

FOR OFFICIAL USE ONLY

Not to be communicated to anyone outside H.M. Service

ADMIRALTY FLEET ORDER
FOOD RATIONING—GENERAL INSTRUCTIONS

ADMIRALTY, S.W.1,
14th September, 1944.

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, Vessels and C.O. Craft (see A.F.O. 3758/44), 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 1941, Instructions—paragraph 10.

~~HEAD OF "P" BRANCH~~

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. 2849/44 about the surrender of clothing rationing documents by new entries.

9. Any Eire food rationing documents surrendered by personnel on enlistment into the Royal Navy should be forwarded to the Director of Victualling, Branch XI, Queen Anne's Mansions, London, S.W.1.

B.—PERSONNEL VICTUALLED FROM SERVICE SOURCES OR ACCOMMODATED AND MESSED 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 with bone—</i> | |
| Seagoing ships | 70 oz. |
| Shore establishments abroad— | |
| Men | 70 oz. |
| Women | 42 oz. |
| Shore establishments at home— | |
| Men | 42 oz. |
| Women | 35 oz. |

Note.—The above quantities are based on bone-in-meat being issued. If boneless beef is issued the equivalent of bone-in beef should be calculated by adding 25 per cent. When dehydrated meat is issued the basis of allowance is 1 lb. equals 2½ lb. of meat without bone, or 3½ lb. of meat with bone.

| | <i>Quantity a head weekly</i> |
|-------------------------------------|-------------------------------|
| <i>Offals—</i> | |
| Seagoing ships | 3 oz. |
| Shore establishments abroad | 3 oz. |
| Shore establishments at home | 2 oz. |

Note.—On foreign stations where offals are in plentiful supply locally, the above rationing limits may be varied at the discretion of the local senior naval officer.

| | <i>Quantity a head weekly</i> |
|------------------------------------|-------------------------------|
| <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>Quantity a head weekly</i> |
|-------------------------------------|-------------------------------|
| <i>Butter and Margarine—</i> | |
| Seagoing ships | 10½ oz. |
| Shore establishments abroad | 10½ oz. |
| Shore establishments at home | 10½ oz. |

Note.—The consumption of butter by personnel (other than patients in naval hospitals) victualled in naval shore establishments and harbour ships at home is not to exceed 2 ozs. per head per week.

| | <i>Quantity a head weekly</i> |
|-------------------------------------|-------------------------------|
| <i>Sugar—</i> | |
| Seagoing ships | 21 oz. |
| Shore establishments abroad | 21 oz. |
| Shore establishments at home | 14 oz. |

| | <i>Quantity a head weekly.</i> |
|-------------------------------------|--------------------------------|
| <i>Tea.</i> | |
| Seagoing ships | No restriction, but see para- |
| Shore establishments abroad | graph 4 of this section. |
| Shore establishments at home | 2 oz. |

See AFO 442/45. " " 3276/46. See AFO 5945/46. 4984 See AFO 6077/45. " " 5928/46. See AFO 7021/45. " " 4880/46. See AFO 3311/46. " " 2681/46. See AFO 2242/45. AFO's 5778/46. 5875/46. 6598/46. 6839/46. 7043/46. " " 374/45. " " 1820/45. " " 3521/46. " " 3690/46. " " 2097/45. " " 4508/46. " " 2227/46.

4984.—Food Rationing—General Instructions

(V. 11/6380/43.—14 Sep. 1944.)

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, W.R.N.S., Q.A.R.N.S. and V.A.D.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 should be in possession of the *main ration book*—R.B.1 (General). Pages of personal points (sweets and chocolates) must also be surrendered if they have been detached from the ration book. The books and pages surrendered are to be marked "Holder entered Royal Navy, Royal Marines, etc.," as the case may be, and with the date, and are to be forwarded direct to the Ministry of Food (Rationing Documents Branch), Hotel Whitehall, Colwyn Bay, North Wales. It is important that the books and pages 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 or food office code number 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 food ration book 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 unauthorized 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 for 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 food ration documents should always be forwarded to the Ministry of Food by registered post, but formal receipts will not be furnished by the Ministry. Receipts for these books or forms are not essential, but any establishments which require them should forward to the Ministry a small

| | | | | Quantity a head weekly. |
|--|-----|-----|-----|---|
| <i>Cheese</i> | | | | |
| Seagoing ships | ... | ... | ... | 4 oz. |
| Shore establishments abroad | ... | ... | ... | 4 oz. |
| Shore establishments at home | ... | ... | ... | 4 oz. |
| | | | | |
| | | | | Quantity a head weekly. |
| <i>Bread</i> | | | | |
| Seagoing ships | ... | ... | ... | No restriction, but see para- graph 4 of this section. |
| Shore establishments abroad | ... | ... | ... | |
| Shore establishments at home | ... | ... | ... | |
| Shore establishments at home—Artificer apprentices and boys | ... | ... | ... | 84 oz.* |
| | | | | 98 oz.* |
| *Except in Establishments for which special limits have been authorized by the Admiralty. | | | | |
| | | | | |
| | | | | Quantity a head weekly. |
| <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. |
| | | | | |
| | | | | Quantity a head weekly. |
| <i>Milk</i> | | | | |
| Seagoing ships | ... | ... | ... | No restriction, but see para- graph 4 of this section. |
| Shore establishments abroad | ... | ... | ... | |
| Naval hospitals at home | ... | ... | ... | See Section Q, "MILK" and Section N, "HOSPITALS". |
| Other shore establishments at home | ... | ... | ... | |
| | | | | |
| | | | | Quantity a head weekly. |
| <i>Eggs</i> | | | | |
| Seagoing ships in home waters | ... | ... | ... | 2 No. |
| Seagoing ships and establishments abroad | ... | ... | ... | No restriction. |
| Naval Hospitals at home | ... | ... | ... | See Section N, "HOSPITALS". |
| Other shore establishments at home | ... | ... | ... | On same basis as for general civilian population. |

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 authorized quantities.

4. Although there is no specific limitation on the use of TEA in shore establishments abroad or in seagoing 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 submarines as part of the special general mess dietary are, however, not to be included in the average consumption.

7. The arrangements set out in K.R. & A.I., Article 1825, paragraph 8, for the extra issue of meat in war time or under other arduous conditions, are cancelled.

8. The following sales may also be excluded in calculating average consumption:
- sales of bacon and ham meals in canteens.
 - sales of small quantities of bacon and ham to individuals over the counter for cash.

9. *Ships Operating in Extremely Cold Climates.*—When ships are employed in extremely cold climates (e.g., Icelandic, North Norwegian and North Russian waters) the restrictions on the consumption of bacon, butter, margarine and cheese may be relaxed in order to facilitate adjustment of the dietary, so that it includes a higher proportion of fatty foods within the authorized rate for general messing or victualling allowance which is not to be increased on this account. A certificate signed by the Commanding Officer giving particulars of the circumstances and the periods during which the ordinary rationing restrictions for all or any of these items were relaxed should be forwarded with the Provision Account.

10. *Landing of Foodstuffs.*—Attention is directed to K.R. & A.I., Art. 1822, which precludes the landing of all foodstuffs from H.M. ships for the period of the war.

11. 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 provision 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. 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 from Service sources or N.A.A.F.I. 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 are allowed to obtain *rationed food* from civilian sources (except meat, offals, manufactured meat products and eggs) and may nominate one supplier for each type of rationed food. Application for facilities to obtain supplies under these arrangements should be made to the local food executive officer, 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 authorized 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 special rate of victualling allowance 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. *Butter and Bacon, Margarine and Meat and Offals.*—The service sources of supply of these items are set out in A.F.O.s 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.

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 authorized 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

3/10 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

1/8 oz. per person per meal, plus
1/8 oz. per cup of hot beverage served.

Cheese

1/14 oz. per person per meal served.

Preserves

1/7 oz. per person per meal served.

Tea

1 lb. per 280 cups served.

Eggs (fresh)

None.

Eggs (processed)

1½ lb. per 100 meals served per four-weekly period.

Milk (liquid)

Note.—The allowance of liquid milk varies according to supplies available. Information regarding the amounts authorized during any particular month should be obtained from the local food office.

Fish

*2½ lb. per 100 main meals served.

*N.B.—This allowance is subject to alteration from time to time as the supply position permits.

Points' Foods

3/10 point per main meal, 3/20 per breakfast, per subsidiary meal and per tea served per eight-weekly period.

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 service messing, 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. 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

Naval Ration Books and Cards must be issued to all Naval and Marine personnel in the United Kingdom, including members of the Q.A.R.N.N.S., V.A.Ds. and W.R.N.S., serving in Naval Establishments, when not victualled from Service sources or contract messed, to enable them to purchase rationed foodstuffs.

2. The following are the types of ration cards and books at present in use:—

- | | |
|------------------------|--|
| Ration Card R.B.8A. | For periods of leave or duty from 24 hours to 72 hours. |
| R.B.12. | For periods of from 72 hours to 14 days. |
| R.B.11. | Personal Points Ration Card—for use in conjunction with R.B.12. |
| R.B.12S. | For periods of from 72 hours to 14 days—with sweets included. |
| R.B.8X, R.B.8R, R.B.8C | Ration Cards for personnel boarded with householders under Naval Billeting arrangements. |
| R.B.1/R.N. | Ration Book for personnel living ashore and in receipt of Provision Allowance or the higher rate of Victualling Allowance. |

3. Details of the procedure for obtaining and issuing these cards and books are set out in Sections G, H, I and M. of this Order.

4. 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.

Members of the W.R.N.S.

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 Voluntary Aid Detachments serving in Naval establishments.

Officers and men of the Dominion and Allied Naval Forces on leave or duty in this country.

5. 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.

6. 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.

7. Service ration books and cards are to be obtained from the sources indicated in paragraph 12 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.

8. 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.

9. 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.

10. 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 or R.B.12S. 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.

When personnel are drafted to commission small vessels at ports where there is no Naval authority by whom Service ration cards can be issued, the personnel concerned should be provided with Ration Cards R.B.12, R.B.12S. or R.B.8A., as appropriate, before leaving their depot, etc., to cover the period between their arrival at the commissioning port and the date of commissioning of the vessel, or, if Service victualling is not likely to be available in the ship as from the date of commissioning, for such longer period as necessary.

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

12. 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 1, of this Order.

13. *Replacement of Lost Ration Books R.B.1/R.N., or Ration Cards R.B.8X, or R.B.8R.*—The person concerned should report the loss to the local Food Office at which he is registered, where he will be asked to complete Ministry of Food Form R.G.5. The Food Officer will stamp the form and return it to the applicant who should forward it to the officer who issued the rationing documents. The issuing officer will then issue new ration documents, but in order to avoid duplicate registration he should remove the registration counterfoils from Ration Book R.B.1/R.N. before issue and should not issue a new R.B.8C. to holders of R.B.8X.

G.—LEAVE OR DUTY RATION CARDS R.B.12, R.B.12S and R.B.8A

Sources of Supply.—Seagoing ships are to demand supplies of cards in writing from the Rationing Documents Branch, Ministry of Food, Hotel Whitehall, 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, 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. 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.

Only one copy of demands for ration cards is required by the Ministry of Food or by Food Offices.

2. 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.

3. *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, but all 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 or R.B.12S, 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.

The serial number of the card is shown only on the right hand of "A" portion of the reverse side of the card. When a ration card is required for one week only and an R.B.12 or R.B.12S is cut in half to provide the necessary document, the serial number is to be transcribed on to the "B" portion of the card by the issuing officer.

4. 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, the appropriate coupon or coupons marked "Panel 1" on R.B.12 and R.B.12S (which is valid for purchase of soap) are to be cancelled before the cards are issued.

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

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

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

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.

7. Ration cards are not required for meals at hotels, hostels or other licensed catering establishments when the stay is not more than four nights, and a ration card should not be issued to a person who intends to spend less than five nights at such an establishment, but only to persons staying at their own homes or at other private houses.

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

9. Personnel proceeding on leave to Eire should be instructed to apply to the nearest Garda (Police) Station in Eire where a ration card to cover the period of their stay will be supplied. Leave and duty ration cards R.B.12, R.B.12S and R.B.8A should therefore not be issued to personnel who are proceeding on leave to Eire.

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 and R.B.12S 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. Coupons from cards R.B.12, R.B.12S and R.B.8A must be detached only by retailers.

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

The special ration documents provided for the use of personnel billeted under Naval billeting arrangements consist of a Registration Card R.B.8X current for 12 months, folded to contain a card of coupons R.B.8R which is valid for four weeks, and a page of counterfoils R.B.8C.

2. *Instructions to Issuing Officers.*—Supplies of these cards should be demanded by establishments concerned from the Rationing Documents Branch, Ministry of Food, Hotel Whitehall, Colwyn Bay, N. Wales.

3. Billeted personnel are to be provided with personal points ration cards R.B.11, and instructions for the issue of these are given in Section M of this Order.

4. 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.

5. 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.

6. In no circumstances are ration cards R.B.8A to be issued to personnel already in possession of R.B.8X and R.B.8R. If, however, personnel are absent on leave or duty (for periods exceeding five days), they will be supplied by their ship or establishment with cards R.B.12 to cover the period of absence, which will be attached to R.B.8X, and will permit purchase of foodstuffs on the civilian scale (without extra meat) from any shop. The corresponding coupons on R.B.8R and R.B.8X will be cancelled by the issuing officer. Since holders of R.B.8X are provided with personal points cards R.B.11, care should be taken that R.B.12S is not issued in these cases, or, if it is used exceptionally, that the "D" and "E" coupons are detached before issue.

7. *Instructions for Use.*—Names and full postal addresses of the retailers with whom new holders of the documents wish to deal should 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.

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 or 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 4 of this section) they will obtain altogether one and a half times the civilian ration.

10. On removal from one billet to another, other than by reason of change of establishment or station, 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. *Surrender of Old Documents.*—Personnel transferred from an establishment by which they have been billeted, or changing their station 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 see that the names and addresses of retailers are recorded in the appropriate places and who should then forward them to the Rationing Documents Branch at Colwyn Bay. Fresh ration documents R.B.8C, R.B.8X and R.B.8R will be issued at the establishment if required.

12. *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.

13. When it is desired to adopt this arrangement, landladies of billets where there is a reasonable guarantee of continued occupation should be supplied 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".

14. 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.

15. 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 SPECIAL VICTUALLING ALLOWANCE: RATION BOOKS R.B.1/R.N.

All Naval and Royal Marine personnel (including W.R.N.S. and non-nursing or probationary V.A.Ds.) employed on shore and in receipt of provision allowance or special victualling allowance, because provisions from Service sources are not available, also members of the Q.A.R.N.N.S. and confirmed V.A.Ds. in receipt of board allowance, should be supplied with ration book R.B.1/R.N., 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 or R.B.12S 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 or R.B.12S 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 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 issued to the civil population and include coupons for "points" rationed items and personal points coupons for sweets and chocolates.

4. 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 ration books R.B.1/R.N. are issued, all "points" coupons and personal points coupons whose validity has expired should be detached by the issuing officer before the book is issued.

6. Ration cards R.B.12 or R.B.12S 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, R.B.12S 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 where 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. Where a holder has not previously been supplied with a ration book R.B.1/R.N. and consequently is not registered with any retailer for the supply of milk it will be necessary to issue at the same time a separate milk counterfoil. Supplies of these counterfoils may be obtained from the nearest food office. Counterfoils for registration for other rationed foodstuffs are contained in the ration book R.B.1/R.N.

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 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 R 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 already in their 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.

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, R.B.12S 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, R.B.12S 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. Copies of the form of medical certificate are available from food offices. 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, R.B.12S 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) for the period of leave or duty. These extra coupons can only be used in conjunction with the holder's ration card R.B.12, R.B.12S 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. Where a priority supply of milk is required a copy of Form R.G.50 (obtainable from the local food office) must

also be completed. 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 Forms R.G.48 for the extra meat, butter-margarine, cheese and milk will be issued. The sugar coupons on card R.B.8R will be cancelled. The Forms R.G.48 can be used only with the holder's ration card and should be attached thereto. When renewals of card R.B.8R are made to a diabetic holder of R.B.8X, the sugar coupons should be cancelled by the issuing officer.

4. *Vegetarians Holding Ration Cards R.B.12, R.B.12S, 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 will abstain from the flesh of all animals (fish, flesh and fowl) so long as he is certified as being a vegetarian.
- (b) the applicant will surrender meat and bacon coupons on his ration documents.

If the Commanding Officer is satisfied that the application is genuine he will authorize the officer issuing ration cards R.B.12, R.B.12S 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", and endorse the fats coupons "Veg.", 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", cancel meat and bacon coupons and endorse fats coupon "Veg." initialling and stamping as above. The holder of the card should apply to the local food office, with his card, for Form R.G.48 with which to obtain the special cheese ration and the additional ration of 2 oz. vegetable margarine (see paragraph 6 below). When renewals of cards R.B.8R are issued to vegetarian holders of R.B.8X the meat and bacon coupons should be cancelled and the fats coupons should be endorsed "Veg." by the issuing officer.

5. The option previously allowed of taking vegetable margarine in lieu of cooking fat has been withdrawn. Vegetarian Kosher cooking fat is available in lieu and holders of Service ration cards R.B.8X, R.B.8R, R.B.12, R.B.12S and R.B.8A, whose bacon coupons have been cancelled and whose fats coupons have been marked "Veg." and authenticated by the stamp of a Food Office will be able to take their cooking fat ration in that form, and their margarine ration in the form of vegetable margarine.

6. Holders of service food ration cards R.B.8X marked "Vegetarian" and Orthodox Jews and other personnel holding R.B.8X who have scruples against eating bacon will be eligible to receive an additional weekly ration of two ounces of vegetable margarine. These personnel will in future have the front of their R.B.8X endorsed by the issuing officer "Vegetable Margarine", and will apply at the food office for Form R.G.48. When renewal of cards R.B.8R are issued the bacon coupons must be cancelled and the fats coupons endorsed "Veg." by the issuing officer. These arrangements will also apply to holders of R.B.1/R.N. ration books whose fats coupons have been endorsed "Vegetable Margarine", authenticated by the stamp of the food office unit or ship.

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, R.B.12S 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. Application for coupons for the butter/margarine allowance for diabetic vegetarians should then be made by the holder at the local food office. 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.48 with which to obtain the two special cheese rations allowed to diabetic vegetarians,

together with the extra fats and milk should then be made by the holder to the local food office. The endorsement referred to in paragraph 5 above in respect of vegetable margarine and cooking fats should be made on all cards R.B.12, R.B.12S, R.B.8A and R.B.8R issued to diabetic vegetarians.

8. Diabetics in receipt of extra diabetic rations may in no case be allowed to retain their sugar ration. Where, however, a medical certificate is presented indicating that the patient suffers from diabetic ketosis, two rations of sugar will be made available by the Food Office in exchange for the diabetic's fat rations for that week.

9. *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 11, 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.48 which may be in their possession. These extra coupons should be returned by the issuing officer to the food office with the other documents.

10. *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.8R 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. The meat counterfoil on R.B.8C and the meat retailer spare on R.B.8X should be noted "one coupon only".

2. The catering contractor at the training centre will be authorized 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 messes 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 1½ times the civilian rate 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, or small shore establishments who are in receipt of special 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 or R.B.12S.

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 overstamped 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 supplied with Service ration books or cards, but should obtain either the Mercantile 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

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, 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.

2. A bulk allocation of chocolates and sweets for the Services is made to the N.A.A.F.I., by the Ministry of Food, which is sufficient to ensure to Service personnel a supply not less than the civilian ration. This allocation is 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 are sold in the normal way through the N.A.A.F.I. canteens.

3. Although it is not the intention to introduce a formal rationing scheme, Commanding Officers of some H.M. ships and establishments may consider some simple form of internal rationing desirable.

4. *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.

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

6. *Small Ships without Canteens.*—Supplies of chocolate and sweets are 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 special 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 supplied with sweet coupons (see paragraphs 13, 14 and 15 of this section) and should obtain their sweets from civil sources.

7. *Customs arrangements for Seagoing Ships.*—It is still 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 are 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.

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

9. *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 described below which are valid for purchase of sweets and should obtain their requirements from civilian shops.

10. *Personal Ration Card R.B.11.*—This card contains two sets of coupons, one set marked "D" and the other "E". The coupons are valid for the purchase of sweets for any period during the current food rationing year, and should be issued at the rate of one "D" coupon and one "E" coupon for each week. The coupons will be cut out by the shopkeeper when the card is presented. Ration Cards R.B.11 are not to be issued to holders of Ration Books R.B.1/R.N., R.B.12S or R.B.8A (see paragraphs 12, 15, 16 and 17 below).

11. *Holders of Ration Cards R.B.8X.*—All personnel to whom ration cards R.B.8X etc. are issued should be provided with a personal ration card R.B.11 at the rate of one "D" coupon and one "E" coupon for each week. The necessary supplies of R.B.11 should be drawn from the Rationing Documents Branch of the Ministry of Food. The holder should insert his or her name in the space provided.

12. *Holders of Ration Books R.B.1/R.N.*—No special arrangements are necessary for the issue of sweets coupons to holders of Ration Books R.B.1/R.N. as pages of personal points are included in the books when issued. The pages are detachable and when the books are returned to the Accountant Officer of the establishment from which they were issued for any of the reasons stated in Section I, paragraphs 9 and 10 of this Order, care should be taken to see that the personal points have also been returned.

13. *Permanent Holders of R.B.12.*—Personnel whose duties involve frequent travelling (see Section I, paragraph 2) should normally be allowed to use R.B.12S (see paragraphs 15 and 16 below). If, however, R.B.12 is used exceptionally the holders may be supplied with a personal ration card R.B.11 every twelve weeks, in the same way as holders of R.B.8X, but if this is done special care is to be taken by the issuing officer to recover any unexpired portion of R.B.11 if and when the officer or rating ceases to be provided with ration cards R.B.12.

14. *Personnel on Leave or Short Periods of Duty.*—Holders of R.B.12 other than those referred to in paragraph 13 above should be provided with coupons marked "D" and "E", cut from ration cards 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. Supplies of cards R.B.11 should be obtained by sea-going 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 1.

15. By arrangement with the Ministry of Food supplies of Ration Cards R.B.12S have been made available. These cards provide for the same weekly quantities of rationed foodstuffs as R.B.12 but they include sweets coupons in addition.

16. When issuing cards R.B.12S it is consequently unnecessary to provide separate "D" and "E" coupons as is the case with Ration Cards R.B.12.

The advantage of using cards R.B.12S will be apparent particularly in the bases and establishments where large numbers of personnel are sent on leave at frequent intervals. Supplies of these cards should be demanded in writing from the Ministry of Food, Rationing Documents Branch, Hotel Whitehall, Colwyn Bay.

17. *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.

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

19. 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.

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 grant any Service hospital wishing to obtain supplies of individual rationed or controlled foods from civil sources (except eggs and milk) authorizations 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 eight 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 (including cases with gastrostomy).
- (c) Bacillary or amoebic dysentery.
- (d) Typhoid or para-typhoid fever.

Persons entitled to priority supplies will receive eggs at the rate of 3 a week as against 1 egg per allocation 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 hospitals 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 authorized 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 authorization 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, and actinomycesis.
- (b) Silicosis or Asbestosis.
- (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.
- (h) Patients undergoing radiotherapy whether by means of X-ray or by means of radium for malignant disease or lymphadenoma or leukaemia and who suffer from reactions to the therapy as shown by difficulty in swallowing or digestive disturbances such as anorexia or vomiting.

(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.
- (f) Cases of hyperemesis gravidarum, chorea of pregnancy acute yellow atrophy, albumenaria of pregnancy or eclampsia.

N.B.—Copies of the Ministry of Food booklet MED.I on the issue of extra rations and allowances for invalids may be obtained by a registered medical practitioner from any food office.

10. *Personnel not Victualled from Service sources.* —All Naval personnel living in Naval hospitals who are not victualled from Service 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 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 customers ration book R.B.1/R.N. 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 authorized 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 the 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 and R.B.12S Ration Card Holders.*—Retailers have been instructed by the Ministry of Food to honour R.B.12 and R.B.12S cards on the 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.12S, 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. R.G.50, supplies of which can be obtained by medical officers from the local food offices. The certificate should then be taken or sent to the local food office, and a Form R.G.48 will be affixed to the ration card. The form should be transferred to each new ration card until its validity has expired.

Q.—MILK

The rationing limitation on the consumption of milk by men victualled in Naval shore establishments at home 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 |
| or | |
| Full Cream Dried Milk | 1 oz. a head daily |

2. During certain months of the year it is generally possible to make supplies of liquid milk available for personnel victualled from Service sources in all Naval shore establishments at home, and particulars of the arrangements are promulgated in separate Fleet Orders. Apart from these special arrangements supplies of liquid milk will be available for men only in areas in which, owing to difficulties in distribution, there are local surpluses of fresh milk. Information as to whether surpluses are available in any area can be obtained from Regional Milk Supply Officers, a list of whose addresses is given in the Appendix to this Section. 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.

3. *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 one-fifth pint) of liquid milk daily on a non-priority basis and in addition may draw up to 1½ oz. of tinned milk of British origin or up to 2 oz. of tinned milk of U.S.A. origin or up to ½ oz. of full cream dried milk a head daily from Service stocks.

4. *Milk for ratings under 18.*—Ratings under 18 years of age at new entry establishments are to be given a half pint of fresh milk daily under the conditions of A.F.O. 3207/44 (see paragraph 12 below.)

5. *Sick Personnel* victualled from Service sources other than in Naval hospitals may be provided with priority supplies of 7 or 14 pints of milk weekly. The classes of diseases giving entitlement to these priority supplies are set out in Section N, paragraph 9 of this Order.

6. *Dietetic Supplies.*—Personnel requiring liquid milk for dietetic reasons (other than sick personnel) may obtain non-priority supply of 3½ pints weekly if recommended by the Medical Officer. These arrangements are intended to provide for personnel whose conditions of work make a supply of liquid milk desirable, e.g. aircraft "dopers", and these facilities are also available for crews of operational aircraft.

7. Requirements of liquid milk for entitled personnel should be collated by the Accountant Officer, or other officer appointed by the Commanding Officer, for each establishment and an order for the total weekly quantity of milk required should be placed with ONE local supplier who should be the Admiralty milk contractor where such a contract exists. In the event of difficulty in obtaining supplies the Regional Milk Supply Officer should be asked to assist. The contractor or supplier should be informed that this is a regular weekly requirement for the establishment subject to any change which may be necessitated by alteration in the numbers of entitled personnel and to the concurrence of the Regional Milk Supply Officer who is being notified. Where there is no Admiralty contractor, the Regional Milk Supply Officer should be consulted as to the source from which milk should be obtained, and whether payment for supplies should be made to the supplier or direct to the Milk Marketing Board. In such cases, supplies should be arranged on the best terms obtainable: if doubt exists about prices, where appreciable quantities are involved, the Director of Navy Contracts should be consulted before a price is finally agreed. It is important that the correct payment procedure be ascertained and followed in order to avoid risk of duplicate payments by the Milk Marketing Board to producers who are making supplies direct.

8. At the same time as the order is placed, a notification in the form given in paragraph 9 below should be sent to the Regional Milk Supply Officer. It is essential that this notification be sent to the R.M.S.O. in order that the contractor or supplier may be authorized to supply and, where necessary, be provided with the milk to meet the establishment's requirements.

9. *Form of Notification to Regional Milk Supply Officers.*—"An order for gallons of liquid milk weekly has been placed with Messrs..... of....."

This will be a regular requirement for this establishment so far as can be foreseen, but any material change in the requirement will be notified to you. Messrs..... have been requested to effect delivery daily at.....(insert time of day).

"The quantity ordered has been calculated on the following basis:—

| | |
|--|----------|
| (a) Officers and ratings (men) at not more than 2½ pints a head weekly (applicable only in areas where surplus supplies are available) | gallons. |
| (b) Officers and ratings (women) at not more than 1.2/5 pints a head weekly | gallons. |
| (c) <u>Additional allowance for ratings under 18 years of age at new entry establishments at 3½ pints a head weekly</u> | gallons. |
| (d) <u>Additional allowance authorized for dietetic reasons (e.g., to crews of operational aircraft, aircraft "dopers", etc.) on Medical Officer's recommendation at 3½ pints a head weekly</u> | gallons. |
| (e) Sick personnel (not included at (a) or (b) above entitled to 7 pints a head weekly | gallons. |
| (f) Sick personnel (not included at (a) or (b) above entitled to 14 pints a head weekly | gallons. |
| Total | gallons. |

It is requested that the above information about numbers of personnel borne in this establishment may be treated as SECRET.

(Signed)

Accountant Officer
or
Commanding Officer."

10. The allowances shown in paragraph 9 are maxima and when the full quantities are drawn, condensed or full cream dried milk is not to be taken up in addition from Service stocks. If, in areas where there are local surpluses of fresh milk, the full allowance is not drawn, the difference between the full allowance may be taken up in the form of condensed or full cream dried milk from Service stocks. For this purpose the following equivalents should be used:—

| Fresh Milk | Condensed | | |
|------------|--------------------------------|----------------|--------------------------|
| | British or Dominion Milk | U.S.A. Milk | Full Cream Dried Milk |
| 1 pint. | 8 oz. | 10 oz. | 2½ oz. |

11. *Hospitals.*—The above arrangements are not applicable to R.N. Hospitals whose milk supplies are obtained through the medium of the local food office, *vide* Section N of this Order.

12. *New Entry Training Establishments, etc.*—Boys and ratings under 18 years of age at new entry training establishments who hold Ration Cards R.B.12 or R.B.12S 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.

13. *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 R.G.50, which is obtainable from any food office. These personnel will then obtain priority supplies of liquid milk, after presentation of the medical certificate at the food office, on the same basis as civilian invalids.

14. *Liquid Milk Containers.*—All possible steps are to be taken by all concerned to ensure that milk churns and other containers are not misused or retained in Naval establishments longer than is essential.

15. 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 1 of this Section.

APPENDIX

| <i>Region</i> | <i>Regional Milk Supply Officer</i> | <i>Address and Telephone Number</i> |
|--|-------------------------------------|--|
| 1. Northern | Mr. P. A. Stanway | Emerson Chambers, Blackett Street, Newcastle-on-Tyne. Newcastle 28935. |
| 2a. North Western (Lancashire and W.R. Yorks.). | Mr. G. J. Parr ... | Dominion House, 76, Princess Street, Manchester, 1. Central (Manchester) 5686/7. |
| 2b. North Western (Cheshire, Derbyshire, Staffordshire). | Mr. R. A. Jeffery ... | Majestic Chambers, Stoke-on-Trent. Stoke-on-Trent 48516/7. |
| 3. Eastern | Mr. G. A. Barley ... | Llandaff Chambers, Regent Street, Cambridge. Cambridge 54471/2. |
| 4. East Midland | Mr. Wm. Bailey ... | 29, Park Road, Solihull, Birmingham, Warwickshire. Solihull (Birmingham) 2243. |
| 5. West Midland | Mr. F. Wynne Owen | Royal Chambers, 35 & 36, Foregate Street, Worcester. Worcester 3258. |
| 6. North Wales | Mr. R. D. Hughes | Martins Bank Chambers, 33, High Street, Wrexham. Wrexham 2421. |
| 7. South Wales | Mr. T. Lewis ... | 46, King Street, Carmarthen. Carmarthen 7451. |
| 8. Southern | Mr. W. Dewe ... | 73/75, Broad Street, Reading. Reading 5011/2. |
| 9. Mid-Western | Mr. D. J. Vaux ... | Vincent Chambers, Princes Street, Yeovil. Yeovil 777/8. |
| 10. Far Western | Mr. W. Channon ... | 1, Borington Terrace, Plympton. Plympton 2060. |
| 11. South Eastern | Mr. H. W. Ewing ... | Stanley House, Marsham Street, Westminster, S.W.1. Victoria 2824. |

R.—PERSONNEL DISCHARGED OR TEMPORARILY RELEASED FROM SERVICE.

The arrangements for the issue of food ration documents to personnel discharged or temporarily released from service are set out in A.F.O. 4668/43 (Officers) and A.F.O. 3679/43 (Ratings).

(K.R. & A.I., Art. 1822, and Art. 1588, Clauses 2, 3, 4 and 10.)

(Instructions for Naval Hospitals, Art. 575.)

(A.F.Os. 250/40, 2815/41, 2870/41, 3200/41, 3679/43, 4668/43, 5848/43,
2124/44, 2849/44, 3454/44 and 4234/44.)

(A.F.Os. 3072/42, 3506/42, 3631/42, 6123/42, 4065/43, 4066/43, 5717/43,
5718/43, 6226/43 and 1873/44 are cancelled.)