the document discusses the communication and public relations aspects of the project, including the communication strategy, the public relations strategy, and the strategies that will be used to engage the various stakeholders. It also discusses the strategies that will be used to monitor and evaluate the communication and public relations efforts.

The eighth part of the document discusses the conclusion and the recommendations of the project. It summarizes the main findings of the project and provides recommendations for the future. It also discusses the lessons learned from the project and the strategies that will be used to ensure the success of future projects.

The ninth part of the document discusses the appendix, which includes the detailed technical specifications of the proposed system, the financial statements, the legal documents, and the other relevant information. It also discusses the strategies that will be used to ensure the accuracy and reliability of the information in the appendix.