

HEAD OF "P" BRANCH

A.F.O. 6946/45

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## ADMIRALTY FLEET ORDER

**TRAWLERS AND OTHER SMALL VESSELS (EXCLUDING LANDING CRAFT)—SUPPLY OF PROVISIONS ON A CASH BASIS**

ADMIRALTY, S.W.1,

6th December, 1945

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

By Command of Their Lordships,

*H. V. Markham*

To Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, and Vessels (Excluding Landing Craft), Superintendents or Officers in Charge of H.M. Naval Establishments.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1943, Instructions, paragraph 10.

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**6946.—Trawlers and other Small Vessels (excluding Landing Craft)—Supply of Provisions on a Cash Basis**

(V. 2/4957/45.—6 Dec. 1945.)

(The following is a re-issue of A.F.O. 2974/45 incorporating certain new matter where shown.)

The arrangement under which provisions are supplied to small vessels from Service and N.A.A.F.I. sources on credit and settlement made monthly in connection with payment of victualling allowance is often a source of difficulty and delay in settlement of messing accounts, particularly when frequent movements occur, and when vessels are paying off, and causes correspondence out of all proportion to the amounts involved. A system has, therefore, been devised under which an advance in respect of victualling allowance will be made to the Commanding Officer, and payment for all provisions will be made in cash at the time of supply whenever possible. This system, details of which are given below, applies to all vessels on the Home, Mediterranean and East Indies stations which normally take up provisions on repayment from shore bases and in which the stocks carried on board are limited to provisions for use in emergency (*vide* A.F.O. 3452/44). The system is a temporary variation of the normal victualling allowance system of messing (*vide* A.F.O. 7026/45) and is not applicable to craft which carry stocks of provisions on board for issue on repayment and keep provision accounts on Forms S.461 and S.462. If owing to local conditions it is considered desirable to apply the system to any small vessels which have hitherto rendered accounts on Forms S.461 and S.462, the circumstances should be represented to the Admiralty.

2. *Victualling Allowance—Method of Payment and Custody.*—(a) The principle is that a sum representing the approximate estimated value of victualling allowance for all members of the ship's company, including officers, for a period of one month is advanced initially to the Commanding Officer, this sum to be held on the Commanding Officer's personal responsibility throughout the commission of the vessel. For the sake of uniformity, however, the amount to be advanced will be a fixed sum, as follows:—

Vessels with a complement of 5 and below	...	...	£15
Vessels with a complement of 6-10 ...	...	...	£30
Vessels with a complement of 11-15	...	...	£45
Vessels with a complement of 16-20	...	...	£60
Vessels with a complement of 21-25	...	...	£75
Vessels with a complement of 26-30	...	...	£90
Vessels with a complement above 30	...	...	£100

If the system is considered appropriate in any vessel with a complement exceeding 30 and the maximum advance given above is inadequate, the case should be specially represented to the Admiralty.

Vessels temporarily commissioned with naval "runner" crews for runs between ports in home waters are to be given a suitable advance at the port of embarkation to cover the trip. The general procedure laid down in this A.F.O. should be followed instead of that laid down in A.F.O. 2396/45, paragraph 10 (a) to (e).

(b) For the initial advance the following endorsement is to be made in the left hand margin of the front page of each vessel's Form S.1072 (Victualling and Spirit Book):—

£.....s.....d. advance supplied by H.M.S. "....."  
 on .....194.....  
 Signed .....  
 H.M.S. (or base) .....\*  
 Date .....\*  
 \* Impression from date stamp.

This endorsement is to be repeated on the new Form S.1072 for each subsequent month by the Base Supply Officer, who is to add his signature and, by stamp impression, the name of the ship or base and date.

(c) Advances are to be taken off charge at Code 29, the voucher being headed "Advances (V)—A.F.O. 6946/45", and the covering schedule thereto is to show the name or number of each vessel and is to be supported by the receipts of the Commanding Officers.

(d) Refunds are to be taken on charge at Code "O", the voucher being headed "Refunds of Advances (V)—A.F.O. 6946/45", the covering schedule showing the name or number of each vessel, the name of the ship which made the initial advance and the date thereof. It is essential that the sums taken on charge as refunds should be identical with the relative initial advances.

(e) An additional copy of the voucher schedule for both the advances (without receipts) and the refunds is to be made out and forwarded, under separate cover from the cash account, to the Director of Navy Accounts, Branch 5a, (4B), Harrow, Middlesex.

(f) In the case of a crew of a vessel being transferred to another vessel with continuity in the Form S.1072, the Base Supply Officer issuing the next new Form S.1072 is to recover the initial advance to the former vessel and is to make an initial advance to the fresh vessel by exchanging receipts with the Commanding Officer and by passing both sides of the transaction through the cash account in the prescribed manner. Similarly when increases or reductions in complement, other than of a temporary nature (*see* paragraph 5 for temporary additions), necessitate a variation of the initial advance, the current advance is to be recovered and reissued at the revised rate.

(g) Whenever a vessel to which the order is applicable pays off, the Base Supply Officer at the paying-off base or in whose area the paying-off port lies, is to claim at Code 15 the amount of victualling allowance due, which sum is to be applied towards the recovery of the advance. If this sum is insufficient to liquidate the advance he is to ensure that the Commanding Officer refunds the balance in cash at the time when the final S.1072 is rendered and cleared.

(h) In cases where the advance is larger than required owing to the imminent paying off of the vessel, arrangements may be made locally for a proportion of the advance to be retained in the custody of the Base Supply Officer, who should furnish a custody receipt to the Commanding Officer concerned.

3. At the end of each month the actual credit to which the ship is entitled in respect of victualling allowance, calculated on the basis of the numbers recorded in S.1072 (which should, wherever possible, be verified from the ledger and certified to that effect), is to be paid to the Commanding Officer and claimed at Code 15. The amount paid is to be recorded and date-stamped by the Base Supply Officer in the right-hand margin of the front page of S.1072 and the Commanding Officer's receipt on Form S.27 is to support the entry in the cash account. After checking the spirit entries the Base Supply Officer is to forward the S.1072 to Director of Victualling. (If the Base Supply Officer clearing the S.1072 is not the holder of the vessel's accounts, the S.1072 should be forwarded to the accounting base for onward transmission to Director of Victualling.)

4. Under the above arrangements the Commanding Officer is to use the advance to pay for purchases of provisions, the actual victualling allowance due being paid to him at the end of the month, so that after payment of any mess savings or settlement by the mess for any excess expenditure the Commanding Officer will again hold the amount of the initial advance. It should be understood that no S.1072 is a valid document unless it bears the notation of advance in accordance with paragraph 2 above.

5. If for any reason, e.g. a temporary addition such as passengers to the numbers normally victualled, or the vessel proceeding to sea and being unlikely to reach or return to a base until some time after the end of the month, the amount of the advance is insufficient for the purchase of sufficient provisions, the Commanding Officer should take the current S.1072 to the local Base Supply Officer, who will then estimate and pay the approximate amount of extra victualling money necessary which payment is to be claimed at Code 15. He will record in red ink and date-stamp the payment in the right-hand margin of the front page of S.1072, taking the Commanding Officer's receipt and entering the payment in his cash account as in paragraph 3 above. When the S.1072 for the month is finally closed, the total payment due is to be abated by the amount so paid and recorded, the net amount of victualling allowance paid being claimed at Code 15.

6. The money advanced in respect of victualling allowance is to be held by the Commanding Officer (or other officer detailed by him) and kept in safe custody (in the C.B. chest if no money chest is carried) until required for the purchase of provisions. The Commanding Officer will be required to keep a proper account of the victualling money, which is to be audited at four-monthly intervals, in accordance with K.R. & A.I., Articles 620 and 635a, and A.F.O. 2682/40. Each entry is to be supported by a signed receipt or voucher. On change of Commanding Officer the victualling money account is to be closed, audited and certified correct by the outgoing Commanding Officer and the incoming Commanding Officer, and the latter is to sign the account and is to inform the Base Supply Officer carrying the vessel's accounts that he accepts liability for the advance. (See also paragraph 12 regarding muster of provisions.) A statement is to be exhibited monthly and on paying off, for the information of the ship's company, showing the amounts received and expended and balance in hand, allowing for the liability to refund the initial advance. On paying off any balance, after refunding the amount of the advance, is to be divided among the ship's company or disposed of in accordance with their wishes.

#### Purchases, etc., of Provisions

7. Provisions should be purchased from Base Supply Officers or H.M. ships so far as practicable. Particulars of the items of Service provisions and the current issuing prices are given in A.F.Os. and can be obtained from Supply Officers of naval bases or H.M. ships. Form S.549, duly priced, may be used as a demand form and Base Supply Officers are to provide books of Form S.549 for this purpose. If Forms S.549 are not available, Form S.77 should be used in lieu. Articles not in the list of Service provisions should, if practicable, be obtained from N.A.A.F.I. The prices of provisions drawn from N.A.A.F.I. are shown in price lists on display at N.A.A.F.I. ration stores, etc., from which small craft draw their supplies.

8. Circumstances may make it necessary to obtain supplies from sources other than Base Supply Officers or H.M. ships, in which case the procedure indicated in the following paragraphs is to be adopted.

9. *Supplies obtained from Contractors or Private Firms.*—If it is necessary to purchase supplies from contractors or private firms, payment should normally be made at the time of supply and receipts obtained. Payments to contractors should be at the contract rates. The receipted invoices should be forwarded with an explanation of the circumstances to the Base Supply Officer carrying the ship's accounts, who will re-value the "Service" items at Service issuing prices and refund any excess of the amount of the invoice over the value assessed at Service issuing prices, if satisfied that the purchases were necessary and the quantities reasonable. The Base Supply Officer carrying the ship's accounts should forward the invoices as vouchers to his cash account in support of the payments. Should it not be possible to make payment at the time of supply the Commanding Officer should obtain priced invoices in duplicate for the provisions purchased, and send a copy immediately with an explanation of the circumstances to the Base Supply Officer carrying the ship's accounts, and the firm from which the purchase is made should be asked to forward its account to the latter officer for settlement. He will settle the account, take the provisions on charge and, after re-valuing any "Service" items at Service issuing prices, will collect the total amount involved from the Commanding Officer.

10. *Supplies obtained from Army, R.A.F. and Allied Sources.*—No payment is to be made when supplies are drawn from these sources, but the Commanding Officer should obtain supply notes with prices inserted whenever practicable from the appropriate supply authorities at the time that the provisions are drawn. Commanding Officers are to hand these supply notes to the Base Supply Officer on next arrival at any base. This officer is to take the provisions on charge in his provision account and obtain their value in cash from the Commanding Officer at Service issuing prices or invoice prices for items for which there is no issuing price.

11. *Supplies obtained from V.S.I.S. and Victualling Yards.*—Provisions are to be demanded on Form S.549. A copy of the supply note will be handed by the Victualling Store Officer to the Commanding Officer, who is to present it with the amount of cash involved at the earliest opportunity to the Base Supply Officer carrying the ship's accounts or, if on passage or operating at a distance from his accounting base, to the Base Supply Officer at the next base visited. The Base Supply Officer concerned is to take the provisions on charge in his provision account

and recover the cash. The receipt of cash should be notified to the vessel's accounting base as necessary. A copy of the receipted supply note will be forwarded by the Victualling Store Officer to the Base Supply Officer carrying the ship's accounts, who is to satisfy himself that cash is duly paid by the Commanding Officer for the supplies. Supplies drawn from N.A.A.F.I. stock held in V.S.I.S. should be paid for at the time of supply.

#### Emergency Provisions

12. A stock of provisions should be carried on board each vessel as a reserve for use in emergency, the number of days and composition of the stock to be maintained being decided at each base according to the duties on which vessels are likely to be employed. The initial supply of these provisions is not to be paid for; they remain the property of the Crown and are to be entered in the inventory and written off base stocks. *They are only to be used when supplies cannot be taken up in the usual way from a base and when any are used they must be replaced at the earliest opportunity by similar quantities which are to be paid for in cash.* Arrangements should be made by Base Supply Officers for the provisions to be brought into use within a reasonable period, if necessary by exchange of stocks on board with fresh, in order to ensure that the reserve stock on board is in a satisfactory condition for use. 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.

The emergency provisions are to be mustered on change of Commanding Officers and both are to sign the certificate on Form S.1071 (cover for inventory).

#### General

13. *Rum.*—The issue of the spirit ration or payment of grog money in lieu will be made under the usual conditions. Grog money payable in respect of G. ratings during short leave, etc., will be paid to the mess, the amount paid being recorded by the Base Supply Officer on the front page of S.1072 with the amount of victualling allowance (see paragraph 3) and the Commanding Officer's receipt on Form S.27 is to support the entry in the cash account.

14. *Victualling and Spirit Book.*—A record of persons victualled on board and of the receipts and issues of rum is to continue to be kept by the Commanding Officer on Forms S.1072. It is important that this form should be accurately recorded and promptly despatched at the end of the month by Commanding Officers to the Base Supply Officer carrying the ship's accounts. Attention is drawn to the regulation contained in paragraph 7 of the instructions on the front of the form which is to be strictly complied with by all concerned and no issue of spirit is to be made to craft without the production of Form S.1072. Whenever rum is supplied by or returned to a base the quantity and name of the base are to be entered in column (K) or (H) respectively on Form S.1072 and the entry verified by the signature of the Supply Officer. Issues to craft are to be removed from charge in the provision account of the supplying base by the Commanding Officer's receipt on Form S.549. The figure for "Rum Remaining" in column (J) is to be checked forward each month

on to the new form and the entry initialled and date-stamped by the local Base Supply Officer at the same time as he makes the endorsement on the form of the amount of money advanced on account of victualling. The stock of rum should be regulated to ensure that as far as possible supplies are not required during the time between surrendering the form for one month and obtaining a new form for the following month. The use of rough forms S.1072 for this purpose in the absence of the original is not permitted. Victualling and check sheets are to be forwarded to the Base Supply Officer *at once* when men join or leave the ship.

15. *Messing of Passengers.*—When passengers are carried in vessels in which the cash payment system of victualling is in force, they are to be victualled from the provisions on board, and victualling allowance, or casual meal rates as necessary, is to be refunded by the Base Supply Officer on next arrival at any base in respect of the period of victualling provided. This officer is to note the amount paid in the vessel's Form S.1072 (Victualling and Spirit Book) against the names of the passengers, and is to credit it in his cash account supported by the Commanding Officer's receipt showing the number of passengers and number of days for which they were carried.

16. *Extra issues of provisions* authorized by K.R. & A.I., Article 1825, and in the case of coastal force craft by A.F.O. 355/44, may continue to be made gratuitously under the arrangements at present in force.

17. *Disposal of Serviceable Provisions in Craft Paying off.*—The value of serviceable Service provisions (other than emergency provisions) surplus to requirements on craft paying off, etc., may be refunded to the crew in cash on the stores being taken into stock at the base, provided that the Commanding Officer of the craft certifies in writing that the provisions were originally purchased from Service sources.

18. Commanding Officers will be responsible for seeing that a proper standard of dietary is maintained and that the victualling money is properly and economically expended. They will also be responsible for seeing that the food rationing regulations laid down in A.F.Os. 4984/44 and 6077/45 are observed and that other foodstuffs are not demanded in excess of the normal requirements of the crews. Base Supply Officers should ensure that Commanding Officers are aware of the current instructions in regard to food rationing and should periodically scrutinize demands in order to satisfy themselves that the quantities drawn are not excessive.

19. This Order does not apply to landing craft the victualling arrangements for which are set out in A.F.O. 3116/45.

20. Distributing authorities abroad are to arrange for one copy of this Order to be distributed to each vessel concerned. Vessels in home waters will be supplied direct from Admiralty, E.F.O.

21. Base Supply Officers are to notify any tradesmen and contractors from whom vessels concerned have hitherto regularly obtained supplies on credit that payment should be obtained in future at the time the supply is made, and in the case of firms holding Admiralty contracts that supplies should be charged for at contract prices.

22. Authority is hereby given to Base and other Supply Officers, where necessary, to delegate to stores ratings authority to receive money for provisions supplied under this Order, provided adequate arrangements are made for such ratings to hand over the money to a Supply Officer and satisfy that Supply Officer that the amount is correct, immediately after each day's issues; on no account should such ratings be allowed to retain the money overnight.

(A.F.Os. 2682/40, 355/44, 3452/44, 4984/44, 2396/45, 3116/45, 3547a/45, 6077/45 and 7026/45.)

(A.F.Os. 2974/45 and 6311/45 are cancelled.)