

RESTRICTED

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**ADMIRALTY FLEET ORDER**  
**CLOTHING RATIONING**

ADMIRALTY, S.W.1,

3rd December, 1943.

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,

*J. V. Markham*

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

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

## 5817.—Clothing Rationing

(V. 21790/42.—3 Dec. 1943.)

## PART I.—OFFICERS.

As from 1st January, 1944, clothing coupons will be provided for all officers, R.N., R.N.R., R.N.V.R., R.M., W.R.N.S. and Sisters Q.A.R.N.N.S., employed on shore in the United Kingdom and in ships in Home Waters.

2. Coupons will be required for all purchases of clothing in the United Kingdom, including articles issued from Service stocks, except as shown below:—

(a) The following articles of outer blue uniform for officers, R.N., R.N.R., R.N.V.R. and R.M., will continue to be obtainable without coupons:—

Blue Uniform Jacket  
Blue Uniform Waistcoat  
Blue Uniform Trousers  
Blue Uniform Overcoat

It will be necessary for officers to sign a statement on the back of the original copy of the trader's bill that the articles bought represent essential personal requirements of which the officer is in immediate need. Names of ships should *not* be shown on the bills.

(b) Blue working dress for officers, R.N., R.N.R. and R.N.V.R., will be obtainable from outfitters or from Service stocks without coupons. The procedure at (a) will apply to purchases from outfitters.

(c) Naval, R.M. and W.R.N.S. officers will be allowed to take up clothing from Service stocks without surrender of coupons in the following circumstances:—

(i) When serving in seagoing ships.

(ii) When appointed to seagoing ships or abroad prior to taking up their appointments.

(iii) When kits have been lost through causes other than negligence (e.g., survivors) *see* paragraph 13.

(d) Caps, cap covers and hats are unrationed and will be obtainable from outfitters or from Service stocks without coupons.

(e) Coupons will not be surrendered in respect of protective clothing issued to officers on entry.

(f) Coupons will not be surrendered by Sisters Q.A.R.N.N.S. in respect of gratuitous issues of white aprons and soft collars. Sisters Q.A.R.N.N.S. will surrender coupons for all other items of uniform issued gratuitously.

3. Details of the allowances of coupons for (a) first outfits on entry or on promotion from ratings to commissioned or warrant rank, (b) maintenance of kit, and (c) tropical clothing are set out in Appendix A.

4. *Service coupons.*—The coupons issued to officers for first outfits and maintenance will be Service clothing coupons which are of a type distinct from those issued to civilians. They will only be valid for purchase of items of uniform clothing as shown in Appendix B, except that certain of these coupons marked "Special" will be valid for purchase of civilian recreational clothing as shown in paragraph 9. The coupons may only be used for the personal requirements of the officer to whom they are issued.

5. *Emergency coupons.*—For purchase of tropical clothing and for certain other purposes set out in paragraphs 12-15, 18 and 19, "Emergency" coupons will be used. Issue of these coupons is to be restricted to officers' immediate requirements within the maximum limits laid down.

6. *First outfits.*—It is intended that suitable underclothing, etc., already in possession of an officer, either as a civilian or as a rating, should be utilised; the allowances of coupons for initial outfits have been calculated on the assumption that certain articles will be in the individual's possession.

7. *Maintenance of kit.*—The allowance of coupons for maintenance of clothing during the first year is limited to one half of the normal allowance since replacements during the year following purchase of the initial outfit should be small. The allowance for maintenance during the first year will be issued at the same time as the allowance for first outfit. Otherwise coupons for maintenance will be issuable on

the 1st January in each year to officers serving in the United Kingdom or H.M. ships in home waters. When officers entered subsequent to 1st January, 1944, have not completed twelve months' service at the time when the annual issue of coupons is made the allowance is to be adjusted according to the period from date of completing the first year to the 31st December, according to the schedule given in Appendix A. Officers arriving in the United Kingdom from overseas will be entitled to maintenance coupons on the scale given in Appendix A, according to the month in which they arrive, irrespective of whether they have completed twelve months' service. Coupons cut from the books should be returned to the Board of Trade (*see* paragraph 25).

8. *Tropical clothing.*—Allowances of coupons are provided for (a) purchase of an outfit of tropical clothing on appointment to a ship proceeding to a warm climate or an appointment to a foreign station where tropical clothing is worn, (b) purchase of an outfit of tropical clothing on appointment to a seagoing ship at home when a certain amount of tropical clothing is required to meet the possibility of the ship proceeding abroad at short notice. The allowances and the articles for which they are intended to provide are detailed in Appendix C. These represent maximum allowances and when officers are already in possession of the items included in the lists or intend to obtain them from Service stocks under the arrangements in paragraph 2 (c), the allowances are to be reduced accordingly.

9. *Civilian recreational clothing.*—Coupons are issued primarily for the upkeep of uniform items. Twenty-one of the clothing maintenance coupons issued in service clothing books are marked "Special" and these may be used either for the purchase of uniform items or for the purchase of items of civilian recreational clothing included in the lists below:—

## LIST 1.—Items for Naval officers and R.M. officers.

Jacket	Boots
Flannel trousers	Shoes
Shirt	Slippers
Collar	Sandals
Tie	Plimsoles

## LIST 2.—Items for officers W.R.N.S. and Sisters Q.A.R.N.N.S.

Jacket	Soaks
Skirt	Boots
Slacks	Slippers
Shorts	Shoes
Blouse or shirt	Sandals
Stockings	Plimsoles

Officers are not permitted to purchase with Service maintenance coupons any items of civilian clothing which do not appear on the list appropriate to their class, i.e., Naval and R.M. officers may buy within List 1 only; officers W.R.N.S. and Sisters Q.A.R.N.N.S. within List 2 only.

10. *Towels.*—Service coupons are not valid for the purchase of bath and hand towels. Towels may be taken up on repayment from Service stocks as shown below without coupons. *All issues should be noted in officers' pay books:—*

## Officers, R.N., R.N.R., R.N.V.R. and R.M.

- |  |     |          |
|--|-----|----------|
| (i) On entry or on promotion to commissioned or warrant rank | ... | 2        |
| (ii) Replacements due to normal wear and tear                | ... | 2 a year |
| (iii) Replacement of exceptional losses (loss of kit, etc.)  | ... | 2        |

When replacements are made under (iii) issues may also be made under (ii) at any time during the ensuing twelve months, irrespective of previous issues.

## Officers W.R.N.S. and Sisters Q.A.R.N.N.S.

(a) When not accommodated in Service quarters and consequently not provided with towels—

- |   |     |   |
|---|-----|---|
| (i) On appointment                            | ... | 2 |
| (ii) Replacements due to normal wear and tear | ... | 2 |
| (iii) Replacements of exceptional losses      | ... | 2 |

(b) When accommodated on Service quarters one towel may be taken up on repayment as an optional item of kit on one occasion only. This is intended for use when on leave.

11. *V.A.D. nursing members.*—Service coupons for upkeep of uniform are supplied to V.A.D. nursing members by the V.A.D. Nursing Council. As Service coupons are not valid for purchases of towels, V.A.D. nursing members serving with the R.N. may be allowed to take up towels from Service stocks on repayment under the same conditions as Sisters Q.A.R.N.N.S. (see paragraph 10).

12. *Officers required to wear plain clothes on duty.*—Officers who are required to wear plain clothes on duty will not be issued with a book of Service coupons. They should apply through their Commanding Officer to the Director of Victualling, Admiralty, London, for an issue of emergency coupons, when a supply based on the current civilian maintenance allowance will be made.

13. *Losses of clothing.*—Officers who lose the whole or portion of their clothing through enemy action or causes other than negligence may be supplied with coupons to enable them to replace items lost provided that the number of coupons issued in respect of any one occasion does not exceed the number authorised for initial outfits. Clothing may be issued for this purpose from Service stocks without coupons (see paragraph 2 (c)).

14. Officers who lose their coupons are to report in writing to their Commanding Officer the number of coupons lost and the circumstances in which they were lost. The Commanding Officer is to exercise his discretion as to how many, if any, coupons are to be issued in replacement. Should the lost book be recovered it is to be handed to the Commanding Officer and forwarded by registered post to the Chief Accountant at the nearest area collecting office of the Board of Trade (see Appendix E) with a note specifying the number of coupons and the nature of the surrender, i.e., lost clothing books recovered.

15. *Exchange of Service coupons for emergency coupons.*—Where officers are unable, owing to their abnormal height or figure, to obtain ready-made underclothing, shirts or pyjamas, Commanding Officers may authorise the exchange of Service coupons for an equivalent number of emergency coupons to enable the officers concerned to purchase the necessary material to have such garments made up to suit their requirements. Service coupons received in exchange will be forwarded monthly by registered post under separate cover to the Chief Accountant at the nearest area collecting office of the Board of Trade (see Appendix E) with a note specifying the number of coupons and the nature of the surrender, i.e., exchange of Service coupons for emergency vouchers.

16. *Repairs to Service uniforms.*—Officers may sign bills for cloth or lining used by tailors for repairing items of uniform referred to in paragraph 2 (a). This arrangement does not allow personnel to purchase cloth or lining to do their own repairs and applies only to the supply of materials used by a tailor for repairs.

17. *Officers discharged.*—Officers who are invalided, discharged, demobilised, reverted to the retired list or granted special unpaid leave for an indefinite period will be supplied by the Admiralty with a certificate to the following effect:—

“This is to certify that (full name and rank) has been released from Naval Service, and may accordingly be registered under the National Registration Act, 1939, as from (date of discharge, etc.).”

This certificate will, on presentation to the local national registration office, enable the officer to obtain a national registration identity card, together with civilian clothing coupons to cover the unexpired portion of the current rationing year. The certificate will be retained by the registration officer. The officer should forward his Service coupon book to the Admiralty with his naval identity card. In the event of the officer having insufficient civilian clothes, he or she may apply on form C.R.S.C.I for an issue of supplementary clothing coupons to the nearest Collector of Customs and Excise empowered to issue them. Form C.R.S.C.I, together with the address of the appropriate Collector of Customs and Excise, to whom the completed form should be posted, can be obtained from any information centre or offices of a local authority. The detailed arrangements for officers granted special unpaid leave for a definite period are being promulgated separately.

18. *Chaplains.*—Allowances of emergency coupons may be issued to chaplains as follows:—

- |  |     |     |             |
|--|-----|-----|-------------|
| (a) For upkeep of cassock and clerical collars                             | ... | ... | 14 annually |
| (b) For providing lightweight cassock on appointment to a tropical station | ... | ... | 8           |

19. *Disabled officers* wearing artificial limbs who are still serving may be supplied with emergency clothing coupons up to a maximum of twelve coupons per year to provide extra underclothing and socks.

20. *Supply of coupons and arrangements for issue.*—Books of coupons for initial outfits and maintenance for first year after entry or promotion will be issued by the Admiralty with the letters notifying the officer's appointment.

21. Supplies of books of normal annual maintenance coupons and emergency coupons will be demanded by Accountant Officers of H.M. ships, shore establishments and bases in U.K. from the Chief Accountant, Board of Trade, Coupon Control Section, Northgate, Prince Albert Road, London, N.W.S. Supplies of books of maintenance coupons required by H.M. ships will generally represent the numbers required for issue at the annual distribution on the 1st January with a very small margin to provide for possible requirements for officers who may join the ship later in the year and who may not have received the books for the current year. Stocks of emergency coupons should be regulated on the basis of providing for anticipated requirements during the following three months. The supplies demanded by shore establishments and bases should include estimated quantities required for issue to H.M. ships without Accountant Officers (see below). Initial supplies should be demanded forthwith on receipt of this A.F.O. Books should be demanded by their code numbers (see Appendix A).

22. Accountant Officers holding stocks of coupons should furnish a statement on the form shown in Appendix D on the first day of each month to the Board of Trade at the address shown above. The quantities shown on line 5 should represent the additional quantities which it is anticipated will be required for issue during the next three months. Should supplies be urgently required they should be demanded by telegram.

23. Coupons are to be kept under lock and key in the personal custody of an Accountant Officer. If sent through the post they should invariably be registered. A detailed record of receipts and issues of books and coupons should be maintained.

24. The procedure for issuing to individual officers will be as follows:—  
*H.M. ships and shore establishments with Accountant Officers.*

The Accountant Officer will be responsible for issuing to individual officers in accordance with the instructions, *noting the issue in their pay books (S.43A) at the same time.*

*H.M. ships without Accountant Officers.*

(a) Destroyers, Escort vessels, Sloops and Corvettes—

The Commanding Officer should demand coupons required for issue from the Accountant Officer of the nearest shore establishment or base giving all necessary particulars of the purposes for which they are required. The demands should be scrutinised by the Accountant Officer who should make such enquiries as he may consider necessary to satisfy himself that the issues are in accordance with instructions. Where maintenance allowances are issuable for a proportion of the year, the Accountant Officer should cut out the surplus coupons before despatching the books to the ship. The Commanding Officer of the ship will be responsible for distribution to individual officers *and for noting the issue in their pay books (S.43A)*. He should also furnish a receipt for the coupons to the Accountant Officer from whom supplies have been drawn.

(b) Smaller vessels (submarines, coastal craft, landing craft, trawlers, small auxiliary vessels, etc.)—

The Accountant Officer of the local base will issue the authorised allowances of coupons to individual officers *noting the issues in their pay books.*

25. Coupons surrendered by officers for purchase of Service clothing in shore establishments and harbour ships and surplus coupons cut out of maintenance books issued for a proportion of the year should be forwarded monthly under separate cover in each case by registered post to the Chief Accountant at the nearest area collecting office of the Board of Trade (see Appendix E) with a note specifying the number of coupons and the nature of the surrender, i.e., collection from sales of Service clothing or coupons cut from maintenance books.

26. *Dominion officers stationed in United Kingdom.*—The arrangements for British Naval officers will apply generally to officers of the Dominion navies serving in the United Kingdom or in ships based on the United Kingdom. Coupons should be issued to the Dominion officers serving in H.M. ships or Naval shore establishments under the arrangements shown in paragraph 24, the issues being noted in their pay books.

27. *Allied officers stationed in United Kingdom.*—The arrangements for Naval officers will apply to officers of allied Navies serving in the United Kingdom or in ships based on the United Kingdom, except that coupons will be issued to these officers by their respective headquarters, which will obtain supplies from the Admiralty for this purpose and will keep necessary records of individual issues.

#### PART II.—RATINGS.

28. Clothing coupons are not issued to ratings R.N. and W.R.N.S. and other ranks R.M. except in the special circumstances referred to in paragraphs 44 and 45. Clothing is issued without coupons to ratings from Service stocks subject to the limitations indicated below as regards purchases, and facilities are provided for purchases ashore as indicated in paragraphs 30–32.

29. The total value of clothing purchased by ratings from Service stocks at home and abroad or from other sources in the United Kingdom is to be restricted as follows :—

Ratings, R.N., R.N.R., and R.N.V.R. ...	Value not exceeding appropriate rate of K.U.A.
Ratings serving on T.124 agreements or variants.	Value not exceeding amount of K.U.A. for general service ratings wearing the corresponding class of uniform.
Ratings, W.R.N.S. ... ..	Value not exceeding £8 a year.

30. Following is a list of items of clothing which may be purchased ashore by the classes of Naval, etc., personnel set out in paragraph 31 :—

- \*(i) Shirts
- \*(ii) Collars and ties.
- \*(iii) Cardigans and pullovers.
- \*(iv) Scarves.
- \*(v) Socks or stockings.
- \*(vi) Gaiters.
- \*(vii) Gloves.
- \*(viii) Shoes.
- \*(ix) Boots.
- \*(x) Handkerchiefs.
- \*(xi) Raincoats and oilskin clothing.
- (xii) Underwear.
- (xiii) Pyjamas and nightgowns.
- (xiv) Dressing gowns.
- (xv) Slippers.
- (xvi) Articles of Naval rating's uniform (including outerwear).
- (xvii) Articles of W.R.N.S. uniform (including outerwear).
- (xviii) Black leather ankle boots.

\* These items must be of a type normally forming part of uniform.

31. Purchase of clothing in the various categories shown in paragraph 30 may be made as follows :—

Personnel	Items which may be purchased
Ratings, R.N. ... ..	(i)–(xii) and (xvi)
Other ranks, R.M. ... ..	(x)
Ratings, W.R.N.S. ... ..	(i)–(xv) (xvii) and (xviii)

32. Ratings wishing to purchase ashore in the United Kingdom clothing in the categories specified in paragraphs 30 and 31, must produce to the retailer a certificate of authority on Form S.110 which is required in lieu of coupons. The form must be signed by the Commanding Officer or by a commissioned officer of the rating's

ship-of establishment, or in the case of a W.R.N.S. rating, by a W.R.N.S. officer, on behalf of the Commanding Officer. The items required must be specified in detail on the back of the form and the officer signing the form is to arrange for the value of the items at current Service issuing prices to be entered in the rating's pay and identity book (see paragraph 35 below). Form S.110 must be completed throughout in ink. On receipt of the clothing the rating is to sign in the space provided on Form S.110 except that when goods are ordered to be sent by post the words "Clothing received by" are to be amended in manuscript to read "Clothing ordered to be sent by post" and the rating is to sign when giving the order. The names of ships are *not* to be shown on Forms S.110.

33. For purpose of regulating expenditure, items which are purchased ashore and which are included in the Service Issuing Price List, should be valued at the Service issuing prices. For W.R.N.S. ratings, dressing gowns and slippers are to be valued at £2 2s. 0d. each and 10s. 6d. a pair respectively.

34. Expenditure will be allowed up to the amount of K.U.A. due for the current quarter and the following quarter (or in the case of W.R.N.S., the corresponding proportions of the annual amount specified in paragraph 29) together with any balance remaining from previous quarters.

35. In order to ensure that purchases are within the amount authorised, the value of all purchases is to be entered in the rating's pay and identity book, which should also show the amount of expenditure allowable. Form S.111 has been provided for recording those particulars and this form is to be pasted into the rating's pay and identity book. The quarterly rate of expenditure allowable is to be inserted at the beginning of each quarter and particulars of clothing purchased are to be entered as follows :—

(a) Articles taken up from Service stocks—at the time of issue.

(b) Articles purchased ashore—when purchase is authorised on Form S.110.

36. It is intended that all purchases from Service stocks of articles shown in the Issuing Price Lists of Clothing Materials and Badges (but not soap and tobacco) should be included in calculating expenditure for the purpose of the limitation referred to in paragraph 29.

37. In destroyers and other small ships which do not carry stocks of clothing on board, and where supplies required by ratings are purchased in bulk from stocks at the base or in H.M. ships in company, the Commanding Officer is to arrange for an officer to supervise the collection and distribution of the clothing and to make the necessary entries in the paybooks.

38. *Repairs to Service uniforms.*—Ratings R.N. and W.R.N.S. may sign tradesmen's bills for this purpose, and Form S.110 is not required. This arrangement does not allow personnel to purchase cloth or lining to do their own repairs, and applies only to the supply of materials used by a tailor for repairs.

39. *Replacement of uniform clothing lost.*—When compensation is paid in respect of uniform clothing lost through Service casualty, the amount of the compensation is to be shown as a credit in the record of expenditure of K.U.A. for rationing purposes in Form S.111 in the sailor's pay and identity book, and subsequent purchases of clothing made in replacement of kit are to be debited at the current Service issuing prices.

40. *Discharge or temporary release from Service.*—Ratings R.N. and W.R.N.S. and R.M. other ranks finally discharged or released from Service for an indefinite period will be provided with Form S.1558 together with Customs and Excise Form C.R.S.C.I (application form for supplementary issue of coupons), before leaving H.M. ship or establishment, and in the case of personnel invalidated before they proceed to their homes. Form S.1558 together with Form C.R.S.C.I, should be taken by the individual to his or her local national registration office, where S.1558 will be retained and a national registration identity card issued in lieu. The national registration identity card will enable the holder to obtain a civilian food and clothing ration book. Form C.R.S.C.I will be required for obtaining *supplementary* clothing coupons if the holder has insufficient plain clothes. It should be produced to the Registration Officer at the same time as Form S.1558. The Registration Officer will endorse Form C.R.S.C.I to the effect that the individual is being discharged or indefinitely released and insert the address of the appropriate Collector of Customs

and Excise to whom the form should be posted when completed. The detailed arrangements for ratings released from Service for a definite period are being promulgated separately.

41. *Towels.*—Towels can only be taken up from Service stocks and apart from gratuitous issues with free kits, issues are limited as follows:—

- (a) Replacements due to normal wear and tear ... .. 2 a year  
 (b) Replacement of exceptional losses ... .. 2

When replacements are made under (b) issues may also be made under (a) at any time during the ensuing twelve months irrespective of previous issues. Issues of towels should be specially distinguished in the notation in the pay books.

#### PART III—GENERAL.

42. *Replacement of lost civilian clothing.*—Persons who have suffered loss of civilian clothing from any of the causes set out below may apply for supplementary coupons to the Customs and Excise:—

- (a) by war damage ashore or afloat ;  
 (b) by fire not caused by enemy action ;  
 (c) by theft or looting ;  
 (d) by fire or other accident at laundries, dyers and cleaners or repairers ;  
 (e) by postal or baggage losses or by street accident.

The application Forms C.R.S.C.I for losses at (a) and C.R.S.C.IA. for losses at (b), (c), (d) and (e), together with the address of the Collector of Customs and Excise to whom the completed form should be posted can be obtained from any information bureau or offices of a local authority. It is emphasised that in assessing the number of supplementary coupons to be issued the amount of civilian clothing remaining in an individual's possession will be taken into account.

43. *Tea cloths.*—Two emergency coupons annually for the purchase of tea cloths may be issued to an officer or rating of the R.N., R.M., or W.R.N.S., who is not provided with Service quarters and who is residing (a) alone or (b) with other members of the Services mentioned above. Personnel living with civilian families in lodgings or billeted are not eligible for these coupons. Service coupons are not valid for the purchase of tea cloths.

44. *Replacement of plain clothes given to survivors.*—In order that naval personnel who give plain clothes to survivors of vessels sunk may not thereby be debarred from wearing plain clothes for recreational purposes, emergency clothing coupons may be issued to such personnel to enable them to complete at their own expense their plain clothes wardrobes to an essential minimum. Officers or ratings should submit to their Commanding Officer a statement setting out details of the clothing given away and the circumstances, together with a statement of the plain clothes remaining in their possession. Commanding Officers are to satisfy themselves that applications are *bona fide* and may authorise issue of coupons at their discretion. It is desired to impress upon all naval personnel that this concession is designed to relieve hardship which might otherwise be suffered as the result of care and attention afforded to survivors while they are accommodated in H.M. ships. Abuse of the concession will prejudice its continuation. Any clothing supplied to survivors should be recovered from them before they leave the ship in cases where other clothing can be provided for them before they are disembarked.

45. *Plain clothes for personnel proceeding to Eire.*—Personnel wishing to proceed on leave to Eire who do not possess sufficient plain clothing for the purpose, should make a written report of the circumstances to their Commanding Officer who, if he is satisfied that the application is genuine and that the applicant has not previously received coupons for this purpose, may authorise the issue of twenty-six emergency coupons to provide for the purchase of one civilian suit. For ratings dressed in Class II uniforms an additional eight coupons may be authorised to provide for the purchase of one shirt, two collars and a tie. The issue of coupons should be noted by the Issuing Officer in the applicant's pay and identity book.

46. *Surrender of documents by new entries.*—Civilian clothing rationing documents are to be collected from all persons joining the Royal Navy, Royal Marines, W.R.N.S. or Q.A.R.N.N.S. at the same time as food ration books are withdrawn from them. Every new entrant from civil life should be in possession of a clothing ration book (CB1/6) which should be marked "Holder entered R.N., R.M., etc."

as the case may be and with the date, and should be returned in batches monthly to the Chief Accountant at the nearest area collecting office of the Board of Trade (see Appendix E).

When new entries are unable for any reason to produce the clothing rationing book referred to above, returns should be made to the Chief Accountant at the nearest area collecting office of the Board of Trade. Ministry of Food Form R.G.20 should be used for this purpose, the heading being amended to show that it refers to clothing documents. "(A.F.O. 3072/42, Section A, paragraphs 4 and 5)".

#### APPENDIX A.

##### SCALES OF COUPON ALLOWANCES FOR INITIAL OUTFITS AND MAINTENANCE.

	Coupons	Code Number of Books
<i>Officers R.N., R.N.R., R.N.V.R.</i>		
<i>Initial allowance on first entry</i> ... ..	193	N.I.D. (192 coupons)
<i>Annual maintenance:—First year</i> ... ..	30	N.I.L. (31 coupons)
<i>Subsequent years</i> ... ..	60	N.I.H.
<i>Officers R.M.</i>		
<i>Initial allowance on first entry:</i>		
<i>Officers entered for shore service</i> ... ..	225	N.I.M.
<i>Other officers</i> ... ..	300	N.I.A.
<i>Annual maintenance:—First year</i> ... ..	38	N.I.K.
<i>Subsequent years</i> ... ..	76	N.I.G.

*Note.*—The allowances for R.M. officers include coupons for purchase of khaki uniforms. The allowance for Sea Service officers includes coupons for purchase of items required for wear with blue uniform as well as khaki. An officer transferring from Shore Service to Sea Service will be given an additional 76 coupons in Book N.I.E. to cover purchase of articles to wear with blue uniform.

	Coupons	Code Number of Books
<i>Officers W.R.N.S.</i>		
<i>Initial allowance on first entry</i> ... ..	250	N.I.B.
<i>Annual maintenance:—First year</i> ... ..	50	N.I.J.
<i>Subsequent years</i> ... ..	100	N.I.F.
<i>Sisters Q.A.R.N.N.S.</i>		
<i>Initial allowance on first entry</i> ... ..	210	N.I.C.
<i>Annual maintenance:—First year</i> ... ..	50	N.I.J.
<i>Subsequent years</i> ... ..	100	N.I.F.

The following schedule shows the proportionate maintenance allowances for parts of a year and are included for calculating the number of coupons issuable to—

- (a) Officers returning to U.K. from overseas during the year.  
 (b) Officers entering subsequently to 1st January, 1944, who have not completed twelve months' service on 1st January in any subsequent year.

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
<i>Officers. R.N., R.N.R., R.N.V.R.</i> ... ..	60	55	50	45	40	35	30	25	20	15	10	5
<i>Officers. R.M., Sea Service and Shore Service</i> ... ..	76	70	63	57	51	44	38	32	25	19	13	6
<i>Officers W.R.N.S. Sisters Q.A.R.N.N.S.</i> }	100	92	84	75	67	59	50	42	34	25	17	9

Where allowances for a proportion of the year are issuable in accordance with the above schedule, the ordinary annual maintenance coupon books should be used. Surplus coupons should be extracted before issue of the book and should be returned to the Chief Accountant at the nearest area collecting office of the Board of Trade (see list of addresses in Appendix E).

## APPENDIX B.

## COUPON VALUES OF ITEMS OF UNIFORM.

## (1) Officers, R.N.R., R.N.V.R. and R.M.

Garments	Coupon Value
Greatcoat, khaki ... ..	each 25
Jacket, Service dress, khaki ... ..	each 16
Trousers, Service dress, khaki ... ..	pair 8
Raincoat ... ..	each 18
Boots ... ..	pair 9
Shoes ... ..	pair 9
Gaiters ... ..	pair 1
Shirts ... ..	each 5
Shirts, khaki, collar attached ... ..	each 5
Collars ... ..	each 1
Summer drawers ... ..	pair 3
Summer vests, with sleeves ... ..	each 4
Summer vests, without sleeves ... ..	each 3
Winter pants ... ..	pair 6
Winter vests ... ..	each 6
Socks, black ... ..	pair 2
Ties ... ..	each 1
Gloves ... ..	pair 2
Handkerchiefs ... ..	each 1/2
Slippers ... ..	pair 5
Cardigan ... ..	each 8
Pyjamas ... ..	pair 8
Scarf—over 5 1/4 sq. ft. in area ... ..	each 2
Sweater ... ..	each 8
Dressing gown ... ..	each 8
Caps ... ..	not rationed —
Cap covers ... ..	not rationed —
Knitting wool (in Service colours) ... ..	per 2 ounces 1

## Tropical Clothing.

White or khaki tunics ... ..	each 9
White or khaki trousers ... ..	pair 8
Tropical shirts, white or khaki ... ..	each 4
Tropical shorts, white or khaki ... ..	pair 5
Shoes, white ... ..	pair 9
Stockings, white or khaki ... ..	pair 2
Cummerbund ... ..	each 2
Shirts, with collar attached ... ..	each 4
Collars ... ..	each 1
Vests, thin, without sleeves ... ..	each 3
Vests, thin, with sleeves ... ..	each 4
Drawers, thin (with short legs) ... ..	pair 3

## (2) Sisters, Q.A.R.N.N.S. and Officers, W.R.N.S.

Article	Coupon Value
Raincoat ... ..	each 18
Overcoat—W.R.N.S. ... ..	each 25
Uniform jacket, W.R.N.S. ... ..	each 16
Uniform skirt, W.R.N.S. ... ..	each 6
Overcoat, Sister's, Q.A.R.N.N.S. ... ..	each 18
Short Cape ... ..	each 2
Afternoon Dress—woollen ... ..	each 11
Costume (two-piece) Q.A.R.N.N.S. ... ..	each 18
Blouse ... ..	each 4
Shirt ... ..	each 5
Collar ... ..	each 1
Tie ... ..	each 1
Long Cape—fully lined ... ..	each 18
Blue Cotton dresses ... ..	each 8
Navy Blue serge dress ... ..	each 11

## APPENDIX B—contd.

Article	Coupon Value
Muslin Cap (headsquare) ... ..	each 2
Gloves ... ..	pair 2
Stockings ... ..	pair 3
Shoes ... ..	pair 7
Handkerchiefs ... ..	each 1/4
Pyjamas ... ..	pair 8
Slippers ... ..	pair 5
Slips ... ..	each 4
Knickers ... ..	pair 3
Vests ... ..	each 3
Corsets ... ..	each 3
Dressing gown ... ..	each 8
White stockings ... ..	pair 3
White shoes ... ..	pair 7
White knickers ... ..	pair 3
White vests ... ..	each 3
Corselettes ... ..	each 4
Scarf ... ..	each 1
Cardigan ... ..	each 8
Knitting wool (in Service colours) ... ..	per 2 ounces 1

## APPENDIX C.

## TROPICAL CLOTHING.

(1) On appointment to a foreign station or H.M. ship proceeding to a warm climate.

Clothing coupons within the maximum allowances set out below may be issued to officers on appointment to a foreign station when tropical clothing is worn or on appointment to a ship proceeding to a warm climate. When officers are already in possession of suitable clothing or do not require to purchase all the items before leaving the U.K., the number of coupons issued will be restricted to the value of items to be purchased:—

## Officers, R.N., R.N.R. and R.N.V.R.

Garments	Number	Coupon Value
White tunics ... ..	4	36
White trousers ... ..	4	32
Tropical shirts ... ..	6	24
Tropical shorts ... ..	6	30
White stockings ... ..	6 pairs	12
White shoes ... ..	2 pairs	18
Cummerbund ... ..	1	2

Maximum total allowances—154

## Officers, R.M.

Garments	Number	Coupon Value
Tunics, khaki, drill ... ..	3	27
Trousers, khaki, drill ... ..	3	24
Shorts, khaki, drill ... ..	3	15
Shirts, tropical (with collars attached) } ... ..	6	30
Shirts, thin ... ..	6	6
Collars ... ..	6	6
Vests, thin (without sleeves) ... ..	4	12
Drawers, thin... ..	4	12
Stockings, khaki ... ..	4	8

Maximum total allowances—134



APPENDIX E.

Addresses of Area Collecting Offices of the Board of Trade.

London	...	...	New Oxford House, Bloomsbury Way, London, W.C.1.
Manchester	...	...	Arkwright House, Parsonage Gardens, Manchester, 3.
Leicester	...	...	4-6, Stoneygate Road, Leicester.
Bristol	...	...	40, Whiteladies Road, Bristol, 8.
Glasgow	...	...	38, Queen Street, Glasgow, C.1.
Birmingham	...	...	King Edward House, New Street, Birmingham.
Newcastle-on-Tyne	...	...	Emerson Chambers, Blakett Street, Newcastle-on-Tyne.
Leeds	...	...	Britannia House, Wellington Street, Leeds.
Reading	...	...	23, Prospect Street, Reading.
Belfast	...	...	Howard Buildings, Brunswick Street, Belfast.

(A.F.Os. 1519/40, 536/41, 3029/41, 28/42, 174/42, 349/42, 3072/42, 210/43, 416/43, 3679/43, 4668/43 and 4691/43.)

(A.F.Os. 1251/42, 256/43 and 1492/43 are cancelled.)