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ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,
28th October, 1943.

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

By Command of Their Lordships,

H. V. Markham

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels, including Landing Ships, Major Landing Craft, also Flotilla Officers of Minor Landing Craft and Barges, and Superintendents or Officers in Charge of H.M. Naval Establishments concerned.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order of 1941, Instructions, paragraph 10, and A.F.O. 3011/43.

Head of "P" Branch
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No.	Subject.
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5166.—Major Landing Craft and Barges—Hard-Lying Money

(C.W. 34317/43.—28 Oct. 1943.)

Hard-lying money may be paid, both in harbour and at sea at full rates to the officers and ratings of all major landing craft and landing barges under the following conditions.

2. The allowance is payable for each day on which the personnel live and sleep on board. On other days Combined Operations allowance is payable under A.F.O. 448/43.

3. In order to ensure that the correct amounts are paid, it is essential that particulars of the entry and discharge of personnel should be correctly recorded on Form S.1072, and the form rendered promptly direct to H.M.S. "Copra" in accordance with A.F.O. 5170/43.

4. This Order is to take effect from 1st January, 1944, in respect of major landing craft, and from 1st November, 1943, in respect of landing barges. Any payments of hard-lying money already credited to personnel subsequent to 1st September, 1943, may be allowed to stand.

5. Paragraph 4 of A.F.O. 448/43 is to be amended accordingly.

(A.F.Os. 448/43, 5170/43)

5167.—Landing Barges—Payment of Combined Operations Allowance

(C.W./N. 14312/43.—28 Oct. 1943.)

Ex-S.C.O. Personnel.—Ex-S.C.O. personnel transferred to H.O. engagements, e.g., A.B.(L.C.) are to be credited with C.O. allowance as from the date of transfer.

2. *Stoker Drivers.*—These ratings are to be considered C.O. ratings and are to be credited with C.O. allowance as from 1st February, 1943, if they joined the barge organisation before 31st December, 1942, or under the conditions laid down in A.F.O. 448/43 if they joined subsequently.

3. *Officers.*—C.O. allowance is to be credited as from 1st February, 1943, under the general conditions laid down in A.F.O. 448/43, to officers on naval scales of pay.

4. The necessary back credits are to be made to comply with these instructions.

5. A.F.O. 448/43 is to be read as including landing barges within the meaning of landing craft.

(A.F.O. 448/43.)

5168.—Landing Barge Crews—Port Division

(N. 14312/43.—28 Oct. 1943.)

Ex-S.C.O. ratings in landing barges who were entered under special arrangements for service and transferred to "H.O." engagements as A.B. (L.C.) are allocated to Portsmouth Port Division.

2. Service certificates are to be noted accordingly.

5169.—Combined Operations Ratings

(N.—28 Oct. 1943.)

Annual Assessment of Character and Efficiency on 31st December, 1943

The character and efficiency assessment awarded to combined operations ratings on 31st December, 1943, is to be noted in the remarks column of Forms S.1039 used for the payments made on or about 31st December, 1943, and 14th January, 1944.

2. Accountant Officers from whom money is drawn for those payments are to bring this Order to the notice of Combined Operations concerned.

5170.—Major Landing Craft and Barges—Victualling Arrangements

(V.—28 Oct. 1943.)

The detailed messing arrangements for major landing craft and landing barges are set out below. The arrangements for major landing craft are dealt with under two categories according to whether the normal complement of the vessel is over 25 or 25 or under. The arrangements for landing barges are intended to apply only where it is necessary for the crews to live on board.

2. *Craft with Complement of over 25.*—Victualling allowance at ordinary rates is to be credited to the messes, provisions being taken upon repayment as required from stocks on board and other items purchased from N.A.A.F.I. following normal arrangements. Accounts are to be kept on Forms S.461, S.462, Part I and S.1072 (see paragraphs 12 and 16a below). Extra issues are to be allowed when at sea as shown in paragraph 6 below.

3. *Craft with Complements of 25 or under and all Landing Barges.*—In view of the number of vessels in this category and the fact that members of the crews are liable to change from one craft to another, the usual arrangements under which victualling allowance is credited to the mess and settlement made monthly is not appropriate as it would be difficult to distribute savings or collect mess debts. Victualling allowance is, therefore, to be credited on the ledger and will normally be paid fortnightly in advance with the fortnightly payments and all purchases by the crews including those from service sources and from N.A.A.F.I. are to be paid for at the time of purchase. When it is necessary for stocks of provisions to be embarked for use on long passages, additional advances of victualling allowance should be arranged as necessary. A special addition of approximately 6½d. a day will be made to the ordinary rates of victualling allowance in order to cover the cost of purchase of extra rations corresponding to the extra issues authorised in other major landing craft when at sea, and to cover extra expense on occasions when it may be necessary for fresh provisions to be purchased from other than service sources. For purposes of payment and crediting on ledger, the current rates of victualling allowance, including the special addition are to be taken as:—

Home and Mediterranean (Zones A and B)	2s. 5d.
East Indies (Zone E)	2s. 6d.

Revised rates will be promulgated in future as necessary whenever victualling allowances are altered. If, when engaged on operations, it is found necessary for these craft or barges to be supplied with special rations in kind (e.g. Army 48-hour mess tin ration) for a day or two owing to the difficulty of making cash purchases, these issues may be written off by the supplying authority without charge against the victualling allowance.

4. *Stocks of Provisions.*—These are to be regulated as follows:—

(a) *Craft with Complements of over 25.*—Stocks are to be completed by demand on the nearest Accountant Officer as often as possible to maximum stowage capacity and are not to be allowed to fall below two weeks' supply for the whole crew, including substitutes for fresh provisions. Separate stocks for emergency use will not be carried.

(b) *Craft with Complements of 25 or under.*—Apart from such quantities as may be purchased by crews, a stock of emergency provisions representing two weeks' requirements for the whole crew is to be carried. The initial quantities will be entered by the supplying base on an inventory (see paragraph 14). The emergency provisions are only to be used when supplies cannot be obtained by purchase in the normal way and when any are used they must be replaced at the earliest opportunity. The replacements are to be paid for in cash by the crew at the time of supply except when the provisions have been used to feed troops, survivors, or passengers. When the cost is not chargeable against the crew the Commanding Officer should furnish to the local Accountant Officer, a certificate detailing the circumstances and quantities expended; replacements should then be issued without charge, the certificate being forwarded with the Provision Account; if the expenditure is not such as should be borne by the Crown, the Accountant Officer should take such action as may be appropriate to effect local recovery or report the circumstances to the Admiralty.

(c) *Landing Barges.*—Arrangements are to be made, when crews are required to live on board, for a suitable stock of emergency provisions to be carried according to the duties on which the barges are likely to be

employed. Such stocks should be not less than one week's supply for the whole crew and should include at least the first six of the items defined at clause (d) below. Local accountant officers should make suitable arrangements for disposal of these Emergency Stocks on completion of the exercise or operation and for collecting cash for any emergency provisions consumed. Similar arrangements as regards payment for stocks consumed apply as in clause (b) above.

(d) *Emergency Stocks.*—A suggested scale for emergency stocks for 20 men for 14 days is given below.

Tea	10 lb. (in 2-lb. tins)
Coffee	10 lb.
Milk	48 lb.
Sugar	56 lb. (in 7-lb. tins)
Biscuits	140 lb.
Corned beef	72 lb.
Steak and kidney puddings	24 lb.
Boiled beef and carrots	24 lb.
Stewed steak	24 lb.
Salmon	48 tins
Tinned sausages	12 tins
Tinned bacon	24 lb.
Tinned beetroot	12 tins
Tinned carrots	12 tins
Tinned peas	24 tins
Baked beans	48 lb.
Tinned tomatoes	48 tins
Jams, 2's	24 lb.
Golden syrup, 2's	24 lb.
Suet	8 lb.
Marrowfat peas or haricot beans	40 lb.

5. *Fresh Provisions.*—Supplies are to be obtained as follows:—

- (a) Supplies of fresh provisions required by craft and barges when at Naval bases should not be demanded direct from Admiralty contractors as this gives rise to difficulty in accounting. Except at certain bases where special authority has been given for fresh provisions to be demanded from the victualling yard or depot, supplies should be demanded from the local Accountant Officer, who will make the necessary arrangements for obtaining supplies, supervising distribution, etc.
- (b) At ports where there are Admiralty contractors but no victualling yard or depot or Accountant Officer, major landing craft which keep provision accounts on forms S.461 and S.462, Part I, should obtain supplies from the Admiralty contractor and request the contractor to send a copy of the invoice for each supply to the Accountant Officer of the base to which the craft is attached for victualling and supply purposes. Other major landing craft and barges are to pay cash for each supply at the time of purchase.

6. *Extra Issues to Craft with Complements over 25.*—Extra issues of provisions are to be allowed when at sea for each day the vessel is under way for a period not less than eight consecutive hours, as follows:—

$\frac{1}{2}$ lb. tinned soup, or	} Per person
$\frac{1}{2}$ lb. tinned sausages, or tinned bacon, or salmon, or corned beef.	
$\frac{1}{2}$ oz. chocolate	
$\frac{1}{2}$ oz. sugar	} Per person
$1\frac{1}{2}$ ozs. milk	
1 tin of fruit for 4 persons.	
1 tin (1 lb.) of baked beans for 3 persons.	

These issues are not to be made gratuitously more than once in 24 hours.

7. *Rum.*—The spirit ration will be issued or grog money paid in lieu under normal conditions to all major landing craft and barges, but grog money payable in respect of G. ratings during short leave, etc., will be credited to the ratings on the ledger instead of payment to the mess. Rum is to be accounted for as shown in paragraph 13.

8. *Officers' Mess Traps and Seamen's Mess Utensils.*—Mess traps and mess utensils will be issued in accordance with the scales shown in A.F.Os. 1488/43, 2069/43, 4223/43 and 5138/43. Replacements are to be obtained from the local Accountant Officer to whom all losses by neglect are to be reported. The local Accountant Officer will be guided by the arrangements laid down in A.F.O. 1445/42.

9. *Cash and Loan Clothing.*—No stocks are to be carried; personnel are provided with C.O. kits of protective clothing on personal loan.

10. *Duty-free mess and canteen stores.*—Major landing craft are eligible to receive duty-free mess and canteen stores under precisely the same conditions as other H.M. commissioned seagoing ships, but landing barges cannot be regarded as "regularly seagoing" and are not entitled to these privileges.

11. *Accounting procedure.*—The accounting procedure has been simplified as much as possible to meet the conditions in landing craft and barges, and it is incumbent upon Commanding Officers to see that it is correctly carried out. If this is not done both promptly and accurately, one result will be that wrong amounts of money may be credited to the personnel concerned on the ledgers of H.M.S. "Copra".

12. *Provision accounts—craft with complements of over 25.*—Accounts are to be kept on board on Forms S.461 and S.462, Part I, which are to be forwarded at the end of each month to the local accountant officer who will be guided by the instructions laid down in A.F.O. 2179/42. These accounts are not to be sent to H.M.S. "Copra" nor to H.M.S. "Dinosaur" except in the case of craft based locally at Troon.

13. *Rum.*—(a) *Craft with complement of over 25* are to account for rum in the provision account as at paragraph 12 above.

(b) *Craft with complement of 25 or under.*—An account of the receipt, issue and return of rum is to be kept on Forms S.1072, columns H, J and K (see paragraph 16). Whenever rum is supplied by a base or returned from a craft, the amount and the name of the base are to be entered at the appropriate line of column H or K, and the entry verified by the signature of the local accountant officer. Issues to craft are to be removed from charge in the provision account of the base by receipt of the Commanding Officer on Form S.549. Responsibility for checking the accounts of rum on Forms S.1072 will rest with the Accountant Officer, H.M.S. "Copra", or other organisation where the pay accounts of the craft are carried.

(c) *Landing barges.*—The accounts for rum in barges are to be kept as described at clause (b) above with the following modifications, *i.e.*, Form S.1072 is to be transmitted through the local accountant officer who is to arrange that the account is examined and shows correctly the proper expenditure of rum according to the victualling recorded. He should certify the account accordingly after any local investigations and adjustments which may be considered necessary. Forms S.1072 are to be dealt with and despatched promptly by the local accountant officer concerned to the Accountant Officer, H.M.S. "Copra", see paragraph 16(b).

14. *Emergency provisions, mess traps and mess utensils.*—The accounts of these stores are to be kept on inventory forms—

- | | |
|---|--------------------------------------|
| (i) Emergency provisions—Form S.1071A | } to be filed in cover, Form S.1071. |
| (ii) Officers' mess traps—Form S.1071C | |
| (iii) Seamen's mess utensils—Form S.1071D | |

A copy of each of the inventories is to be held on board. Provisions and permanent items of mess gear shown in the inventories should be mustered as follows:—

- (a) Monthly if possible, but at not longer intervals than six weeks by the Commanding Officer, or an officer detailed by him who is to furnish a certificate that the stores have been mustered, found correct or, in the event of any differences, the matter should be reported immediately to the local accountant officer.
- (b) On change of the Commanding Officer, the officer taking over command is to certify that the stores shown in the inventories have been mustered and found correct at transfer to his custody. In the event of any differences, the matter is to be reported immediately to the local accountant officer. The local accountant officer will be guided by the arrangements laid down in A.F.O. 1445/42.

15. *Inventory accounts of victualling stores.*—The following instructions for the use and disposal of inventories referred to at paragraph 14 above are in amplification of those contained in A.F.O. 1445/42 :—

- (i) The local accountant officer will hold the base copies of the inventories with which all relative vouchers are to be filed.
- (ii) *Transfer of base copies of inventories.*—Whenever a flotilla or an individual vessel is transferred from one base to another either permanently, or temporarily for a period anticipated to exceed two months, the base copies of inventories are to be transferred to the accountant officer of the vessels' new base. Local administrative authorities are responsible for the issue of directions to transfer inventories and that such instructions are received by—
 - (a) The base to which vessels are attached when the movement is ordered.
 - (b) The base to which they are being transferred.
 - (c) The Flotilla or Commanding Officers of the vessels concerned.
- (iii) To facilitate reference to former bases on store matters the names of the bases and the inclusive period of attachment should be noted as a continuous record on the cover Form S.1071. The names of former bases from which vessels have been transferred should *not* be obliterated.
- (iv) In order that base copies of inventories may reach a new base as soon as possible, every endeavour should be made to despatch them in charge of the Flotilla or Commanding Officer of vessels concerned; this procedure will ensure that the base copies are available for delivery to the responsible accountant officer should there be a temporary or permanent alteration in the programme of movement of the vessels.
- (v) Inventories should not be retained at a base when vessels are being permanently transferred and the new base cannot be immediately given. The inventories should be despatched as in clause (iv) above under cover addressed to the "Accountant Officer at port of arrival".
- (vi) Bases are to acknowledge receipt of inventories on Form S.549.

16. *Victualling records.*—Victualling and check sheets will not be used by landing craft and barges, which are to keep a record of personnel on Form S.1072 instead, as described below. Accountant Officers of ships and bases are to report the following particulars to H.M.S. "Copra" for landing craft and barge personnel while victualled in the ship or base in order that the resulting credits or debits may be correctly made on H.M.S. "Copra's" ledgers :—

- (i) By nominal list—G, T and U.A. grog changes and
- (ii) By victualling and check sheet—any movement by which pay and allowances are affected, e.g., hospital, absence, leave, sickness, etc.
 - (a) *All major landing craft* are to keep Form S.1072 in duplicate as a record of the victualling of all officers and ratings. One copy is to be retained on board for record purposes and the other is to be certified by the Commanding Officer and sent without delay at the end of each month, or on the crew ceasing to be accommodated on board, direct to the Accountant Officer, H.M.S. "Copra".
 - (b) *Landing barges.*—Forms S.1072 are to be kept as described at clause (a) above by the Flotilla Officer or, in the case of detached barges, the officer or rating in command. These forms are to be examined and countersigned by the local Accountant Officer and returned to the Flotilla Officer for onward transmission without delay to the Accountant Officer, H.M.S. "Copra" (see paragraph 13, clause (c) above). For extended periods of embarkation Form S.1072 should be rendered on the last day of each month, but for periods of 14 days' embarkation which include the last day of the month, Form S.1072 should be extended to cover the total period and rendered immediately on the crew being discharged ashore or to other accommodation.
 - (c) *Forms S.1072—Amendments.*—The instructions on the form are to be amended as follows :—

Heading : For "parent ship", read "shore base to which attached".

Instructions :

- Clause (2), last line. *Delete* "and forward victualling sheet to base at once".
- Clause (3), last line. *Delete* "and forward check sheet to base at once".
- Clause (4). *Add :* "Write over the crosses the reason, e.g., leave, sick, L. & P.A. victualled in H.M.S. '———', travelling on duty, or as the case may be."
- Clause (5). *Amend last sentence to read :* "This will enable Grog Money to be paid to the man."
- Clause (6). *Add :* "Not applicable to landing craft keeping accounts on Forms S.461 and S.462, Part I."
- Clause (7). *Add :* After "Victualling Office" in line 1— "At the supplying base." *Add at end :* "Not applicable to landing craft keeping accounts on Forms S.461 and S.462, Part I."
- Clause (8) (a) } *Delete.*
- Clause (8) (b) }
- Clause (8) (c). *Amend to read :* "Sign the form at the bottom of page 3 and then post it to the Accountant Officer, H.M.S. "Copra", or the organisation where pay accounts are kept. In the case of barges, the form is first to be countersigned by the local accountant officer."
Add : "When commencing a new Form S.1072 on the first day of each month the quantity of rum shown as remaining on the previous account is to be entered on the first line of column (K)."

17. *Bringing arrangements into force.*—These arrangements are to be brought into force in all major landing craft on 1st January, 1944, and in all landing barges on 1st November, 1943.

(A.F.Os. 1445/42, 1488/43, 2069/43, 4223/43 and 5138/43.)

A.F.O. 2396/45

5171.—Minor Landing Craft—Victualling Arrangements

(V.—28 Oct. 1943.)

Personnel of minor landing craft will normally be victualled and accommodated by shore bases or landing ships. For periods of operations or exercises which involve personnel living on board the craft, special feeding arrangements will be notified separately.

2. *Victualling Records.*—(i) Victualling and check sheets will not be used by minor landing craft except as indicated at clause (iii) below.

(ii) Accountant Officers of ships and bases are to report the following particulars to H.M.S. "Copra" for minor landing craft personnel while victualled in the ship or base in order that the resulting credits or debits may be correctly made on "Copra's" ledgers :—

- (a) By nominal list—G, T and U.A. grog changes; and
- (b) By victualling and check sheet—any movement by which pay and allowances are affected, e.g. hospital, absence, leave, sickness, etc.

(iii) Flotilla Officers are to render to "Copra" the returns indicated at clause (ii) above for personnel during periods when not accommodated in bases, H.M. ships or White Ensign carriers, e.g. when accommodated in Red Ensign carriers or on detached service. Flotilla Officers are also to report to "Copra" the inclusive dates of any periods during which rum may not be available for issue or during which the issue has been suspended by order.

A.Y.D. 5172.—Combined Operations Craft, Summary of Arrangements for Supply of, and Accounting for Naval Stores
 2396/45
 (Combined Operations Bases, Landing Ships, Landing Craft and Landing Barges.)
 (N.S.03100/43.—28 Oct. 1943.)

The organisation for the supply of Naval stores to landing craft, and the accounting system for stores supplied have been under review, and it has been decided to summarise the approved procedure for general guidance of all concerned.

2. A new storing system for minor landing craft has been adopted; this system will come into effect immediately. Its object is to reduce the quantity of stores normally on board these small craft to the minimum.

3. In order to apply the revised procedure, it has been necessary to prepare a new establishment of stores which includes "minimum" and "operational" allowances of stores (these terms are explained in Appendix "A"), for all minor landing craft (both U.S. built and U.K. built). The revised establishment has been distributed separately.

4. Establishments of stores for U.S. built major landing craft (L.C.T.(5) and L.C.I.(L)) are in course of preparation. Establishments of stores for U.K. built major landing craft have been prepared and distributed; each of these craft should be in possession of a copy of the establishment, which should be kept with the naval store account (S.1099D).

5. New naval store accounts (*see* blank specimen copies attached) for minor landing craft will be required under the new system of storing, and these are being printed. The accounts for the minimum outfit for craft already delivered should be completed by carriers or base authorities for craft already delivered (*see* also Appendix E, Section 2, paragraph (b) (i).) The two new styles of account, i.e. one for the minimum outfit and one for the operational outfit, will be printed with the allowances of permanent stores and the first supply quantities of consumable stores for each of the various types of minor landing craft, so that each craft will be in possession of details of the equipment it should have and maintain (in this connection it will be necessary for inapplicable descriptions and quantities to be deleted where alternatives are shown).

6. A suitable waterproof wallet should be provided by bases to contain the new naval store accounts for minor landing craft.

7. With a view to assisting base authorities in exercising a stricter control over the supply of consumable stores to major landing craft and landing barges, a new form is being printed for the purpose of showing the date to which the vessels have been completed with consumable stores. These forms are to be affixed to the inside of the covers of the S.1099D naval store accounts for permanent stores and will require certification after each storing of the craft.

8. The new accounts and the form referred to in paragraphs 5 and 7 above have been assigned "S" serial numbers, details of which are shown in Appendix "F". Demands for quantities required by authorities at home should be kept to a minimum and forwarded to the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, London, N.W.10, for compliance upon receipt of deliveries from the printers. Quantities for use by authorities abroad will be supplied without demand.

9. Pending receipt of the new accounts, manuscript copies may be prepared if desired on the lines of the blank specimen copies. The size and lay-out of the accounts must be adhered to and good quality paper used if possible.

10. Appendices are attached in which the procedure for the supply of and the accounting for naval stores required by bases, landing ships, landing craft and barges is set out, as follows:—

Appendix A.—Method for supply of stores.

Appendix B.—Method of accounting for stores supplied to Combined Operations bases and landing ships (craft carriers).

Appendix C.—Method of accounting for stores supplied to landing ships (other than craft carriers).

Appendix D.—Method of accounting for stores supplied to major landing craft and landing barges.

Appendix E.—Method of accounting for stores supplied to minor landing craft.

Appendix F.—Details of new forms required in connection with the Naval Storekeeping arrangements in major and minor landing craft and landing barges.

APPENDIX "A"

Method for Supply of Stores to Landing Craft and Landing Barges.

1. *Major landing craft (U.K. built) and landing barges.*—(a) *First outfit.*—(i) The first outfit of stores allowed to individual major landing craft by the relevant establishment of stores is supplied to the craft during construction. Landing barges are supplied during conversion with those stores required for the passage from conversion port to bases which are not already on board. Other stores allowed to barges by the equipment list, where not already held by bases, should be demanded from storing yards.

(ii) A set of flotilla stores, as allowed by the relevant establishment of stores, is required for every twelve major landing craft. The requisite stores are to be accumulated by the base concerned and handed over to the Flotilla Officer as soon as a new flotilla is formed.

(b) *Replenishments.*—As far as possible each craft and barge will carry sufficient consumable stores to enable it to be maintained for two months. Replenishments should normally be obtained from the outfit of flotilla stores or from the Base Accountant Officer of the base to which craft are attached, by the Flotilla Officer or the Commanding Officer of the craft.

(c) *Stores for after-action repair.*—Lists of stores for hull and electrical after-action repair required for every twelve major landing craft will shortly be added to the establishments of stores. These stores are required only for craft which are operationally engaged and should be held by operational bases (except in U.K., where Admiralty will arrange supply and storage).

2. *Major landing craft (U.S. built).*—(a) *First outfit.*—(i) The first outfit of stores, in accordance with the U.S. allowance list, is normally provided by the American authorities and shipped with the craft. Certain additional allowances of stores have been approved (e.g., by C.A.F.O. 93/43) and these are to be demanded from bases on arrival of craft from U.S.A.

(ii) Establishments of Naval stores, which (except for L.C.I. (L)) will include allowances of flotilla stores, are in course of preparation and when they are issued craft are to be equipped in accordance with the allowances contained therein, demands for additional stores and for flotilla sets (where allowed) being forwarded by craft and flotilla officers respectively, to bases.

(b) *Replenishments.*—Remarks under Section 1, paragraph (b) apply.

(c) *Stores for after-action repair.*—*See* remarks under Section 1, paragraph (c).

3. *Minor landing craft (both U.S. built and U.K. built types).*—(a) *Three scales of equipment.*—(i) There are three scales of equipment for minor landing craft, "minimum", "training" and "operational". Details of the allowances of stores comprising each scale of equipment are given in the revised establishment of stores for minor landing craft.

(ii) The full (i.e., operational) allowance of stores will be issued only to craft actually forming part of an operational force or unit. Other boats will be equipped with nothing more than the essential minimum of stores with a view to minimising losses and ensuring immediate availability of full operational outfits.

(b) *Minimum outfit.*—(i) Each craft of U.K. types will henceforward be supplied while building with a minimum outfit of stores by the dockyard allocated.

(ii) Each craft of U.S. types is normally equipped in U.S.A. with stores as provided for by U.S. standards of equipment. When craft reach a combined operations base any stores in excess of the minimum outfit are to be removed (*see* Section 6, paragraph (c) (i), below). It will also be necessary to place on board stores which form part of the minimum outfit shown in the revised establishment but which are not provided in U.S.A., e.g., magnetic compass outfits.

(iii) All completed craft which do not form part of an operational force or unit are to be de-stored immediately to the scale of the minimum outfit. Stores taken off craft are to be dealt with in accordance with Section 6, paragraph (c) (i) below. The equipment carried on board such craft is not to be increased to the operational scale unless and until the craft are being employed for operations. Specific instructions are to be issued by the local administrative authority before any increase is made above the minimum scale.

(c) *Training outfit.*—Guidance on what stores are likely to be required by craft being used for training is given in the establishment of stores referred to above. It will usually be unnecessary to equip fully each craft of a training flotilla. The essential quantities only should be drawn from the base by the Boat or Training Officer (permanent stores being held on permanent loan by that officer) and temporarily allocated by him as necessary to craft in actual use from time to time.

(d) *Operational outfit.*—(i) The operational outfit consists of an outfit for each craft (inclusive of the minimum outfit) and a reserve pool of stores (group store allowance) for every six craft. This reserve provides for the replacement of deficiencies and losses sustained in operational outfits.

(ii) When craft are allocated to an operational force or unit the requisite operational outfits and group stores are to be provided by the base to which the force or unit is attached. Outfits for boats which are allocated to landing ships or Red Ensign carriers should normally be supplied direct to the ship from the base concerned and placed aboard the craft when required for use.

(iii) Operational outfits for newly completed craft in U.K. (less the minimum outfit already placed on board) will be despatched to bases by storing dockyards in accordance with instructions furnished from time to time by Admiralty letter.

(e) *Replenishments.*—(i) If any replenishments are required in the minimum outfits, the stores required should be obtained by the Boat or Flotilla Officer from the base to which craft are attached.

(ii) Stores to replace articles used in the operational outfit should be obtained by the Flotilla Officer from the Accountant Officer of the nearest base in the case of shore-based flotillas and flotillas on board Red Ensign carriers, and from the Accountant Officer or the Storekeeping Officer (if other than the Accountant Officer) of the ship in the case of flotillas on board commissioned landing ships, except during operations, or in the absence of other sources of supply, when group stores may be drawn upon.

(f) *Stores for maintenance and/or after-action repair.*—(i) The revised establishment of stores includes a list of hull, engineering and electrical stores required for maintenance and/or after-action repair.

(ii) These stores are required only for craft which are operationally engaged except as shown in sub-paragraph (iv) below. The engineering stores are required on board carrying ships, only, for use by flotilla staffs. The structural and electrical items should be held by operational bases (except in U.K., where Admiralty will arrange supply and storage).

(iii) Flotilla Officers in charge of craft which are or will be attached to landing ships or Red Ensign carriers are to ensure that the sets of engineering stores are held or obtained from bases.

(iv) Any consumable items included in the lists of hull and electrical stores for after-action repair may be drawn from Naval store depots by carrying ships (for base requirements, see Section 6, paragraph (a)(ii)), to meet maintenance needs; quantities and descriptions demanded must be based on actual experience, wherever practicable.

4. *Transfers of landing craft and barges between ships and bases.*—(a) *Minor landing craft transferred from one station to another.*—(i) Craft sent from one station to another are invariably to be accompanied by complete operational outfits of stores, group stores, and sets of stores for maintenance and after-action repair (except when sent from U.S.A., see sub-paragraph (iii) below). Operational outfits and group stores should be obtained from bases to which craft are attached prior to departure; sets of stores for maintenance and after-action repair, if not already available, should be demanded from the nearest Naval store depot, except in the case of craft leaving the U.K. in which case demands should be forwarded direct to Admiralty (D. of S.).

(ii) Craft sent from one station to another as freight on board merchant ships (i.e., when not despatched as part of an operational force) will be accompanied by stores as detailed in sub-paragraph (i) above (except for craft sent from U.S.A.) but in these circumstances the stores are to be securely packed for shipment with the craft and are in no circumstances to be left on board craft.

(iii) Craft sent from U.S.A. will not be equipped to British standards and receiving bases must accumulate stores required (see Section 3, paragraph (b) (ii) and Section 6, paragraph (c) (iii)) to equip craft to the minimum and operational scales. No action to accumulate sets of stores for maintenance and after-action repair is to be taken by receiving bases, for craft sent to U.K. For other craft the requisite sets should be demanded from the nearest Naval store depot unless special arrangements for supply from U.K. are made (in which case Administrative Authorities will be informed) and if no supplies are received from U.S.A.

(iv) On arrival of craft at the new station the operational outfits are to be left on board only if the craft are part of an operational force. Craft will be completely de-stored in the circumstances outlined in Section 5 below.

(b) *Minor landing craft transferred between bases and ships on the same station.*—(i) When non-operational minor landing craft are moved from one port to another by road, rail, or ship, they will normally be accompanied by the minimum outfit only and a corresponding number of operational outfits will not be transferred from the old base or ship to the new, unless the latter specifically requests transfer. If operational outfits are so transferred they will be packed and despatched separately from the craft.

(ii) If craft are sent by inland transport the minimum outfit should be taken off, packed, and despatched separately to the receiving ship or base.

(iii) If craft are moved under their own power, any stores required beyond the minimum outfit will be provided by the ferrying party for the journey and removed when the craft have been delivered to the destination.

(c) *Major landing craft and barges transferred between bases on the same or different stations.*—(i) Major landing craft and barges transferred between any two bases are to be fully equipped, and, in the case of major landing craft formed into flotillas, are to be accompanied by flotilla stores. Sets of stores for after-action repair of major landing craft on foreign stations, if not already available, should be demanded from the nearest Naval store depot prior to departure. Demands for after-action repair stores to equip craft leaving the U.K. should be forwarded direct to Admiralty (D. of S.).

(ii) Before sailing for an overseas station, craft should store to capacity of storeroom accommodation of stores allowed by establishment and embark any stores (e.g. sextants) required for ocean passage.

(iii) Craft leaving U.S.A. will not be equipped to British standards and receiving bases must accumulate stores required (see Section 2, paragraph (a) above). No action to accumulate sets of stores for after-action repair is to be taken by receiving bases for craft sent to U.K. For other craft the requisite sets should be demanded from the nearest Naval store depot unless special arrangements for supply from U.K. are made (in which case Administrative Authorities will be informed) and if no supplies are received from U.S.A.

5. *Craft laid up or under repair.* (a) *Minor landing craft laid up.*—When laid up minor landing craft are to be completely de-stored unless the safe custody of the minimum outfit, if left on board, can be assured. In all cases, however, the complete magnetic compass equipment should be removed to storage ashore and labelled with the number of the craft to which it belongs. When the craft is again moved its magnetic compass equipment must be re-shipped.

(b) *Major landing craft and barges laid up.*—Major landing craft and landing barges, when laid up, will not normally be de-stored but valuable and perishable articles should be removed and placed in store at the base. Flotilla stores should be held at the base.

(c) *Craft and barges under repair.*—(i) Major landing craft and barges taken in hand for large repair are first to be de-stored, by arrangement with the nearest base, wherever practicable.

(ii) In no circumstances will a minor landing craft under repair have on board more than the minimum outfit, and wherever practicable such a craft should be completely de-stored before being taken in hand.

6. *Base Stocks.* (a) *Maintenance.*—(i) Bases should hold sufficient stocks to meet the maintenance and replenishment requirements of as many craft as are likely to be attached.

(ii) Any items included in the lists of stores for after-action repair may be drawn from Naval store depots by bases to meet maintenance needs; quantities and descriptions demanded must be based on actual experience wherever practicable.

(b) *Training (Minor landing craft only).*—Requirements of training stores for minor landing craft should normally be met out of base stocks, except for minimum outfits (which are already on board) and important items of permanent stores (which should be withdrawn temporarily from operational outfits).

(c) *Operational Stores (minor landing craft only).*—(i) De-storing of completed minor landing craft (Section 3, paragraph (b) (iii) above) and of craft received from America (Section 3, paragraph (b) (ii) will make available quantities of stores which are to be set aside and made up into operational outfits (less minimum outfits) for minor landing craft. These stocks will be implemented by outfits supplied for new construction craft (see Section 3, paragraph (d) (iii) above).

(ii) Operational outfits referred to in the preceding paragraph are not to be regarded as attached to individual craft, but as interchangeable between all craft of the same design. Minor discrepancies between an outfit, say, for one L.C.M.(3) and another, due to differences in the make of engine fitted or to the craft's voltage are to be rectified when craft are operationally equipped.

(iii) Stores required to make up the number of operational sets (including group stores) approved to be held will be obtained for the present from the quantities of stores taken off craft, those already held in base stocks, and (in the case of bases in U.K.) the number of outfits received from a storing yard in respect of new craft. Normally bases will be required to hold and maintain enough operational outfits including group stores, to equip all craft attached which could be used on operational duty. It will be necessary for bases to which American-built craft are allocated on arrival to demand from the nearest dockyard or naval store depot sufficient stocks to make up the number of operational outfits required.

7. *Stores supplied from U.S.A.* (a) *Supplies to U.K.*—(i) Stores sent from U.S.A. to U.K. (other than stores actually on board craft) are despatched to L.C.M.S.O., Building 111, Staines. These consignments comprise stores not available at the time of shipment of craft, and group stores. Instructions regarding disposal of these stores will be issued.

(b) *Supplies to other stations.*—Quantities of group stores for U.S. built minor landing craft sent direct to destinations other than U.K. are consigned by B.A.D. to the main landing craft base of the station concerned.

8. *Craft based overseas.*—The supply procedure outlined in the preceding sections is intended to apply to all craft on all stations but special circumstances may necessitate local variations which may therefore be put in force at the discretion of the Administrative Authority concerned, if considered by him to be unavoidable.

APPENDIX B

Combined Operations Bases and Landing Ships (Craft Carriers). Instructions as to Supply, Accounting, etc. for Naval Stores

1. *Naval store accounts.*—(a) *Combined operations bases.*—The Accountant Officer is to account, as laid down in the Naval Storekeeping Manual (B.R.4), for all naval stores held by the base, including all stores supplied for maintenance of landing craft and barges, and for issue as "Group" and "Repair" stores. In instances where the Accountant Officer is responsible for stocks at more than one base a common naval store account may be kept but if so separate ledger pages should be used to account for the stocks at each base, and all pages for one description of article should be enclosed consecutively in the relative ledger binders.

(b) *Landing ships (White Ensign craft carriers).*—(i) The instructions as to the supply, accounting, etc. for naval and owners' stores are contained in pamphlet form F.A. 16A, copies of which can be obtained (if not already supplied) on application to the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, London, N.W.10.

(ii) The Naval Store Accounts, as described in paragraphs 3(b) and 5 of the pamphlet form F.A. 16A, will be the responsibility of the Accountant Officer, or other officer selected by the Commanding Officer for naval storekeeping duties. (Note.—Reference hereafter to the Accountant Officer should be regarded as equally applicable to any other officer selected for naval store-keeping duties in White Ensign craft carriers).

(iii) The Accountant Officer will also be responsible for the naval stores supplied for the equipment and maintenance of landing craft permanently allocated, together with "Group" stores and "After-action" repair materials.

(c) *Landing ships (other than White Ensign craft carriers).*—Instructions as to the accounting for craft and flotilla stores are contained in Appendix E, section 7.

2. *Demanding, returning and issuing of stores.*—(a) The Accountant Officer is to be the only demanding authority.

(b) The Accountant Officer will normally control the issue of consumable stores to each craft or flotilla to ensure that no waste or extravagance occurs. They will be regarded as expended on issue and no further accounting by the craft is required. The Commanding or Flotilla Officers will therefore be responsible for ensuring that expenditure is kept to a minimum compatible with the efficient running of the craft, and that quantities of stores demanded from time to time are reasonable.

(c) Attention is drawn to Article 33 of B.R.4 (The Naval Storekeeping Manual) concerning the restriction placed upon the supply of certain items of consumable stores.

(d) The supply of serviceable articles (permanent stores) in replacement of unserviceable articles to landing craft and barges should be dealt with on forms S.1091 in accordance with instructions contained in Article 41A of B.R.4 concerning "Exchange transactions". The landing craft's or barge's number should always be quoted on the exchange voucher S.1091.

(e) Forms S.549 are to be used for issuing permanent stores (except those referred to at (d) above) to landing craft and barges. In the case of stores issued in lieu of those lost by accident or neglect, the appropriate form (S.1096 or S.126), is to be attached to the base or carrier's copy of the form S.549 to support the issue made.

(f) The "First Outfits" of consumable stores will be issued to vessels on forms S.549. Subsequent replenishments can be made through the medium of the Counter Book, S.149.

(g) *Beach Commandos.*—(i) Permanent stores issued for training purposes should be held on permanent loan by the Officer-in-Charge of training. Consumable stores should be issued through the medium of the Counter Book, S.149.

(ii) All stores for operational outfits should be issued off charge by form S.549 to the Officer-in-Charge of the Beach Commandos, who will retain one copy of each form as a record of the stores supplied. These forms S.549 should be amended in respect of all transactions which involve a net charge in the quantity of permanent stores, and the supporting receipted vouchers should be retained and filed with the forms.

(iii) A certificate in respect of any deficiencies of permanent stores, which should be detailed, on return of the equipment into store, should be rendered by the Officer-in-Charge of the Beach Commandos on conclusion of the operation.

(h) *Stores supplied for ferrying (BEDLAM) parties.*—These stores should normally be drawn from a dockyard or store depot and charged to BEDLAM. They will be the responsibility of the Officer-in-Charge of the party to account for on completion of the service.

(i) Forms S.549 are to be used for the return of stores by landing craft and barges to a base in excess of established allowances; on de-storing; and, on reduction of equipment from operational to minimum standard. Two copies are to be retained by the base, one for use as a debit voucher to the base account and the other as a credit voucher to the base's copy of the vessel's naval store account.

3. *Stocktaking.*—(a) All naval stores in stock at Combined Operations bases, and in landing ships (White Ensign craft carriers) should be mustered periodically and reports rendered on forms S.148 in accordance with the instructions contained in B.R.4 (see A.F.O. 1971/40 re modification of procedure in wartime).

(b) The Accountant Officer of a Combined Operations base is responsible for arranging for stores on charge in all craft to be mustered periodically by the base staff at least once every six months, unless a muster has already taken place on transfer of charge between Commanding and Flotilla Officers (or their delegates) within a reasonable period.

4. *Naval store accounts of landing craft and landing barges attached to combined operations bases and carriers.*—(a) The base or carrier's copy of the naval store accounts of these vessels is to be taken on charge in the base or carrier's main naval store account. The stores recorded therein should not be taken on charge.

(b) When a vessel is transferred to or from a base or carrier, it is most important that the base or carrier's copy is also transferred. Supply and receipt Forms S.549 should be exchanged for the accounts transferred, and used to debit or credit the main naval store account. Postal communications are not to be relied upon for this purpose.

(c) The Accountant Officer is responsible for ensuring that all copies of naval store accounts of landing craft and barges attached are kept up-to-date. It is necessary, therefore, that the vessel's copy of the naval store account is presented on each occasion of drawing or returning stores. It is also necessary that all differences found on every occasion of the muster of stores in landing craft and barges are reported to the Accountant Officer in order that necessary Forms S.1096 (for losses by accident), S.126 (for losses by neglect) or S.148 (for differences, which after investigation, are found to be due to accounting errors) may be raised to adjust the vessel's naval store accounts.

(d) On complete de-storing of all craft and barges, or on reduction from operational to minimum equipment of minor landing craft, the vessel's naval store accounts should be closed, suitably certified and retained for record purposes by the Accountant Officer receiving the stores.

(e) *Canoes and craft of a similar type* should be regarded as permanent store items complete with equipment and accounted for as such. Form S.127 "Conversion Voucher" should be raised to bring to account the paddles, boat hooks, etc., necessary to complete the craft.

5. *Combined operations training bases.*—Arrangements should be made for a suitable officer to be directed to assume full responsibilities under Appendix E (Section 7) in connection with—

- (a) the stores issued as minimum outfits for minor landing craft.
- (b) the additional stores essential for training purposes, the issue of which may be made by a base up to the establishment of operational outfits.
- (c) the permanent store items of (b) which are issued on permanent loan (Form S.1099) to the Training Officer.

APPENDIX "C"

Combined Operations Landing Ships (other than Craft Carriers). Instructions as to Supply, Accounting, etc., for Naval Stores.

1. *American built ships.*—(a) Naval store accounts will be provided by the Deputy Director of Stores, Washington, D.C., who will also supply to Commanding Officers a pamphlet, containing "notes" on the supply, accounting, etc., for naval stores for guidance prior to ships commissioning in America and on being taken over by the Royal Navy.

(b) Special attention is drawn to the necessity for posting into the accounts details of the "First supply" quantities from the U.S. Navy Invoices, supplemented where necessary by a muster of the equipment.

2. *British built ships (new construction and converted merchant ships).*—(a) Naval store accounts as decided by Admiralty will be provided by the H.M. dockyard or R.N. store depot allocated. The accounts will be either in the form of naval store-keeping ledgers comprising ledger pages S.153 (enclosed in binders S.154) for permanent stores, and ledger pages S.151 (enclosed in binders S.155) for consumable stores, or, in the form of inventories, comprising Forms S.1099D (inside) and S.1099D (outside) for permanent stores, and Forms F.A.23 for consumable stores.

(b) *Converted merchant ships.*—The instructions as to the supply, accounting, etc., for naval and owners' stores are contained in pamphlet Form F.A.16A, copies of which can be obtained (if not already supplied) on application to the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, London, N.W.10.

(c) *New construction.*—(i) The naval store accounts will be supplied to the ships with the "First supply" quantities of naval stores entered. Subsequent transactions are to be recorded as necessary throughout the period of service of the ship by the Accountant or other storekeeping officer as the case may be.

(ii) For ships supplied with ledger accounts, the normal procedure contained in the Naval Storekeeping Manual (B.R.4) should be followed.

(iii) For ships supplied with inventory accounts, the procedure contained in the Naval Storekeeping Manual (B.R.4) will be applicable, except as modified below, viz. :—

Permanent Store Account, S.1099D.—Replacements of permanent stores which involve no change in the number on board will not be accounted for and the quantity shown in the account will remain unaltered. All S.134d and S.331 issue and return vouchers covering these transactions are, however, to be carefully filed and retained with the account. The only changes in the quantities shown in the account in respect of permanent stores, therefore, will be when an article is supplied in addition to those already on charge, or, when an article is returned or lost and is not replaced.

Consumable Store Account F.A.23.—No detailed expenditure of consumable stores need be kept, but particulars of quantities of stores received from the storing base, dockyard or depot, together with stocks on board at the time of replenishment demands are prepared, are, however, to be entered in the account. A record of the arisings returned to the base, dockyard or depot from time to time is to be kept on the page provided for the purpose.

(iv) Special attention is drawn to the procedure in B.R.4 to be followed in respect of the following :—

(a) Change of accounting officers—mustering of stores, the completion of the certificate inside the cover of the accounts, and preparation of stock-taking Forms S.148.

(b) Losses of stores by accident or neglect—see K.R. & A.I., Articles 1130 and 1936.

(c) Thefts of stores—see K.R. & A.I., Article 1938.

(d) Arisings (e.g. worn cordage, scrap metal of all kinds arising from work done on board, old india rubber, electric cable, copper wire, etc.)—to be collected and returned to a base or dockyard as opportunity offers.

(e) Unserviceable permanent stores—to be kept for return to a base or dockyard, when demanding serviceable articles in replacement.

APPENDIX "D"

Combined Operations Major Landing Craft and Landing Barges. Instructions as to Supply, Accounting, etc., for Naval Stores

1. *Permanent and Consumable Stores—definitions.*—(a) *Permanent Stores* are those which may be expected to last for an indefinite period until worn out, broken or lost. Certain other stores of an attractive and/or expensive character are also to be dealt with under this category.

(b) *Consumable Stores* are those which are generally consumed or used to destruction within a limited period, and certain other articles of low value.

2. *Accounting for Permanent Stores.*—(a) Permanent stores are to be accounted for in a naval store account prepared on Forms S.1099D (inside) enclosed in covers S.1099D (outside) by a dockyard, or R.N. store depot if British built, and by the Deputy Director of Stores, Washington, D.C., if American built. In the event, however, of an account not being received on arrival of the craft at a base, the Accountant Officer of the base concerned will arrange for a muster of the stores on board, for the removal of any stores in excess of or the supply of any stores required to complete the established allowance and for the preparation of an account (in duplicate).

(b) The original copies of the accounts will be held by the Accountant Officer of the base to which the craft is allocated for service. The duplicate copies are to be retained on board the craft by the Commanding or Flotilla Officers.

(c) Unserviceable articles returned to a base and replaced by serviceable articles are to be dealt with as "Exchange" transactions on Forms S.1091, and as no change in the number on board is involved, the transactions are not required to be recorded in the S.1099D account. It is important that the landing craft or barge's number be quoted on all copies of "Exchange" vouchers S.1091.

(d) The only changes to be made in the quantities shown in the S.1099D account will be when an article is returned or lost and is not replaced, or, when an article is supplied as an authorised addition to the established allowance.

(e) Form S.549 will be used for supplies of articles in lieu of those lost by accident or neglect and for the issue of any authorised additions to the established allowances.

(f) Naval stores returned to a base by landing craft or barges when destoring, or when the articles are in excess of the established allowances, are to be dealt with on Forms S.549.

(g) On each occasion of drawing or returning stores, the vessel's copy of the S.1099D account is to be presented to the Accountant Officer for amendment if necessary, and for endorsement with the date to which the vessel is then completed with consumable stores after periodical storing (see Section 3, paragraph (d) below).

(h) If the issuing or receiving base is not that to which the vessel is allocated for service, it is important that a copy of the Form S.549 be forwarded to the latter base for correction of the base copy of the vessel's naval store account.

3. *Accounting for consumable stores.*—(a) A separate account of the expenditure of consumable stores is not required to be kept. Details, showing the descriptions and quantities of consumable stores supplied as a first outfit will, however, be included in the S.1099D permanent store accounts for guidance only in replenishing supplies.

(b) The Accountant Officer of the base will normally control the *issue* of consumable stores to each craft or flotilla to ensure that no waste or extravagance occurs. The Commanding or Flotilla Officers are responsible for ensuring that *expenditure* is kept to a minimum compatible with the efficient running of the craft, and that the quantities of consumable stores demanded from time to time are reasonable.

(c) The Accountant Officer is authorised to restrict the supply of certain items of consumable stores, which, from their nature, could be utilised for other than authorised services. The following are examples of the items concerned:—Flags, tools, chamois skins, torch cases, W/T valves, etc. Such stores will be regarded as of a quasi-permanent character and it will be necessary, therefore, that an approximately equal quantity of the broken or used articles is returned when replacement is required. After the first supply of these particular stores to landing craft and barges, only issues "in lieu" should normally be necessary.

(d) A Form S.1650 to show the date to which vessels have been completed with consumable stores, is to be affixed inside the cover of the S.1099D account for permanent stores. This form must be completed on each occasion of periodical storing, but not for casual supplies of consumable stores.

(e) Forms S.549 will be used for the return of consumable stores in the same circumstances stated in section 2, paragraph (f) above.

4. *Arisings*.—Any arisings, e.g., worn cordage, scrap metal of all kinds arising from work done on board, old india rubber, electric cable, copper wire, etc., are to be collected and returned to the base as opportunity offers.

5. *Stores lost by accident or neglect*.—Losses of stores are to be investigated by the Commanding or Flotilla Officer, who is to inform the Accountant Officer of the base in writing whether the loss is considered to be due to unavoidable accident or to the neglect of an officer or rating named; in the latter case the amount to be charged should be indicated. Forms S.1096 or S.126 as applicable are to be raised by the base, the Accountant Officer being responsible that in case of doubt the matter is referred to superior authority.

6. *Thefts of stores*.—All losses of stores known or believed to be due to theft are to be notified, if practicable, to the police at once and reported, through the Base Accountant Officer or other responsible officer, to the Administrative Authority as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points:—

- (a) The circumstances in which the articles were stolen or believed to have been stolen, together with the date of loss and their value.
- (b) In whose custody the articles were at the time of the actual or supposed theft.
- (c) Whether any enquiry was held and with what result.
- (d) Whether the articles were recovered, and if not, what steps have been taken to recover them.
- (e) Whether the local police were informed, and if so, with what result. Copies of police statements should be forwarded.
- (f) Whether any persons are considered to have caused, permitted or conduced to the theft of the stores through their misconduct or negligence. If so, the names of the persons concerned are to be reported.
- (g) Whether local disciplinary action has been taken. If so, full particulars should be furnished.

7. *Commanding and Flotilla Officers—responsibilities*.—(a) Consumable stores—see section 3, paragraph (b) above.

(b) Permanent stores—Commanding and Flotilla Officers are responsible for the safe custody and proper use of the articles on charge in the S.1099D naval store accounts.

(c) Flotilla Officers are similarly responsible for all flotilla stores. These stores will be issued by a base on Forms S.549 (in duplicate), and a record of the disposal of the permanent store articles is to be kept by Flotilla Officers. If the stores are transferred in bulk to another authority, a receipt should be obtained on one copy of the Form S.549, and retained in support of the transfer. The other copy should

be handed over to the receiving authority with the stores. These responsibilities may be delegated as may be found necessary to other responsible officers (e.g., to the Engineer Officer for flotilla repair and maintenance stores).

(d) Craft and flotilla stores are to be mustered and accounts signed on each occasion of transfer of responsibility.

(e) All differences found at transfer of responsibility for the stores on inventory charge or at any other muster are to be reported forthwith to the Accountant Officer of the Base, who is to take appropriate action and raise Forms S.1096 (losses by accident), Form S.126 (losses by neglect), or Form S.148 for adjustment of the naval store account.

(f) Commanding and Flotilla Officers are also responsible for acquainting Accountant Officers when a muster, other than the six-monthly musters arranged by the latter, is considered essential.

APPENDIX E

Combined Operations Minor Landing Craft Instructions as to supply, accounting, etc., for Naval Stores

1. *Permanent and consumable stores—definitions*.—(a) *Permanent stores* are those which may be expected to last for indefinite period until worn out, broken or lost. Certain other stores of an attractive and/or expensive character are also to be dealt with under this category.

(b) *Consumable stores* are those which are generally consumed or used to destruction within a limited period, and certain other articles of low value.

2. *Accounting for permanent stores of craft outfits*.—(a) Permanent stores are to be accounted for in the following manner:—

(i) On Forms S.1651 to S.1662 for the minimum equipment of stores for individual craft of the various types.

(ii) On Forms S.1663 to S.1674 for the full equipment of stores supplied to individual craft of the various types at operational standard.

(b) (i) The accounts for the minimum equipment of stores will be completed and supplied by a dockyard or R.N. store depot for British-built new construction craft. In the event of an account not being received on arrival of the craft at a base, the Accountant Officer of the base concerned will arrange for a muster of the stores on board, for the removal of any stores in excess of or the supply of any stores required to complete the established allowance, and for the preparation of an account.

(ii) The accounts for the operational equipment, will be completed and supplied by the base to which the craft is attached.

(c) The original copies of the accounts will be held at the base or by the carrier to which the craft is allocated for service. The duplicate copies are to be held by the Flotilla Officers and the triplicate copies are to be kept in the craft for the information of the crews.

3. *Accounting for Consumable Stores of Craft outfits*.—(a) A separate account of the expenditure of consumable stores by craft is not required to be kept. Details showing the descriptions and quantities of consumable stores necessary as a first outfit will, however, be included in the naval store accounts for guidance only in replenishing supplies.

(b) The Accountant Officer will normally control the issue of consumable stores to each craft or flotilla to ensure that no waste or extravagance occurs. The Flotilla Officers are also responsible for ensuring that expenditure is kept to a minimum compatible with the efficient running of the craft, and that the quantities of consumable stores demanded from time to time are reasonable.

(c) The Accountant Officer is also authorised to restrict the supply of certain items of consumable stores, which, from their nature, could be utilised for other than authorised services. The following are examples of the items concerned: Flags, tools, torch cases, etc. Such stores will be regarded as of a quasi-permanent

character and it will be necessary, therefore, that an approximately equal quantity of the broken or used articles is returned when replacement is required. After the first supply of these particular stores to craft, only issues "in lieu" should normally be necessary.

4. *Arisings.*—Any arisings, e.g., worn cordage, scrap metal of all kinds arising from work done on board, old india rubber, electric cable, copper wire, etc., are to be collected and returned to the base as opportunity offers.

5. *Stores lost by accident or neglect.*—Losses of stores are to be investigated by the Flotilla Officer, who is to inform the Accountant Officer of the Base in writing whether the loss is considered to be due to unavoidable accident or to the neglect of an officer or rating named; in the latter case the amount to be charged should be indicated. Forms S.1096 or S.126 as applicable are to be raised by the base, the Accountant Officer being responsible that in case of doubt the matter is referred to superior authority.

6. *Thefts of stores.*—All losses of stores known or believed to be due to theft are to be notified, if practicable, to the police at once, and reported, through the Base Accountant Officer or other responsible Officer, to the Administrative Authority as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points:—

- (a) The circumstances in which the articles were stolen or believed to have been stolen, together with the date of loss and their value.
- (b) In whose custody the articles were at the time of the actual or supposed theft.
- (c) Whether any enquiry was held and with what result.
- (d) Whether the articles were recovered, and if not, what steps have been taken to recover them.
- (e) Whether the local police were informed, and if so, with what result. Copies of police statements should be forwarded.
- (f) Whether any persons are considered to have caused, permitted or conduced to the theft of the stores through their misconduct or negligence. If so, the names of the persons concerned are to be reported.
- (g) Whether local disciplinary action has been taken. If so, full particulars should be furnished.

7. *Flotilla Officers—responsibilities.*—(a) Consumable stores—see Section 3 paragraph (b) above.

(b) Permanent stores.—Flotilla Officers are responsible for the safe custody and proper use of these stores supplied for craft.

(c) Group stores and stores for maintenance and after-action repair—Flotilla Officers are similarly responsible for these stores which will be issued by the base on Forms S.549 (in duplicate), and a record of the disposal of the permanent store articles is to be kept. If stores are transferred in bulk to another authority, a receipt should be obtained on one copy of the Form S.549 and retained in support of the transfer. The other copy should be handed over to the receiving authority with the stores.

(d) Responsibilities may be delegated as may be found necessary to other responsible officers or ratings (e.g., to the Engineer Officer for flotilla, "Group", repair and maintenance stores and to Coxswains for craft stores).

(e) Stores are to be mustered and accounts signed on each occasion of transfer of responsibility.

(f) All differences found at transfer of responsibility for the stores on inventory charge or at any other muster are to be reported forthwith to the Accountant Officer of the base, who will take appropriate action and raise Forms S.1096 (losses by accident), Form S.126 (losses by neglect), or Form S.148 for adjustment of the naval store account.

APPENDIX "F"

Details of new forms required in connection with the naval storekeeping arrangements in major and minor landing craft and landing barges.

<i>Form No.</i>	<i>Description.</i>
S.1650	Certificate of periodical replenishment of consumable naval stores by major landing craft and landing barges.
S.1651	Naval store account (minimum outfit for minor landing craft, type L.C.A.
S.1652	Naval store account (minimum outfit) for minor landing craft, type L.C.S.(M).
S.1653	Naval store account (minimum outfit) for minor landing craft, type L.C.S.(L)(1).
S.1654	Naval store account (minimum outfit) for minor landing craft, type L.C.M.(1).
S.1655	Naval store account (minimum outfit) for minor landing craft, type L.C.M.(3).
S.1656	Naval store account (minimum outfit) for minor landing craft, type L.C.P.(L).
S.1657	Naval store account (minimum outfit) for minor landing craft, type L.C.P.(M).
S.1658	Naval store account (minimum outfit) for minor landing craft, type L.C.P.(R).
S.1659	Naval store account (minimum outfit) for minor landing craft, type L.C.P.(S).
S.1660	Naval store account (minimum outfit) for minor landing craft, type L.C.V.
S.1661	Naval store account (minimum outfit) for minor landing craft, type L.C.V.(P).
S.1662	Naval store account (minimum outfit) for minor landing craft, type L.C.E.
S.1663	Naval store account (operational outfit) for minor landing craft, type L.C.A.
S.1664	Naval store account (operational outfit) for minor landing craft, type L.C.S.(M).
S.1665	Naval store account (operational outfit) for minor landing craft, type L.C.S.(L)(1).
S.1666	Naval store account (operational outfit) for minor landing craft, type L.C.M.(1).
S.1667	Naval store account (operational outfit) for minor landing craft, type L.C.M.(3).
S.1668	Naval store account (operational outfit) for minor landing craft, type L.C.P.(L).
S.1669	Naval store account (operational outfit) for minor landing craft, type L.C.P.(M).
S.1670	Naval store account (operational outfit) for minor landing craft, type L.C.P.(R).
S.1671	Naval store account (operational outfit) for minor landing craft, type L.C.P.(S).
S.1672	Naval store account (operational outfit) for minor landing craft, type L.C.V.
S.1673	Naval store account (operational outfit) for minor landing craft, type L.C.V.(P).
S.1674	Naval store account (operational outfit) for minor landing craft, type L.C.E.

(A.F.O. 1971/40 and C.A.F.O. 93/43.)

