REGULATIONS
FOR THE
EQUIPMENT OF THE ARMY
PART 1. 1942
GENERAL REGULATIONS

By Command of the Army Council,

THE WAR OFFICE,
8th May, 1943.
GEORGE, R.I.

WHEREAS Our Army Council has submitted to Us revised General Regulations for the Equipment of Our Army and the Armament of Our Works of Defence; and whereas We have been pleased to approve the same;

OUR WILL AND PLEASURE is that these Regulations be the sole and standing authority on the matter herein treated of, excepting all matters relating to the equipment of such part of Our Army as may be stationed in Our Indian Empire or in Burma; provided always, that Our Army Council shall, until Our further pleasure be made known, have full power to make, with regard to the details of equipment, and to the general arrangements for equipment applicable in time of war, such additional Regulations, or modifications in the Regulations attached to this Our Warrant, as may be necessary in the interests of Our Service. The administration and interpretation of these Regulations shall likewise rest with Our said Army Council.

Given at Our Court at St. James's this 26th day of December, 1942, in the 7th year of Our Reign,

By His Majesty's Command,

P. J. GRIGG.

PREFACE

1. This edition consists of the 1932 edition, as amended by Amendments Nos. 1 to 31 inclusive, plus amendments approved subsequently but not issued.

2. It includes a new Chapter 22, which deals solely with "A" and "B" vehicles; this chapter comprises a large part of Chapter 8 and Appendix 2 of the 1932 edition.

3. Typographical errors should be notified, in writing, to the Under-Secretary of State (D.D.C.S.), The War Office.
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# ABBREVIATIONS

Note.—For explanation of abbreviations used in description of stores, see Vocabulary of Army Ordnance Stores.

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<td>Anti-aircraft.</td>
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<td>Army Book.</td>
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<td>A.C.I.</td>
<td>Army Council Instruction.</td>
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<td>A.D. CORPS.</td>
<td>The Army Dental Corps.</td>
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<td>A.D.M.S.</td>
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<td>A.D.O.S.</td>
<td>Assistant Director of Ordnance Services.</td>
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<td>A.D. of S. &amp; T.</td>
<td>Assistant Director of Supplies and Transport.</td>
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<td>A.E.C.</td>
<td>Army Educational Corps.</td>
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<td>A.F.</td>
<td>Army Form.</td>
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<td>A.F.V.</td>
<td>Armoured Fighting Vehicle.</td>
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<td>A.F.V.S.</td>
<td>Armoured Fighting Vehicles School.</td>
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<td>A.I.A.</td>
<td>Assistant Inspector of Armourers.</td>
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<td>A.R.A.</td>
<td>Army Rifle Association.</td>
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<td>A.R.A.</td>
<td>Auxiliary Territorial Service.</td>
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<td>A.T.S.</td>
<td>Beyond Local Repair.</td>
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<td>B.L.R.</td>
<td>Chief Engineer.</td>
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<td>C.I.S.A.</td>
<td>Corps of Military Police.</td>
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<td>C.M.P.</td>
<td>Commanding Officer.</td>
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<td>C.O.</td>
<td>Chief Ordnance Mechanical Engineer.</td>
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<td>C.O.M.E.</td>
<td>Chief Ordnance Officer.</td>
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<td>C.O.O.</td>
<td>Commander, Royal Engineers.</td>
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<td>C.R.E.</td>
<td>Doubtful.</td>
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<td>&quot;D&quot;</td>
<td>Deputy Assistant Director of Ordnance Services.</td>
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<td>D.A.D.O.S.</td>
<td>Director of Clothing and Stores.</td>
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<td>D.C.S.</td>
<td>Deputy Director of Clothing and Stores.</td>
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<td>D.D.C.S.</td>
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<td>D.D.M.S.</td>
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<td>D.D.O.S.</td>
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<td>D.W.S.</td>
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<td>E.R.</td>
<td>Equipment Regulations.</td>
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<td>E.S.O.</td>
<td>Embarkation Staff Officer.</td>
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DEFINITIONS

Note.—The following terms used in these regulations will have the signification shown below:

Accessory ... ... An addition to a complete article (such as the pump of a bicycle) without which the article can be used.

Accountant ... Any officer who receives and holds army equipment, and renders to the War Office or local audit office a ledger account of the same.

Ammunition ... All explosives prepared for the use of troops in the field or during training, e.g., shells, grenades, fusèes or bombs, etc.

Armoured Fighting Vehicles. A vehicle, either wheeled or tracked, in which a crew can serve the armament with which it is equipped from behind bullet-proof plate.

Assistant Director of Ordnance Services. An officer of the R.A.O.C. posted to a command for duty as deputy to the D.D.O.S. at command headquarters, or for the administration of Army Ordnance Services, other than Workshop Services, in one or more areas. In an area, he is the adviser of the general or other officer commanding concerning these services.

Assistant Inspector of Armourers. An officer of the armurer branch, R.A.O.C., who is charged with the inspection and repair of all small arms, machine guns and bicycles in a command.

Chief Inspector ... The senior officer of a division of the Inspection Staff.
Definitions

Chief Ordnance Mechanical Engineer. An officer of the mechanical engineering staff, R.A.O.C., appointed to the headquarters of a command or a formation to administer Army Ordnance Workshop Services. He is the adviser to the G.O.C.-in-C. or G.O.C. concerning these services.

Commanding Officer ... The officer commanding any unit.

Component ... A part of a complete article (such as the shaft of a wagon or the track of an "A" vehicle) without which the article is useless.

Condemnation Report ... A.F. G 1043. A form on which an O.M.E. notifies a unit that stores sent in to workshops for repair are found to be beyond local repair or unserviceable.

Deputy Director of Ordnance Services. An officer of the administrative staff of the R.A.O.C. appointed by the War Office to the headquarters of a command or a formation to administer Army Ordnance Services other than Workshop Services. He is the adviser to the G.O.C.-in-C. or G.O.C. concerning these services.

Equipment ... Ordnance stores of all descriptions, including guns, machine guns, small arms, ammunition, vehicles, etc., and material for repair and preservation allowed by these regulations.

Equipment Ammunition Is that which is normally carried for—

(a) Rifles and Pistols, on the soldier in the field.

(b) Machine Guns, in Vickers ammunition belts carried with the gun (other than spare belts), in Lewis magazines and in Hotchkiss ammunition belts or strips (excluding spare strips).

(c) Guns, in ammunition wagons and limbers, on Drag-ons or Tractors, in Tanks and first-line M.T. vehicles of R.A. Brigades and Tank Battalions.

Establishment ... The number of officers and men, animals, transport, etc., authorized by the Army Council to be maintained for any particular arm of the service, e.g., an infantry battalion.

Explosive ... Any substance used with a view to producing a practical effect by explosion or a pyrotechnic effect. In these regulations the term "explosive" is used to include fireworks, fuzes, rockets, percussion caps, detonators and ammunition of all descriptions, and every adaption or preparation of any explosive as defined above.

First Line Reserve Small Arm Ammunition. Is the further quantity required by units as allowed for in war equipment tables to complete to the war scale, and is carried in first-line transport.

Issue Order ... A.F. G 975. An order made by a Provision branch, a C.O.O. or D.D.O.S. giving approval for the issue of stores which have been authorized, but which have not been indented for.

This order is generally used:—

(a) for the expeditious distribution to units of newly approved stores or stores for experimental purposes;

(b) for issues to non-accountants.
Machine Guns ...

Machine guns and light automatics.

A Light Machine Gun is an automatic fire weapon, normally fired from the shoulder with the aid of a rest. It can also be fired from a mounting.

A Medium Machine Gun is an automatic fire weapon which is capable of producing a large volume of fire for long periods. It is fired from a mounting.

A Heavy Machine Gun is an automatic fire weapon specially designed to fire ammunition for the penetration of armour or for use against aircraft.

Military Tradesmen ...

Warrant officers, N.C.Os. and men shown on the regimental establishment as tradesmen, and entitled to draw tradesmen's rates of pay as such.

Mobilization Equipment

All items of equipment which are held by or for the unit to complete to approved war scale.

Ordnance Mechanical Engineer.

An officer of the mechanical engineering staff, R.A.O.C., who is charged with the inspection and repair of guns, carriages, "A" and "B" (mechanical) vehicles, horse transport vehicles and other ordnance material in a depot or area.

Ordnance Officer ...

The officer charged with the general management of an ordnance depot.

Peace Equipment ...

All items of equipment which are authorized by scale (E.R., Parts 1 and 2) for use during peace.

Personal Equipment ...

Arms, accoutrements, steel helmets and respirators which are allowed for the personal use of the soldier.

Principal Ordnance Mechanical Engineer.

An officer of the mechanical engineering staff, R.A.O.C., appointed to the War Office for the administration, under the D.O.S., of all engineering activities affecting ordnance services in peace and war.

Senior Ordnance Mechanical Engineer.

An officer of the mechanical engineering staff, R.A.O.C., posted to a command district or area to administer Army Ordnance Workshop Services, and to advise the general or other officer commanding on all matters connected therewith.

Small Arms ...

Rifles, bayonets, swords, lances, and pistols.

A Rifle is a firearm which forms the primary personal weapon. Its size and weight must be such that it may be used in all positions in all types of country and be carried without undue fatigue for considerable distances.

A Self Loading Rifle is a rifle in which the movements needed for reloading it after each shot are performed by the energy obtained from the charge.

An Anti-Tank Rifle is a rifle which is specially designed to fire ammunition possessing effective armour piercing properties. It can be carried into action by one man, but needs a support when being fired. It may be hand or self-loaded.
Definitions

Small Arms—continued

A Pistol is a one-hand firearm, normally used as the personal weapon for those who are not armed with a rifle.

A Self Loading Pistol is a pistol in which the reloading after each shot is performed by the energy obtained from the charge.

A Machine Carbine is an automatic fire weapon which fires pistol ammunition. It may be used to replace the rifle, the self loading rifle or the pistol, as the personal weapon for certain purposes.

Spare Part

May be a component or an accessory. It is held with or for the article for use in the event of a component part or accessory becoming worn out, damaged or lost.

Strength

The actual number of officers and men, animals, etc., forming a unit, etc., on any given date.

Unit

A body of troops under a separate commanding officer who is an accountant.

Unit Equipment

All items of equipment other than personal equipment.

Vehicle Equipment

All tools, accessories and components which are issued with and normally carried on the vehicle, either in lockers or secured to the vehicle.

Vehicles:

"A" Vehicles.

All tracked mechanically-propelled vehicles (excluding industrial tracked vehicles) and the following wheeled vehicles:—armoured cars, scout cars, armoured command and armoured demolition vehicles.

"B" Vehicles

All wheeled, mechanically-propelled, passenger, load-carrying, and technically-equipped vehicles (including tractors and trailers but excluding trailers, artillery, and trailers, fire pump), fire engines, light reconnaissance cars and all industrial tracked vehicles except those defined as "A" or R.A.S.C. vehicles.

R.A.S.C. Vehicles

All wheeled, mechanically-propelled, passenger, load-carrying and technically-equipped vehicles (including tractors and trailers), which are driven and/or maintained by R.A.S.C. personnel.

Voucher, Certificate

A document prepared to adjust an account, i.e., to bring actual stock and ledger balance into line.

War Equipment

Ammunition, guns, machine guns, small arms, vehicles, stores of all descriptions and material for repair which are authorized to enable the unit to take the field on the approved War Establishment.
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#### New Paragraphs

574, 576, 577, 583, 587, 588, 589, 593-600, 602-607, 610-622.
REGULATIONS FOR THE
EQUIPMENT OF THE ARMY, PART 1, 1942

GENERAL REGULATIONS

CHAPTER 1.—DUTIES OF OFFICERS

A.—INTRODUCTORY

1. The following regulations for the equipment of the Regular Army are promulgated for the information and guidance of officers concerned. The proportions of ammunition, equipment and materials for repair, and other details contained therein, will be strictly adhered to. Where special scales are authorized for electric lights, telegraph, telephone and signal stations, colleges, schools, etc., no details are included in these regulations, but the general procedure as regards demand, supply and disposal of such equipment will be as herein laid down.

2. In describing stores in equipment ledgers, indents, etc., the prefix letters, catalogue number (or Part No.), designation and sections of the Vocabulary of Army Ordnance Stores and the Vocabulary of Miscellaneous Stores for Mechanical Transport will be strictly followed. Articles not included in the vocabularies will be headed: "Not in vocabulary," and grouped under the several sections to which, from the nature of the articles or their intended use, they would properly apply. They will also be described by drawings or otherwise, where requisite, in order to obviate the necessity of making further reference. In giving dimensions, feet and inches are always to be expressed in words.

In the case of "A" and "B" vehicles, the nomenclature to be used in indenting for articles "Not in vocabulary" is as laid down in vehicle identification lists and makers' catalogues modified as follows:

Identification Lists.

Indents to show:

Vehicle—Ident. No.—Designation—Drawing No., e.g.
Tank Medium Mk. II—Ident. 397—Bolt securing V.S.M.
83708 G/2; it being unnecessary to quote the full nomenclature of the assembly to which the part belongs.

Makers' Catalogues.

Indents to show:

Vehicle—Chassis No.—Part No.—Designation and Code Word. (See also para. 28.)

B.—DUTIES OF GENERAL OFFICERS COMMANING

3. G.Os.C. will keep themselves informed as to the condition of armaments and equipments, and will satisfy themselves that the articles which would be issued to, or taken into use by, units on mobilization are at all times maintained in a serviceable and complete condition. This applies equally to stores held as peace equipment by units and to mobilization equipment.

They are responsible for the custody and maintenance of the mobilization equipment held in their commands, both in regimental and ordnance charge, and should take such steps as will ensure that where such mobilization equipment is incomplete, the officer in immediate charge shall be able at any time to furnish a satisfactory reason.

Mobilization equipment in regimental charge will be inspected when the annual inspection of the unit takes place, unless the latter inspection is carried out when the unit is absent from the station at which its mobilization equipment is kept.

4. Equipment stored for mobilization and outfits for army reservists will be inspected by the A.D.O.S. annually and by the D.D.O.S. as considered necessary.

An annual examination, arranged by the S.O.M.E., of all optical and other instruments held in the mobilization equipment will also be made.

In each case the result of these inspections will be reported on A.F. G 1097, which will be forwarded to the headquarters of the command, and will not be transmitted to the War Office unless, for any reason, the G.O.C. wishes this done.

To assist in the maintenance of equipment in a serviceable condition, technical inspections will be carried out periodically by inspection branches and by the R.A.O.C. of armament, arms, ammunition, vehicles, instruments and other technical stores in peace and mobilization equipments.

A list of these inspections is given in App. 54.

When units are notified of the dates of any of these inspections, they will prepare a statement of all defects, difficulties and suggestions which they have to bring to notice concerning the equipments and instruments to be inspected and will hand a copy, signed by a responsible officer, to the
Duties of Officers

5. (1) The G.O.C. or other O.C. a command or other independent district will be responsible for seeing that equipment is issued to the troops for service purposes in accordance with the authorized proportions, but in cases in which it is found necessary, in view of any exceptional circumstances, that these should be exceeded, he will (if the stores are available within the command or district, or at the depot from which detailed issues of the stores in question are normally made) give authority in writing to the administrative head of the R.A.O.C. in the command or district to meet these temporary requirements. This written authority will be attached to the indent forwarded to the O.O. of the issuing depot, with a brief statement of the circumstances necessitating the issue. When the articles are not available as indicated above, special War Office approval will be required before supply can be made.

(2) The issue of bicycles under this para. may be authorized subject to each of the following conditions obtaining:

(a) The cycle allowance provided in Allowance Regulations has exceeded £3 10s. during the preceding twelve months, or, in the case of a new service, the allowance is estimated to exceed 7s. 6d. a month.

(b) The service is of a continuous nature.

(c) The service is such that due supervision of the use of a public bicycle can be exercised, and that repairs can be executed in government workshops.

All authorities are to be reviewed half-yearly, and bicycles withdrawn in all cases in which these three conditions are not satisfied.

In all cases where it is required to retain a bicycle issued in excess of approved scales for a period longer than twelve months, full particulars as to the need for the continuance of the issue should be included with the statement rendered under para. 7.

Bicycles may also be authorized for specific training purposes such as the representation of tanks during the collective training season. Issues will be restricted to the actual periods for which bicycles are essential and Mk. IV* bicycles will be utilized as far as possible to meet this service.

At the end of each training year a report will be rendered to the Under-Secretary of State (M.G.O.F.B.), The War Office, showing the number of Mk. IV and Mk. IV* bicycles issued and the cost involved in maintaining them in running order. The

6. In any instance in which equipment, other than ammunition, is drawn in excess of the authorized proportions without the written authority required by para. 5, the case should be submitted without delay to the G.O.C., who will deal with it as a matter of discipline. When consumable stores are concerned, the excess issues should be treated as losses and dealt with under King's Regulations.

7. Excess issues of camp equipment will be reported as indicated in para. 279. A statement of all other issues approved under para. 5 which have been outstanding for a period of more than six months will be rendered by the commanding officer to the Under-Secretary of State (O.S.8). The War Office, half-yearly on 1st January and 1st July, together with remarks regarding the necessity for issue in each case.

The G.O.C. will report full details to the Under-Secretary of State, The War Office, immediately he forms the opinion that an item, or items, should be approved as a permanent addition to authorized scales. Until the War Office decision is received, the issue will be regarded as temporary and will be included in the half-yearly statements mentioned above.

8. In the event of any unnecessary delay occurring in the supply of equipment, the G.O.C. will report the circumstance, with the explanation of the A.D.O.S. concerned, to the War Office.

9. The G.O.C. will cause arrangements to be made for the safe custody of duplicate keys of all public safes and boxes, regimental funds, in use in the command.

10. Whenever, in his opinion, a situation has arisen which may render the carriage of unescorted arms, ammunition, or explosives, or other W.D. stores by road, rail, or water unde-
sirable, a G.O.C.-in-C.* will issue such instructions for the provision of escorts as he may deem necessary.

When the carriage is by goods train or, in the case of explosives, by any train, a special warrant must be issued to the railway company to enable an escort to accompany the stores.

Two distinct types of warrant are provided for this purpose, one for explosives or other dangerous goods, and one for stores, equipment, tanks, dragons, etc., but in the case of tanks, dragons, etc., being conveyed with their ammunition, the former type of warrant will be used.

The appropriate warrant will be signed on behalf of the Secretary of State for War by a G.O.C.-in-C.,* an area commander, or the D.D.O.S. Warrants for explosives despatched from ordnance depots in accordance with the Regulations for Army Ordnance Services, Part I, will be signed by D.Ds.O.S. of commands and C.O.Os, specially authorized by the War Office. *(See also para. 87.)

11. With a view to safeguarding serviceable tanks or dragons when in the course of movement by rail on any occasion and to enable them to be replaced (under their own power) in their correct position on the wagons, if they become shifted during transit, it may be necessary for military guards to be allowed to travel on the trains carrying the tanks or dragons. *(See para. 580.)

The military guard will normally consist of one N.C.O. and four men in the case of movement of six tanks or dragons or less. When more than six machines are being carried, the guard may be adequately increased.

Immediately the movement of tanks or dragons by rail has been authorized and it has been decided that a guard is necessary, the consigning officer will make arrangements for a suitable guard to be provided and will notify the Director of Mechanization, by telegram of the composition of the guard, so that the railway companies may be instructed to provide special accommodation for the personnel by the train conveying the tanks or dragons. At least one driver mechanic must be included in the guard and the men should be instructed that they are not to travel in the tank or on the tank wagon while the train is in motion.

The special warrants referred to in para. 10 will be used and the following additional officers are authorized to sign them:—

The Commandant, Armoured Fighting Vehicles School.
C.O.O., Royal Arsenal, Woolwich.

* Also the G.Os.C. London and Northern Ireland Districts, when applicable.
clearly understood, and should be signed by the individual responsible for the suggestion. Effect upon interchange with existing service stores should be borne in mind.

19. On a change of command a regimental board will be assembled to take stock of the equipment and verify the ledger balance. The convening officer may detail as a member a warrant officer or senior N.C.O. who is not directly concerned with the accounting for, or the charge of, the stores concerned. Both the incoming and the outgoing commanding officers, or their representatives, should be present and sign the proceedings, which will be certified in the form shown in **Appx. 1**, and will accompany the regimental equipment ledger, on transmission of the latter, as laid down in that appendix. In a case where the officer taking over the command does not arrive until after the departure of the outgoing C.O., the regimental board will be assembled prior to the departure of the outgoing officer, and the senior officer remaining with the unit will take over, and be responsible for, the equipment until it is handed over by him to the officer assuming command. (See paras. 124 and 126 regarding the verification of lists of official books, etc.)

20. The stocktaking board may be dispensed with if the officer taking over the charge of the equipment considers it unnecessary, but he will then be held responsible and will himself sign the form of certificate shown in **Appx. 1**, para. 5, and dispose of it as therein directed.

21. In the case of a transfer of charge of the equipment of a sub-district in an artillery district, the verification of the stores in connection with the armaments, by a board, need not be carried out unless at the request of either of the officers concerned. Should such a request be made by either the officer handing over or the one taking over charge, the O.C.R.A. will appoint a board for the purpose. (For constitution of the board, see para. 19.) Should no board be assembled, the officer taking over charge will be held responsible for the correctness of the stores taken over by him, as shown by the "State" at the opening of the accounts, subject to variations caused by subsequent duly vouched store transactions.

22. When deficiencies or damages are discovered on a transfer of the equipment, the value of the articles deficient, or the cost of making good the damages, will be recovered from the officer giving over the command, unless he has been relieved of the responsibility by the G.O.C. In the case of personal equipment, the usual steps will be taken to recover the cost of replacing or repairing.
CHAPTER 2.—GENERAL SUPPLY OF EQUIPMENT

A.—SUPPLY OF EQUIPMENT

28. Indents for articles required for the maintenance or completion of authorized equipments will be rendered to the A.D.O.S. of the area or command on the dates given in para. 30 by officers who are accountants. They will be forwarded in duplicate on the authorized forms, which will be completed where necessary to show the paragraph or table of the regulations authorizing the issue, the establishment of men, animals, vehicles or equipment, and the quantities in possession.

To enable technical parts to be identified readily, the number allotted to such parts, as shown in the official Equipment Parts Lists, appropriate vocabulary or makers' catalogue, will be included in the indent and will precede the designation of the item.

Catalogue or part numbers of ordnance stores are published in all sections and sub-sections of the V.A.O.S. and Equipment Parts Lists. The latter are published simultaneously with the issue of new equipments.

A separate sheet (or division of such forms as are divided by perforation) will be used for each vocabulary section and sub-section, and will bear the regimental or corps office stamp. Stores will be entered on indents in the same alphabetical order as they appear in the vocabulary, identification list or catalogue.

Indents for stores for "A" and "B" vehicles will show the number of vehicles of each type on charge for which stores are demanded, the type, horse-power, make, and the chassis number of the vehicle; they will be marked "A" or "B" in the top right-hand corner according to the classification of the vehicle, and a separate sheet will be used for each type of vehicle. (See also para. 2.)

Indents for ammunition and stores required on payment will be en face to that effect in red ink.

When guns and mountings for drill, practice, time saluting or instructional purposes are unserviceable, indents to replace them may be put forward without reference to the War Office, but no replacement of guns, etc., in armaments and batteries of artillery should take place without previous reference to the War Office, unless in very exceptional circumstances, when the matter should be reported immediately.

29. Except for the special services referred to in para. 1, the E.R. are the sole authority for the issue of peace equipment.

Supply of Equipment

Indents for stores not allowed by regulations will be accompanied by a report as to the circumstances in which the store is demanded. This report will be forwarded by the D.D.O.S. of the command to the D.D.C.S. The War Office, with the demand for the stores, and a copy of the report will be forwarded to the C.I.A., Royal Arsenal, Woolwich.

The latest print of the war equipment table as notified in A.C. Is. is, under this paragraph the authority for the scale of mobilization equipment to be stored during peace and for the storage and issue on mobilization of war equipment for units which do not exist in peace.

Initial supplies of war equipment tables to units will be made by the D.D.O.S. of the command; any further quantities required will be demanded by units on A.F. L. 1350, through the D.D.O.S., from the Army Forms Depot.

30. Except in emergency, indents will be rendered to the R.A.O.C. on the following dates:

<table>
<thead>
<tr>
<th>Army Form(s)</th>
<th>When rendered</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Materials for repair of—</td>
<td></td>
</tr>
<tr>
<td>Small arms</td>
<td>G 997</td>
</tr>
<tr>
<td>Machine guns</td>
<td>G 997</td>
</tr>
<tr>
<td>Accoutrements</td>
<td>G 997</td>
</tr>
<tr>
<td>Harness, saddlery, and packsaddlery</td>
<td>G 997</td>
</tr>
<tr>
<td>Materials for repair of—</td>
<td></td>
</tr>
<tr>
<td>Carts and wagons</td>
<td>G 997</td>
</tr>
<tr>
<td>(b) Materials for repair of bicycles</td>
<td>G 997</td>
</tr>
<tr>
<td>Materials for repair and maintenance of &quot;A&quot; and &quot;B&quot; vehicles</td>
<td>G 997</td>
</tr>
<tr>
<td>Veterinary stores</td>
<td>G 997</td>
</tr>
<tr>
<td>Stable necessaries</td>
<td>G 997</td>
</tr>
<tr>
<td>Spanyard for signal training</td>
<td>G 997</td>
</tr>
<tr>
<td>Stores required to complete equipment or to replace unserviceable articles not otherwise provided for in this list</td>
<td>G 997</td>
</tr>
<tr>
<td>(b) Materials for cleaning and preserving small arms and machine guns</td>
<td>G 997</td>
</tr>
<tr>
<td>Gun and howitzer and Aiming Rifle ammunition for Practice and Exercise; R.A. (All Arms)</td>
<td>G 997</td>
</tr>
<tr>
<td>Small arm and machine gun ammunition</td>
<td>G 812</td>
</tr>
<tr>
<td>Camp equipment</td>
<td>G 968</td>
</tr>
<tr>
<td>Surveying and drawing instruments (R.E. only)</td>
<td>G 1017</td>
</tr>
<tr>
<td>Materials for repair of respirators</td>
<td>G 997</td>
</tr>
</tbody>
</table>

* During the war A.F. G 994 will be used in lieu of A.F. G 997.
When small quantities of camp equipment or material for repair are required, A.F. G 997 will be used in lieu of the special forms.

Indents for material for the repair of Vocabulary Section B articles held on inventory charge will be submitted to the officer in charge of barracks.

31. To obviate the necessity for intermediate indents, the C.O. will cause an inspection of the equipment to be made before the monthly indents are prepared. To meet immediate and unforeseen requirements, certain spare articles of equipment are supplied as detailed in the several sections of E.R., Part 2.

When accoutrements are lost, or arms are damaged to such an extent that the armourer cannot repair them, the wants may be temporarily met by using the equipment of men who are for the time non-effective.

32. When indents are rendered on dates other than those laid down in para. 30 (a), a statement will be forwarded for the information of the G.O.C., showing why the requirements were not foreseen and why the supply could not wait until the next periodical indent is rendered.

33. On notification of a change of pattern involving the immediate withdrawal of that in use, indents will be forwarded for the new equipment, but a C.O. will not demand any article from store on account of a preference which he may have for a particular pattern.

34. When a unit is ordered abroad, indents will be submitted at once for any articles required to complete the equipment of the unit in accordance with the scales authorized for the particular service.

35. Until a C.O. has satisfied himself that articles are thoroughly unserviceable and cannot be repaired by the means at his disposal he will not forward indents for their replacement.

Special authority will be required for the exchange of serviceable equipment or of equipment which can be repaired regimentally by military tradesmen.

36. Indents and vouchers for equipment for the use of detachments will be signed by the O.C. the unit, unless the officer in command of the detachment is a direct accountant.

When stores are issued the O.C. the detachment will furnish the O.O. with a temporary receipt, and will be responsible for the stores until vouchers have been passed.

When stores are urgently required the O.O. will make the issue at once, the O.C. the detachment taking the necessary steps to procure a covering indent.

Supply of Equipment

37. A free initial issue of a revolver, binoculars and prismatic compass, will be made to officers (except Native officers) as laid down in Appx. 46, on first appointment to permanent commissions in the Regular Army. New articles will be issued.

If an officer, except by reason of ill-health, death or such special circumstances as the Army Council may decide, does not serve for four years from the date of his appointment to a regular commission, his binoculars and prismatic compass must be returned to his C.O. in serviceable condition or a sum must be paid equal to the price of these articles stated in the Vocabulary of Army Ordnance Stores.

As a condition of the issue of binoculars and/or prismatic compass, or of their retention after appointment to a regular commission where they have already been issued at the R.M.A. or the R.M.C., an officer, or, in the case of a minor, a person under no legal disability and approved by the Army Council, shall sign an undertaking to return these articles in serviceable condition or to pay the appropriate sum if required to do so under this regulation.

38. In the case of officers of the Supplementary List of the Regular Army Reserve of Officers serving with the Household Cavalry or Foot Guards with a view to obtaining permanent commissions therein, a revolver, binoculars and prismatic compass will be issued on loan, under regimental arrangements. The articles will be demanded from the R.A.O.C. and held on equipment ledger charge of the unit concerned. When the officer is appointed to a permanent commission in the Regular Army these articles will be definitely handed over to him as a free issue and struck off ledger charge by certificate voucher but the revolver will remain public equipment in accordance with Appx. 46.

If the officer does not obtain a permanent commission, he will be required to hand in the articles to unit store in a serviceable condition.

39. Small arm ammunition and service-pattern articles which form part of an officer's regulation kit as shown in the Field Service Manuals, also surveying and drawing instruments necessary for carrying out his military training and education, and which he may require for his own personal use, may be issued on prepayment.

Saddlery and stable necessaries may, when stocks admit, also be issued on prepayment to officers up to a limit of (a) two sets of saddlery; (b) stable necessaries for four horses.

* See A.C.I. 300 of 1941.
This limit will extend to the entire period of the service of an officer.

The indent for saddlery and stable necessaries will be accompanied by a certificate by the officer concerned, countersigned by his C.O., to the effect that the articles are required for his personal use, and that the limitation referred to in the preceding sub-paragraph will not by the issue be exceeded.

* Rifles may be issued under the conditions laid down in Appx. 17.

Other articles, except as provided for in para. 403, will not be issuable on payment to officers without War Office authority.

40. Part-worn lances which are suitable for tent-pegging but not for service may, when available, be issued on payment to units at 5s. each.

41. The value of stores issued on payment, and of ammunition issued under paras. 184 and 185, will be recovered through the command paymaster in whose area the issuing officer is stationed.

One copy of the priced voucher will be forwarded to the command paymaster, and two copies, to one of which should be affixed the demand slip (A.F.P 1921), to the O.C. the unit to whom the issue is made. A fourth copy will be retained by the issuing officer. On receipt of the priced vouchers, the O.C. the unit will forward both copies, together with a remittance for the value of the stores shown thereon, to the cashier of the command, who will return one copy, duly receipted, to the C.O. The command paymaster will return the second copy to the O.O. duly enfolded with a reference to the account in which credit to the public has been given; the other copy will support the credit in the command paymaster’s account.

If the issuing officer does not receive the second copy, enfolded as above, from the command paymaster, within a reasonable time, he will report accordingly to command headquarters through the usual military channels.

42. When articles comprising two or more component parts become damaged, and the undamaged component can be used again, special care will be taken when formulating demands to ask only for the components that are actually required.

43. Stores for maintaining equipments or for special services are not to be appropriated to other purposes without special authority obtained through the A.D.O.S.

44. The supply of all equipment, due to units proceeding from one district to another, is dealt with in para. 76.

* Suspended for the duration of the war.

Supply of Equipment

45. Units, other than those of R.E. and R.A.S.C., moving to and from all stations at home and abroad (except India or Burma) will take with them, unless otherwise specially ordered, the whole of their peace equipment except as laid down in paras. 47, 73, 74, 76, 105, 293, and 362, and except that:

(a) field guns will not be taken by R.A. to and from stations abroad unless special instructions to that effect are issued;

(b) gun ammunition, E.Y. rifles, D.P. rifles, D.P. bayonets, D.P. machine guns, and serviceable mountings, tripod, -303 in., M.G., Mk. IV authorized for D.P. guns, D.P. barrels and D.P. magazines will not be taken (D.P.B. barrels will be taken with the service guns);

(c) harness, saddlery and packsaddlery (including, for R.A. only, all spare articles) will only be taken if horses (or mules) accompany units;

(d) H.T. vehicles, ammunition wagons and their accessories, spare parts and vehicle equipment will only be taken when units move by march route; and

(e) normally the M.T. vehicles of a unit will accompany it on change of station at home.

Sheets, ground, and unserviceable items of equipment under Appx. 64, will be left behind by outstanding units and taken over by incoming units.

Instructions as to moves to India or Burma are given in Appx. 3.

46. On change of stations at home and abroad (except India and Burma) by R.E. units and R.A.S.C. companies, only the following will be taken:

(a) Personal arms and equipment.

(b) Machine guns complete with appurtenances and mountings.

(c) Signalling and telephone equipment, watches, compasses and binoculars.

(d) Farriers’, saddlers’ and bicycle tools, stamps and marking appliances.

All other stores, except small-arm ammunition for escorts (see para. 76), will be left behind by outstanding units and taken over by incoming units. If an outstanding unit is not being replaced, stores will be returned to R.A.O.C.

Any stores due from R.A.O.C. to outstanding units, to complete

* Not applicable to regiments of Household Cavalry and battalions of Foot Guards on changes of station at home.
Supply of Equipment

who will be responsible for subsequent investigation and recovery of the value of the loss or damage from the carrier.

Detailed instructions regarding the action to be taken by consignees when reporting deficiencies and/or damages caused during conveyance by sea, other than coastwise, will be found in the Regulations for Supply, Transport and Barrack Services.

50. The articles will be examined, as soon as possible after receipt, in the presence of not less than two officers, one being the C.O., or an officer deputed by him. The C.O. may detail, instead of one of the officers, a warrant officer or senior N.C.O. who is not directly concerned with the accounting for, or the charge of, the stores concerned.

51. The equipment will be inspected carefully to verify that the articles delivered agree with the particulars in the vouchers and that they are correct in point of quality and pattern. Articles received by number and weight will be both counted and weighed.

52. Should the precautions in the preceding paragraphs be omitted, the officer receiving the stores will render himself liable for any discrepancies.

53. When discrepancies are found to exist between the quantities or descriptions of stores actually received and those charged, a discrepancy report on A.F. G 985, in duplicate, accompanied by packing notes, will be sent to the consignor and a reference to it made on the duplicate (i.e. consignor’s) copy of the voucher thus:—“except as in D.R. . . . attached”. The figures or designations shown on this copy of the voucher will not be amended. The fullest information will be given thereon, all numbers and weights, and any marks upon the packages giving evidence of their having been tampered with being carefully recorded. The packages, with their notes and all wrappers, will be retained until the inquiry closes. The original copy of the discrepancy report, with the subsequent correspondence, will be attached to the receipt voucher in support of the alterations made therein. The original entry in the consignor’s ledger will be allowed to stand. The duplicate copy of the discrepancy report, showing how the discrepancy has been adjusted, will be attached by the consignor to the issue voucher. The numbers and descriptions of stores actually received will be brought to account, except where it is clear that the full numbers charged were actually issued by the consignor, and it is also evident to the consignee how the deficiency has arisen, e.g. a loss from a sling in unloading a vessel, when the matter will be dealt with by the consignee in accordance with King’s Regulations, a clear receipt being given to the consignor, and a copy of 2—1775

B.—RECEIPT AND INSPECTION OF EQUIPMENT

49. When equipment is received by the troops, the officers or others receiving it will ascertain that the various packages are in good order and condition, and that sealing labels where used, are not broken, but whether in external good order or not, all packages must be weighed immediately and compared with the weight marked on the outside.

Should the weights differ, or packages appear to have been tampered with or damaged in transit, the contents will be examined and compared, in the presence of the carrier’s representative, with the packing note which each package should contain. Any damage or deficiency must be recorded on the carrier’s note or bill of lading.

The contents of the packages should be examined at the earliest opportunity after receipt. Until this is done and the contents are found to be correct, any receipt given to the carrier should be qualified by the words “Contents not examined.”

When any deficiencies and/or damages caused during land or coastwise conveyance are discovered, a report will be made to the carrier and to the consignor and will be confirmed to the former in writing on A.F. G 978 within three days. Unless this is done the carrier may disclaim liability. A separate report, which should include full particulars and the value of the deficiencies or damages, will also be made within three days to the officer i/c transport of the consignor’s sub-district,
A.F. G 998 recording the decision being attached to the receipt voucher by the consignee.

If the discrepancy be admitted by the consignor, his account will be adjusted by certificate, receipt or issue voucher for the numbers over or under charged, a reference being given upon the certificate voucher to the original issue voucher and upon the original issue voucher to the certificate voucher.

When the consignor cannot admit that the consignee's report of the discrepancy represents the actual issue, the matter will be dealt with by the consignor, and in the case of deficiencies action will be taken in accordance with King's Regulations and the consignee notified to this effect on the original copy of the discrepancy report. A copy of A.F. G 998, on which will be recorded the decision of the G.O.C. or of the War Office, will be attached to the issue voucher by the consignor.

54. Objections that may arise on the ground of equipment being of an inferior quality or of an obsolete pattern, or for any other cause, will, if possible, be made by the C.O. before the articles are taken on charge, as after the receipt has been signed the responsibility for the condition of the articles will devolve upon him. Serviceable articles are not to be objected to on account of their being part worn.

55. The hermetically closed cases in which fuses, tubes and certain other articles are issued, will not be opened until the contents are required for use. Packages containing small arm ammunition and gunpowder will be taken on charge unopened.

Tinned plate cylinders and boxes containing detonators, tubes, fuses, rifle grenade cartridges, aiming tube cartridges, primers electric and percussion, primers light G.S., primers portfire, primers rocket, primers guncotton, cartridges Q.F., howitzer, mortar cartridges, guncotton yarn, exploders H.E. shell and tracers shell, will not be accounted for separately when containing such ammunition. When empty, such cylinders and boxes will be returned to R.A.O.C.; only those detailed in Appx. 57 will be accounted for by units.

Zinc or tinned cylinders for B.L. cartridges will be accounted for.

Any defects or discrepancies which may be discovered when the stores are subsequently inspected or used will be reported at once and all details upon the cases will be quoted.

56. Cinematograph films in possession of units will always be stored in the metal transit cases in which they are received from the R.A.O.C., and when returned to R.A.O.C., or sent elsewhere, they must be despatched in the metal transit cases.

57. In cases in which the reports of C.Os. or others bring to notice inferiority of quality or pattern, the matter will be reported to the War Office if the G.O.C. considers further action necessary.

58. A C.O. in receipt of articles of equipment which are not brought on charge, will, pending the result of a report on their condition, be held responsible for their safe custody until a decision has been given as to their disposal, when he will either take them on charge or return them to store, as may be ordered. He will also be held responsible for the immediate return to store of any equipment issued to him which, in cases of emergency, he may be unable to take on charge. Should he fail to carry out these instructions, he will be liable for any loss that may ensue.

59. Stores supplied through the agency of the Ministry of Works and Planning will be accounted for in the usual manner. In addition to his signature and the date, the number of the receipt voucher by which they are taken on charge and the description and period of the unit account (when these are applicable) will be recorded by the consignee on H.M. Office of Works' form of receipt.

C.—RETURN OF EQUIPMENT

60. Whenever it becomes necessary to return stores to the R.A.O.C., authority will be obtained from the A.D.O.S. concerned by submitting A.F. G 1033, or A.F. G 1033A in the case of stores which will be returned to the C.O.O., Didcot, in quadruplicate, particulars of consignee and details of date and mode of conveyance being omitted at this stage.

A covering memorandum will be forwarded with the vouchers giving an explanation for the return of stores other than unserviceable, except when the return is authorized in A.C.Is. or War Office letters, etc., when it will be sufficient to quote such authority on the A.F. G 1033 or 1033A. On receipt of A.F. G 1033 or 1033A the A.D.O.S. will enframe all copies with the authority for the return of the stores and the depot to which they are to be consigned. Three copies will be returned to the unit for transmission to the R.A.O.C. when the stores are returned and the quadruplicate copy forwarded to the R.A.O.C. depot concerned. A.F.s G 1033 or 1033A will be passed to the ordnance officer of the receiving depot at least 72 hours before the stores are likely to arrive, unless the stores are actually handed over at an ordnance depot, in which case the vouchers can accompany the stores and a temporary receipt will be given to the consignor on the quadruplicate copy of the voucher.
61. A separate voucher will be prepared for each vocabulary section or sub-section, and each sheet will bear the regimental or corps office stamp. The identification number of technical parts, as given by the identification list, will be shown on the voucher immediately preceding the designation of the item. The W.D. registered number, or, if this does not exist, the maker's name and number, of any of the stores detailed in Appx. 4 will be inserted on the vouchers. In the event of any of these articles having no such number, the remark "No identification mark exists" will be entered. In the case of "A" and "B" vehicles, a separate voucher will be used for each type of vehicle and marked "A" or "B" in the top right-hand corner. Catalogue numbers and sizes, where applicable, will be shown in the appropriate columns of A.F. G 1033A for such stores as have been allotted catalogue numbers in the Priced Vocabulary of Army Ordnance Stores. The vouchers will be signed by the consignor, and one copy, duly signed by the consignee, will be returned as soon as practicable after the stores have been received. When stores are passed to other accountants, the vouchers will be forwarded in duplicate only. Copies of vouchers required under the cost accounting scheme are not included in the foregoing instructions.

62. Packages, including sacks used for packing purposes, will be charged or mentioned on the same voucher as the stores that are contained in them. In the event of stores on two or more separate vouchers being contained in one package, the vouchers on which the stores are charged will give a reference to that on which the package is charged.

63. When articles are returned to store in packages, a packing note on A.F. G 1028, signed by the packer and also by the person witnessing the packing, will be placed in each package. The W.D. registered number or, if such does not exist, the maker's name and number, of any of the stores detailed in Appx. 4 will be inserted on the packing note. In the event of any of these articles having no such number, the remark "No identification mark exists" will be entered.

64. When stores are returned to an ordnance depot, the voucher number will be conspicuously marked on the outside of each case or package to enable the consignee to identify it immediately on receipt. The vouchers will also quote the number and date of the carriers or convey note on which the stores were despatched. Each case, bale or package will be weighed and the weight marked on it.

65. C.O.s will make their own arrangements for conveyance

Supply of Equipment

66. When consigning stores, etc., C.O.s will arrange that packing-cases and chests not fastened securely with hoop-iron bands, are sealed with labels (A.F. G 1018), which will be securely pasted over the external junctions of the bottom and body, and lid and body of the cases, etc. The labels when put into use will, for identification purposes, be impressed with the consignor's regimental or office stamp.

A label RS1 must be affixed to the top of all packing cases and chests containing optical instruments and their components.

These instructions will not apply to packages containing explosives already sealed with explosives labels, or to boxes containing such stores as horseshoes, nails, etc., which are not liable to theft.

67. Instructions for packing optical instruments and their components for despatch within the United Kingdom and from stations abroad are contained in Appx. 34.

68. When a unit is quartered at a station where there is an ordnance depot, issues of equipment such as small arms, accoutrements, harness, pack-saddlery, saddlery and parts of bicycles, to replace similar unserviceable articles, will not be made until the unserviceable articles have been returned to the R.A.O.C., inspected, and condemned, or returned to the R.A.O.C., after inspection and condemnation by the C.I.A., C.I.A. or other inspector. The day and hour for return of unserviceable equipment and for issue of new equipment will be arranged by communication between the O.O. and the C.O.

69. When no ordnance depot exists at the station, the unserviceable articles will be returned to store as soon as possible after receipt of the new equipment. Corps marks will not be placed upon the new equipment until a notification is received from the O.O. that the articles returned are considered to be in a state for condemnation. The inspection and notification by the R.A.O.C. will be carried out immediately the stores are received. Should any of the equipment so returned be found to be still serviceable or capable of repair by military tradesmen, the C.O.O. will call upon the C.O. to accept return of such equipment, or, if liability is not admitted, to furnish an explanation for the information of the G.O.C., who will decide whether the troops should be held liable, or a board of officers be assembled to investigate the matter. If it is decided that the articles have been improperly returned,
they will be sent back to the unit, and the new articles will be returned to the R.A.O.C., the cost of carriage unnecessarily incurred being defrayed by the C.O.

70. Should it be considered that any articles returned as unserviceable have become so from unfair usage while in possession of the troops, the C.O.O. will prefer a claim against the C.O. and, if the latter disputes liability, will then report the facts to the G.O.C., who will determine, by means of investigation by a board of officers, or otherwise, whether the troops are liable.

71. Unserviceable or obsolete stores on charge of a unit may, under the authority of the G.O.C., obtained through the A.D.O.S., be disposed of locally to save the expense involved in transporting them to the nearest ordnance depot for survey and condemnation. In giving effect to this arrangement the general rules to be observed in the condemnation of equipment are as follows:—

(a) The condemnation of stores will not be effected by the unit on whose charge they are held.

(b) Whenever possible, the condemning authority should be either an O.O. or a garrison board.

(c) At remote stations where there are insufficient officers to form a garrison board, it may be undesirable, in the interests of economy, to adopt either alternative mentioned in sub-para. (b). In such cases the G.O.C. may instruct a competent military officer to examine the stores and, after consideration of his report, authorize their condemnation and local disposal. Officers should not be specially detailed for this duty if, within a reasonable time, a qualified officer will visit the station in connection with other military duties.

(d) All instructions for the disposal of stores will be given by the A.D.O.S.

72. No reduction in any authorized equipment will be made except as permitted by E.R., Part 2, Section 12A, without the sanction of the War Office, but if, owing to an authorized reduction, or any other cause, officers who are accountants have on charge surplus equipment not likely to be again required within a short period, the G.O.C. will decide whether it shall be retained or returned to store. When a reduction in the establishment of men or horses is authorized, the articles to be disposed of will be the actual complete sets of equipment in use by or held for the men or horses.

73. Units will, on change of station, obtain the authority of the G.O.C. for the return to R.A.O.C. of such stores of a bulky nature as can be temporarily dispensed with.

On receiving the stores the O.O. will furnish the C.O. with a certificate of their quantity and condition. This certificate will be attached to the indent for equivalent supplies at the new station.

74. When it is not advisable to return these stores (as, for example, should there be no ordnance depot, at the station to which the unit is proceeding whence a fresh supply could be obtained), they will be taken with the unit, and public conveyance will be provided; but if this is impracticable and expenses are incurred for carriage from one station to another the charge must be supported by a list of the stores and a certificate from an officer of the R.A.S.C. to the effect that army transport could not be provided.

75. All equipment issued to meet the purely local requirements of a station will be returned to store by outgoing units, unless it is required to be handed over to the incoming unit, when the transfer will be effected through the R.A.O.C.

76. On change of station outgoing units will hand over all equipment and practice small-arm ammunition on charge to the incoming unit, with the exception of a sufficient quantity to provide guards and escorts with 20 rounds a man.

Equipment ammunition, practice ammunition and opened boxes of either category will be shown separately on the vouchers, and certified copies of the vouchers will be forwarded by the incoming unit to the A.D.O.S. of the area.

The officer who hands over the ammunition will be furnished with a proper receipt, which will be the authority for the unit to draw a similar quantity at the new station (see para. 188).

In any case where handing over to the incoming unit is not practicable, the outgoing unit will report the circumstances to the A.D.O.S. of the area, who will issue disposal instructions.

77. When stores are issued from the R.A.O.C. for a temporary service, the C.O. concerned will be held responsible for returning them as soon as the object for which they have been issued has been accomplished.

78. C.O.s. are responsible for seeing that all packages (including sacks used for packing purposes) received with equipment of any kind are handed over to the R.A.O.C. as soon as they can be dispensed with.

79. As at stations where there is no ordnance depot a consignment of cases, etc., from a single unit might be insufficient to obtain the lower rate of freight, O.C. troops will, subject to
para. 60, arrange, monthly if necessary, for all empty packages to be sent in one consignment to the ordnance depot concerned. Each package will have clearly marked upon it the name of the consigning unit.

80. The utmost vigilance is required on the part of officers returning stores, in order to guard against explosives being returned into ordinary store depots, instead of into the magazines, as well as to preclude the possibility of matches, iron nails, etc., being left among stores of any kind. Particular attention will be paid to the inspection of personal equipment to see that no live rounds of S.A.A. are contained therein.

81. All empty ammunition or powder barrels, or packages, will be most carefully examined to see that they are free from iron tacks in the head, and grit and dirt on the staves, before being returned into store.

82. Instructions regarding the conveyance of stores, etc., sent away from consignor's station will be found in King's Regulations and in the Regulations for Supply, Transport and Barrack Services. (See also Appx. 48 regarding storage, use and conveyance of inflammable and other dangerous stores.)

83. Live ammunition or explosives will never be packed in the same boxes with non-explosives or fired cartridge cases and similar articles.

Packages containing fired cartridge cases and similar articles on return to the R.A.O.C. will be marked clearly as "free from explosives."

84. In the case of "fired" cartridge cases (other than small arms ammunition) and similar "fired" ammunition, a certificate to the effect that the contents are "fired cartridge cases, etc., and free from explosives" will accompany the vouchers on which the stores are charged. These certificates will be signed by an officer or responsible warrant officer or N.C.O.

85. When packages (except those for filled shell and S.A.A.) containing explosives are emptied, they will have a label* attached in such a manner that the package cannot be opened without tearing it. The label will show the corps or department by which emptied, the date and the station, and will be signed by the person who examined or emptied the package, who will be responsible that the package is empty.

86. When stores are forwarded under escort or by convoy, convoy notes, A.B. 158, will be prepared in triplicate, detailing

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* Label L 412 supplied by R.A.O.C. on indent, as required.

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The rates to be charged for any deficiencies in the above minimum proportions for ammunition supplied gratuitously, and amounts to be refunded to units returning fired cases of ammunition supplied on payment, will be notified half-yearly to D.D.a.O.S. These rates will be notified in command orders.

The number and date of the ordnance voucher on which the cartridges were received will be quoted on the issue voucher (A.F.G 1033) charging the empty cases to the R.A.O.C.
Charges and refunds under this paragraph will be adjusted in the accounts of the command paymaster.

89. Cases will be returned to store in the empty ammunition packages once a quarter, and C.O.s. will not return a less weight than that representing 1,000 cases, except in the last quarter of the accounting year, when the outstanding balance, whatever it may be, will be sent in. Cases must be in good condition when returned, care being taken that grit and dirt are removed and that no live cartridges, chargers or any metal other than brass or copper are included in them. Each package will contain a packing note, on A.F. G 904, showing the rank, name and unit of:

(a) The person by whom the cartridge cases were sorted and packed.

(b) The responsible individual supervising the sorting and packing operations.

A certificate to the effect that the cases are free from explosives and that no metal or material other than brass or copper is contained in the packages will accompany the vouchers on which the cases are charged.

If live cartridges are found in any of the packages, the matter will be reported to the G.O.C. for such disciplinary action as he considers necessary.

90. The foregoing general instructions apply equally to chargers and bandoliers issued with ball ammunition.

Chargers and bandoliers will not be brought on charge separately when issued with ball ammunition, but the vocabulary designation of the ammunition will be amplified on the following lines:

**Vocabulary designation.**

- Cartridges, small-arm, ball,
  - .303-in., Mk. VII.
- Charger packed in bandoliers.

When ammunition is expended, bandoliers and chargers will be brought on charge (chargers by weight) by certificate receipt voucher with the fired cases; the weight to be brought to account in respect of each 1,000 chargers will be 27 lb.

**Vocabulary rates will be employed in calculating:**

(a) Charges for deficiencies.

(b) The sum to be refunded to units for chargers and bandoliers returned from issues of ammunition on payment. No refund will be made for chargers returned in an unserviceable condition or for bandoliers damaged unfairly.

Cartons used for packing small arm ammunition will be disposed of locally.

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91. One hundred "Bandoliers, cotton, 50 rounds" may be permanently retained by each unit of regular cavalry and infantry for the purpose of practising the supply of small arm ammunition in the field.

92. After filled grenades have been thrown, safety pins and rings, levers and base plugs will be collected as far as possible and returned to the R.A.O.C.

D.—ANNUAL INSPECTIONS

93. The O.C.R.A., the C.R.E. and the A.D.O.S. will at least once a year, or whenever necessary, make a joint inspection of works, magazines, storehouses, workshops, etc., of all their departments, in order that each officer may have an opportunity of calling special attention to his requirements on the spot. When circumstances make it appear advisable, the officer or officers in local command or charge may be delegated to carry out this inspection. Advantage should be taken of this inspection to consider and discuss on the spot the requirements of the defence and the manner in which they should be met.

E.—BOARDS OF SURVEY AND COURTS OF INQUIRY

94. Condemnations of stores must be supported by proceedings of garrison boards where boards are requisite.

95. When equipment of any kind is lost, destroyed or damaged, and it is a matter for consideration (owing to responsibility not being clear, or the charge being demurred to by the person held responsible, or for other reasons) on whom the expense of replacing or repairing it should fall, the course laid down in King’s Regulations will be followed.

96. All reports to the G.O.C. of loss, destruction, etc., of ordnance stores will be sent to the A.D.O.S., and will be accompanied by A.F. G 998 in duplicate, completed in strict accordance with the instructions contained thereon.

In the case of loss by theft or suspected theft the police must be informed at once and their report attached to A.F. G 998.

97. All questions of loss or damage will be dealt with in the command in which the permanent station of the unit concerned is situated at the time the report of the loss or damage is forwarded to the A.D.O.S., irrespective of the command in which the loss or damage may have occurred.
98. After a decision has been obtained, the A.D.O.S. will forward a copy of the decision to the O.C. the unit concerned to serve as his authority to write off the stores.

The registry number and date of the decision of the G.O.C. or of the letter to the War Office will be quoted on the indents.

99. In cases where a court of inquiry is ordered by the G.O.C., an officer of the R.A.O.C. who is not the A.D.O.S. will, if available, be detailed to serve as a member of the court. The proceedings of such courts will be transmitted in duplicate, by the president, direct to the A.D.O.S.

100. If the loss or damage has occurred when the R.A. have been employed in moving heavy stores, the officer in charge of the operation should, in giving evidence, produce a statement showing distinctly the materials used, their actual dimensions, the strain calculated to be borne by them, the actual weight lifted, the distance through which the stores were to be lifted, vertically or horizontally, and, in the case of sheers, the angle of inclination.

101. When the stores forming the subject of inquiry are of a special or technical nature, or peculiar to the R.A., R.E., R. Signals, or any particular service, the G.O.C. will, when necessary, call for the written opinion of the local head of the department concerned before finally dealing with the matter. Such opinion will form part of the proceedings forwarded to the War Office in cases where this is necessary in accordance with the instructions laid down in King’s Regulations dealing with these subjects.

F.—EQUIPMENT ACCOUNTS AND CLAIMS AGAINST CORPS

102. Every officer receiving equipment, or money for the purchase of equipment, will keep and render accurate accounts thereof, and until these accounts have been examined and allowed, he will not cease to be responsible. He will obtain receipts on the proper army forms for all articles leaving his charge.

103. Accountants will record in equipment ledgers all transactions connected with ammunition and stores, except as provided for in paras. 105, 107, 123, 124, 276 and 594. Detailed instructions for keeping these ledgers are given in Appendix 1.

104. All articles (including the drawing instruments referred to in para. 385, typewriting machines, duplicators, etc.) authorized for use at headquarters of stations or commands will be accounted for by an officer to be nominated by the G.O.C.

105. Stores issued for education instructional purposes will be dealt with and accounted for as follows:

(a) Maps (except copies of training maps of the vicinity of stations issued by command headquarters for training purposes) and drawing instruments will be held on unit equipment ledger charge and will always accompany all units on change of stations at home and abroad except India, Burma and Aden.

(b) Chemical and physical sets, blackboards, tools and implements will never accompany units on change of station and will be held on barrack expense store charge and issued to units on inventory.

(c) Command and unit libraries and books for instructional purposes will be dealt with as laid down in Educational Training.

106. Equipment and store accounts will not be kept by units while on active service in the field, except as laid down in Field Service Regulations, Vol. I.

107. Materials for repair and other consumable articles (except explosives, ammunition and consumable stores drawn for W.D. vessels and military engineering) drawn upon regulated scale for peace use will not be taken on charge in the equipment ledgers (see para. 434); but any quantities remaining unused at the end of the year will be shown as in possession in the indents for the next year’s supply. The receipt vouchers for these stores will be numbered as part of the normal series of vouchers and will accompany the equipment ledger when forwarded for audit. Packages (including sacks used for packing purposes) not already charged by voucher, including those from the Stationery Office, will be brought on charge by certificate voucher, by the unit receiving them, in the current account.

108. Ammunition, unless issued on payment, will be taken on charge in equipment ledgers. Quantities expended will be written off charge by vouchers signed by the C.O. as follows:

(a) Gun ammunition (including blank ammunition fired from guns on fixed mountings).

R.A. Coast Defence units.—As directed in E.R., Part 2, Section 12A.
R.A units, other than Coast Defence.—One voucher on A.F. P 1928, at the conclusion of each training season. R.T.C.—One voucher on A.F. P 1926, at the conclusion of each training season.

(b) Blank gun ammunition other than that fired from guns on fixed mountings.

Vouchers will be prepared as follows:—One voucher dated 31st March and another dated 31st August. When the account is closed for audit on any date other than 31st March or 31st August (see Appx. 1, para. 1) a third voucher, up to the date of closing, will be prepared. Each voucher will show the expenditure since the last write-off. When a unit leaves a camp a further voucher, showing the expenditure to date of departure, will be prepared.

(c) Small arm ammunition other than that referred to in subparagraph (d).

(i) One voucher at the end of the weapon training year and another when the account is closed. Each voucher will show the expenditure since the last write-off, and the voucher dated at the end of the weapon training year will be supported by A.F. B 1877 A. A copy of the authority of the Commander of Coast Defences should be annexed in support of the expenditure in respect of machine guns on armament charge.

(ii) The quantities shown on these vouchers must accord with the expenditure recorded in the unit’s musketry return and its diaries of ammunition expended, A.B. 99, which must be produced for audit when required.

(d) .303-inch blank ammunition except that allowed for machine guns.

Vouchers will be prepared quarterly, the number and date of the order allotting the ammunition being quoted.

109. Articles required to replace stores lost or rendered unserviceable, and chargeable against the troops, will be demanded monthly in accordance with para. 30. Unsuitable articles will be returned to the R.A.O.C. The values of the lost or unserviceable stores (see paras. 115 and 116) will be credited to the public in the company, etc., accounts on A.F. P 1954 (see para. 121). The deficient stores included on A.F. P 1954 will be summarized on A.F. P 1925, by which they will be written off charge in the equipment ledger. A.F. P 1925, which will show prices and total values, will not be sent to the paymaster, but the enfiled copy of A.F. P 1954 returned to the unit by the paymaster will be attached thereto. The indent for stores in replacement will quote the number of the A.F. P 1925 by which the deficiencies are written off charge.

110. Should any deficient article for which a charge has been made be subsequently recovered, a refund of the amount paid may be made if authorized by the G.O.C. The refund will be supported by a reference to the cash credit, and to the voucher and account by which the returned article has been brought on store charge.

111. When stores on equipment ledger charge are condemned by proper authority as unfit for further service, or are lost or damaged through no fault of the troops, the reports of the boards of survey or other authority will be attached to the voucher by which the articles are written off charge. Any stores required to be replaced will be obtained as laid down in para. 98.

112. All stores disposed of locally under para. 71 will be written off charge in the equipment account by certificate voucher on A.F. P 1957. The command paymaster, through whom the matter has been adjusted, will duly certify this voucher, and the A.D.O.S. will approve it before the stores are delivered to the purchasers.

113. No articles of equipment will be transferred from one equipment ledger charge to another except as allowed by regulations, or under authority of the G.O.C. obtained through the A.D.O.S. Such transfers will be reported to the War Office, and supported in the accounts by vouchers upon which the authority for the transfer will be quoted. When either of the officers concerned desires that an O.O. should be present at the transfer, one will be directed to attend, if available, on application. The above does not refer to transfers of equipment from one C.O. to another on a change of command, which are governed by para. 19, nor to the transfer of mobilization equipment from one unit to another, on relief, under para. 244.

114. Os.C. the following detachments will become direct accountants for their equipment:—

(a) Detachments left behind by units proceeding on active service.

(b) Detachments serving abroad, and separated from their headquarters for lengthened periods and by considerable distances.
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(e) Detachments of R.E. and R. Signals serving abroad belonging to companies, etc., serving at home, or vice versa. Detachments of R.E. and R. Signals serving at home, belonging to companies serving at home, will be governed by para. 36.


(e) Detachments of the R.A.P.C. at home and abroad.

On the formation of a detachment, a new account will be opened, and the equipment taken on charge by voucher from the unit or units furnishing the men. The G.O.C. will report to the War Office the circumstances rendering the opening of a fresh account necessary.

115. (1) A soldier who, by neglect or culpable mismanagement, loses or damages any article of personal or public equipment will, subject to para. 116, be charged as follows, unless he elects to be tried by court-martial.

(a) Repairable damage.—Actual cost of repair, including wages, materials or components and an overhead charge on the cost of "direct labour", calculated at a rate per cent. which will be notified in A.C.Is, from time to time in the case of ordnance workshop repairs and at 100 per cent. when repairs are carried out in R.A.S.C. workshops. When repairs are carried out by ordnance mobile workshops during training, the element of "direct labour" will be estimated.

At home, materials and components will be charged at the vocabulary rates; abroad, at the combined vocabulary rates and an extra percentage to cover cost of freight, which will be communicated from time to time direct to commands concerned. This extra percentage will not be charged on labour employed in repairs or on other labour. If the cost of repair exceeds the amount which would have been chargeable had the article been damaged beyond repair, the G.O.C.-in-C. may, at his discretion, authorize the less amount to be charged against the soldier.

(b) Loss or damage beyond repair.—At home, 75 per cent. of the vocabulary rate for the article; abroad, 75 per cent. of the combined vocabulary rate and the extra percentage to cover cost of freight, which will be communicated from time to time direct to the commands concerned, unless, in either case,
of the components damaged, only if the total value of those components is less than the vocabulary rate for the complete arm.

In cases of injury to barrels, the percentage of the price of the barrel or cost of repair only will be charged, provided the body is in a serviceable condition.

(b) Machine guns, mountings, and bicycles.

Deficiencies 75 per cent. Vocab. rate (subject to (1) (b) above)

Charges will not normally be preferred for minor damage. In special cases, however, in which the extent of the damage, the circumstances or the general condition of machine guns, mountings or bicycles appears to warrant it, claims may be preferred at the discretion of the officer responsible for the inspection. When necessary the matter will be dealt with as provided for in para. 95. Any claim which may be preferred, or the cost of the damage, will be assessed in accordance with the scale for rifles and pistols at (2) (a) above.

(c) Claims will not be preferred when the circumstances are such as to indicate that the damage is likely to have occurred in the ordinary course of training.

(d) No charge for damages will be made for D.P. or E.Y. arms, except for such as are manifestly wilful.

(e) No charges will be made against the troops for browning their small arms when the service is rendered necessary by fair wear.

(f) In cases of doubt regarding the assessment of charges or where exceptional circumstances seem to warrant a special charge, the matter will be referred to C.I.S.A. or A.D.O.S. in the case of bicycles.

116. Provided that the amount charged against the soldier is in accordance with the rules of assessment laid down in para. 115, C.Os. may dispose of all losses, etc., except that—

(a) If the amount proposed to be recovered from any soldier exceeds £4, the approval of the G.O.C. must be obtained.

(b) If it is proposed to allow any portion of the loss, etc., to fall on the public, the matter must be dealt with under King’s Regulations.

117. The authority of the A.D.O.S. will be sufficient for any charge in the company, etc., accounts on account of equipment. Recoveries from officers will be adjusted in the accounts of the command paymaster.

118. When articles are ascertained to have been lost by desertion they will be struck off charge by a certified copy of the proceedings of the court of inquiry (A.F. B 115), held under the Army Act, Section 72.

119. If, on rejoining, a deserter is in possession of any of the articles found deficient on his desertion, these articles will be taken on charge in the equipment ledger.

120. A deserter rejoining will, by sentence of a court martial, or award of competent military authority, be liable to be placed under stoppages in order to make good the cost of replacing or repairing any articles found deficient or damaged on his desertion.

121. A return will be prepared in duplicate on A.F. P 1854 by account periods, showing the names of, and the amounts recoverable from, any soldiers liable to make good the cost of replacing or repairing articles of equipment under paras. 115 to 120. The stoppage returns will be made out by squadrons, batteries or companies. In the cavalry and infantry the amount due from each squadron or company will appear in regimental orders for the account period in which the stoppages are recoverable from the soldier, and will be credited in the company, etc., account for the account period, the returns being annexed as vouchers.

122. The order sanctioning the shooting of a gandered horse will be quoted as the authority for striking off charge portions of harness or saddlery destroyed in order to prevent infection.

123. The undermentioned articles will not be brought on charge in equipment ledgers of units:—

(a) Camp equipment, which will be accounted for to the R.A.O.C. as laid down in para. 276.

(b) Boats, barges, launches and their appurtenances, which will be accounted for in the local transport equipment ledger (A.B. 165).

(c) Barrack stores, held on inventory from O. i/c barracks, or issued by the R.A.O.C. for use in camps. The latter will be accounted for as at (a).

(d) Stationery, army forms, army books, and books issued in accordance with Educational Training.

(e) Cartons used for packing small arm ammunition.
Chapter 2

The following articles, when received filled, will not be accounted for, and, when empty after use, will be disposed of to the public advantage, where practicable, or else destroyed:

Section H 1

Containers, tin, after being used for varnishes or similar stores which make efficient cleaning impracticable.
Cylinders, iron (including lead-free).
Cylinders, tin.
Drums, oil, 5 gallons (including lead-free).
Non-returnable trade pattern packages.

124. Official books, printed records, M.T. publications, and maps obtained from the R.A.O.C. will not be brought on charge in the artillery store accounts or equipment ledgers, but accurate lists thereof will be kept.

125. Accountants will furnish with their periodical accounts a certificate to the effect that the list or catalogue alluded to in para. 124 has been verified and corrected to date, that deficiencies through loss or otherwise have been reported to the War Office, and that the authority for striking such deficiencies off the list has been noted thereon.

126. On changes of heads of departments, staff officers, or C.O.s., the officer assuming charge will verify the lists and report any deficiencies.

127. General instructions regarding the supply and use of methylated spirit, industrial, are contained in Appx. 63.

Chapter 3

CHAPTER 3.—SMALL ARMS, ACCOUTREMENTS, AND ARM CHESTS

A.—GENERAL SUPPLY OF SMALL ARMS AND ACCOUTREMENTS

128. The small arms and accoutrements supplied by the War Department to the regular forces consist of the articles given in the details for the respective services in E.R., Part 2.
The stores authorized to be issued with each Rifle, A/T (Boys), are detailed in Appx. 66.

129. Certain small arms are classified as follows:
(a) Extra service arms
bear the distinctive letters (and consecutive numbers) of the issuing depot (see Appx. 51).

(b) Rifles
For rifle grenade training
are distinguished by the letters E.Y. stamped on butt, fore-end, body, barrel and bolt.
Drill purposes
are for drill purposes only, and are distinguished by the letters D.P. stamped on the parts as for rifles for grenade training.
Skeleton actions
are for instructional purposes, and are distinguished by the exposure of the principal working parts.

(c) Bayonets—Drill Purposes
are for drill purposes only, have the points removed, and are distinguished by the letters D.P. stamped on the pommel.

130. Bags, ration, will be held with mobilization equipments of units allotted to the expeditionary force on the scale of 1 each officer, warrant officer, N.C.O. and man.
131. Belts for use by drivers of M.T. vehicles when on duty will be issued as follows, where such items are not already authorized in units' equipment scales—

<table>
<thead>
<tr>
<th>Designation</th>
<th>No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belts, waist, B.E. leather</td>
<td>(a)</td>
<td>1 each motor car.</td>
</tr>
<tr>
<td>Belts, waist, B.E. leather (part worn)</td>
<td>(b)</td>
<td>1 each M.T. vehicle, except motor cars.</td>
</tr>
</tbody>
</table>

132. Units will always have, during peace, small arms and accoutrements for their full peace establishment.

133. Small arms and accoutrements being regimentally marked may not be transferred from one unit to another, except in time of war, and as provided in the following subparagraphs and in paras. 150, 155, 156, 330 and 333, and in the case of warrant officers equipped with Sam Browne accoutrements, which will in all changes of station be taken with the warrant officer.

Accoutrements and steel helmets taken by warrant officers, N.C.O.s. and men proceeding on furlough, and also these items plus small arms taken on courses of instruction of less than three months' duration, will be retained on ledger charge by the unit to which the personnel belong (except in cases of personnel sent home from abroad, see para. 157) and included in the discrepancy statement referred to in the C.O.s. certificate at the end of the ledger when the account is closed. When the duration of a course of instruction is three months or more, the accoutrements, etc., will be transferred by voucher to the unit or establishment to which the personnel are attached. The regimental markings on the accoutrements, etc., will not be altered by such unit or establishment, and, if it is necessary to replace any articles during the period of the course, the new articles will not be marked until the soldier returns to his own unit (see para. 330 as regards respirators).

Steel helmets will be taken by officers on all moves (except Ceylon, India and Burma). The necessary vouchers will be passed in the case of transfer between accounting units. Steel helmets in the possession of officers who are posted to the War Office or to non-accounting units for duty, will be written off charge by certificate issue voucher. When officers are re-posted to accounting units, their helmets will be taken on charge by certificate receipt voucher.

Steel helmets will be issued in peace to each officer, other rank and boy of the Regular Army and Supplementary Reserve at home; also to each serving member of the Q.A.I.M.N.S. (See also para. 263.)

134. Extra service small arms, water bottles, and other accoutrements will be supplied in excess of regulated establishments to units temporarily augmented. Small arms so issued, being specially marked, will not be taken abroad if supplied at home, and if supplied at stations abroad they will be returned into store before the unit leaves the station, unless it is necessary to send them away with armed drafts, in which case a return of the number of small arms sent away and of their marking will be rendered by the C.O. to the R.A.O.C. These small arms will be shown in returns and accounts as "extra service" small arms, and will be given into store when the strength is reduced to the proper establishment, unless they are likely to be required again within a reasonable period.

135. Officers, warrant officers, N.C.O.s. and men for whom rifles are not issuable as personal equipment will, when required to perform musketry courses, be supplied, temporarily, with small arms taken from those issued for the rank and file. This procedure will also be followed in the case of infantry battalions, if the arms allowed for this purpose under E.R., Part 2, are not sufficient.

The same course will be followed when small arms are required by such ranks for use at voluntary practice or at authorized rifle meetings.

G.Os.C. will be responsible for securing that suitable regimental or local arrangements are made to govern these temporary loans, and that divided responsibility for any damage that may occur to the small arms is prevented.

136. D.P. small arms should only be demanded for the training of recruits, and in the case of infantry battalions should not be permanently retained, unless there is a reasonable prospect of their being required for frequent use. They must not be used for ball firing.

137. Service swords will be used for all exercises except mounted combat.

138. "Swords, practice, gymnasia" will be used for mounted combat by all units.

139. Instructions for sharpening swords and bayonets are laid down in Appx. 13. Swords will only be sharpened on mobilization.
Bayonets will be maintained during peace in a sharpened condition.

140. Units returning from abroad.—All the small arms (except rifles, as directed in para. 141), machine guns and mountings, in possession of troops returning from service abroad will be examined as soon after arrival as possible by the C.I.S.A.

141. All No. 1, Mk. III and Mk. III* rifles (except D.P. rifles) brought home by units returned from foreign service will be exchanged as soon as possible after arrival at the home station. Rifles so withdrawn will be despatched to the C.I.S.A., Enfield Lock.

142. All reports relating to rifles will quote the number of the rifle, which will be found stamped on the body.

143. Instructions regarding the preservation, inspection, and repair of small arms are contained in Chapter 17.

B.—SMALL ARMS, ACCOUTREMENTS, AMMUNITION AND STORES FOR TROOPS AND ANIMALS ON BOARD SHIP

144. When the stores detailed in Appx. 32 are to be placed on board hired transports or freightships, as directed in King's Regulations, the G.O.C. will cause full details to be furnished immediately to the C.O.O. nearest to the port at which the vessel begins its voyage.

145. The C.O.O. will—without indents from C.O.S.—cause small arms, accoutrements, ammunition and other stores, in accordance with the scales prescribed in Appx. 32, to be placed on board for the whole of the troops and animals to be embarked, regardless of whether they all join the vessel at the port from which it commences its voyage, or are subsequently embarked at other ports, and irrespective of the stations at which they may be located when detailed for embarkation. The date upon which the vessel will be ready for the reception of the stores will be notified by the War Office to the G.O.C.

146. Before the vessel leaves the initial port of embarkation, O.C. troops will satisfy himself that the authorized proportions of equipment and clothing, as laid down in Appx. 32, have been placed on board, and that the ammunition has been properly secured in the magazine.

147. He will be responsible for the care and custody of this equipment and clothing during the voyage, and will see that they are duly accounted for in accordance with the following instructions:

(a) When an acting quarter-master-serjeant is appointed to the ship, the equipment and clothing will, under the superintendence of the O.C. troops on board, be entered by him in A.B. 165 in the form of an equipment ledger (see Appx. 1). He will compile the account and report to the O.C. troops any deficiencies as they occur, to enable the necessary action to be taken in accordance with sub-para. (c).

The O.C. troops will, at the end of his period of command, see that the account is properly balanced for the period, and will render a certificate to this effect for submission with the account. He will be responsible for seeing that completed vouchers and any correspondence relating to deficiencies, etc., are put up in support of the account, and that all documents and certificates are passed to the acting quarter-master-serjeant to be handed over to the next O.C. troops.

On the discharge of the vessel from Army service, the ledger will be balanced and forwarded to the local auditor of the command in which the port at which the vessel is discharged is situated. The articles remaining on charge will be handed over to the nearest ordnance depot by the store accountant on board ship, issue vouchers being passed. Books will not be accounted for in the ledger. They will be vouched "within the line" when issued from and returned to R.A.O.C. store.

A similar procedure will be followed in the case of a freightship; the necessary action for balancing the ledger and for the disposal of the stores being taken at the final destination to which freight has been engaged.

(b) When an acting quarter-master-serjeant is not appointed, the C.O.O. at the issuing station will forward a list of the articles issued, to the O.O. at the terminal port of disembarkation, when this can be ascertained. The O.C. troops on board will, in all cases, give a receipt for the articles to the issuing officer, and will account for the articles to the O.O. nearest to the port at which the vessel completes its voyage.
(e) In either case, (a) or (b), the O.C. will, when ammunition or any other equipment has been expended during the voyage, give a certificate to the effect that such expenditure has been necessary, detailing the circumstances. Deficiencies (including deficiencies of books) will be dealt with as laid down in King's Regulations. The O.C. may, after due inquiry, authorise the write-off of equipment or clothing up to the limit of £5 in value. In the case of deficiencies of pith hats or khaki drill suits obtained from the India Store Department, no liability for losses or deficiencies, etc., will be admitted against Imperial funds. Certificates relating to expended articles and correspondence respecting deficiencies will be attached to the voucher bringing the remainder of the equipment and clothing on charge in the R.A.O.C. accounts. If any articles are disposed of en route at intermediate ports, the O.C. will obtain temporary receipts and attach them to the original vouchers.

(d) The destination of the troops will, where possible, be given by the issuing accountant on the voucher striking the articles off charge.

(e) In the case of troops proceeding to and from India or Burma, sums recovered from the troops embarked or disembarked at Indian (or Burman) ports in respect of losses or damages during the voyage will be credited as follows:

(i) At the end of an outward voyage
   To the Controller of Military Accounts, Southern Command.
   Poona, in the case of Bombay; Western Command, Quetta, in the case of Karachi.

(ii) At the end of a homeward voyage
   To the Command Paymaster, Southern Command, Salisbury.

All vouchers and claims in connection with (ii) will be enounced in red ink " Indian Troop Service Accounts."

(f) Issues of clothing from stocks placed on board ship for issue on payment in replacement of losses or deficiencies, will be made by the O.C. troops on board, who will prepare A.F. H 1110 for all such issues. Complete instructions with regard to accounting are given on the A.F. H 1110.
Chapter 3

151. Individual officers and other ranks supplied with pattern 1914 rifles for competition shooting may retain the rifles on change of station—

(a) within the United Kingdom,
(b) from the United Kingdom to an imperial station, and
(c) from one imperial station to another.

The rifles will be charged on vouchers to the unit at the new station to which the individual is transferred.


152. The small arms and accoutrements of warrant officers, N.C.O.s., and men of these units will be marked with company, section or station marks, and consecutive numbers from "1" upwards in a series for each company, etc. For details of markings, see Appendices 51 and 53. Arms and accoutrements will not accompany transfers from one company, section or station, to another, except in the case of Sam Browne accoutrements, which will accompany warrant officers on all changes of station, and as provided in paras. 155, 156, 330 and 333. No accoutrements will be taken by personnel of A.D. Corps on attachment to units of the R.A.F. for duty at home stations.

E. — UNITS PROCEEDING TO OR RETURNING FROM INDIA OR BURMA AND OTHER STATIONS ABROAD

I. INDIA OR BURMA

153. Units proceeding to or returning from India or Burma will be dealt with as laid down in Appx. 3.

II. OTHER STATIONS ABROAD

154. Units proceeding to, returning from or moving between other stations abroad will take their full establishment of small arms, accoutrements and steel helmets, even if under establishment in personnel, except that steel helmets will not be taken by units proceeding to or returning from Ceylon, and that haversacks, water-bottles, and mess-tins, with their component parts, as defined below, will only be taken for the actual strength of the unit—

(a) If equipped with web equipment, pattern 1908:
   - Haversacks (with brace with buckle).
   - Water-bottles (with carrier and brace with buckle).
   - Mess-tins (with cover).

(b) In all other cases—
   - Haversacks (with brace with buckle where necessary).
   - Water-bottles (with carrier and shoulder strap).
   - Mess-tins (with cover or strap).

Complete respirators will be taken for the actual strength of the unit.

F. — DRAFTS PROCEEDING TO OR RETURNING FROM INDIA OR BURMA AND OTHER STATIONS ABROAD

I. INDIA OR BURMA

155. The small arms and equipment of such drafts will be dealt with as laid down in Appx. 3.

II. OTHER STATIONS ABROAD

156. Warrant officers, N.C.O.s., and men proceeding as "drafts" (except as laid down in para. 150) will proceed without personal equipment, except that they will take respirators, haversacks, water-bottles, and mess-tins, as in para. 154. Sam Browne accoutrements will be taken by warrant officers where authorized under E.R., Part 2.

Men proceeding to the R.A.F. on attachment will be equipped with respirators, haversacks, waterbottles and mess tins as in para. 154.

No charge will be raised against the Air Ministry for these articles but personnel rejoining Army units from service with the R.A.F. will be required to be in possession of similar articles. During the period of attachment, normal replacements of any of the articles will be effected on repayment, the cost being borne by Air Ministry funds.

To avoid breaking up complete sets of pattern 1937 web equipment, all drafts will be equipped with serviceable part worn items of pattern 1908 web equipment as draft equipment.

157. — (a) When men are sent home from stations abroad for any of the following reasons, the C.O. concerned will ensure
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that separate A.Fs. G 1033, for personal equipment, are prepared, in duplicate, for each man, showing thereon the army number and the name of the man to whom they refer, and forwarded to the O.C. unit, etc., to which the man is sent.

(i) Married men transferred to the home establishment.
(ii) Men proceeding to vocational training centres.
(iii) Invalids (see sub-para. (d) below).
(iv) Men transferred to the Royal Army Reserve.

\[
\begin{align*}
&\text{Men of good character.} & \text{Men of bad character.} \\
&\text{Vouchers to be sent to O.C. unit.} & \text{Vouchers to be sent to the embarkation staff office at the port of disembarkation.}
\end{align*}
\]

(v) Men for discharge

(vi) Any other men who are not likely to pass through the depot (except those under sub-para. (b) and (c) below).

(b) In the case of all others (except those under sub-para. (c) below) A.Fs. G 1033, in duplicate, for personal equipment, will be forwarded, together with a nominal roll of the men to whom they refer, to the O.C. unit to which the men are sent.

(c) In the case of men sent home to undergo imprisonment in a civil prison, A.Fs. G 1033, in duplicate, for personal equipment, will be rendered, for each man, to the Embarkation Staff Officer, Southampton, who will be responsible for amending them, as necessary, and forwarding them to the O.C. the infantry depot at Dorchester or Winchester according to the prison to which the man is committed.

(d) In the case of invalids, A.Fs. G 1033, in duplicate, for personal equipment will be sent to the O.C. hospital.

The equipment will be brought on lodger charge and copies of A.Fs. G 1033 returned to the unit duly receipted. The O.C. hospital will arrange for the equipment to be returned to the R.A.O.C. Men subsequently found fit for further service will receive equipment from the unit which they join.

G.—SUPPLY OF ARTICLES FOR MUSKETRY INSTRUCTION

158. Articles for musketry instruction will be supplied in the proportions shown in the several sections of E.R., Part 2. They will be accounted for in the equipment ledger and returned into store upon embarkation for active service.

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H.—SUPPLY OF ARM CHESTS

159. Regimental arm chests, with hinges, suitable for the packing of rifles, are issued by the R.A.O.C. for use during peace, at the rate of one chest for each R.A. coast defence unit and each R.E. or R. Signals unit; six chests for each regiment of cavalry, and eight chests for each battalion of infantry. The cost of the repair of the chests will be defrayed in the manner laid down in Allowance Regulations. These packages will be supplied only to the above-mentioned services.

160. Instructions for the packing of rifles are contained in Appx. 14.

161. When arm chests and chests and cases for machine guns and mountings have been emptied, the fittings will be carefully replaced in position; they will not be thrown in loosely. These packages and also cases S.A., whether full or empty, will be stored in dry, airy, storehouses, the bottom tier being raised about 4 inches from the ground or flooring.
CHAPTER 4.—MACHINE GUNS

162. Machine guns will be issued to—

(a) Stations at home and abroad to form part of the armament available for general or local defence. In cases where these machine guns would be liable to deterioration if left mounted, they will be kept in their chests in store, ready for immediate use.

(b) Units and schools of instruction as detailed in the various sections of E.R., Part 2.

163. The stores authorized to be issued with each Gun, machine, Bren, .303-in., M.G., Mk. I, are detailed in Appx. 67 and with each Gun, machine, Lewis, .303-in., Mk. I, in Appx. 68.

164. Certain machine guns are classified as follows:—

Drill purposes are for drill purposes only, and are distinguished by the letters D.P. stamped on the principal parts. This also applies to machine-gun barrels intended for drill purposes only.

Skeleton are for instructional purposes, and are distinguished by the exposure of the principal working parts.


Barrels for use on mobilization are distinguished by a white band painted on them.

165. Barrels will be provided as laid down in Appx. 58 for machine guns forming part of war equipment.

166. Machine guns in store will be kept in the approved pattern chests or cases provided for the purpose. They will not be stacked out of their chests or cases, as this may lead to damage and distortion.

The packages will be kept in a dry condition, the felt or other absorbent linings being greased, as necessary, with red mineral jelly.

167. When the bolts, locks and cocking handles of Lewis, Vickers and Hotchkiss guns, respectively, are ordered to be stored apart from the guns, there is no necessity to keep any record, as these components are interchangeable.

168. In packing Mark IV tripod mountings care must be taken to protect the dials and joint pins from damage in transit by wrapping canvas, hessian, old blanket or other suitable materials round them, the legs being not only clamped but tied together securely.

169. When the accuracy of the shooting of a machine gun fails and the barrel appears worn, an accuracy trial will be carried out in accordance with the Small Arms Training, Vol. I, Pamphlet No. 1. If the barrel fails the test, the O.C. will at once indent for another barrel and on receipt will forward the doubtful barrel, accompanied by the diagram obtained, A.F. B 202, to the A.D.O.S. for transmission to the C.I.S.A., Enfield Lock, for final sentence.

170. In units to which D.P. machine guns are allowed, such guns only will be used for instruction in stripping.

In other units, one machine gun in each unit may be stripped to afford the personnel opportunities of becoming thoroughly acquainted with the working and mechanism of the machine gun. The stripping must be carried out in the presence of an officer who has qualified at the Military College of Science, or at the Small Arms School (Netheravon Wing in the case of the Vickers gun, or Hythe Wing in the case of the Hotchkiss and Lewis machine guns).

171. Instructions regarding the preservation, inspection and repair of machine guns and mountings are contained in Chapter 17.
CHAPTER 5.—AMMUNITION

A.—EQUIPMENT SMALL ARM AND MACHINE GUN AMMUNITION

172. Equipment small arm and machine gun ammunition will be supplied in time of peace in accordance with the scales laid down in the various sections of E.R., Part 2, and should always be in possession of units, except as provided for in para. 76 on change of station.

173. On mobilization the quantities will be increased by the additional rounds, if any, laid down as the first line reserve for war. The latter quantities will be held with their mobilization equipment.

For units not provided with first line reserve ammunition, S.A.A. will be held with their mobilization equipment.

174. In cases of emergency the ordinary supply of equipment ammunition can be increased to such additional quantity as the G.O.C. may consider necessary.

175. Extra issues of small arm ammunition remaining unexpended will be returned to the R.A.O.C. on the termination of the service that necessitated the supply.

176. All ammunition that is not in actual use will be kept in the regimental magazines in charge of the quarter-master.

In no circumstances will drill cartridges be kept in, or issued from, the same store as that used for ball or blank ammunition, and in no circumstances will live cartridges be taken into a workshop or other building used for instruction or examination of firearms (see para. 439).

177. Regular examination of drill cartridges will be made before use each day to ensure that no live rounds are present. Weapons must never be left cocked.

178. Revolver ammunition will be allowed in accordance with the following scale for officers proceeding on active service:

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<tr>
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</thead>
<tbody>
<tr>
<td>Officers belonging to units with divisional formations</td>
<td>...</td>
<td>...</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Other officers</td>
<td>...</td>
<td>...</td>
<td>12</td>
<td>6</td>
</tr>
</tbody>
</table>

B.—SMALL ARM AND MACHINE GUN AMMUNITION FOR PRACTICE AND EXERCISE

179. Units may expend annually, as laid down in the weapon training manual applicable to their arm of the service, the quantities of small arm ammunition authorized by A.C.Is. The quantities authorized are intended to cover requirements for testing rifles and revolvers in the manner laid down in Small Arms Training.

180. Expenditure of ammunition in excess of authorized scales is a loss to the public and will be dealt with from the disciplinary aspect in the same way as other losses of public stores. Over-expenditure of small arm ammunition, amounting to not more than 1 per cent. of the total entitlement of the unit in the weapon training year concerned, may be written off locally under King's Regulations where it is established that the over-expenditure was due to excusable circumstances. In all other cases, however, War Office authority will be required if it is proposed that the value of over-expended ammunition shall be borne by the public.

181. Subject to any special orders which may from time to time be issued from the War Office, the small arm ammunition to be expended at practice will be taken from that already in possession of troops and that received from the R.A.O.C. in the following order:

(a) The contents of broken boxes, viz., boxes, the tin linings of which have been opened.
(b) Ammunition repacked at stations other than Woolwich or Bramley.
(c) Ammunition re-examined and repacked at Woolwich or Bramley, the original date of which is not known. Boxes containing this ammunition bear a label containing the words "EXAMINED [year]" in place of the detailed information as to make and date which usually appears. This ammunition will be used in the order of the date of re-examination.
(d) Ammunition labelled for early use or for use by some definite date.
(e) Ammunition not specified above, the oldest date of manufacture being used first.

The linings of boxes are not to be disturbed until the ammunition is actually required for use.

182. When ammunition is found to be defective, the description, maker and date of manufacture marked on the box are to be noted. The rounds complained of, with their
cartons, wrappers, charger cases or bandoliers, and further samples from the same box, and the arms with which failure occurred, will be examined locally as far as possible. The G.O.C. will, if necessary, arrange for the rounds, with their cartons, wrappers, charger cases or bandoliers, and further samples, with precie of information, to be forwarded direct to the C.I.A., Woolwich, who will pass his report with his remarks to the War Office, should he consider the matter important; otherwise he will report to the station direct. Should it be found necessary to send a box, or boxes, of ammunition, they will be sent to the C.O.O., Royal Arsenal, Woolwich, the boxes to be marked clearly "For Special Examination by the C.I.A., Woolwich." The label will quote the paper referring to it. The arms will be kept available for special inspection, if ordered.

183. Scales of blank and other ammunition for training remounts will be notified from time to time by A.C.Is.

184. C.O.s. may obtain on payment from the R.A.O.C. such quantities of small arm ammunition as may be required for regimental purposes. Revolver ammunition will only be issued on payment for the use of those ranks who are armed with the revolver on service.

Bandoliers, chargers and cartons issued with small arm ammunition will be charged for at vocabulary rates.

185. Units * joining the Army Rifle Association may obtain annually on payment at half vocabulary rates 5 rounds .303-in. ammunition for each rifle on charge (10 rounds in the case of units stationed abroad whose peace establishment is 100 or less), and 6 rounds .455-in. ammunition (.38-in. in the case of units armed with the .38-in. pistol) for each revolver on the authorized establishment. The allowance may also be drawn for men borne on the establishment of schools of instruction, provided that the "school" joins the Army Rifle Association.

Bandoliers, chargers and cartons issued with small arm ammunition will be charged for at vocabulary rates.

Ammunition drawn under this para. may not be transferred from one unit to another.

186. Indents for practice and exercise ammunition will be sent to the A.D.O.S. in sufficient time to admit of the issue being made for the annual weapon training practice. The quantities to be demanded in each year will be based on the number of men in or attached to a unit who it is anticipated will commence the annual weapon training courses.

* The R.A.O.C. at home will be considered as one unit for the purpose of this paragraph.

187. The indent will be made, although at the time the unit may be under orders to leave the district. (See para. 188.)

188. Before leaving the station the C.O. will be furnished with a balance certificate, on A.F. G 802, showing the amount of ammunition due to the unit on indent, and that handed over to the incoming unit or returned to store under para. 76.

189. Any of the annual supply of ammunition which has not been drawn by the end of the weapon training year for which it is allowed, will be forfeited, and any which has been drawn but not expended will be credited to the ammunition account in diminution of the annual allotment authorized for the following year. The weapon training year at home stations will begin on 1st November; at stations abroad the instructions contained in Small Arms Training, Vol. I. Pamphlet No. 1, 1937, will be followed. Permanent dates to meet climatic conditions must, however, be fixed for each command and notified to the War Office.

A unit proceeding on foreign service before the end of its weapon training year may claim a proportion of the unexpended balance of its annual small arms ammunition allotment at its new station.

This proportion will be based on the number of those men who have accompanied the unit to its new station and have not completed on date of departure their annual weapon training course for the current weapon training year at home. Ammunition so claimed will be forfeited unless expended before the close of the weapon training year in force at the new station.

190. Cartridges, S.A. drill, .303-in. are, owing to frequent use, liable to become damaged, and this causes jams to occur when they are used in tests for rapid loading. Periodical inspections of the cartridges held by units will therefore be made, and cartridges found to be damaged will be returned to the R.A.O.C., and others demanded to replace them.

191. Small arm drill and dummy cartridges must be examined frequently to ensure that only the authorized patterns are being used.

C.—GUN AMMUNITION FOR PRACTICE AND EXERCISE

192. The annual allowance of gun ammunition for practice and exercise, with instructions relating thereto, will be promulgated annually by A.C.Is.
D. DISPOSAL OF FIRED Q.F. CASES AND UNEXPLODED PROJECTILES

193. Fired Q.F. and 1-in. aiming cartridges will always be cleaned immediately after firing. The primers will not be removed from the cartridge cases. If the cartridges have been fired with cordite or ballistite they should be soaked for 15 hours in clean fresh water containing ½ oz. of soda crystals to the gallon, and afterwards well scrubbed until clean; they should then be rinsed in clean water and wiped perfectly dry. A longer soaking or the use of warm water will facilitate the cleaning and may be necessary in very cold weather. Soda may be used with cartridges which have been fired with powder, but its use is not essential in this case. After cleaning, cartridges will be mopped inside and outside with mineral jelly.

194. After being dealt with as in para. 193 the cartridges will be repacked in the boxes in which they were supplied and returned to the R.A.O.C. as soon as possible, the clips being replaced on the cartridges which have them. Fired cartridges are not on any account to be repacked in boxes containing unfired cartridges.

195. Notices will be posted in the vicinity of all ranges, cautioning the public as to the extreme danger of handling projectiles found on the ranges, and informing them that no rewards or payment of any description for finding, or for collecting projectiles, will be made to a civilian.

196. Immediately on the close of practice each day, search will be made on the ranges for unexploded projectiles.

197. In order to ensure the discovery and destruction in situ of unexploded projectiles lying on land and sea ranges, Shoeburyness excepted (see para. 199), a reward will be paid to any soldier of the Regular Forces, or Supplementary Reserve, or member of the Territorial Army up for training or exercise, or Coast Guard man, or any Government agent appointed by the Secretary of State, who reports at the nearest military station the position of any unbroken projectile, fused or plugged, on or near any practice range. In exceptional cases a reward may also be paid to civilians who have a right of grazing, etc., on the ranges, and to their employees necessarily employed on the land. Payment will not be made if the projectile has been disturbed by the finder.

Payments of rewards to military working parties, employed on the collection and destruction of unexploded projectiles, metal from rifle ranges, etc., are not admissible.

Receipts for all sums paid for the recovery of projectiles, etc., will be obtained on A.F. G 892, which will vouch the charges in the accounts of the command paymaster.

198. The amount to be paid will depend on the circumstances of each case, time and labour involved, etc., and will be decided by the G.O.C. at the camp or station, but in no case will it exceed the following amount for each projectile:

- Under 6-in., 5s.; 6-in. and higher nature, 10s.

199. The foregoing three paragraphs will not apply to Shoeburyness, where special arrangements are authorized.

200. All blind projectiles found on R.A., R.T.R. and R.A.C. ranges will be destroyed by the Gunnery Staff under orders of the commandant. The destruction, when necessary, of all other projectiles will be carried out under the supervision of an I.O.O. In every case the destruction will be carried out under the supervision of an officer.

201. In regard to the recovery of projectiles, etc., on sea ranges, fired over by the naval and military authorities in common, the following rules will be observed:

(a) The Admiralty will receive all recovered projectiles and produce, plugs and gas-checks, and will pay all charges on account of salvage.

(b) All projectiles, etc., which can be identified as land service will afterwards be transferred to the War Office free of charge by the Admiralty.

(c) The transfer of recovered projectiles, etc., to the War Office will be made quarterly, and will be effected by writing them off charge as a free issue in the Naval ordnance store ledgers and bringing them on charge in the Army ordnance accounts.

E. BLANK GUN AMMUNITION FOR REVIEWS, FIELD DAYS, SALUTES AND MANŒUVRES

202. Blank gun ammunition will be issued annually to commands, etc., as authorized in A.C.1s, for use by Horse, Field, Light and Medium Artillery, R.T.R. and R.A.C. at exercise, reviews, field days, command manoeuvres and for salutes.

The allocation of the ammunition to units and for specific purposes will be made by the G.O.C.

203. Ammunition will not be expended as a charge against the training grant, nor, unless special instructions to that effect are received from the War Office, will expenditure of ammunition in excess of authorized allowances, to be met by a corresponding saving under the training grant, be incurred.
Chapter 5

F.—Q.F. BLANK CARTRIDGES FOR Q.F. 18-PR., 13-PR., 6 AND 3-PR. GUNS, AND 4-5-IN. AND 3-7-IN. HOWITZERS

204. These cartridges will be made by units as required. Instructions for making up and breaking down should be obtained from the C.I.A., Woolwich, through the A.D.O.S.

205. The following tools are authorized for making blank cartridges:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Each 4-gun battery.</th>
<th>Six-gun battery Battm. for Q.F. 3-pr. 2-cwt.</th>
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<tbody>
<tr>
<td></td>
<td>4-5-in. how.</td>
<td>Q.F. 18-pr.</td>
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<tr>
<td>Section K2 Tools, Cartridge, Q.F., Blank—</td>
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<td>Drifts, 4-5-in. how. ...</td>
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<tr>
<td>3-7-in how. ...</td>
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<tr>
<td>18-pr. powder cartridges ...</td>
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<tr>
<td>13-pr. powder cartridges ...</td>
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</tr>
<tr>
<td>3-pr. 2-cwt. ...</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Rings, inserting, cup— 13-pr. ...</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Rings, inserting, lid— 4-5-in. how. ...</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3-7-in. how. ...</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Rods, 12-7-in. (a) Screwdrivers, primer (b) ...</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

(a) For driving primer from case, 6 and 3-pr.
(b) For inserting and removing primer, 6 and 3-pr.

206. The cases, after firing, should be cleaned as directed in para. 193.

207. After firing, care should be taken that the mouths of the cases are not damaged or distorted as this will cause difficulty in refilling. Any cases which will not gauge in a gun, or from which the primers cannot be extracted, or which will not take new primers, are to be considered to be unsuitable for refilling, and will then be treated as laid down in para. 210. Cases which are suitable for refilling as blank will be retained for this purpose. Certain service cases which are only slightly split at the indents, will, on passing through the factory for repair, be sentenced for “blank,” and will be so marked by stamping on the base.

G.—CASES FOR BLANK, CLEANING OF

208. These should be cleaned after firing and wiped perfectly dry. They should not be greased unless they are returned to store.

209. If the cases are required for further firing after a few hours, washing in the interval may be dispensed with, but they are not to be left unwashed more than 24 hours.

210. They should be retained and refilled by the unit to which they are issued unless they require repair or are unserviceable, when they should be returned to store.

H.—AMMUNITION YEAR FOR BLANK GUN AMMUNITION

211. The ammunition year for the purpose of governing the issue and expenditure of blank ammunition will run from the 1st April to the 31st March.

I.—AMMUNITION AND EXPLOSIVES—CONDITIONS RELATING TO RETURN TO ORDNANCE DEPOTS, AND INSTRUCTIONS REGARDING CONVEYANCE

212. No ammunition or explosives of any kind will be forwarded to an ordnance depot until the consignor has ascertained from the consignee (on A.F. G 929) that he is ready to receive it.

In all cases the consignor will at the same time apply to the A.D.O.S. of the area for instructions as to the precautions to be taken for the protection, segregation by groups, etc., of the ammunition and explosives while in transit, and will ensure that the instructions received are carefully observed.

213. Ammunition and explosives packed in original unopened packages, and unboxed shell, provided that they are plugged, have suffered no damage and are fitted with grummet or slings, may be returned as soon as instructions for their return are received.

Ammunition and explosives, other than S.A.A. and those referred to above, will not be returned until they have been 3* — (1775)
Chapter 5

Ammunition

inspected by an I.O.O., rendered safe and, where necessary, packed under his supervision. Application for the inspection of such ammunition and explosives will be made to the A.D.O.S. of the area. The vouchers on which the ammunition or explosives are returned will be enquired to show that these instructions have been complied with.

214. Whenever ammunition is conveyed in military vehicles, the loading will (if possible) be performed by the troops, who will be held responsible for its correctness.

215. When explosives are issued from an ordnance depot and coverings are considered necessary, they will be supplied by the R.A.O.C. They will be returned to store immediately on completion of the service.

216. When ammunition is forwarded by railway or water carriage, and an escort does not accompany it, the consignee will make arrangements for the attendance of an escort, if required, to meet the ammunition on arrival and conduct it to its destination.

217. Officers in command of escorts will prohibit smoking near the wagons, and will see that none of the party has matches or pipe-lighters in his possession.

J.—AMMUNITION AND EXPLOSIVES—INSTRUCTIONS REGARDING EXAMINATION AFTER CARRIAGE IN "A" VEHICLES

218. Gun or small arm ammunition, and signal or illuminating cartridges, which have been carried in "A" vehicles in shade temperatures of 90° F. and above will be subjected to a special examination by an I.O.O. before being returned to unit store. Should the ammunition be retained in the vehicles for an extended period, a special examination must be carried out at the end of each six months and finally before being returned to store. These examinations will be carried out at the request of units. Ammunition found serviceable at such special examinations will be given preference for re-issue to "A" vehicles and will be expended at the first opportunity.

K.—DISPOSAL OR MISFIRE 1-INCH AIMING RIFLE AND GUN AMMUNITION

219. All misfired gun, howitzer, mortar and 1-in. aiming rifle cartridges, primers and tubes will, when practicable, be returned to the R.A.O.C. for disposal by an I.O.O. At practice, if it is not practicable to return the ammunition to

the R.A.O.C., it will be destroyed by the gunnery staff or a master gunner under the supervision of an officer after full particulars of the cartridge have been noted.

B.L. cartridges which have been loaded in a gun or howitzer and subsequently unloaded, for any reason other than a missfire, and which cannot be fired the same day or night during the practice in progress, will be set aside and returned to the R.A.O.C. as early as possible for special examination.

In no circumstances will a B.L. cartridge with a damp igniter be loaded in a gun or howitzer. All such cartridges will be returned to the R.A.O.C. for disposal.

L.—CARE AND PRESERVATION OF AMMUNITION IN EQUIPMENTS OF MOBILE UNITS

Note.—See also Magazine Regulations, Part II.

220. The following points will receive careful attention:

(1) Q.F. Ammunition.

(a) Rounds must at all times be handled with care and particularly in withdrawing them from boxes and vehicles, in order to avoid damage to the cartridge cases and fuses or fuse covers if fitted.

(b) Cartridges will on no account be carried by means of the clip tapes.

(c) Cartridges withdrawn from boxes or vehicles must not be stood on their ends, but may be laid on their sides not more than two tiers high.

(d) If a fuse is found to be loose, the shell, or the cartridge in the case of fixed ammunition, will be returned to R.A.O.C. charge.

(e) In cases where the fuse cover of a time or time and percussion fuze has become detached from a fused round, the shell, or the cartridge in the case of fixed ammunition, will be returned, intact, to R.A.O.C. charge, unless an opportunity occurs for expending it at practice. Rounds so expended will be specially noted in practice reports.

(f) If the fuse cover is found to be damaged, or if it has become detached in the case of a fused H.E. round in A.A. equipments, the round will be returned to R.A.O.C. charge.

(g) When necessary, the shell will be wiped over with boiled linseed oil on a cloth or rag, care being taken to avoid the fuse. For H.E. shell, boiled oil, lead free, will be obtained from the R.A.O.C. for this purpose.

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(a) If cartridge cases show any signs of verdigris or corrosion on the exterior surface, the part affected will be cleaned with a rag, moistened with turpentine, and, after drying with a clean rag, very slightly smeared with mineral jelly. The mineral jelly must be kept off the caps of the primers.

(i) Primers, if found to be unscrewed, will be tightened by means of the key provided in the equipments.

(j) All travelled ammunition must be inspected by battery officers once a month.

(2) M.L. 3-in. Mortar Ammunition.

(a) Care must be taken to avoid damage to the vanes of the tail of the bomb.

(b) In wet weather the cup and waterproof cover will not be withdrawn from the tail vanes until the last possible moment before loading. In preparing bottom charge, secondaries will be removed to the front without fully exposing the tail vanes.

(c) The fuze cap will only be removed immediately before loading.

(d) If a fuze is found to be loose, the complete bomb, with cartridges, will be returned to R.A.O.C. charge.

M. BATCHING OF AMMUNITION

221. Q.F. fixed ammunition, of all natures except A.A., is normally issued in batches of 2,000 rounds containing one propellant lot only.

A.A. and M.L. 3-in. mortar ammunition is normally issued in batches of 2,000 rounds, containing one fuze lot only.

In every case the other components of a batch will be, as far as possible, of one lot only. Batches will be distinguished by a letter, according to the type of ammunition, followed by a serial number.

A batch (except A.A. and M.L. 3-in. mortar ammunition) containing fuzes of more than one lot is divided into sub-batches, indicated by a letter after the serial number. A.A. and M.L. 3-in. mortar ammunition will, if necessary, be sub-batched by propellant lots (primary cartridge propellant lots in the case of the M.L. 3-in. mortar).

Batches and sub-batches will be stacked separately.

When it is necessary to repack batched ammunition which has been unpacked for any purpose, only ammunition of the same batch or sub-batch may be packed in any box. The stencilling on the cartridge cases or bombs will facilitate this.

If the ammunition is repacked in boxes other than those from which it was removed, the batch or sub-batch numbers on such boxes must be amended to agree with the contents.

Chapter 6

MOBILIZATION EQUIPMENT

222. Mobilization equipments will be stored in accordance with the latest print of the appropriate war equipment table as notified in A.C.Is. (see para. 29).

Amendments to war equipment tables in possession of units will only be made on receipt of printed serial amendments published by the War Office and notified in A.C.Is.

223. Lists showing how war equipment is to be distributed within the unit on mobilization will be prepared for all units other than those which are normally stationary.

Where units exist in peace, the lists will be prepared by the respective C.Os.

The C.O.s. of horse, field and light brigades, R.A., and of other units existing in peace which form additional batteries, after mobilization, will also arrange for lists to be prepared for the additional units they are to form.

For other units which do not exist in peace, e.g. field ambulances and for headquarters of cavalry and infantry divisions and brigades, the lists will be prepared by the A.D.O.S. of the area in which units mobilize.

224. When mobilization equipment is in regimental charge, the C.O. will be responsible to the G.O.C. that it is correct in every respect and fit for service; that the instructions given in these regulations as to custody and arrangement of mobilization stores are carried out with regard to it; and that, subject to the exceptions referred to in paras. 226–230, and E.R. Part 2, Section 1, no portion of it is taken into use without special War Office authority obtained through the G.O.C.

Typical diagrams showing how mobilization vehicles (H.T.) should be stored are given in Appx. 31.

225. A permanent record, showing the dates and other necessary particulars, of all inspections of mobilization equipment will be kept on A.F. G 1090, which should be affixed to an inventory board to be hung up in each storehouse.

226. (a) The G.O.C.-in-C. may sanction the temporary use by units of cookers, portable, and containers, portable, 1-gal., belonging to their mobilization equipments as necessary for brigade and divisional training and manoeuvres.

(b) A divisional commander may authorize the temporary use of cookers, portable, and containers, portable, 1-gal., held by units in their mobilization equipment when required to
supplement similar equipment held on peace charge, for such battalion, company or musketry training as necessarily entails the cooking of a hot meal away from barracks. These cookers will not be used in standing camps or when other means of cooking can be utilized.

(c) Care will be taken that any items issued under this paragraph are returned to store in a thoroughly serviceable condition when no longer required. (See para. 3.)

227. Special articles of the technical equipment of R.E. and R. Signals units, the fitness of which for service can only be verified and maintained by occasional use, may be used at the discretion of the O.C. the unit, or, where the unit is not raised in peace, the C.R.E. or C.S.O. to ensure that they are kept in a thoroughly serviceable condition and ready for immediate work, but their use is to be restricted to the purposes of the foregoing requirements and they are to be kept quite separate from the peace equipment: a book is to be kept by the O.C. the unit or the C.R.E. or C.S.O. in which is to be recorded a list of the stores tested and used, the character of the tests, the period for which the stores have been used and the condition after testing or use.

228. Bridging equipment, electric lighting sets, and other technical equipment, with their vehicles, held as mobilization equipment for field park companies, R.E., and pontoon bridge parks, may be issued for training to all R.E. units and divisional headquarters, respectively, of the divisions concerned at the discretion of the G.O.C.-in-C.

Assault boats and reconnaissance boats held as mobilization equipment for field park companies, R.E., and pontoon bridge parks may be issued for training to R.E. or infantry units at the discretion of the G.O.C.-in-C.

Boats so issued will be maintained in a serviceable condition at all times.

229. Machinery and breakdown vehicles held as mobilization equipment for R.A.O.C. mobile workshops may be used in peace for normal repair and recovery work and for training as required, provided that they are kept complete and fit for service at all times.

230. Once in each year the mobilization equipment in charge of units (except Q.F. ammunition, respirator equipment, harness, saddlery and packsaddle), and where circumstances admit of it, the mobilization equipment held for units by the R.A.O.C. (with similar exceptions), will be drawn by them and be retained for a period not exceeding 14 days. During this period each unit will be practised in packing its vehicles, the whole war outfit being completed as far as practicable. Empty cases or dummies will be used on these occasions to represent any articles which are not available in the district, and old blankets in rolls of 20 as well as old camp kettles will be issued if possible in lieu of the new articles.

At the end of the course the unit will perform a route march with its transport packed as for service if arrangements can be made for horsing the vehicles, the horses and harness of other units in the command being utilized for this purpose. Harness and saddlery stored as mobilization equipment is not to be used during peace, but the sets may be assembled in the storehouses to test the fitting of the various parts or for instructional purposes. They are not, however, to be stored assembled. At the conclusion of the period named, all the vehicles will be examined carefully before being returned to mobilization store, and any defects noted will be reported to the A.D.O.S. of the area.

231. Equipment stored in accordance with war equipment tables will be kept entirely separate from the peace equipment; on a unit quitting the station, such equipment will, in the absence of an order to the contrary, be handed over to the relieving unit.

232. War equipment tables of the latest editions will be kept with the equipment of units, and O.S. units whose mobilization equipment is in charge of the R.A.O.C. will always have copies of these tables in their possession.

233. When mobilization equipment is in charge of the R.A.O.C. at or near the station of the unit, the O.C. will inspect and check the equipment for his unit within one month of arrival at the station, and subsequently once annually, and satisfy himself that it is complete and serviceable. Should any serious omissions or imperfections exist, he will at once report them to the G.O.C.

C.O.s. will arrange the date for these inspections with the C.O.O. of the ordnance depot.

234. C.O.s. having mobilization equipment in charge, and those who are able to inspect their mobilization equipment in R.A.O.C. charge (see para. 233), will attach a certificate to A.F. B 89 or B 90, which is rendered half-yearly, stating the date on which they last inspected the equipment.

235. On mobilization being ordered, the war equipment table will be the guide as regards the articles of equipment which a unit takes with it into the field. It is therefore of great importance that not only the equipment stored for issue on mobilization, but also such of the peace equipment as is.
Mobilization Equipment

storage. If, after investigation, the A.D.O.S. is satisfied that turnover is essential, he will authorize the C.O. to submit a special indent for the stores required.

No articles will be withdrawn from mobilization storage until corresponding articles are available in replacement.

241. With a view to facilitating turnover and as a record of articles stored in mobilization equipment or reserves outfits which are part worn or have been superseded by later pattern, or for other reasons it is desirable to exchange, officers holding these equipments will keep A.B. 333 completed to date. This book will be examined quarterly by A.D.s.O.S. and will be produced at all inspections of mobilization equipments.

242. Gun ammunition for horse, field, light, medium and heavy artillery batteries, and for R.A.C. battalions at home, will be stored in R.A.O.C. charge unless instructions to the contrary are given by the War Office.

243. When sanction is given by the War Office for the transfer of mobilization stores from R.A.O.C. charge to the custody of a unit, the O.C. the unit will be responsible that the stores are arranged in accordance with the regulations (see para. 224), and will, if necessary, apply to the A.D.O.S. for skilled labour for carrying out the service in the first instance.

244. When mobilization equipment is handed over to a relieving unit, the appropriate war equipment table (A.F. G 1098) will be used as a voucher, two copies being prepared. The totals in the war equipment table will be amended to agree with the quantities of each item handed over, alterations being initialed by both accountants concerned.

Packages held with the equipment will be entered at the end of the A.F. G 1098.

In cases where separate ledgers are held for mobilization equipment no vouchers will, however, be prepared on handing over the stores to the relieving unit. Instead, the ledger will be balanced and handed over. A certificate to the effect that the stores shown as remaining on ledger charge on the date of transfer have actually been handed over will be signed by the O.C. of each unit.

If any discrepancies exist full explanations of each will be afforded by the O.C. outgoing unit.

245. All vehicles and spare wheels stored by units as mobilization equipment will be inspected once every three years by R.A.O.C. artificers under the immediate supervision of an O.M.E. (See Appx. 54.)

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Mobilization Equipment

according to the war equipment table, required for war, should be at all times complete and serviceable.

Only "dulled" pattern bayonets will be taken on active service.

236. The consumable stores allowed for war (excluding illuminants, for which see Appx. 47), are regarded as being sufficient for a fortnight's use, and these quantities will normally be maintained by units in the field.

237. On 1st April and 1st October in each year, O.C. units holding mobilization equipment will render a return in triplicate to the A.D.O.S. of the area showing all deficiencies that exist in their equipments and the action taken to complete the equipment.

Similar returns will be rendered regarding outfits held for army reservists.

The form shown in Appx. 5 will be used for this return.

Nil returns will be rendered.

238. A report, on A.F. G 919, of the action taken to carry out alterations to patterns of war equipment, whether in mobilization or peace charge, ordered by List of Changes, Army Orders or other War Office authority, will be rendered monthly by O.C. units holding such equipment to the A.D.O.S. of the area.

Separate sheets of A.F. G 919 will be used for articles in mobilization store charge and for war equipment in use during peace.

This return is not to be rendered in war time.

239. When a List of Changes affecting the equipment of a unit is published, the C.O. will, if in doubt, ascertain from A.D.O.S. as to whether the alteration is to be carried out by the unit or by the R.A.O.C.

In the former case A.F. G 997 will be submitted for the necessary stores, and those will be accounted for in the same manner as materials for repair (see para. 434).

In the latter case A.F. G 1043 will be submitted, and the ordnance depot concerned will be responsible for providing the necessary stores.

240. When stores received from the R.A.O.C. in replacement of unserviceable peace equipment are in better condition or of later manufacture than those held on mobilization charge, the former will be placed in mobilization store and the latter taken into use as peace equipment.

When turnover cannot be effected by this method, the C.O. will bring to the notice of the A.D.O.S. of the area any articles which are considered unfit for prolonged mobilization
Mobilization Equipment

All harness, saddlery and packsaddlery stored by units as mobilization equipment will be inspected at similar intervals by an inspector or artificer of the inspection branch. (See Appx. 54.)

Application for examination at any other time will be made to the A.D.O.S.

246. The instructions for the preservation of harness, saddlery and packsaddlery given in Appx. 25, and on A.F. G 916, will be followed for the harness, saddlery and packsaddlery stored as mobilization equipment. Special attention should be paid to seeing that the harness, saddlery and packsaddlery are kept properly dubbed and in good condition.

A copy of A.F. G 916, pasted on a board, will be kept in each mobilization storehouse in which harness, saddlery and packsaddlery are stored.

Covers for packsaddlery will be kept in store rolled. They should be unrolled and cleaned at least once in 3 months.

Cleaning materials according to the following scale will be allowed:—

<table>
<thead>
<tr>
<th>Designation</th>
<th>Annual proportion for each</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13 sets of harness (double)</td>
</tr>
<tr>
<td><strong>Section H1</strong></td>
<td></td>
</tr>
<tr>
<td>Dubbin (2)</td>
<td>2</td>
</tr>
<tr>
<td>Naphthalene (4)</td>
<td>1</td>
</tr>
<tr>
<td>Tallow (2)</td>
<td>1</td>
</tr>
<tr>
<td>Varnish for bright work (pints)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Section H1 (N.J.V.)</strong></td>
<td></td>
</tr>
<tr>
<td>Linen or cotton, old (lb)</td>
<td>1</td>
</tr>
</tbody>
</table>

(a) These quantities are only inserted as a guide in preparing indents; supply may be made as local circumstances require under the authority of the G.O.C.

247. The proportion of sizes, etc., of various articles of harness and saddlery to be stored in mobilization equipments—with instructions relating thereto—are detailed in Appx. 24.

248. Spare articles on peace charge, if liable to be expended during peace, are not to be regarded as being available on mobilization.

249. Inventory forms (A.F. G 1096 series containing printed lists of components, accessories, etc., corrected to date) will, during peace, be pasted on inventory boards issued with vehicles allotted to units as war equipment and given a coat of varnish to protect them from damp.

250. Spare axletrees, shafts, wheels, timber and iron, which cannot be conveniently stored in the separate compartments, will be kept in the wagon sheds. Small stores forming part of the accessories, spare parts and cart and wagon equipment of mobilization vehicles and accounted for separately will, for the sake of cleanliness and convenience in stocktaking, be kept in the mobilization store and not on the vehicles, but with these exceptions components, accessories, spare parts and cart and wagon equipment of vehicles stored on their wheels will be kept on vehicles. When vehicles are dismantled and stacked, the components, etc., will be stored as near to the stacks as possible.

Straps for vehicles will be tied in sets, each set being labelled with the description of vehicle to which it belongs and kept in the mobilization store.

All leather work of vehicles, including straps, will, where necessary, be treated as laid down in Appx. 25.

251. The war allowances of consumable stores will be found, as far as possible, from peace stocks. Any stores not available from this source will be demanded from R.A.O.C. on mobilization being ordered.

These stores will not be drawn upon before embarkation. Any required for use during the mobilization period will be drawn from R.A.O.C.

Consumable stores in possession of units in excess of war requirements will be returned to R.A.O.C. before embarkation.

252. Horseshoe nails will be stored in the horseshoe boxes with shoes held with mobilization equipments in the proportions laid down in para. 317. The war scale of frost cogs will be one set for each animal. Scales of taps and wrenches will be as laid down in para. 318.

253. Ordnance depots will be held responsible for the care and safe custody of such small arms and accoutrements as may be kept in store at the depots for issue to the army reserve. These stores will not in any circumstances be taken into use without previous authority from the War Office.

254. (1) Accoutrements, including those held for reservists, will be stored as follows:—

(a) Web equipment. Each set will be stored with all its components placed inside the pack. The rifle sling and tins, mess, rectangular, pattern 1937 (where allowed) will also be stored in the pack.
(b) Water-bottles and bandoliers will be stored in bulk in suitable packing-cases.

(c) In the case of units not supplied with web equipment, all items other than those referred to in sub-para. (b) will be stored in the haversacks.

(2) Tins, mess, D.S. and M.S., will be stored in bulk in suitable packing cases and will be examined annually for signs of rust. Rusty tins will be returned to the R.A.O.C. for retinning. Where the preservative on any tin has deteriorated such tins will be cleaned and re-treated, under unit arrangements, either with mineral jelly or, where a unit has facilities for dipping, with boiled lead-free linseed oil.

255. Small arms, including those held for reservists, will be stored as follows:

- Rifles will be stored in racks. If racking is not available they will be stored in arm chests.
- Rifles fitted with telescopic sights will be kept in their chests.
- Oil bottles will be stored empty in bulk.
- Pullthroughs and their gauzes will be tied separately in bundles and so stored.
- Bayonets without scabbards and scabbards without bayonets will each be stored separately in chests, cases or other suitable packages.
- Swords will be packed in chests, cases or other suitable packages.
- Pistols will normally be stored under the conditions of para. 14, but, when the numbers are large, special arrangements will be made for their safe custody under command instructions.

256. Arrangements will be made for the examination of all small arms stored, including those held for reservists, to ensure that each individual one is re-greased, both internally and externally, once every 12 months in the manner indicated in para. 445. If any appearance of rust be observed in the muzzles, such barrels will be wiped out immediately and well re-greased, steps being taken to have them examined by an armourer at once.

Ten per cent. of all arms (except bayonets, see para. 257) will be examined annually by an armourer, the rifles being re-greased between fore-end and barrel (see para. 446). In the event of the examination disclosing an insufficiency of the preservative, arrangements will be made to re-grease the remainder of the arms.

257. Bayonets, swords, and steel sword scabbards will be greased with red mineral jelly (for method of applying the grease, see Appx. 55).

Ten per cent. of the bayonets will be examined annually by an armourer and re-greased with red mineral jelly. Care will be taken to ensure that the stock is examined and re-greased in rotation.

258. For materials which must not be used as a direct wrapping, etc., for steel parts of small arms, machine guns and mountings, see para. 446.

The annual allowance for materials for the care and preservation of small arms stored for army reservists is shown in Appx. 12.

The allowance of materials for care and preservation of rifles, A.T. (Boys), is shown in Appx. 12, Table 4.

Red mineral jelly should be mixed with oil, M. 80, in equal parts, by weight, and applied as directed in para. 445.

Where rifles are stored in racks having plugs, or holders, or where the plugs or holders fail to protect the barrels from the air, the bores of the rifles will be protected as directed in para. 464. At stations abroad the clots will be composed of equal parts of red mineral jelly and beeswax.

Oil, M. 80, only will be used for the working parts of the action.

259. Machine guns and their spare parts and mountings on charge of units in unit mobilization store will be examined periodically as detailed in Appx. 15 and, if necessary, re-greased.

The machine guns will be stored in their chests.

260. If the mobilization barrels of machine guns are issued from store for peace purposes, the white band will be removed locally before issue.

261. Pedal bicycles held with mobilization equipment will be stored without tyres.

Bearings will be kept well packed with a mixture consisting of equal parts, by weight, of mineral jelly, red, and oil, M.80.

Covers and tubes will be stored as follows:

(a) Covers will be loosely tied in bundles of 10 or less and kept in a cool and darkened store, according to their respective dates of manufacture.

* 2 per cent. in the case of Weedon.
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(b) Tubes will be stored in order of date of manufacture. They will be deflated and placed loosely in a case; the case will be lined with brown paper, the tubes liberally covered with french chalk and the lid of the case secured. The case will be periodically reversed (bottom upwards) to ensure that the bottom layers do not continuously bear the weight of the others.

A complete turnover and examination of covers and tubes will take place annually.

262. Steel helmets held for reservists will be painted. The method of painting and the scale of materials and brushes, are laid down in para. 509, but these materials, etc., will be drawn only as and when actually necessary.

263. Steel helmets to complete to full War Establishment will be stored in bulk for officers of the R.A.R.O. and Supplementary Reserve (not in units), those members of the Officers Emergency Reserve who have mobilization appointments; members of Q.A.I.M.N.S. Reserve and Civil Hospital Reserve; and reservists at their place of joining; those for the reservists being stored with their kits.

In addition five per cent additional will be held at the “place of joining” for fitting purposes. (See also para. 133.)

Mark I steel helmets held with mobilization equipments will be packed in sacks or cases, wood, packing. The helmets will be completely enclosed in brown paper which must be free from holes or tears, and folded over where the ends join so that moth will not be able to get in. A sprinkling of naphthalene will be placed in each package. When sacks are used for packing purposes, 3-in. by 1-in. strips of wood quartering will be placed between the sacks when stacked.

Mark I and Mark II helmets are issued packed in cartons which will be stored in a cool dry place in such a manner as to obviate any damage to the cartons or their contents.

If at any time it is found necessary to examine contents of the cartons, care will be taken to ensure that the brown paper wrapping is replaced between each helmet as a protection against damage to the paint.

264. An allowance of composition, brown, at the rate of:

½ lb. every 100 sets per annum for Royal horse, field, light, medium and heavy artillery;

3 lb. every 100 sets per annum for other units;

will be made for the preservation of brown leather accoutrements stored for reservists. An application of the composi-

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Chapter 6 88 Mobilization Equipment

covered with ordinary brown paper, but it must be devoid of holes and tears, and folded over where the ends join; moths are quite unable to penetrate such paper, but if there is any opening, however small, they will probably discover it and deposit their eggs on the materials underneath. For this reason, packing needles must not be allowed to penetrate the paper when canvas wrappers are being stitched.

A sprinkling of naphthalene is also useful, as moths dislike the odour, and it helps to keep them away from the neighbourhood. It is unnecessary, however, to smother articles in naphthalene.

The necessary supplies of naphthalene may be obtained on indent from the R.A.O.C.

CHAPTER 7.—CAMP EQUIPMENT

273. The proportions of camp equipment for camp reception stations, manoeuvres and in standing camps are contained in Appx. 26. The scale for standing camps will guide issues to troops placed under canvas for any purpose other than manoeuvres. At stations abroad C.D. (in lieu of C.S.) tents may be issued for the use of European troops, provided —

(a) The period of encampment is not to be of very short duration.

(b) The climatic conditions likely to be encountered during the period of encampment are, in the opinion of the D.D.M.S., such as to warrant the issue of C.D. tents.

274. Indents for camp equipment will be prepared by units or individuals to whom issues are authorized by regulations, and transmitted to the A.D.O.S. of the area in which the encampment is to take place.

Officers authorized to indent for camp equipment will ensure that the whole of the information required by the forms is fully detailed upon them, that the quantities of equipment included are in accord with the authorized scales for the number of officers and men to be encamped, and that the indents are transmitted in ample time to allow O.O.s. to arrange for delivery of the equipment by the date desired.

275. Cooking utensils, including ovens and stoves, are frequently issued by the R.A.O.C. with a coating of spirit lacquering, varnish or mineral jelly to preserve the ironwork, and care must be taken to ensure that this preservative is burnt or wiped off before the articles are taken into use.

276. Camp equipment issued to units as permanent equipment for instructional purposes will be brought on charge in equipment ledgers.

Tents and other stores for sports and entertainments may be issued on temporary loan under the conditions set forth below, and will not be brought on charge in equipment ledgers.
<table>
<thead>
<tr>
<th>To whom issuable.</th>
<th>Authority under which issue may be made.</th>
<th>Conditions of issue and charges to be recovered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulars.</td>
<td>The G.O.C. may give written approval for issue, provided the stores are available locally and can be spared, that they are required for strictly garrison or regimental sports or entertainments, and that they are to be retained normally only for the actual day or days of the sports or entertainments. The G.O.C. may, however, authorize the retention of stores for a longer period when considered desirable in order to save cost of carriage to and from an ordnance depot, e.g. when it is known that the stores will be again required for similar purposes after a brief interval.</td>
<td>The cost of deficiencies and of damage not the result of fair wear and tear will be charged for as laid down in para. 115. Expenditure on transport will also be charged for, including the cost of conveyance by army motor lorries where a charge fails to be made in accordance with Rules for the Control and Use of War Department Road Transport.</td>
</tr>
</tbody>
</table>

All other issues of camp equipment for authorized manoeuvres or encampments, or to supplement barrack accommodation, will be accounted for on A.F. G 973 by the C.O. of the unit, or the individual officer to whom the issue is made.

At the termination of the encampment the accounts, with the whole of their supporting vouchers, will be transmitted to the A.D.O.S. of the area in which the issues were made, irrespective of the locality of the ordnance depot to which the stores may have been returned.

**Camp Equipment**

Ammunition received or expended during periods of encampment will not be entered in camp equipment accounts.

277. Charges for deficient camp equipment will be made in accordance with the instructions contained in para. 115.

278. When the issue of tentage to supplement barrack accommodation is authorized, tents and, if necessary, tent bottoms, bedboards and trestles, will be obtained from the R.A.O.C. All barrack stores will be obtained from the officer in charge of barracks.

279. The regulated proportions of stores for camps should be sufficient to meet all requirements and no additional issues should be necessary, save in very exceptional circumstances. When the G.O.C. is satisfied that exceptional circumstances justify an issue of stores for camps in excess of the authorized scale, he will proceed as directed in para. 5 and in the case of an increased issue of tents, stoves, Soyers, or covers, waterproof, he will render to the War Office a report of the circumstances necessitating the issue. It must be clearly understood that the scales authorized in these regulations must be reverted to immediately the special circumstances cease to exist.

280. In all issues for camps of manoeuvre or flying columns at home, the G.O.C. may reduce the proportions in view of the requirements of the particular service and the strength of the troops and companies, and so diminish the weights to be transported.

281. Before leaving the camp, or at the termination of the service, accounting officers will see that all the articles taken on charge are duly accounted for on A.F. G 973, as either returned into store or deficient, except in the case of wooden tent pins, of which 5 per cent. may be written off charge, as expended by fair wear, any deficiencies will be charged against the unit or individual officer to whom the equipment was issued, unless authority has been obtained for writing them off as a charge against the public. In the event of lost stores being subsequently found, the procedure laid down, in para. 110 will be followed.

282. Commanding officers will arrange for all questions of losses, damages, etc., which it is necessary to submit to higher authority for decision, to be reported as soon as they occur to the A.D.O.S. of the area in which the camp is situated.

A.D.O.S. of the area in which the camp is situated will, after any local investigation he may consider necessary, transmit the report, together with his remarks, to A.D.O.S. of the area in which the unit's permanent station is situated. The latter will be responsible for referring the matter to
higher authority if the case is not within the financial powers
delested to him under King's Regulations, 1940, Appx. IV.

283. Wood bottoms for circular tents for accommodation
purposes, or for marquees used for hospital purposes, will be
issued when, owing to the dampness of the ground or other
causes, their use is certified by the D.D.M.S. to be necessary.
They will not be supplied for tents used for other purposes.

When issue of wood bottoms for circular tents is authorized,
cases, bolster, tent, and cases, pailasse, tent, may also be
issued in camps of over three weeks' duration, provided that
these articles are available locally.

284. The G.O.C. in authorizing the supply of wood bottoms
will proceed as directed in paras. 5 and 7.

285. At encampments where local conditions or circum-
stances render it impossible, or, in the opinion of the G.O.C.,
undesirable to dig trenches for latrine purposes, and the pail
latrine system has specially to be resorted to, latrine buckets
may be issued in the following proportions to the contractor
engaged to remove the soil:

- For officers ... 20 per cent. of number of officers
camped.

- For other ranks ... 10 per cent. of number of other ranks
camped.

These numbers are regarded as sufficient to meet requirements
for both pail latrines and urinals.

The conditions to be fulfilled by the contractors with regard
to collection, disinfection, cleaning, repairing and re-delivering
these buckets will be found detailed in the "special conditions
of contract" embodied in a tender form approved by the
Army Council and issued to G.Os.C., to govern local contracts
in connection with the pail latrine system in encampments.

286. Nosebags, picketing gear, and waterproof covers for
saddlery, will be supplied in camp free of charge for the
regulated number of officers' horses, and for such hired horses
as may be employed on the public service. Rugs, horse, will
also be supplied for hired horses when required.

287. Mounted units proceeding by route march in Great
Britain and Northern Ireland do not require camp equipment
when the men and horses are billeted nightly. In cases where
it is necessary to encamp during the march, Os.C. units will
indent, previous to marching, for the camp equipment they
require, being guided generally by the proportions laid down
for "manoeuvres," but demanding only such articles as are
absolutely necessary.

288. To prevent the injury caused by damp and mildew,
all tents, blankets, horse rugs, nosebags, canvas and leather
buckets, and other canvas, linen, cotton, woollen, or leather
articles which have become wet while in use, will be thoroughly
dried, and cleaned as far as possible by the troops, before
being returned into store.

289. When it is arranged for a unit in camp to hand over
blankets, horse rugs, etc., direct to the washing contractor
for washing and subsequent return to an ordnance depot, a
detail of such items will be prepared, in triplicate, on check
lists (or A.F. G 1033 if A.B. 200 or 200a is not available).
The contractor's representative will sign all copies which will
be disposed of as follows:—

Original to C.O.O. of the ordnance depot for recording in
the washing book.

Duplicate to washing contractor.

Triplicate retained by unit to support the camp equip-
ment account.

290. Camp kettles and other articles liable to injury from
rust will also be dried and cleaned by the troops before return
store.

291. When troops under canvas have to march on imme-
diate orders, the A.D.O.S. will confer with the O.C. troops
as to the steps which should be taken for the drying and
cleaning of the camp equipment prior to its being returned
into store on the breaking up of the camp. If it is impossible
to avoid striking tents when they are damp, the consignee
must be advised by telegram.

292. The C.O.O. will bring to the notice of the O.C. troops
any instance in which the camp equipment is not returned
into store in a proper state, due allowance being made for
fair wear and tear.

293. The following articles may be issued to units for
instructional purposes. They will be held on equipment
ledger charge, and on change of station will be transferred to
the incoming unit:—

Cavalry regiments ... 4 circular single tents, 10 camp kettles,

6 pickaxes, 6 shovels, 13 head mallets, 256 picketing pegs, 186
head ropes, 120 head ropes, 186
4-ft. 9-in. picketing ropes, 120
buckets, water, canvas.

Artillery regiments ... 12 camp kettles, 8 pickaxes, 8 shovels.

Artillery batteries
and R.E. units ... 2 circular single tents.

Tank battalions ... 4 circular single tents, 10 camp kettles.
Camp Equipment

Q.A.I.M.N.S. on the first occasion on which the member is ordered on active service.

Before issue is made, the issuing officer will obtain a certificate from the officer, chaplain or nurse concerned, to the effect that a camp kit in kind or a money allowance in lieu, has not at any time been received. In the event of the complete camp kit not being available, such articles as are available will be issued and a money allowance in lieu of the non-available articles will be made at vocabulary rates by the command paymaster of the command in which the applicant is serving, on receipt of a certificate from the C.O.O. to the effect that the articles in question are not available.

In addition to the above kit a free issue of three new blankets, brown, single, will be made under regimental arrangements from barrack expense stores. A certificate on the lines of that required in the case of the camp kit will be obtained by the issuing officer before issue is made.

The camp kit and blankets will be maintained at the expense of the owners.

296. Officers of the Supplementary List of the R.A.O.C. serving with the Household Cavalry and Foot Guards with a view to obtaining permanent commissions therein, and O.M.E.s, on probation for the R.A.O.C., will obtain, on repayment, from the R.A.O.C., the articles of camp kit mentioned in para. 295, and on obtaining permanent commissions such officers will be entitled to a refund of the cost of the kit. No allowance will be made to officers who purchase camp kit from any source other than that prescribed.

University candidates who are attached to a Regular Army unit in camp may purchase from the R.A.O.C. articles of camp kit mentioned in para. 295, and on obtaining permanent commissions such officers will be entitled to a refund of the cost of the kit.

Applications for the refund of the cost of the camp kit should be made in the following form:

I hereby declare that I have not at any time received a camp kit (including three blankets) or a money allowance in lieu, and I now claim a refund of the sum of £

The command paymaster’s receipt.

* In the event of the command paymaster’s original receipt not being available, a certificate of payment should be obtained from that officer, who, when this is applied for, should be informed of the approximate date on which payment was made.
CHAPTER 8.—VEHICLES, H.T.

General.

297.* H.T. vehicles, harness, saddlery and packsaddlery will be kept in repair by the military tradesmen of the troops at the station, as the G.O.C. may direct, under paras. 425 and 428. Materials for repair of harness and saddlery in use with regimental transport will be supplied up to the proportions detailed in Appx. 22. When private tradesmen are employed a certificate to that effect is required on the claim, which may be paid, subject to audit, without special reference to the War Office. (See para. 432.)

298. H.T. vehicles in possession of units or held by R.A.O.C. as mobilization equipment, will always be complete with the authorized proportion of components, accessories, spare parts, and vehicle equipment.

Appx. 27 contains a complete list of the components, accessories, spare parts and cart and wagon equipment of general service vehicles; for details of R.A., R.E., and R. Signals technical vehicles, see E.R., Part 2, Sections XA, XI, XII and XIII.

* Suspended except for Household Cavalry.

CHAPTER 9.—HARNESS, SADDLERY, STABLE NECESSARIES, AND EQUITATION ARTICLES

299. The details of sets of harness, saddlery and pack-saddlery are shown in Appx. 23.

One set of saddlery will be supplied for the use of each officer entitled to the free issue of one or more public horses under Allowance Regulations and the following additional articles will be issued to each officer entitled to a free issue of two or more public horses under Allowance Regulations:

<table>
<thead>
<tr>
<th>Designation</th>
<th>No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bits, portmounth, reversible</td>
<td>...</td>
<td>1</td>
</tr>
<tr>
<td>Collars, head, S.U.</td>
<td>...</td>
<td>1</td>
</tr>
<tr>
<td>Heads, bridle, S.U.</td>
<td>...</td>
<td>1</td>
</tr>
<tr>
<td>Reins, bit, S.U.</td>
<td>...</td>
<td>1</td>
</tr>
<tr>
<td>Ropes, head, hemp, Mk. IV</td>
<td>...</td>
<td>1</td>
</tr>
</tbody>
</table>

The saddlery, etc., will be held on equipment ledger charge of the unit to which the officer belongs. In the case of staff officers, the saddlery, etc., will be accounted for by a unit to be selected by the headquarters concerned. The saddlery, etc., will accompany the officer on transfer if he so desires, the usual receipt and issue vouchers being passed between the units concerned, but public saddlery, etc., will not be taken to India or Burma by individual officers transferred to the Indian or Burman establishments.

Officers’ chargers issued to a unit entitled to a pool of chargers, as authorized by Allowance Regulations, will be supplied with one set of saddlery for each charger. The saddlery will be held on charge as public equipment and will not be transferred from one unit to another.

300. The lamb skins or leopard skins issued with sets of officers’ saddlery will be supplied without any edgings or facings. Regimental arrangements should be made for fitting

* Does not apply to officers moving to headquarters or other units on mobilization.

4—(1725)
the edgings and facings, for which the following allowances will be drawn from the command paymaster:—

2s. 3d. for an officer of a mounted unit (the work being done by the regimental saddler).
3s. 6d. for an officer of a dismounted unit.

Payments will be charged against Vote 8, Equipment Stores, Harness and Saddlery. The above allowances will be issuable to men in receipt of normal rates of pay only, and not to those in receipt of tradesmen's rates.

301. Horse logs for use in conjunction with head ropes in billets on the line of march, will be demanded from the R.A.O.C. by Os.C. mounted units and returned to store on arrival at their destination.

302. When units proceeding by sea are directed to take their harness and saddlery with them, it will be packed for shipment in corn or other suitable sacks (a four-bushel corn sack will hold one single set of harness or two sets of saddlery). Each sack should be marked in such a manner as will enable its contents to be easily identified on disembarkation; for this purpose three "brushes, sash tool, No. 2," and three pounds of black paint for every 100 sacks may be indented for.

The two sets of saddlery will be packed in the four-bushel corn sack in the following manner:—Detach stirrup irons and place them in hollow of seat between pommel and cantle. Wrap surcingle and strapping round. Lower the saddle front under arch downwards into sack. Pack stirrup irons and bridle complete together with traces (if any) inside saddle. Place saddle blanket on top. The second set will be packed in a similar manner, except that the saddle seat will be on opposite side of sack to first one.

303. Horse rugs for use in stables during cold weather will be allowed on the scale of one for each public horse or mule.

At home stations a second rug will be issued when considered necessary by the senior veterinary officer. Rugs will normally be indented for on 1st September, and will be returned to R.A.O.C. in April. At stations abroad rugs will be indented for, when considered necessary by the senior veterinary officer, and will be returned to ordnance store at the end of the cold weather.

If units go into standing camp or proceed on manoeuvres before the rugs in use in stables are returned to ordnance store, those in possession will be taken by the unit instead of indenting on R.A.O.C. for rugs under the standing camp or manoeuvre scales (see Appx. 26).

Equitation Articles

The rugs allowed for sick animals under E.R., Part 2, must on no account be used on healthy animals.

304. Stable necessaries will be supplied in the proportions laid down in the several sections of E.R., Part 2, for all horses the property of the public. Officers entitled to the free issue of one or more public horses, but permitted to provide their own horses for military duty in lieu, may also be supplied with the foregoing articles for each horse so provided. For hired horses, when employed on the public service, issue may, if necessary, be made of one horse brush and one curry comb for every two horses, and one horse-rubber and one nosebag for each horse.

A portion of horse brushes may, at the discretion of C.Os., be commuted for dandy brushes. For commutation purposes two dandy brushes will be regarded as the equivalent of one horse brush.

305. Such stable necessaries as are an annual supply will be dealt with under paras. 107 and 434, and need not be returned to store when unserviceable.

306. Losses or premature unserviceability of stable necessaries will be dealt with under paras. 95 and 115.

307. The following proportions of hair and flock, in addition to the annual allowance given in Appx. 22, will be issued with each pair of new stuffed pannels, if indented for:—

Pannels, officers'  ½ lb. of flock.
Pannels, packsdaderry ... 2 lb. of hair, curled.

308. Equitation articles will be supplied to mounted services in the proportions shown in the several sections of E.R., Part 2, and will be accounted for in the same manner as other equipment. The detail of a set is shown in Appx. 23, Table 12.

309. Each cast army horse which has to be sent by rail to the place of sale may be provided with a halter, common, which will be disposed of with the horse.

Cast animals sent by rail to London for destruction will be provided with halters, common, and, when necessary, horse rugs and hay nets. These articles will be received by the contractor, but vouchedered to the C.O.O. Central Ordnance Depot, Didcot, Berks, the receipt obtained from the contractor for the articles received by him being sent to the C.O.O. with the voucher. The C.O.O., Didcot, will arrange for the periodical removal of the articles from the contractor.
CHAPTER 10.—HORSESHOES, FORGE, FARRIERS AND SADDLERS TOOLS

310. Horse and mule shoes will be issued for use during peace and will be stored with mobilization equipments of units on the following scale of sizes.

Shoes tapped for use with frost cogs will be held in mobilization equipments.

A.—HEAVY DRAUGHT HORSES

I.—Iron Shoes

<table>
<thead>
<tr>
<th>Designation</th>
<th>Percentage of sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, horse, heavy pattern</td>
<td>25</td>
</tr>
<tr>
<td>Fore</td>
<td>30</td>
</tr>
<tr>
<td>Hind, with calcines</td>
<td>20</td>
</tr>
<tr>
<td>Hind, without calcines</td>
<td>15</td>
</tr>
</tbody>
</table>

II.—Steel Shoes

<table>
<thead>
<tr>
<th>Designation</th>
<th>Percentage of sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, horse, steel</td>
<td>10</td>
</tr>
<tr>
<td>No. 10, fore</td>
<td></td>
</tr>
<tr>
<td>Shoes, horse, steel, heavy pattern</td>
<td>20</td>
</tr>
<tr>
<td>Fore</td>
<td>25</td>
</tr>
<tr>
<td>Hind, wheel</td>
<td>15</td>
</tr>
<tr>
<td>Shoes, horse, steel</td>
<td>5</td>
</tr>
<tr>
<td>No. 8, hind</td>
<td>20</td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Shoes, horse, heavy pattern</td>
<td>20</td>
</tr>
<tr>
<td>Hind</td>
<td>10</td>
</tr>
</tbody>
</table>

B.—OTHER HORSES AND MULES

I.—Iron Shoes

<table>
<thead>
<tr>
<th>Designation</th>
<th>Percentage of sizes for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home</td>
</tr>
<tr>
<td>Shoes, horse</td>
<td></td>
</tr>
<tr>
<td>No. 3, fore and hind</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
</tr>
<tr>
<td>5</td>
<td>43</td>
</tr>
<tr>
<td>hind, without calcines</td>
<td>43</td>
</tr>
<tr>
<td>16</td>
<td>14</td>
</tr>
<tr>
<td>hind, without calcines</td>
<td>40</td>
</tr>
<tr>
<td>16</td>
<td>14</td>
</tr>
<tr>
<td>hind, without calcines</td>
<td>36</td>
</tr>
<tr>
<td>16</td>
<td>14</td>
</tr>
<tr>
<td>hind, without calcines</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>14</td>
</tr>
<tr>
<td>hind, with calcines</td>
<td>8</td>
</tr>
<tr>
<td>16</td>
<td>14</td>
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<tr>
<td>hind, with calcines</td>
<td>8</td>
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<td>14</td>
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<tr>
<td>hind, with calcines</td>
<td>8</td>
</tr>
<tr>
<td>16</td>
<td>14</td>
</tr>
</tbody>
</table>

(a) Sizes will be indented for according to animals in possession.
### II.—Steel Shoes

<table>
<thead>
<tr>
<th>Designation</th>
<th>Household Cavalry</th>
<th>Cavalry of the Line</th>
<th>R.A.</th>
<th>Infantry, Head-quarters, etc.</th>
<th>R.E., R. Signals, R.A.S.C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, horse, steel—</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. 2, fore and hind</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
<td>38</td>
<td>20</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>43</td>
<td>36</td>
<td>16</td>
<td>38</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>40</td>
<td>36</td>
<td>16</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>36</td>
<td>10</td>
<td>14</td>
<td>12</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>9</td>
<td>16</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(a) Sizes will be indented for according to animals in possession.

311. The war scale of shoes for all animals will be at the rate of 50 sets for every 100 animals included in the war establishments of units.
the route of the unit lies through a R.A.O.C. station, any shoes required will be drawn there, so as to obviate, as far as possible, the expense of sending shoes forward by rail. On the arrival of the unit at its destination, a number of new shoes equivalent to those returned to store or handed over may be drawn, one new shoe being considered equal to two old ones, and the receipts above referred to being attached to the indent.

If the unit proceeds by rail from one station to another, one set of shoes (with nails) for each animal on the strength may be taken, the balance being returned to store or handed over to the incoming unit if there is no ordinance depot at the station, and others drawn in lieu as directed above.

315. Horses supplied free to officers entitled to them under the Allowance Regulations, and used solely for military purposes, will be shod at the public expense.

316. (1) All horses, the property of the public, for which a hiring or hire purchase charge is paid by officers under Regulations Governing the Use of Chargers and Troop Horses for General Purposes, 1930, and all privately owned horses foraged at the cost of the public, must be shod at the officers' expense. If the shoeing of these horses is performed in an army farriery, charges will be made against the officer concerned as follows:—

(a) For supplying and putting on new shoes, five shillings a set.

(b) For putting on a set of new shoes provided privately, three shillings.

(c) For removing and refitting old but still serviceable shoes, two shillings a set.

(2) No charge will be made for the shoeing of troop horses hired for polo, hunting or show jumping, unless special shoes are fitted, in which case the unit will be charged as laid down above.

(3) Provided that the O.C. the owner's unit certifies that no civilian shoeing facilities are accessible in the vicinity, privately owned horses or ponies the property of serving officers, although not foraged at the cost of the public, may also be shod in army farrieries by permission of the O.C. the unit carrying out the shoeing concerned. The charges to be made for such services will be as follows:—

(a) For supplying and putting on new shoes, nine shillings a set.

(b) For putting on a set of new shoes, provided privately, six shillings.

(c) For removing and refitting old but still serviceable shoes, four shillings a set.

(4) Monthly returns on A.F. O 1780 will be rendered by the senior farrier of the unit to the C.O., showing particulars of all horses shod under the provisions of this paragraph. The C.O. will be responsible for the collection of the sums due from the various officers concerned, whether of his own unit or otherwise. He will send A.F. O 1780 in duplicate to the command cashier with a remittance covering the total sum due.

Farriers will keep a record of shoeings in A.B. 71 (Shoeing Roll) and C.O.s will ensure that this book is properly maintained. It will be available for inspection by the army auditor when required.

(5) Shoes and nails will not be supplied from public sources on payment for officers' horses not shod in an army farriery.

317. Unless specially indented for, nails will be issued in the proportions shown by weight in the following table:

<table>
<thead>
<tr>
<th>Designation of Shoos</th>
<th>Designation of Nails</th>
<th>Weight of Nails allowed for 100 sets of 4 shoes</th>
<th>No. of nails allowed for each set of shoes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, horse—</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nos. 1 and 2</td>
<td>No. 6</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>No. 3</td>
<td>No. 6</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>No. 4</td>
<td>No. 6</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>No. 5</td>
<td>No. 6, No. 8</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>No. 6</td>
<td>No. 6</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>No. 7 and 8</td>
<td>No. 6</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>Nos. 9 and 10—</td>
<td>No. 6, No. 10</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>Fore and hind, without calves—</td>
<td>No. 6</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>Hind, with calves—</td>
<td>No. 6, No. 10</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>Shoes, horse—</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy pattern, all sizes—</td>
<td>No. 6</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>Light pattern—</td>
<td>No. 6</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>No. 2 and 3</td>
<td>No. 6</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>No. 4</td>
<td>No. 6, No. 8</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>No. 5</td>
<td>No. 8</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>Shoes, mule—</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nos. 11 and 12, Mk. 11</td>
<td>No. 4</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>Nos. 13, 14 and 15, Mk. 11</td>
<td>No. 6</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>Nos. 16, Mk. 11</td>
<td>No. 8</td>
<td>22, 27</td>
<td>26</td>
</tr>
<tr>
<td>Shoes, pony—</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. 21</td>
<td>No. 8</td>
<td>22</td>
<td>26</td>
</tr>
</tbody>
</table>

4° [1775]
## Table for Nails for Steel Shoes—Horse, Mule and Pony

<table>
<thead>
<tr>
<th>Designation</th>
<th>Description of nails</th>
<th>Weight of nails allowed for 100 sets of 4 shoes</th>
<th>No. of nails allowed for each set of shoes</th>
</tr>
</thead>
</table>
| Shoes, horse, steel—  
No. 1  
No. 2, 3  
and 4 | fore ...  
hind ...  
fore ...  
hind ...  
fore ...  
hind, lead ...  
fore, lead ...  
wheel ...  
fore ...  
wheel ...  
fore ...  
wheel ... | No. 4  
No. 6  
No. 6  
50% No. 6  
75% No. 8  
25% No. 10  
30% No. 8  
30% No. 8  
30% No. 10  | 15  
22  
14  
18  
26  
12  
16  
16  |

FROST COGS, TAPS AND WRENCHES

### A.—PEACE

318. (a) On the 1st September in each year, indents will be put forward by Oa.C. units at home (Jersey and Guernsey excepted) for the number of cogs, screw, frost, required to bring those in possession up to the scale of two sets for each horse and mule. They will be indented for by weight.

### B.—WAR

319. The war scale of frost cogs will be one set for each animal. Scales of taps and wrenches will be as laid down in para. 318 (c). Frost cogs will not be stored with mobilization equipments, but will be provided by the R.A.O.C. on mobilization if specially ordered.
Special Instructions
Cavalry, R.A., R.E., R. Signals and R.A.S.C.

320. One set of shoes each month will be allowed for each horse on the establishment. Of this allowance 50 per cent. will be machine-made shoes issued by the R.A.O.C., and the remaining 50 per cent., will be made in the forges of the units out of the worn-out shoes removed from the horses; any iron or steel, mild flat in the case of units in possession of steel horseshoes, that may be required in addition, will be supplied by the R.A.O.C. on the indent of the C.O., supported by the veterinary officer's certificate.

Worn-out shoes which cannot be utilized by units will be brought on equipment ledger charge by certificate receipt voucher and returned to the R.A.O.C. quarterly.

Other Units

321. One set of machine-made shoes each month will be allowed for each horse on the establishment. In China, steel, mild, flat, may be issued for manufacture of suitable shoes, for 25 per cent. of the China class ponies on the establishment. All worn-out shoes will be returned to the R.A.O.C.

At stations other than Aldershot the necessary arrangements for shoeing the horses of C.M.P. will be made by the O.C. the unit to which the horses are attached.

Forge and Farriers' Tools, etc.

322. (1) Forge and farriers' tools for peace (except the barrack fixtures provided by the R.E.) will be drawn from the R.A.O.C. and held on equipment ledger charge.

(2) The chest, tool, filled, farriers, the detailed contents of which are given in the publication "Tools.—Detail of Sets, 1940," contains one set of forge and one set of farriers tools. The proportions in which the chests will be supplied are as follows:

<table>
<thead>
<tr>
<th></th>
<th>home</th>
<th>colonies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cavalry regiment</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>School of Equitation</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>R. Signals—depot battalion</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Divisional signals</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>&quot;A&quot; Corps signals</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Other signal company or cavalry divisional signals</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Field squadron, R.E.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Field company, R.E.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>R.E. mounted depot</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>R.A.S.C. training battalion</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>C.M.P., Aldershot</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(3) Additional sets of farriers tools will be supplied to make the total number on charge equal to, in the case of:

(a) Cavalry regiments, Colonies—

1 each farrier serjeant, farrier corporal and farrier, and one spare set each squadron for instructional purposes, this set to include two aprons, leather.

(b) Cavalry regiments, Home—

1 each farrier included in peace establishment.

(c) School of Equitation... 9 sets.

(d) R.A. units—

As detailed in E.R., Part 2.

(e) R.E. units—

Mounted depot... 4 sets.
Field squadron... 3 bags, tool, farriers, filled.

(f) R. Signals—

Divisional signals... 3 bags, tool, farriers, filled.
Artillery signal section (horsed)... 1 bag, tool, farriers, filled.
Depot battalion... 6 bags, tool, farriers, filled.

(g) R.A.S.C.—

Training battalion... 2 sets.

(4) One spare set of tools for instructional purposes, consisting of:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffers, farriers</td>
<td>2</td>
</tr>
<tr>
<td>Hammers, farriers, shoeing</td>
<td>2</td>
</tr>
<tr>
<td>Knife, drawing, farriers</td>
<td>1</td>
</tr>
<tr>
<td>Knife, searching, farriers</td>
<td>1</td>
</tr>
</tbody>
</table>

will be issued to each of the under-mentioned units, viz.:

R.E.—

Field Squadron.
Field Company.
Mounted depot.

R. Signals—

Divisional Signals.
Cavalry Divisional Signals.

(5) Worn-out rasps may be retained for steeling horseshoes.
Chapter 10

323. Tools, Saddlers.—Saddlers tools will be supplied in the following proportions:

- Panniers tool, saddlers, filled.
- Holdall's, tool, saddlers, filled.

All units except cavalry regiments and
R.A.—1 each saddler borne on the establishment except those provided with a pannier.

324. For war, forge and farriers tools will be supplied as follows:

- All units except those mentioned below.
- Field companies, 3 bags, tool, filled, farriers, each company.
- R.E.

<table>
<thead>
<tr>
<th>R.A.S.C.</th>
<th>Additional sets of farrier's tools.</th>
</tr>
</thead>
<tbody>
<tr>
<td>R.A.S.C. Training battalion</td>
<td>1 Sufficient bags, tool, filled, farriers, as may be necessary to allow 1 bag for each farrier-serjeant, farrier-corporal, and farrier on the war establishment.</td>
</tr>
</tbody>
</table>

The tools forming part of the peace equipments of units will be taken in diminution of war requirements.

Chapter 11

CHAPTER 11.—RESPIRATORS AND STORES FOR ANTI-GAS TRAINING

325. The stores authorized for anti-gas training and for unit repairs under para. 335 are detailed in Appx. 39.

Instructions regarding the method of using and storing lachrymatory capsules and the precautions to be observed in handling the capsules are contained in Appx. 40.

326. Instructions to guide storage and inspection of anti-gas equipment are contained in Appx. 41.

327. Units at home and abroad * will hold respirators as follows:

(a) *Facepieces, Mk. III or IV.* On the scale of one for each officer and man up to the full peace establishment *, plus 5 per cent. spare as a margin to replace condemnations.

(b) *Haversacks.* On the scale of one for each officer and man up to the full peace establishment *. Haversacks Mk. I and I.T. which are issued for the use of mounted troops will require to be modified by the unit in accordance with List of Changes, para. A 428.

(c) *Outfits, Anti-Dimming, Mks. II, III or IV.* On a scale of one for each officer and man up to the full peace establishment * with the addition of 30 per cent. for replacement. Each outfit contains sufficient anti-dim compound to last three years under normal conditions of use.

(d) *Containers, Type A, D or E.* On the scale of one for each officer and man up to the full peace establishment *, plus 5 per cent. spare as a margin to replace condemnation. These will be withdrawn immediately on the mobilization of the unit.

One of each of the above items (a) to (d) will also be issued to members of Q.A.I.M.N.S., including reserve sisters who are filling vacancies on the peace establishments of hospitals.

* Units abroad will only hold respirators to the number on the strength.
**Respirators**

Complete respirators will also be issued to all recruits and boys on first joining at depots or at units and also to authorized recruiting officers.

329. The respirator is an article of personal equipment which remains in the possession of the individual so long as it is serviceable. In order that the facepiece may provide efficient protection against gas and, at the same time, not lead to discomfort when worn for long periods, it is essential that it should be properly fitted to the individual. The man, when trained to put it on, can then rely for complete protection on the fitted facepiece, and on that one only. The facepiece and the adjustment of the elastic buckles should therefore not be changed without refitting.

Full details regarding fitting will be found in the Manual of Protection Against Gas and Air Raids.

As soon as men have been fitted with respirators, arrangements should be made to have the latter marked in accordance with para. 549.

330. Respirators will accompany personnel on all changes of station (except India and Burma), including posting from depot to battalion and transfer from one unit to another.

Respirators of personnel proceeding on furlough and courses of instruction will be dealt with in the manner laid down for accoutrements, etc., in para. 133 second sub-paragraph.

Officers, warrant officers and N.C.O.s will take their respirators with them when taking up seconded appointments under Government Departments.

Should respirators require replacement during seconded service, the cost will be met by the Government concerned.

331. Complete respirators packed in cases R.4 and R.5 ready for immediate issue, will be removed from their cases once a month and the facepiece taken out of each haversack for 24 hours to avoid, as far as possible, distortion of the facepiece. After this operation, the facepiece will be replaced in the haversack and the respirators repacked in their cases as laid down in the approved manner.

332. The number of respirators in possession of units (other than depots) will be adjusted to the approved scales laid down in para. 327 once a quarter, when surpluses consequent on the arrival of drafts, etc., will be returned to the R.A.O.C., or deficiencies due to the departure of overseas drafts, etc., will be made up by drawing from the R.A.O.C. on indent.

Depots will indent once a quarter for such respirators as are likely to be required for equipping recruits. Indents should provide for facepieces of various sizes being requisitioned in suitable proportions.
333. Respirators in possession of officers who are posted to non-accounting units (except the War Office) will be written off charge by certificate issue voucher. When officers are reported to accounting units their respirators will be taken on charge by certificate receipt voucher.

Arrangements will be made within non-accounting units to ensure that every officer is in possession of a respirator and for its annual inspection by an I.O.O. in accordance with para. 335.

Intermediate Respirator Inspection.

334. Respirators will be inspected frequently by the company, etc., officer, who will ensure that they are complete and properly cared for. Respirators found to be faulty at such inspections will be repaired by the unit forthwith if such repair is authorized by the Manual of Protection Against Gas and Air Raids, and para. 344 of these regulations. Respirators requiring other repairs will be sentenced “D” (doubtful) and A.F. G 1045 for the required repairs will be submitted to the D.A.D.O.S. of the area, together with three copies of A.F. G 870A en masse “Intermediate Inspection,” giving the particulars of those facepieces and containers concerned. Small accumulations of “D” facepieces, containers, etc., are permitted before these forms are submitted.

A record will be kept of sub-components replaced by the unit and a summary of these articles, grouped by maker and date of manufacture, will be entered on the A.F. G 870A submitted at an Intermediate or the Annual Inspection.

After repair, the respirators (except those which are “B.L.R.”, i.e. beyond local repair) will be returned to the unit and the I.O.O. will complete A.F. G 870A to show the actual condition of the respirators before repair and the details (date and maker’s mark) of any unseviceable components replaced. One copy of A.F. G 870A and A.F. G 1045 will be returned to the unit in order that appropriate accounting action may be taken in respect of components sentenced “B.L.R.” (see para. 335). Instructions for dealing with the remaining forms will be found in R.A.O.S., Part II, Pamphlet No. 26.

Annual Respirator Inspection.

335. A detailed inspection and classification of respirators will be carried out annually under unit arrangement by an officer or N.C.O. who has qualified as an instructor at the Anti-Gas Wing, Small Arm School. The method of carrying out the inspection is detailed in the Manual of Protection Against Gas and Air Raids. He will enter the results of his classification on A.F. G 870A, in triplicate, the numbers of serviceable “S” repairable by unit, “R by unit)” and doubtful, “D”, i.e., other than “S” and “R by unit),” being inserted in the appropriate column. When discrepancies arise between the numbers on charge and the numbers inspected, an explanatory note will be made on the Army Form.

The completed A.F. G 870A will be submitted to the I.O.O. on his annual inspection, when all respirators on unit charge which have been classified “D” and five per cent. of those classified “S” will be inspected and sentenced by the I.O.O. as laid down in R.A.O.S., Part II, Pamphlet No. 26.

During the inspection the I.O.O. will segregate those respirators which require further unit repair, those which are “R (by R.A.O.C.)” and those which are beyond local repair (“B.L.R.”). On completion, the unit will immediately undertake the repair of those sentenced “R (by unit).”

Those sentenced “R (by R.A.O.C.)” will be returned to ordnance depots, as called for, accompanied by A.F. G 1045 in triplicate. On this form will be included any repairs to respirators carried out by the I.O.O. during the inspection and prior to sentence.

Respirators sentenced “B.L.R.” will be returned, either through ordnance depots or directly to the C.O.O., Royal Arsenal, Woolwich, as most convenient, for examination by the C.I.A. It is not necessary to make out A.F. G 870A to accompany these respirators. Any component sentenced “B.L.R.” through unfair wear should be so labelled before despatch. Replacements for “B.L.R.” stores should be demanded at once.

When all entries on A.F. G 870A have been completed, the I.O.O. will forward the form, in duplicate, through the D.A.D.O.S. or the A.D.O.S. of the area to the unit. The unit will forward the original through the H.Q. of the command to the C.I.A.

336. (a) Mobilization respirator equipment in unit custody will be inspected annually by the I.O.O. jointly with a qualified unit instructor. The results will be recorded on A.F. G 870B, in triplicate, and the forms submitted in the same manner as A.F. G 870A.

(b) The numbers to be inspected are as follows:

Facepieces—

1 per cent. up to 2 years after the date of manufacture of the mask, with a minimum of 10.

2 per cent. when over 2 years after the date of manufacture of the mask, with a minimum of 20.

5 per cent. when over 3 years after the date of manufacture of the mask, with a minimum of 50.
Respirators

340. The following instructions with regard to disinfection apply to all respirators, whether in use or held in haversacks in store. All units will also disinfect, immediately before despatch, all facepieces which are being returned to R.A.O.C., and issue vouchers or workshop indents will be enfiled with a certificate that this has been done. They will also disinfect all facepieces received from the R.A.O.C. before the facepieces are issued for wear, unless issued within six months of receipt.

341. (1) Respirators will be disinfected twice yearly and on every occasion that the facepiece changes owner or in cases of infectious disease. When disinfecting, the following procedure will be carried out:—

A solution of I zal, three parts of I zal to 100 parts of water, will be prepared. The solution must be freshly prepared for use each occasion and not more than 100 facepieces must be disinfected with three gallons of the solution.

Sponge out the entire inner surface of the facepieces (including the eyepieces) with the disinfecting solution, taking care not to allow the liquid to enter the air inlet orifices, which are at the sides of the eyepieces in the Mk. III facepiece and between the eyepieces in the Mk. IV facepiece.

Turn the facepiece completely inside out so that a cup-shaped depression is formed over the outlet valve.

(a) For Facepiece, Mk. III.—Nip the outlet valve between the fingers and pour into the cup-shaped depression about two fluid ounces of the disinfecting solution.

Swill the solution round gently, then release the outlet valve and allow as much as possible of the solution to drain out through the valve.

Any solution remaining in the mask must be emptied out.

(b) For Facepiece, Mk. IV.—Close the air inlet orifice between the eyepieces by inserting the thumb carefully in the hole. Pour about two fluid ounces of the disinfecting solution into the cup-shaped depression over the expiratory valve and swill round. If the solution does not pass out through the valve, tilt the facepiece over and allow the liquid to escape.

Set the facepiece aside and proceed as above with other facepieces, arranging the routine so that each facepiece stands with a film of the disinfecting solution on it for at least five minutes.

After the facepiece has stood for five minutes, repeat the procedure at (a) or (b) with clean water instead of the solution.

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Containers, Type E—

1 per cent. from each year of filling, with a minimum of 10.

Haversacks—

8 per cent., with a minimum of 10 and a maximum of 100.

Outfits, anti-dimming—

5 per cent., with a minimum of 10 and a maximum of 100.

(e) Cases should not be opened unnecessarily. The date of filling of containers and of assembly of facepieces (assumed to approximate to the date of manufacture of the masks) will be found stencilled on the case. Should defects of any nature be found, a further double percentage will be examined. Should any further defects be found, the stores concerned will be 100 per cent. examined.

(f) In addition to the containers inspected, a further 0.2 per cent., with a minimum of 1, will be selected from each year of filling, of which the number on charge exceeds 100, for inspection and proof by the C.I.A. A separate A.F. G 870A, in duplicate, will be prepared for these containers and sent to the C.I.A., the containers being despatched at the same time to the C.O.O., Royal Arsenal, Woolwich. As these containers will be expended in proof, indents should be submitted to the A.D.O.S. of the area for their replacement; without waiting for the return of the A.F. G 870A.

337. All respirators in possession of troops will be tested in a gas chamber at least once a year under the supervision of a trained gas instructor. The instructions regarding the use of gas chambers are detailed in the Manual of Protection Against Gas and Air Raids.

338. Containers, Type A, Mk. II and Mk. III, may be used in lethal and lachrymatory gases.

If so employed they should be inspected beforehand in order to ascertain whether the canisters are outwardly mechanically sound. If any perforations or punctures are apparent, the containers should not be used, but should be sentenced 'D'. Also any containers in which the resistance to breathing is unduly high should be similarly treated.

Containers, Type A, Mk. II and Mk. III, are not proof against toxic smokes.

*Disinfection of Respirators.*

339. The following will be issued for the purposes of disinfection with each respirator in possession of troops:

Cloths, disinfecting, facepiece. 1 every 10 facepieces on charge.

†I zal (held by units and issued as required).

* See A.C.I. 484 of 1940.  † R.A.S.C. supply.
and sponge out the whole of the inside surface of the facepiece with water, taking care not to allow the water to enter the air inlet orifices.

Wipe the inside of the facepiece with a clean disinfecting cloth, and set it aside to dry off thoroughly, at room temperature. The facepiece must not be turned inside out or otherwise distorted in drying and must not be exposed to strong light or heat, since this leads to cracking of the rubber. Care must be taken as far as possible to avoid wetting the stockinette covering of the mask, as this requires a long time to dry.

(2) In the event of an epidemic, the above procedure will be discontinued immediately and respirators will be disinfected in accordance with the following instructions:

(a) A solution of I zal will be prepared, three parts of I zal to 100 parts of water. The solution of I zal for disinfecting purposes should be freshly made for use on each occasion and not more than 50 facepieces should be disinfected with three gallons of the solution.

(b) The rubber connecting tube will be detached from the container, and the whole facepiece, with connecting tube, immersed in the disinfecting solution. Any convenient vessel may be used to accommodate a number of facepieces at one time.

(c) After five minutes the facepiece is to be removed from the disinfecting solution and thoroughly washed out with water.

(d) As much water as possible will be shaken off the facepiece and out of the connecting tube. The facepiece will be wiped dry as far as possible with a clean rag and the whole will then be laid out to complete drying. The facepiece must not be turned inside out or otherwise distorted while drying, and must not be exposed to strong light, or heat, since this leads to cracking of the rubber. The time taken to dry will vary with the time of year, but it is essential that all moisture is allowed to dry out of the connecting tube before replacement on the container.

(e) Containers.—The inside of the neck of the container will be wiped out carefully with a rag moistened with the I zal solution, the greatest care being taken to prevent any of the I zal solution from penetrating to the chemicals in the container.

(f) After disinfection, the rubber connecting tube should be re-attached to the container with wire binding, 11-in., over a strip of adhesive tape (see the Manual of Protection Against Gas and Air Raids).

Cleaning of Respirators.

342. After use, the facepiece will be wiped by the individual owner with his own towel or handkerchief.

In order to keep the facepiece in a wholesome condition, the following cleaning procedure will be carried out at intervals to be fixed at the discretion of the company, etc., commander:—

(a) A solution of one part of I zal to 200 parts of water will be used.

(b) Each individual will soak the end of his towel (or a handkerchief) in the disinfecting solution and sponge the whole of the inside of the facepiece.

(c) Wipe out with water, taking care not to allow water to enter the connecting tube, and allow to dry.

These instructions apply to both Marks III and IV facepieces. The external stockinette covering of the facepiece, when soiled by dust and mud, will be cleaned by light brushing. Other methods of cleaning are prohibited.

If wet from exposure to rain, the facepiece and head harness must be allowed to dry thoroughly before being put away in the haversack.

Nothing in this paragraph nullifies the instructions in paras. 340 and 341.

343. In tropical climates:—

(a) During the monsoon period each individual will frequently wipe the facepiece, using his own towel (or a handkerchief). The facepiece will be inspected by the C.O. before being put away.

(b) At changes of season respirators will be tested in a gas chamber under the supervision of a trained gas instructor.

(c) A monthly “airing” of respirators in store in haversacks will take place.

Cleaning and Maintenance of Haversacks.

344. Haversacks will normally be cleaned with one of the approved types of cleaner supplied by the N.A.A.F.I.

Soap and lukewarm water may be used for cleaning soiled haversacks, but in such cases it is essential that haversacks are subsequently reproofed by a thorough application of an approved cleaner.
Soda or scouring powders must not be used in the cleaning process, nor must the water used be uncomfortably hot to the hand.

Mud can be brushed off easily when the haversack is dry and oil stains are best removed by a prolonged application of a paste made from an approved cleaner.

The approved cleaner will be of one standard shade which approximates to that for paint, P.F.U. khaki, green, No. 3.

Necessary simple repairs involving only re-stitching, including the replacement of metal parts by restitching, also the replacement of whipcord, should be undertaken by the unit locally, where practicable. Authority is given in Appx. 39 for the issue of certain components to effect such repairs.

Patching or anything which may interfere with the existing pattern of the haversack, such as an alteration to the partition, must not be undertaken by units (except as authorized in para. 327 (g)).

**Care of the Respirator.**

345. In the interests of economy and efficiency it is important that the instructions for the care of the respirator, laid down in the Manual of Protection Against Gas and Air Raids, should be strictly complied with. Particular attention in this connection is drawn to the instructions with regard to the treatment of respirators in store.

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**CHAPTER 12.—WIRELESS, SIGNALLING, SEARCH-LIGHT, RANGEFINDING AND TELEPHONE EQUIPMENT**

**A.—SIGNALLING EQUIPMENT**

346. Supplies will be issued in accordance with the several sections of E.R., Part 2.

347. Cable, electric, "D" class, which may become deficient owing to wastage incurred in jointing, cutting out of joints, etc., will be certified as expended on training and written off charge in the Store Account.

348. The contents of a box, stationery, telegraph equipment, unit B, other than for R. Signals units, are as detailed in Appx. 71.

349. Maintenance of Generators. B.—No spare parts will be supplied for the maintenance of generators, B, which are used on telephone sets, F, switchboards, U.C., and remote control unit, B, and they will be replaced when defective by complete generators (less handles).

The replaced generators (less handles) will, on return to the R.A.O.C., be repaired in R.A.O.C. workshops if expendable material (e.g., screws, nuts, terminals, etc.) is available for the purpose, but, when no such material is available, the unserviceable generators will be broken down and the parts utilized for subsequent repairs to other generators.

350. The folds of apparatus, aerial, signalling are liable to stick after storage; to obviate this, "chalk, french" will be used and units will arrange provision as follows —

- (a) R. Signals units in possession of apparatus, aerial, signalling.
- (b) Other units in possession of apparatus, aerial, signalling.

From the allowance for Vote 8 consumable stores.

From the miscellaneous stores allowance of units.

**B.—OPTICAL AND OTHER INSTRUMENTS**

351. Supply will be made in accordance with the several sections of E.R., Part 2. Reference to the repair of these instruments is made in Appx. 33.
G.—INSPECTION OF TELESCOPES AND BINOCULARS

352. Telescopes and binoculars held on charge for signalling and reconnaissance work under E.R., Part 2, Sections I and II, will be inspected annually by instructors in musketry or by signalling officers. For instructions for inspection and testing, see Regulations for Preservation of Artillery Equipment.

The report of inspection is to be made for the information of the G.O.C., and no reference need be made to the War Office unless the inspection shows that equipments appear to be defective in design, in which case proposals to remedy defects should be submitted in the usual way.

D.—TELEPHONE EQUIPMENT

353. Unserviceable telephone sets, D., Mk. III, as and when available, are allowed for instructional purposes in the proportions shown below:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Proportion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cavalcarray regiments</td>
<td>1</td>
</tr>
<tr>
<td>Cavalcarray divisional signals—</td>
<td>1</td>
</tr>
<tr>
<td>Headquarters</td>
<td>1</td>
</tr>
<tr>
<td>Each cavalry brigade troop</td>
<td>1</td>
</tr>
<tr>
<td>Divisional signals—</td>
<td></td>
</tr>
<tr>
<td>Headquarters</td>
<td>2</td>
</tr>
<tr>
<td>Each F.A. brigade section</td>
<td>1</td>
</tr>
<tr>
<td>Each infantry brigade section</td>
<td>1</td>
</tr>
<tr>
<td>Artillery brigade signal section</td>
<td>1</td>
</tr>
<tr>
<td>Artillery batteries (all natures)</td>
<td>1</td>
</tr>
<tr>
<td>Infantry battalions</td>
<td>1</td>
</tr>
<tr>
<td>Signal training centre</td>
<td>10</td>
</tr>
</tbody>
</table>

E. BATTERIES


The batteries will be given a special charge before despatch and the filler caps screwed down tightly. As soon as possible after arrival the batteries will be put on charge and be given a prolonged slow charge. Any electrolyte that has been spilled in transit will be replaced with electrolyte. If evaporation only has taken place, distilled water will be added. Instructions given on the instruction labels will be closely followed. Batteries must only be despatched filled with electrolyte when it is reasonably certain they can reach their destination and receive a charge within three weeks from the date of last charge before despatch.

355. Spare batteries, unfilled and uncharged.

Batteries, if unfilled and uncharged, will remain in that state during transport by sea. Batteries which have already been rendered active will be treated as in para. 354. On arrival at destination, batteries in the dry condition will be filled with electrolyte and charged at a slow rate as and when required.

F.—INSPECTION OF WIRELESS, SIGNAL AND SEARCHLIGHT EQUIPMENT BY O.M.E.s. AND C.I.E.S.S.

356. (a) A technical inspection of the following classes of stores will be carried out annually by O.M.E.s:

All wireless and signal equipment (projectors, mobile generating sets, sound locators, etc.) on charge of all Regular Army and T.A. units and in R.A.O.C. charge.

(b) In addition to the above 100 per cent. inspection, an annual inspection of the same classes of stores on charge of units in home commands will be held under arrangements to be made by the C.I.E.S.S., who will communicate direct with commands regarding the dates of inspection and the detailed arrangements connected therewith.

(c) C.I.E.S.S.'s inspection will normally be limited to 20 per cent. of the equipment on charge, but he may, if he considers it desirable, extend this up to 100 per cent. of one or more types of equipment in order to report on specific features.
CHAPTER 13.—STORES FOR THE INSTRUCTION OF TROOPS IN MILITARY ENGINEERING

357. Tools and stores for the instruction of Regular Army units of cavalry, artillery, engineers and infantry, in military engineering, will be supplied in the manner and in the proportions detailed below.

TOOLS FOR INSTRUCTION IN FIELD WORKS

Tools which form part of the peace equipment of units will in all cases be utilized. They will, in the case of the units mentioned below, be supplemented by additional tools to be obtained from the following sources:

Royal Engineer Units

(a) Railway and Anti-Aircraft Searchlight Companies

Additional tools as considered necessary will be issued from stocks held by the C.R.Es. at Aldershot and Longmoor.

(b) Fortress Companies and 58th (Porton) Company

Additional tools, as detailed in Appx. 43, Table 1, will be temporarily issued from stock in R.E. or R.A.O.C. general charge, or from the approved reserve held at the station for local defence scheme.

Stores temporarily issued from local reserve should be carefully overhauled immediately on the conclusion of each season's peace training and replaced in that reserve, any which have become unserviceable being exchanged at once.

All used articles returned for storage with local reserves must be thoroughly cleaned by the unit by which they have been used for peace instruction, the cutting edges of tools placed in good condition and all metal articles or metal portions of articles greased.

Tools forming part of the local reserve must not on any account be used for general purposes in peace. Picks and shovels required for general barrack use will be drawn and held on inventory; when required for general use in camp, they should be indented for with other camp equipment.

Military Engineering

Infantry Battalions

Pickaxes, billhooks and shovels may be issued as detailed in E.R., Part 2, Section 1.

Any tools other than those mentioned above would have to be improvised on active service and should therefore be improvised for instructional purposes during peace.

STORES FOR BRIDGING, MINING, WATER SUPPLY, AND FIELD ENGINEERING

Details of the sets of stores allowed for these purposes are contained in Appx. 43, Table 2, as under:

(A) Pontoon Equipment Sets.
(B) Assault Bridging Sets.
(C) Unit Construction Sets.
(D) Stock Span Sets.
(E) Miscellaneous Bridging Equipment Sets.
(F) Model Bridge Sets.
(G) Wiring Sets.
(H) Water Supply Sets.
(I) Communications Sets.
(J) Demolitions Sets.
(K) Tubular Scaffolding Sets.
(L) Mining Sets.

The number of sets allowed include sufficient for the training of all army units within the command.

All bridging spars and ropes which are used at outstations for instructional purposes only, and which are not required to carry any live loads beyond the actual working numbers required to span small gaps, a visual test, to be carried out annually by a regular R.E. officer, may be substituted for the full test. This officer will have authority to cut out any defective portion, or to condemn any individual ropes or spars; care must be taken, however, that any equipment that under this paragraph is subjected only to a visual test is marked or segregated so as to safeguard against its use at collective training.

The stores for bridging, mining and railway purposes will be held on charge by the C.R.E., who will make arrangements for instruction to be imparted with the aid of these stores.
will allot ground and issue the stores in such manner as the G.O.C.-in-C. may direct; and will apply for transport for moving the stores from one station, or unit, to another, as required.

358. Spars and other suitable timber for bridging or mining purposes, planks, hutting poles, handrails, miners' sheeting and miscellaneous N.I.V. articles, whether for the use of the regular forces or for the instruction of R.E. units of the Militia, the Supplementary Reserve, the Territorial Army, or the O.T.C., will be provided either by hire, purchase or issue from Vote 10c stocks.

The annual expenditure in this connection will not exceed the sums notified from time to time in A.C.I.s.; unexpended balances will not be carried forward.

Arrangements for purchases, hireings or issues from Vote 10c stocks will be made under the instructions of the C.R.E. Bills will be classified to Vote 10 C (f).

EXPENDABLE STORES

359. Expendable stores other than those referred to in para. 358 may be obtained for instruction in military engineering by issues from army stocks, local purchase or hire, up to the total amount admissible annually under Appx. 43, Table 5, for the various units in each command. The detailed administration of the allotments within commands will be made by the G.O.'s.C.-in-C., who will appoint allotment holders and make such arrangements as may be considered necessary to ensure that the stores are utilized to the best advantage.

The stores obtained will be chargeable against Votes 8 or 9, as appropriate, without restriction subject to the total annual allotment not being exceeded. Any balances of allotments on 1st April will lapse.

CHAPTER 14.—TOOLS FOR ARMOURERS, ARTIFICERS, WORKSHOPS, AND VOCATIONAL TRAINING

A.—ARMOURERS AND ARTIFICERS TOOLS

360. Armourers boxes with the tools and materials detailed in Appx. 6 will be supplied to units to which armourers are attached and will be held on equipment ledger charge.

When worn out by fair wear and tear, or expended in the repair of service arms and bicycles, they will be replaced at the expense of the public.

361. Should an armourer require, for service purposes, tools not included in the set referred to in para. 360, he will, as far as possible, make or improvise them.

Materials for such small services will usually be available in regimental workshops, but failing that source of supply, an indent for the necessary material, accompanied by an explanation of the circumstances under which it is required, will be submitted to the R.A.O.C.

Should the work in hand necessitate the employment of special tools which, having regard to the expense involved and the quantity of work to be performed, it is not desirable to make or improvise regamentally, such tools will be obtained from the R.A.O.C. on loan.

362. During peace, additional tools, as detailed in Appx. 6, Table 5, may be obtained on loan from the R.A.O.C. when required for the use of armourers of cavalry regiments and infantry battalions at home.

When units are stationed at a distance from an ordnance depot, the tools may be held on permanent equipment ledger charge on the authority of the G.O.C. On change of station the tools will be returned to the R.A.O.C. unless the G.O.C. approves of their being handed over to the relieving unit.

363. O.C. units are responsible that the gauges supplied for the use of armourers attached to units are verified by the R.A.O.C. annually, or oftener if the armourer is doubtful as to their accuracy, with the reference gauges held at ordnance depots where armourers shops are established.

The gauges of circuit armourers will be similarly verified.
364. The tools of unit armourers will be inspected under the direction of an A.I.A. during quadrennial inspection of arms.

365. Instructions for packing armourers tools and spare parts of small arms, to be carried out by units on embarkation for distant stations abroad, are printed in the Instructions for Armourers. These directions do not apply to troops proceeding to the Mediterranean, West Indies, or Bermuda.

366. At home stations, one set of tools for the repair of bicycles, as detailed in Appx. 6, Table 4, will be issued during peace for the use of armourers of cavalry regiments and infantry battalions.

In the case of other units which have a minimum of six bicycles to be kept in repair, one set of tools will also be issued during peace for the use of military tradesmen or artificers capable of using them; or in the absence of such men, for the use of soldiers on the strength of the unit who are in possession of the certificate referred to in para. 483 or have passed a qualifying trade test.

On mobilization being ordered, these tools will be placed in the "Bag, armourers, bicycle" which is stored with mobilization equipments. For the contents of the bag, see Appx. 7, Table 1.

Units having a minimum of six bicycles in the war establishment will be allowed bags, armourers, bicycle, and sets of tools for the repair of bicycles, on the following scales:

- 1 bag and 1 set of tools for 6 to 23 bicycles.
- 2 bags and 2 sets of tools for 24 to 40 bicycles.
- 3 bags and 3 sets of tools for over 40 bicycles.

367. Tools supplied for the use of armourers and artificers are not to be employed for private purposes.

368. Lists of general service tools are detailed in Vocabulary of Army Ordnance stores, Section F and in "Tools—Detail of Sets."

For the scale of issues of forges and farriers tools, see Chapter 10.

Tools special to artillery, engineers, and other services are detailed in the various sections of E.R., Part 2.

369. A set of pioneer equipment is issued for each household cavalry regiment and for each squadron of cavalry of the line. The detail of a set is shown in E.R., Part 2, Section II.

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B.—TOOLS FOR MILITARY WORKSHOPS AND VOCATIONAL TRAINING

370. Tools for pioneer workshops will be provided and maintained at the unit's expense out of workshop funds (see King's Regulations).

371. Tools for vocational training centres will be provided and maintained under arrangements notified annually by the War Office to the centres.

372. In addition to the tools issued under para. 371, sets of tools may be supplied to units shown in the table below, at the public expense, under the special sanction of the G.O.C. in each case, and subject to the following conditions:

(a) That there are qualified tradesmen to use them.

(b) That they remain in charge of the unit to which they are issued, and are only returned to store on the authority of the G.O.C.; and on the understanding that the unit so returning them will be charged with the difference between their original cost and actual value at the time of their receipt into store.

(c) That they be kept in order, repaired, replaced when lost or worn out by use, at the cost of the unit.

(d) That articles worn out or lost are paid for at full vocabulary rates, a reference to credit being made on the indent for their replacement.

<table>
<thead>
<tr>
<th>Batteries of Horse, Field, Light, Medium or Heavy Artillery</th>
<th>Regiments of Household Cavalry or Cavalry of the Line</th>
<th>R.A. (Coast Defences)</th>
<th>R.T.R. Battalions</th>
<th>Battalions of Infantry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bags, - tool, filled- Bricklayers and masons</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Chests, tool, filled- Carpenters</td>
<td>1</td>
<td>1</td>
<td>2†</td>
<td>-</td>
</tr>
<tr>
<td>- Wheelers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>- Painters and glaziers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>- Plumbers and gasfitters</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>- Blacksmiths</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

* Heavy batteries of the 1st Heavy Brigade, R.A. only.
† A grindstone, field service, for use with this chest will be separately indented for, charged, and accounted for.
‡ For each coast defence command at home, or station abroad; but other chests or increased supplies of above, may, under special circumstances, be authorized for instruction, on the approval of the War Office.

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373. C.Os. will direct an inspection of the tools issued under para. 372 to be made quarterly, and will certify in the ledgers in which they are brought on charge that this service has been performed.

374. Tools issued to the R.A. (Coast Defences) under para. 372 will be accounted for by a H.Q. and D.E. or heavy battery to be detailed:

At Home. By the O.C. R.A. in the coast defence command.

Abroad. By the O.C. R.A. at the station.

375. Tools for trades will not be allowed under para. 372 to Guards and Rifle depots.

Chapter 15

CHAPTER 15.—EDUCATIONAL STORES

376. Drawing instruments for educational purposes will be allowed to units in the following proportions:

(a) Command headquarters, for every 500 other ranks, exclusive of establishments dealt with under controlled store expenditure regulations and those referred to below...

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) School of Education, Shorncliffe</td>
<td>4</td>
</tr>
<tr>
<td>(c) Cavalry regiment</td>
<td>1</td>
</tr>
<tr>
<td>(d) Regiment, R.A.</td>
<td>1</td>
</tr>
<tr>
<td>(e) Infantry battalion</td>
<td>1</td>
</tr>
<tr>
<td>(f) R.T.R. battalion</td>
<td>1</td>
</tr>
<tr>
<td>(g) A.F.V. school</td>
<td>1</td>
</tr>
<tr>
<td>(h) Cavalry depot</td>
<td>1</td>
</tr>
<tr>
<td>(i) R.A. Depot, Woolwich</td>
<td>3</td>
</tr>
<tr>
<td>(j) Guards Depot</td>
<td>2</td>
</tr>
<tr>
<td>(k) Rifle depot</td>
<td>1</td>
</tr>
<tr>
<td>(l) Infantry depot</td>
<td>1</td>
</tr>
<tr>
<td>(m) R.A.S.C. Depot, Feltham</td>
<td>1</td>
</tr>
<tr>
<td>(n) R.A.O.C. Depot, Hilsea</td>
<td>2</td>
</tr>
<tr>
<td>(o) Depot, Corps of Military Police</td>
<td>1</td>
</tr>
<tr>
<td>(p) Training Battalion, R.E.</td>
<td>1</td>
</tr>
<tr>
<td>(q) R.A.O.C., Bramley</td>
<td>1</td>
</tr>
<tr>
<td>(r) R.A.O.C., Didcot</td>
<td>1</td>
</tr>
<tr>
<td>(s) S.T.C., Catterick</td>
<td>2</td>
</tr>
<tr>
<td>(t) Aden</td>
<td>1</td>
</tr>
<tr>
<td>(u) Bermuda</td>
<td>1</td>
</tr>
<tr>
<td>(v) Ceylon</td>
<td>1</td>
</tr>
<tr>
<td>(w) Hong Kong</td>
<td>1</td>
</tr>
<tr>
<td>(x) Shanghai</td>
<td>1</td>
</tr>
<tr>
<td>(y) Tientsin</td>
<td>1</td>
</tr>
<tr>
<td>(z) Egypt</td>
<td>2</td>
</tr>
<tr>
<td>(a) Gibraltar</td>
<td>1</td>
</tr>
<tr>
<td>(b) Jamaica</td>
<td>1</td>
</tr>
<tr>
<td>(c) Malaya</td>
<td>1</td>
</tr>
<tr>
<td>(d) Malta</td>
<td>1</td>
</tr>
<tr>
<td>(e) Mauritius</td>
<td>1</td>
</tr>
<tr>
<td>(f) Palestine</td>
<td>1</td>
</tr>
</tbody>
</table>

* 15 additional boards, drawing, instructional, allowed.
† 100 additional compasses, drawing, instructional, allowed.
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Educational Stores

377. The composition of a set of drawing instruments is as follows:

Boards, drawing, instructional ..... 5
Compasses—
Drawing, instructional, Mk. III (or II) ..... 50
Prismatic, Mk. IX (or VIII) ..... 5
Dividers, instructional ..... 25
Protractors—
Rectangular, 6-in., ivory, A, Mk. IV (or III) ..... 25
Semi-circular, celluloid, 6-in. ..... 10
Set-squares, celluloid—
6-in., 45° (or 6-in. 45°, instructional) ..... 10
8-in., 60°, instructional ..... 10
T-squares, 24-in., instructional ..... 5

378. Drawing instruments for educational purposes will be allowed to the Depot Battalion, R.E., on the following scale:

Boards, drawing, instructional ..... 30
Compasses, drawing, instructional, Mk. III (or II) ..... 85
Dividers, instructional ..... 35
Protractors, semi-circular, celluloid, 6-in. ..... 50
Set-squares, celluloid—
6-in., 45° (or 6-in. 45°, instructional) ..... 50
8-in., 60°, instructional ..... 50
T-squares, 24-in., instructional ..... 30

379. Drawing instruments will be allowed for instructors in gunnery at command headquarters of the Eastern, Northern, Scottish, Southern and Western Commands on the following scale:

Boards, drawing, double elephant ..... 1
Compasses, beam, 23-in., Mk. II ..... 1
Covers, web, plane table, Mk. II ..... 1
Instruments, drawing, G.S., Mk. III (or II) ..... 1
Rulers, parallel, common, 6-in. ..... 1
Rules, sight, 18-in., Mk. II (or 16-in.) ..... 1
Scales, math.—
No. 11 ..... 1
No. 12 ..... 1
Straight edges, 48-in., Mk. II (or I) ..... 1
T-squares, 45-in. ..... 1
Tables, plane, portable, Mk. II ..... 1
Tripods, plane table, portable, Mk. II  

CHAPTER 16.—MISCELLANEOUS STORES

380. Pace sticks, ropes for drill, saluting flags, regimental camp colours, letter-bags, metronomes with stands, cleaning materials for offices, and other miscellaneous stores, will be provided out of the allowance for miscellaneous stores granted by the Allowance Regulations.

381. Flags on motor cars and for mounted orderlies authorized by King's Regulations, 1940, para. 988, will be provided locally by the R.A.O.C.

382. Sticks, bayonet fighting (ash or bamboo sticks), for instruction in the use of bayonet and sword, will be provided locally by the R.A.O.C. The following sums are allocated annually to commands, stations, etc., for this service:

<table>
<thead>
<tr>
<th>Command at Home</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern</td>
<td>35</td>
</tr>
<tr>
<td>London District</td>
<td>30</td>
</tr>
<tr>
<td>Northern</td>
<td>20</td>
</tr>
<tr>
<td>Scottish</td>
<td>35</td>
</tr>
<tr>
<td>Southern</td>
<td>10</td>
</tr>
<tr>
<td>Western</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Districts at Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Ireland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stations, etc., Abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bermuda</td>
</tr>
<tr>
<td>Ceylon</td>
</tr>
<tr>
<td>Egypt</td>
</tr>
<tr>
<td>Gibraltar</td>
</tr>
<tr>
<td>Jamaica</td>
</tr>
<tr>
<td>Malta</td>
</tr>
<tr>
<td>Mauritius</td>
</tr>
</tbody>
</table>

Bills will be classified to Vote 9.C.

* Suspended for the duration of the war.
† Purchase of sticks within this amount will be arranged by D.D.O.S. upon receipt of demand.
Chapter 16

Miscellaneous Stores

383. Boxes, intelligence, for use by intelligence sections of headquarters formations and units during peace and in war will be held as detailed in Appx. 69.

384. Thermometers, survey, are authorized for issue to the undermentioned units for the purpose of adjusting the specific gravity of electrolyte and thus guard against undue deterioration of batteries, secondary, portable.

Malaya Command

R.E. ... 16
R. Signals ... 2
R.A.O.C. ... 4

385. Drawing instruments, as detailed in Appx. 37, will be supplied for use in General staff offices.

386. Drawing materials and instruments, as detailed in Appx. 59, will be supplied for the use of the O.M.E. at each station when a draughtsman is not employed.

387. Drawing instruments, as detailed in Appx. 38, will be supplied for use in the headquarters office of the A.A. Command, T.A.

388. Instructions for the issue of material for camouflage training are contained in Appx. 42.

In order to ensure that the stores drawn are used to the best advantage, arrangements will be made for pooling by brigades, etc., as may be found convenient.

389. Stores for assault courses for bayonet training and small arms training will be supplied as detailed in Small Arms Training, Vol. V.

390. Old woollen or old linen material required for cleaning purposes, in addition to the free issues authorized by regulation, may be obtained from the R.A.O.C. on payment, when the quantities required can be spared from local stock. The rates to be charged will be those notified in the half-yearly statements. The cost of transport must be borne by the purchasing unit.

391. Boxes, clothing, will be issued, in the proportions laid down in Appx. 44, for the purpose of storing certain articles of clothing, etc., as directed in Clothing Regulations. The boxes will be returned to store prior to departure of the unit overseas.

392. One foot of wick will be issued by the R.A.O.C. with each oil-burning lamp or lantern, except those issued to R.A.S.C. for barrack services and for those issued to complete mobilization equipments.

393. Illuminants and wick for issue on mobilization for use with lamps, etc., in war equipments of units, will be on the scale authorized in Appx. 47. They will not be held with mobilization equipments during peace.

On mobilization, commands will make arrangements to meet unit's requirements which are essential before embarkation.

Inflammables will not be shipped; surpluses will be handed over to the R.A.S.C. either before leaving place of mobilization or at the port of embarkation, as necessary.

Replenishment will be made by the R.A.S.C., on indent, at the port of disembarkation or in the transit area.

394. Unserviceable ground sheets may be issued to every unit, up to 10 per cent. of its peace strength, for use during wet weather by fatigue and working parties. The sheets will be held separately on equipment ledger charge.

395. (1) Machines, or hand-clippers, for clipping animals will be allowed in the following proportions:

Clippers, horse ... 1 each mechanized R.A. brigade when concentrated.

1 each machine, horse clipping.

1 every 8 animals or less for units with an establishment of 14 animals or less, except mechanized R.A. brigades, when concentrated.

Clippers, horse hogging ... 1 each mechanized R.A. brigade, when concentrated.

1 every 50 animals or less for units with an establishment of 15 animals or more except cavalry regiments and R.A. units in Egypt and infantry battalions in Egypt and Khartoum South.

2 every 50 animals or less for cavalry regiments and R.A. units in Egypt and infantry battalions in Egypt and Khartoum South.
Machines, horse clipping (a)

1 each mechanized R.A. brigade, when concentrated.
1 every 15 animals or over up to 100 plus 1 machine for every additional 100 animals or less, except cavalry regiments and R.A. units in Egypt and infantry battalions in Egypt and Khartoum South, and mountain batteries, Hong Kong Brigade, H.K.S., R.A.
1 every 50 animals or less for cavalry regiments and R.A. units in Egypt and infantry battalions in Egypt and Khartoum South, 1 each battery headquarters and 1 each section, for mountain batteries, Hong Kong Brigade, H.K.S., R.A., only.
1 for infantry brigade, Malaya.

Knife heads—

Plates, top (spare) ... 3 each machine.
" bottom (spare) ... 3 each machine.

Links, chain ... 4 each machine.

Lamps, singeing
Wicks (spare) ... 1 each lamp.

Oil, M.80, pints ... 1 each horse-clipping machine per annum.

Grease, M.T. (b) lb. ... 2 each horse-clipping machine per annum.

Petrol (b) ... Not exceeding 3 pints for each singeing lamp per annum. (If petrol is not available, paraffin will be issued in lieu; the lamp is capable of burning either.)

(a) Where electric clipping machines are installed, they will be replaced, when worn out, by hand-clipping machines.
(b) R.A.S.C. supply.

(2) Care should be taken to remove as much dirt as possible from the coats of animals before using either machines or hand-clippers, otherwise the knives are speedily blunted and rendered useless.

Frequent lubrication of the clipping heads and chains of the machines when in use is vital to easy working and efficient cutting.

Whilst the machine is running, the front edge of the clipping head must be dipped in oil, rangoon, for preference, every few minutes. Absence of proper lubrication not only makes the machine run hard, but sets up undesirable friction between top and bottom plates of the clipping head, destroys the temper of the plates, and renders them unserviceable prematurely.

The same destructive effect is produced if the tension nut is screwed down too hard; on the other hand, if the nut is too slack, hair will work its way between the knives and cause them to pull or drag; the tension should be just sufficient to admit of the hair being cut.

The knives are "dead hard"; they are consequently brittle, and will break easily. After clipping, the knives must be wiped dry and smeared over with oil, or the teeth will become rusty and require sharpening.

(3) After each animal has been clipped, the chain must be removed from the flexible shaft and well smeared with grease all over. The presence of grease on the upper end of the chain is not sufficient; it is at the lower end, where curved and bent, that grease is most required.

Liquid lubricants must not be used for the chain; paraffin oil must not be used on any part of the machines.

(4) It is important that units should always be in possession of serviceable knives for the horse-clipping machines. Steps should be taken by units to forward immediately to the R.A.O.C. any knives which require regrinding.

(5) Machine clippers must not be employed for the purpose of keeping down hogged manes.

Instructions for setting up and operating the horse-clipping machines are issued with the machines. Care should be taken to ensure that these instructions are rigidly observed.

396. Horsekillers and ammunition for use in training and in standing practice camps, etc., will normally be obtained on loan from veterinary hospitals and pharmacies.

When these stores cannot be spared from authorized scales in veterinary hospitals and pharmacies, additional stores may be drawn from the R.A.O.C. on the authority of the G.O.C.

They will be returned when no longer required.

S. (779)
397. Slings, horse, sea transport (Cat. No. DA 1936) for the instruction of troops in slinging horses for embarkation, will be held as training stores by units with animal transport, etc.

398. Consumable stores for veterinary purposes will be issued in accordance with the table below, on the indorse of the veterinary officer, countersigned by the administrative veterinary officer concerned. The issue voucher upon which they are charged will be signed by the veterinary officer only.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Money value limit to which stores may be drawn annually for every 100 public riding or draught animals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bandages, horse</td>
<td></td>
</tr>
<tr>
<td>Rubbers, horse</td>
<td></td>
</tr>
<tr>
<td>Skins, sheep</td>
<td></td>
</tr>
</tbody>
</table>

**Section H1**

<table>
<thead>
<tr>
<th>Designation</th>
<th>l. s. d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corks, assorted</td>
<td>100</td>
</tr>
<tr>
<td>Soap, carbolic</td>
<td>...</td>
</tr>
<tr>
<td>... soft, grade II</td>
<td>...</td>
</tr>
<tr>
<td>... yellow</td>
<td>...</td>
</tr>
<tr>
<td>Soda, Ash</td>
<td>...</td>
</tr>
</tbody>
</table>

**Section H2**

<table>
<thead>
<tr>
<th>Designation</th>
<th>l. s. d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linen, unbleached</td>
<td>...</td>
</tr>
<tr>
<td>Sacking, jute, 30-in.</td>
<td>...</td>
</tr>
<tr>
<td>Tow, jute</td>
<td>...</td>
</tr>
<tr>
<td>Twine, packing</td>
<td>...</td>
</tr>
</tbody>
</table>

**Old Stores**

<table>
<thead>
<tr>
<th>Designation</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flannel, old (for fomentations)</td>
<td>...</td>
</tr>
<tr>
<td>Munnahs, old (for foot swabs)</td>
<td>...</td>
</tr>
</tbody>
</table>

**H.M.S.O. supply**

<table>
<thead>
<tr>
<th>Designation</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper, brown, common (for packing)</td>
<td>...</td>
</tr>
<tr>
<td>... white, fine (for balls)</td>
<td>...</td>
</tr>
<tr>
<td>Pins, mixed</td>
<td>...</td>
</tr>
</tbody>
</table>

399. Fringes, browband, will be issued on the scale of one for each animal in fly infested areas, when considered necessary by the senior veterinary officer.

* For saving horses from galls.

**SOAP**

400. An initial issue of one piece of soap will be made by the R.A.O.C. to every soldier and auxiliary of the A.T.S. entitled to a free kit of necessaries under the Clothing Regulations, and will be kept up at his/her own expense, except as otherwise provided in para. 401.

401. For war, in areas where active operations are in progress, soap may be issued free to officers, other ranks, and officers and auxiliaries of the A.T.S. as required, within the fortnightly scale of 1/5th of a bar (reputed 3-oz. piece) provided that the G.O.C.-in-C. is satisfied that purchase by individuals from canteens or traders is impracticable.

402. Supplies required for use on board ship will be provided regimentally, and will be paid for out of the advance of pay.

403. Supplies of service pattern soaps may be obtained from the R.A.O.C. for issue on payment to officers, warrant officers, N.C.O.s, and men for the use of themselves and their families. The cost of transport will be borne by the unit or establishment to which the soap is consigned by the R.A.O.C.

The soap will be accounted for in the equipment ledger and written off charge on A.F. P 1925. In the case of issue to officers and their families A.F. P 1925 will be enfaced by the paymaster with a reference to the account in which credit has been given to the public. In the case of issue to soldiers and their families, the amounts recoverable from soldiers will be credited to the public at form 3 of the company account, supported by A.F. P 1954. The A.F. P 1925 by which the soap is written off charge will show the total quantity, price and value of the soap issued. It will not be sent to the paymaster, but the enfaced copy of A.F. P 1954 returned to the unit by the paymaster will be attached to it.

Soap soda caustic (or soda crystals) and floor polish required by units and establishments for their own use may similarly be obtained from the R.A.O.C.

The materials will be accounted for in the equipment ledger, and credit at the published rates for the quantities expended given on A.F. P 1925. The cost of transport will be borne by the consignee.

**PADLOCKS**

404. An initial issue of the following will be made to each recruit finally accepted, for use as indicated:

**Padlocks**, iron galvanized For securing soldier's box, locker or wardrobe.

Supplies of the above will be obtained from the R.A.O.C.
405. In workshops where personnel handle paraffin or disinfectant fuel a protective cream will be issued on the scale of 2-oz. each man every week for use as a guard against industrial dermatitis.

CHIROPODY INSTRUMENTS

406. Chiropody instruments are a medical supply and are issued on the scale of one case of instruments to each dismounted unit with a qualified chiropodist. They will be indented for on A.F. G 997, rendered in duplicate, to the War Office (A.M.D. 3) through the D.D.M.S., A.D.M.S., or S.M.O. of the command, and will be held on equipment ledger charge by the unit concerned.

The instruments will be inspected annually on 1st January by a medical officer appointed by the D.M.S., A.D.M.S., or S.M.O. of the command.

Replacements of stores lost or rendered unserviceable will be dealt with in accordance with the general procedure laid down in paras. 109 to 111, with the exception that demands for replacements will be sent to the War Office (A.M.D. 3).

All repairs will be dealt with in accordance with Regulations for the Medical Services of the Army.

PONTOONS—CARE AND MAINTENANCE

407. Instructions for the care and maintenance of pontoons are detailed in E.R., Part 2, Section 10A.

DEFENCE ELECTRIC LIGHTS AND A.A. SEARCHLIGHTS—STORES FOR GLASS REFLECTORS—PRECAUTIONS FOR PRESERVATION OF

408. Instructions for maintenance of Defence Electric Lights and A.A. Searchlights are contained in E.R., Part 2, Section 12A.

409. The precautions to be adopted for the preservation of glass reflectors in A.A. Searchlight projectors from copper drip are as detailed in E.R., Part 2, Section 10A.

PHOTOGRAPHS OF ARTILLERY STORES AND TEXT-BOOKS

410. A supply of photographs of selected artillery stores will be made as required to the Artillery Schools of Instruction and Military College of Science, for instructional purposes. Indents stating particulars of the photographs required should be submitted to the C.I.A., Woolwich, in the first instance.

411. Handbooks will be issued as laid down in E.R., Part 2, Sections 11 and 12.

CINEMATOGRAPH STORES, OPTICAL LANTERNS AND SLIDES AND PHOTOGRAPHIC STORES

412. Cinematograph stores, epidiascopes and kindred instruments, optical lanterns, slides, etc. are supplied by the R.A.O.C. and no purchases of these stores will be made without prior War Office authority.

Optical lanterns are authorized to be held by commands as detailed in Appx. 35, and an allowance for their maintenance will be notified in A.C.Is. from time to time.

Instructions for their manipulation are contained in Appx. 36.

Instructions for earthing cinema projectors, epidiascopes and optical lanterns are contained in Appx. 73.

INFLAMMABLE AND OTHER DANGEROUS STORES—STORAGE AND CONVEYANCE

413. Instructions for the storage and conveyance of inflammable and other dangerous stores, and for the marking of packages and documents connected therewith, are contained in Appx. 48.

STORES FOR TRAINING OR TESTING MEN FOR TRADE CLASSIFICATION

414. Stores and materials required for training or testing men for trade classification under the direction of command testing boards will be issued as necessary. Normally issues will be made direct by the R.A.O.C.

Stores outside the scope of the Vocabulary of Army Ordnance Stores will be obtained from the R.E. and the cost charged to Vote 10C. by the D.C.R.E. of the sub-area in which the training or testing is carried out.
OUTFITS, FIRST AID—FOR TANKS AND ARMoured CARS

415. Outfits, first aid, for tanks and armoured cars, as laid down in Appx. 60, are authorized on a scale of one outfit for each tank or armoured car.

Indent will be submitted in triplicate, on A.F. I 1209 for (a) the initial supply or necessary components, to the Under-Secretary of State (A.M.D.3), The War Office, through the D.D.M.S., A.D.M.S. or S.M.O. of the command, and (b) items to replace contents expended, to the O.C. the nearest military hospital. The tube of morphia tablets in vulcanite container will be held at the military hospital and added on mobilization. The outfits will be accounted for in the equipment ledger of the unit concerned.

All outfits will be inspected annually during January by a medical officer appointed by the D.D.M.S., A.D.M.S. or S.M.O.

UNSERVICEABLE EQUIPMENT AND ACCOUTREMENTS FOR USE IN LIEU OF PERSONAL EQUIPMENT DURING TRAINING

416. Unsuitable items of web equipment, detailed in Appx. 64, are for use by personnel (for whom authorized) in place of the personal equipment during periods of training. The use of this “U” equipment will enable the personal equipment to be maintained at the standard required for guards, ceremonial parades, etc. Unsuitable items will be marked as such by the R.A.O.C. before issue and will not be regimentally marked on receipt by units.

OUTFITS, FIRST AID—GENERAL, SMALL

417. Outfits, first aid, general, small, for A.A. searchlight detachments, as laid down in Appx. 61 are authorized on a scale of one outfit for each searchlight.

Demands will be submitted in triplicate on A.F. I 1209 for (a) the initial supply or necessary components, to the Under-Secretary of State (A.M.D. 3), The War Office, through the D.D.M.S., A.D.M.S. or S.M.O. of the command, and (b) items to replace contents expended, to the O.C. the nearest military hospital.

The outfits will be accounted for in the equipment ledger of the unit concerned.

All outfits will be inspected annually during January by a medical officer appointed by the D.D.M.S., A.D.M.S. or S.M.O.

DECONTAMINATION IN THE FIELD

420. Ointment, anti-gas, No. 1, for use in connection with decontamination in the field will be held on the following scale:

<table>
<thead>
<tr>
<th>Service</th>
<th>Proportion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each officer, member of Q.A.I.M.N.S. and man</td>
<td>4 oz.</td>
</tr>
<tr>
<td>Pistols, revolver</td>
<td>(a)</td>
</tr>
<tr>
<td>Rifles and bayonets</td>
<td>(a)</td>
</tr>
<tr>
<td>Rifles, A.T. (Boys)</td>
<td></td>
</tr>
<tr>
<td>Machine guns</td>
<td></td>
</tr>
<tr>
<td>18-in.</td>
<td>8-oz. each.</td>
</tr>
<tr>
<td>3-in.</td>
<td></td>
</tr>
<tr>
<td>Vickers</td>
<td></td>
</tr>
<tr>
<td>Mortars</td>
<td></td>
</tr>
<tr>
<td>3-in.</td>
<td></td>
</tr>
<tr>
<td>100 per cent.</td>
<td>(b)</td>
</tr>
</tbody>
</table>

(a) To be taken from the 4 oz. carried by the officer or man.
(b) To be carried in unit transport in 2-oz. tins.

OUTFITS, FIRST-AID—GENERAL, LARGE

421. Outfits, first aid, general, large, for M.T. vehicles, as laid down in Appx. 62 are authorized on a scale of one outfit for every ten vehicles other than tanks and armoured cars (or searchlight detachments) in peace only.

Indent will be submitted in triplicate, on A.F. I 1209 for (a) the initial supply or necessary components, to the Under-Secretary of State (A.M.D.3), The War Office, through the D.D.M.S., A.D.M.S. or S.M.O. of the command, and (b) items to replace contents expended, to the O.C. the nearest military hospital.

The outfits will be accounted for in the equipment ledger of the unit concerned.

All outfits will be inspected annually during January by a medical officer appointed by the D.D.M.S., A.D.M.S. or S.M.O.
PASSIVE AIR DEFENCE—EQUIPMENT

422. The scales of equipment authorized for personnel employed on P.A.D. services are detailed in Appx. 65.

The number of sets issuable to each unit or establishment will be as recommended by the commander of the area in which it is situated.

CHAPTER 17.—REPAIR AND PRESERVATION OF EQUIPMENT

A.—GENERAL INSTRUCTIONS

423. On completion of the annual training, C.Os. will cause a special examination to be made of all equipment with a view to any article requiring repair being put in a serviceable condition at the earliest possible moment. Particular attention will be given to signalling, field telephone, machine gun, and reconnaissance equipment, to respirators and to vehicles.

424. C.Os. will not allow or pay for the performance of any work in connection with repair, authorized conversion or overhaul of equipment for which there is no regulated provision, without previous authority being obtained, at home from the War Office, and at stations abroad from the G.O.C.

425. Except when otherwise specified in these regulations, the repair and painting of all stores that can be performed by the military tradesmen will be executed by them, under the superintendence of their C.O., free of charge. The necessary tools and materials will be supplied by the public, or out of a money allowance granted for their purchase. This paragraph is no authority for the issue of components, etc., not in authorized scales (see para. 29).

426. The allowances of materials for miscellaneous stores and the painting of vehicles are laid down in Appx. 30.

For allowances of materials for equipments, vehicles and miscellaneous stores special to any unit see the appropriate section of E.R.

The rates and conditions of issue of working pay, when admissible, are laid down in the Pay Warrant.

The vehicles in possession of Foot Guards and R.A.S.C. companies stationed in London may be painted half-yearly. In the case of other units, if vehicles require painting more than once a year the authority of the G.O.C. must be obtained for the issue of materials.

The repainting of vehicles, etc., should be limited to patching and one coat of paint.

427. The services of the military tradesmen will, when the duties of their own unit permit, and at the discretion of the G.O.C., be made generally available for performing any work
which they may be called upon to execute within the limits of their trades, and during working hours, for other units or detachments unprovided with military tradesmen, or requiring additional assistance in exceptional circumstances.

428. When repairs cannot be executed by the military tradesmen at the disposal of a unit, an indent on A.F. G 1045 will be rendered in triplicate to the A.D.O.S., who will arrange for the performance of the work. This course need not be followed in the case of accoutrements (see para. 497). The entries on each indent (A.F. G 1045) will be limited to the number of jobs which can be included on one sheet, and a separate indent will be rendered for each “A” or “B” vehicle.

The W.D. registered number (or, if this does not exist, the maker's name and number) of any of the stores detailed in Appx. 4 will be inserted on the indent. When articles sent in for repair are of such a nature that their temporary withdrawal would be detrimental to the training of the unit, a note will be made in red ink on the repair indent to the effect that the stores are required for training; the actual date they are required will invariably be stated.

When stores requiring repair are returned to the R.A.O.C., the packages in which they are contained will be clearly marked “Stores for repair,” and the detail of such packages will be entered on the relative A.F. G 1045 so that they can be identified readily for return to the unit with the repaired stores. No repair indent will be marked urgent without a full explanation of the urgency being given in the column of remarks.

429. Stores requiring modification in R.A.O.C. workshops will not be sent to R.A.O.C. depots until called for by the O.C. of the workshop.

430. In the event of undue delay in the return of equipment sent to Government factories for repair a special report should be made by the G.O.C., to the War Office, on the subject.

431. Whenever any service in connection with gun mountings, machinery, engines or gear used exclusively by the R.A.O.C. is beyond the resources of the corps concerned, application should be made to the R.E. for assistance.

432. Whenever repairs, painting or other services, involving the grant of working pay or payments to contractors, are required in connection with the equipments of a unit, an indent, on A.F. G 1045 in triplicate, accompanied by a certi-
435. Materials supplied for purposes of repair will not, except under special authority, be used for the manufacture of new articles.

436. On indents for materials for repairing equipment, C.O.s. will certify that credit has been given therein for any material remaining on hand, and that the quantities demanded, together with those on hand, do not exceed the authorized proportion.

B.—ORDNANCE ARTILLERY CARRIAGES, AMMUNITION WAGONS, ETC.

437. The following parts of ordnance and their carriages, ammunition wagons and limbers, and other vehicles, when in use, will be kept clean, free from paint and rust, also lubricated or oiled where necessary:

- Breach mechanisms; clinometer planes; guides of guns, howitzers, and slipper; cradle guideways; joints and bearings; exposed working parts of gears; frictional surfaces; metal handwheels; handles of steel handwheels; levers, pawls, ratchets; range, elevation and traversing indicators with their pointers; brass parts which are much handled; ends of draught poles; linch pins and ends of exletrees not provided with dust caps; drag washers; brake wheels.

- All other parts will be painted, except that, in the case of ordnance—other than those of fixed armaments in coast defences and those with front clinometer planes—the portion protected by the muzzle cover need not be painted. Should the paint become chipped or worn off it must be renewed.

- The use of coarse abrasive materials, such as sand, emery or bathbrick, for cleaning or removing rust from clinometer planes and wearing parts, particularly of gears and breach mechanisms, is strictly prohibited. For such parts, paraffin oil and cotton waste only may be used.

- Where the cleaning of bright parts of gears and breach fittings (other than wearing parts) proves difficult owing to corrosion or rust, finest grade emery may be used for this purpose.

- Straps and other leather work should be periodically dressed with dubbin.

438. In order to keep O.M.E.s. informed of the condition of armaments and of the repairs thereto carried out by R.A. artificers, a copy of the entries in A.B. 281, made by the senior R.A. artificer (fitter), will be forwarded each week to the A.D.O.S. of the area or district, by the O.C. battery, sub-district, or brigade (in the case of brigade artificers), who

will note on the return any matter of importance concerning equipments to which it is considered that the attention of an O.M.E. should be drawn.

The rendering of this report in no way relieves Os.C. batteries from being responsible for the condition of their equipments.

C.—SMALL ARMS, MACHINE GUNS AND BICYCLES

I. GENERAL

439. Before any firearm is examined or repaired, etc., it must be ascertained that the weapon is unloaded. Whenever live ammunition is found in a weapon under examination, etc., the fact must immediately be brought to the notice of the C.O. of the unit and the ammunition transferred to the magazine.

In no circumstances will live cartridges be taken into a workshop or other building used for examination or instructional purposes.

440. Repairs to small arms, machine guns, mountings and bicycles will be carried out by qualified armourers with units, circuit armourers, and in suitably equipped R.A.O.C. workshops.

No work will be put in hand if the small arm, etc., has not been examined recently with gauges, unless all the necessary gauges are available.

No work will be undertaken which in itself requires the use of gauges unless the gauges are available.

In accordance with the above general rules the repairs detailed in Appx. 16 will not be undertaken in R.A.O.C. workshops, or by armourers with units, or by circuit armourers.

Repairs to small arms and machine guns of an experimental nature or of a design not in general use in the service, will not be carried out by the R.A.O.C. without special authority. Unserviceable components of such arms will not be brought to produce or otherwise disposed of without previous reference to the War Office or C.I.S.A.

Repairs excluded by the general rules, not specified in Appx. 16 will not be undertaken without reference to the C.I.S.A.

At home stations, in cases of doubt, small arms, machine guns, etc., can be submitted to the travelling examiners of the Inspection Department by special arrangement with the C.I.S.A.
441. The arrangement for inspection and repair of small arms, machine guns, mountings and bicycles in the case of units not provided with an armorer (see Appx. 15) does not relieve C.O.s from responsibility for their care and repair. Should repairs be required between the periodical inspections, the C.O. will apply to the S.O.M.E. who will arrange for the execution of the repairs, either by detailing an armorer to visit the unit or by having the damaged small arms, machine guns, mountings or bicycles sent into the ordnance depot for repair, whichever course may be most convenient and economical.

Arrangements will be made by C.O.s for general supervision of the work of the armourers to ensure that it is properly carried out.

442. Should a C.O. doubt whether small arms or machine guns of any description under his charge are serviceable, he will report the matter, stating the reasons for his opinion; the question will be dealt with by the G.O.C., the C.I.S.A. being referred to.

443. When damaged small arms, machine guns, mountings, bicycles, or components are ordered to be sent for special examination, labels stating the circumstances will be attached to them, giving a reference to the War Office or other orders under which they are sent. A copy of the proceedings of any board or court of inquiry which may have been held regarding them will accompany the vouchers.

444. When materials are required for the repair of small arms and machine guns, the O.C. a squadron or company will certify to the repair being required, and upon such certificate the issue will be made by the quartermaster. The O.C. will subsequently satisfy himself that the repairs have been executed.

445. When in store, and also when packed for transmission other than by sea, the exposed surfaces of steel of small arms of all natures (except bayonets, swords and steel sword scabbards in mobilization store—see para. 257) and the unpainted surfaces of steel of machine guns, their spare parts and tools, will be covered with a thin coating of a mixture consisting of equal parts, by weight, of red mineral jelly and oil, M.80. Thick coatings must not be applied owing to the difficulty of removal.

The woodwork of rifles will also be wiped over lightly with the mixture.

Red mineral jelly only will be used for swords and steel sword scabbards.

450. Barrels of rifles sentenced and reported "rusty, to be cleaned by armorer" will be marked "R" on the knoxform; and barrels of rifles found cord-worn (if not thereby rendered unserviceable) will be marked W on the left side of
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the knox-form at the rear end of the reinforce if the wear is at the breach, and at the front end if the wear is at the muzzle. Such barrels will not again be reported for rust (except when their condition necessitates cleaning in the R.S.A.F., Enfield Lock) or cord-wear at subsequent inspections.

451. Stars in front of the knox-form of barrels of rifles, and on the left-hand side of the top strap of pistols, denote that the trace of a cut or of rust may be found inside the barrels. Stars on other positions of small arm or machine-gun barrels denote that a trace of exterior rust pitting exists in the region of the star.

No charge will be made against the troops at subsequent inspections for such cuts or rust.

These markings will be carried out by the C.I.S.A., A.I.A. when on tour, or in R.A.O.C. workshops.

II. SMALL ARMS

452. Oil and material for the cleaning and preservation of small arms are supplied to all units in possession of small arms in the proportions detailed in Appx. 10. Units provided with an armourer will also be supplied with the implements, stores, and browning mixture required for repairing and browning small arms in the proportions detailed in Appx. 10. Materials for less than one quart of the browning mixture will not be supplied to home stations, nor for less than one gallon to stations abroad.

Instructions for the care, repair, browning, etc., of small arms are contained in the publication Instructions for Armourers.

453. Rifles in use will have the furniture treated with raw linseed oil.

The oil will be applied by the soldier once a month to the outside of the fore-end, butt, and handguards of the rifle, in the following manner:

1. Remove all dust and dirt by wiping well with a dry rag.

2. Apply a small quantity of raw linseed oil to the woodwork and rub it well into the wood, care being taken to keep the oil away from the metal parts.

3. Allow the rifle to stand for approximately three hours and then wipe off all superfluous oil with a clean dry rag.

454. When a unit requires components in excess of the authorized allowance, the O.C. will furnish an explanation of the cause. The matter will be dealt with by the G.O.C. under para. 5, and in deciding whether the issue is to be free or otherwise, he will take into account whether the annual allowance has been drawn periodically in full. (See also para. 493.)

455. When the components expended by circuit armourers are in excess of those allowed by the scale in Appx. 10, the S.O.M.E. will call on the O.C. the unit for an explanation, and the matter will then be dealt with in the manner indicated in para. 454.

456. Butts, fore-ends, and handguards supplied for the repair and maintenance of No. 1 D.P. rifles are marked D.P. and will not be used for the repair of rifles other than D.P.

Serviceable components other than butts, fore-ends, and handguards will be used for the maintenance of D.P. rifles, provided that the cost is unlikely to exceed cost of factory repair with D.P. parts, plus cost of transport to and from R.S.A.F., Enfield Lock.

457. When browning of any components of rifles is carried out as the result of inspection by C.I.S.A.'s examiners, two sets of components (exclusive of barrel with body; inner band, etc.) will be considered equivalent to one rifle. Two barrels with body; inner band, etc., will also be considered equivalent to one rifle.

458. To enable the armourer to perform the service of browning small arms, he will receive assistance from men of the unit for such periods as may be certified by the C.O. to be actually necessary.

459. When new rifles have been issued to units, and the bayonets and scabbards which were in use with the returned rifles have been retained, labour, fuel, and browning material will be allowed for the purpose of browning the bayonet and scabbard components in the following proportions:

\[
\begin{align*}
\text{Fuel} & \quad \text{...} \\
\text{Browning material} & \quad \frac{1}{4}
\end{align*}
\]

\text{of the material referred to in Appx. 10, Table 8.}

460. At stations abroad where the necessary apparatus is held by the R.A.O.C., the tests of bayonets as described in Instructions for Armourers, will, when necessary, be carried
out by the R.A.O.C. These small arms are to be tested only when there is doubt regarding their serviceability. Periodical testing is not to be resorted to, as frequent bending destroys the serviceability of the blade.

461. Cross-pieces, pommels, edges of tang and exposed ends of grip screws and nuts of bayonets with polished blades, and the lockets and shapes of scabbards issued to regular units (except depots and heavy batteries R.A., Ceylon) as part of their peace equipment, will be polished by units, and kept so polished during peace. Bayonets issued to depots which form part of their peace equipment, will be polished in R.A.O.C. workshops before issue.

In order to facilitate the polishing of bayonets by units, the grips will be reduced by armourers to make them flush with the surfaces of the metal parts. The removal of grips, when necessary, will be carried out only by armourers.

The normal rubbing down of the ends and edges of the grips, in course of time, due to the polishing of the surfaces of the metal parts, will not render the grips unserviceable.

462. Where possible rifles, especially service rifles, will be kept in store in racks.

When bolts of rifles and cylinders of pistols are ordered to be stored separately from their arms, arrangements will be made for their easy identification when required for issue. They will be kept in packages of 10 or 20, and each package will be marked with the bay or chest in which the rifles or pistols to which they belong are stored.

463. Oil M.80 will be used for lubricating actions and cleaning small arms in store.

464. Rifles in store will be cleaned and re-greased, both internally and externally, once every 12 months in the manner indicated in para. 445.

Care will be taken that the stock is cleaned and lubricated in rotation. A label showing the date of last cleaning and lubrication will be attached to each rack or chest.

Where rifles are stored in racks having plugs, or holders, or where the plugs or holders fail to protect the barrels from the air, the bores of the rifles will, at home stations, be protected by a clot of red mineral jelly placed in the muzzle of the rifle. At stations abroad the clot will be composed of equal parts of red mineral jelly and beeswax.

465. When small arms are stored in chests, the latter will be distinctly marked with their contents and will contain a packing note (A.F. G 1028).

466. In addition to the general and continuous care of arms in accordance with para. 464, 10 per cent. of all small arms in store (including mobilization equipment other than bayonets—see para. 257) will be examined annually by an armourer.

Rifles so examined will also be re-greased between fore-end and barrel. For this purpose red mineral jelly will be used at home stations, whilst at stations abroad two parts red mineral jelly will be mixed with one part beeswax before application.

If the inspection of 10 per cent. indicates that arms are deteriorating, steps will be taken to accelerate the examination and lubrication of the remainder.

467. The stripping of any part of a small arm, including D.P., except by an armourer, an officer qualified at a Small Arms Technical Long Course, or by a warrant officer or N.C.O., or man in possession of a certificate granted by either the C.I.S.A. or the Military College of Science, is strictly forbidden.

468. Damaged small arms which are beyond repair by the unit or circuit armourer will be returned to the R.A.O.C.; serviceable arms, if required, being demanded in replacement.

469. Small arms requiring only repairs which are within the capacity of unit armourers to effect will not be returned to the R.A.O.C. unless circumstances render it impracticable for the former to carry them out. Where such arms are returned to the R.A.O.C. they must be accompanied by a certificate signed by the C.O. that the circumstances were considered to justify the action. This provision is not to be taken to cover any neglect of duty on the part of an armourer, and should repairs be sent to the R.A.O.C. unnecessarily the C.O. will be held responsible for any costs incurred.

III. MACHINE GUNS AND MOUNTINGS

470. Materials for cleaning and oiling machine guns and their mountings will be supplied in the proportions allowed in Appx. 12.

471. Materials, which will be replaced when necessary, will be allowed to each store in which machine guns are kept or dealt with. These materials are detailed in Appx. 12.

472. (1) Spare parts for the repair of machine guns and mountings may be issued annually in the proportions detailed in Appx. 10, Table 10.

(2) Other spare parts and tools are issued as part of the machine-gun equipment.
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Repair of Equipment

(3) Contents of the following (for machine guns) are detailed in Appx. 18.

Bags—
Armourers, M.G., Mk. I
Spare parts and tools, M.G.—
Hotchkiss, -303-in.
Lewis, -303-in.

Boxes—
Battalion spares—
Bren, -303-in., M.G., Mk. I
Lewis, -303-in., M.G., Mk. I
Spare parts and tools, M.G.—
Besa, 7-92-mm., M.G., Mk. I
Besa, 15-mm., M.G., Mk. I
Vickers, -303-in., M.G., Mk. II

Spares, M.G.—
No. 1, Mk. I (Emergency spares)
No. 2, Mk. I (Maintenance spares)
No. 3, Mk. I (Emergency spares)

Cases, spare parts and tools, Vickers, -303-in., M.G., Mk. I
Holdalls, Lewis, -303-in., M.G., Mk. I

Packs, spare parts and tools, Besa, 7-92-mm., M.G., Mk. I

Wallets—
Bren, -303-in., M.G., Mk. I
Lewis, -303-in., M.G.—
No. 1
No. 2
Vickers, -303-in., M.G., Mk. I

The contents of the spare parts box (or bag) are not to be drawn upon until the components of the machine gun and the annual allowances authorized by sub-para. (1) have been used. When articles are withdrawn from the spare parts box (or bag) indents will be put forward for their replacement at once.

473. A list of the stores for the maintenance of—
(a) machine guns;
(b) machine gun mountings;
(c) smoke dischargers.

also spare machine guns, rifles and their appurtenances, which will be carried in unit transport vehicles of A.F.V. units, is shown in Appx. 19.

474. The allowances of materials for painting machine guns, magazines, mountings, Rifles, Boys, Mortars, M.L., etc. and also the parts to be painted, are shown in Appx. 11.

475. To ensure that machine guns and mountings are kept in readiness for immediate service, they will be examined periodically, as in Appx. 15, by an armourer or by an armament artificer who has been through a machine gun course at the Military College of Science, and any necessary repairs which can be done locally will be carried out.

When an armourer or armament artificer is not available, the service will be carried out under arrangements to be made by the S.O.M.E.

476. The Browning of machine guns will, where necessary, be carried out by armourers under the same conditions as small arms.

If the materials authorized for small arms under Appx. 10, Table 8, are insufficient to provide for the re-browning of the machine guns also, additional quantities as necessary may be approved for issue under para. 5.

For units where an armourer is not normally attached, re-browning will be carried out by circuit armourers.

Trigger guards and magazines of Lewis machine guns will not be re-browned owing to the presence of the fixed wood grips in the former, and the necessity for stripping the latter for such purposes, but they will be painted.

477. The stripping of machine guns, except by an armourer, apart from that permitted in para. 170 and the normal stripping necessary in order to replace any of the spare parts issued with the gun, or for cleaning purposes, as laid down in Small Arms Training, Machine Gun Training and the Handbook for the Vickers -303-in. Machine Gun, is strictly forbidden.

IV. BICYCLES

478. Government bicycles are to be used only on military duty or service connected with military requirements. C.Os. will be responsible for the proper care and preservation of service bicycles by soldiers or others under their command.

*Padlocks, bicycle, and chains will be issued with all bicycles supplied for cyclist orderlies. They will be obtained on indent from the R.A.O.C. for this purpose and will be considered part of the equipment of the bicycle. When not in use for chaining the bicycle they will be carried in the tool bag.

479. In order to fix the responsibility for loss or damage, C.Os. will arrange for a unit record of the transfer of bicycles between individuals to be kept as shown in Appx. 9.

* In abeyance for the duration of the war.
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480. When a bicycle is allotted for the common use of orderlies, the O.C. unit will cause a particular soldier to be detailed to look after the bicycle, and it will be part of the duty of this soldier to report in writing at the end of each day any damage or loss which has occurred to the bicycle, whether caused by himself or any other person.

481. Materials for lighting, cleaning and preservation will be issued to all units in possession of service bicycles in the proportions detailed in Appx. 7, Table 2.

482. Units in possession of service bicycles may maintain a stock of components and materials for repair of the bicycles held on peace charge. These will be accounted for in accordance with paras. 107 and 434. No one article must exceed two shillings in value, and the total value of such stock must not exceed ten shillings for each bicycle on charge.

Indent for the maintenance of these stocks will be submitted to the A.D.O.S as directed in para. 30. When extensive repairs are necessary and the stock of components is inadequate to meet requirements, intermediate indents will be submitted.

Only such components as are supplied by the R.A.O.C. will be used in the repair of service bicycles; local purchase by the R.A.O.C. is prohibited, except in the case of items so detailed in the Vocabulary of Army Ordnance Stores, which will be purchased locally by units on the authority of the A.D.O.S.

483. In units without armourers the repairs to bicycles will be carried out by warrant officers, N.C.O.s, or men of the unit who are in possession of a certificate granted by the C.I.S.A. or by the Commandant, Military College of Science, as having passed a course of instruction in the repair of service bicycles.

Repairs beyond the capacity of the unit will be arranged for by the R.A.O.C.

When the services of such warrant officers, N.C.O.s, or men are available, soldiers called upon to ride bicycles will, whenever possible, be previously instructed in the correct method of effecting adjustments and minor repairs.

484. In addition to the periodical inspections by the R.A.O.C., O.T.C. units will arrange for all bicycles on peace charge to be inspected weekly by an officer, in order to ensure that the bicycles are properly cleaned and cared for, and that all deficiencies and serious damages are duly investigated at once and the responsibility for them fixed.

485. The result of the officers’ inspections and of any subsequent investigations arising from them will be entered

week by week in a log book (see Appx. 8 for specimen page) to be kept for that purpose, and signed each week by the officer making the inspection.

The book will be produced for inspection during the visit of the A.D.O.S., or his representative.

V. INSPECTIONS

486. Small arms, machine guns, mountings and bicycles in the hands of troops at home and abroad will be inspected as shown in Appx. 15.

With regard to the quadrennial examination carried out by C.I.S.A. and R.A.O.C., each command will normally be divided upon a geographical basis into four circuit areas.

Northern Ireland will constitute a separate circuit area.

Programmes for C.I.S.A.’s inspection will be prepared by him in collaboration with the command concerned. Current inspection by the R.A.O.C. will take place throughout the circuit area wherein inspection was made by the C.I.S.A. two years previously. In order, however, that the correct period lapses between successive inspections, commands will forward copies of the programmes of the R.A.O.C. inspections to C.I.S.A.

487. In order that a complete record of the quadrennial inspections by C.I.S.A. and R.A.O.C. may be maintained the following procedure will be followed:

(a) D.D.S.O.S. will keep a record of all quadrennial inspections carried out in their command.

(b) On the arrival of a unit into a command the D.D.O.S. will ascertain the date of the last quadrennial inspection of the unit’s arms, and notify C.I.S.A.

(c) A return, detailing all quadrennial inspections carried out by them during the year will be prepared by the A.I.As. and forwarded by them to the D.D.O.S. of their command for transmission to the C.I.S.A., to reach the latter by the second week in January in each year.

488. A.I.As. will also visit units in each command in those circuit areas not due for current inspection by either the R.A.O.C. or the C.I.S.A., to ensure that authorized repairs are being carried out by regimental and circuit armourers and that any serious defects are being brought to notice.

489. C.I.S.A.’s examiners, when inspecting arms of units without armourers, will be provided with such components
of small arms and machine guns as they may require to enable replacements to be effected during inspection.

Repairable small arms and machine guns will be noted by them for repair in R.A.O.C. workshops and unserviceable articles noted for exchange.

On completion of each tour, C.I.S.A. will forward a statement to the D.A.D.O.S. of each area showing the components expended in the minor repair of small arms and machine guns of each unit. This will enable the area D.A.D.O.S. to watch that the annual allowance of components is not exceeded without due authority (see para. 493). The statement will also show components which have been utilized to replace deficiencies and which have been included in C.I.S.A.'s charges.

Unserviceable components left by C.I.S.A.'s examiners will be collected and disposed of in accordance with instructions to be obtained from the D.A.D.O.S.

490. The following action will be taken on completion of C.I.S.A.'s examination:

(a) Reports (A.F. C 351) showing condition of small arms, machine guns and mountings examined by C.I.S.A. will be forwarded to the commands. These reports will show condition, damage not due to fair wear (i.e. neglect or culpable mismanagement), deficiencies, and also parts not of service pattern, and will state that charges will be preferred by his department in due course.

Differences from authorized equipment scales or from numbers on ledger charge will not be shown.

(b) Upon receipt of the report, commands will send one copy to units and will inform units of the damages and deficiencies to be charged against them, and will also inform C.I.S.A. of any action that has been taken to relieve the unit of any charges pending, quoting the relevant authority. Such charges will not be preferred by C.I.S.A. on his claim (A.F. G 838).

(c) After the expiration of a period of not less than six weeks from the date on which details of the damages and deficiencies are reported to commands, C.I.S.A. will prepare claims (A.F. G 838) in quadruplicate; two copies, to one of which will be attached a demand slip (A.F. P 1921), will be sent to the unit from which the payment is due. The third copy will be sent to the paymaster of the command in which the unit is serving, and the fourth copy will be retained by the C.I.S.A.

(d) After the despatch of the claims it will not be competent for the commands to write off any of the damages or deficiencies included therein. The claims must be paid in full, and, should good cause exist for an objection thereto, a refund may be applied for under para. 110. When payment has been received the paymaster will endorse the third copy and retain it as a voucher to his account. He will also enface the second copy (bearing the demand slip) with a reference to the account in which credit has been given, and return it to the C.I.S.A.

(e) Where it is claimed by a unit that the articles shown as deficient have been recovered, the command should furnish to the C.I.S.A., within the period of six weeks referred to above, a certificate (to be signed by the C.O. personally) that the unit has the articles in question in a complete and serviceable condition.

491. The rules for assessing charges for damages and losses of small arms, machine guns, mountings and bicycles are laid down in para. 115.

492. The O.C. unit will subsequently forward a certificate to the C.I.S.A. through the A.D.O.S. of the area, to the effect that the repairs and replacements indicated as necessary in the reports, have been carried out.

493. When a unit requires components in excess of the authorized allowance and such components are required in connection with C.I.S.A.'s examiners' inspection, the C.I.S.A. will enumerate the excess components on his report to the command, and will also state, when necessary, if there appears to be reason for charging the unit with their cost. (See also para. 454.)

494. On completion of the quadrennial inspection the A.I.A., or, in his absence, the senior circuit armourer, will forward his report (A.F. C 351) in duplicate to the A.D.O.S., who will forward one copy to the O.C. the unit concerned.

495. Circuit armourers will be supplied in advance by the O.O. with small arm, machine gun, mounting and bicycle components, including tyres, estimated to be required for their repair.

Components of bicycles will be issued to the circuit armourer on loan. Other components will be written off charge in the R.A.O.C. accounts by expense voucher.
On completion of tour, the circuit armorer will produce lists of the components expended on each unit, supported by the certificate of the C.O. that he is satisfied that the quantities are correct. These lists will be used to check further issues against the annual scale.

Bicycle components will then be struck off to the unit on A.F. G 982, and the unexpended balance of other components will be brought on charge by certificate voucher, the O.O. satisfying himself that the balances are correct.

496. Following R.A.O.C. inspections under para. 486, similar action to that laid down for C.I.S.A. will be taken, and claims will be preferred by the responsible officer concerned.

D.—ACCOUTREMENTS, STEEL HELMETS, HARNESS AND SADDLERY, AND MISCELLANEOUS

497. The accoutrements of units will be repaired by the saddlers of the unit where such are borne on the strength. Where no saddler is borne on the strength of a unit, the repairs will be carried out by such persons as may be directed by the C.O., provided that he is satisfied that the work will be performed efficiently. (See para. 428.)

For this service, when performed by soldiers not in receipt of tradesmen’s rates of pay, the under-mentioned sums will be allowed annually for every 10 (or less) sets of accoutrements in use:

<table>
<thead>
<tr>
<th>Description</th>
<th>s</th>
<th>d</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Units of R.A. (equipped with new pattern web equipment, R.A.)</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Units of R.E. (equipped with web equipment)</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Units of R. Signals</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Cavalry armoured car regiment</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Company, tank battalion and armoured car unit</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Company of infantry</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Infantry depot</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Company or detachment of R.A.M.C.</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Depot of R.A.M.C.</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Units of R.A.S.C. (Transport and Supply)</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>R.A.O.C. Depot, company or section</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

(b) Coast defence units, R.A., local batteries, R.A., and Bermuda Militia Artillery | 0  | 10 |

498. The allowance for the repair of accoutrements will be claimed quarterly, in arrear, on 1st January, 1st April, 1st July, and 1st October, and will be calculated on the annual basis laid down in para. 497 and the number of days the unit was without the services of a saddler during the quarter, e.g., the annual allowance for the number of sets on charge will be multiplied by a fraction, the numerator of which is the number of days and the denominator the number of days in the year. The claim will be supported by a certificate signed by the C.O. that, for the period for which allowance is claimed the unit was without the services of a saddler and that the man by whom the work was performed was not in receipt of tradesman’s rates of pay.

The claim should be preferred on A.F. P 1900. It should state to which man’s account the allowance should be paid, and will be charged in Form 3 of the battery or company pay and mess book.

499. The articles allowed for the repair of accoutrements will be supplied by the R.A.O.C.

500. The repair of the metal work will be part of the ordinary duty of the armorer, or smith, where one is available.

501. The use of oxalic acid or other injurious materials for cleaning accoutrements is strictly forbidden. Such parts of black accoutrements as would show brown when in use may be blackened with ordinary blacking, but no other colouring matter is to be used.

502. When brown leather accoutrements require to be cleansed from dirt they should be washed with plain cold water and hung up until they are about half dry.

"Composition, brown" should then be applied to both sides of the leather, but preference should be given to the
grain or smooth side. The articles should then be hung up until they are thoroughly dry, when a brush or cloth should be used for finishing and polishing.

In many cases it will be found that a thorough brushing will be sufficient to clean the leather before greasing—and only the dirtiest of the articles should be washed. An application of "Composition, brown" once a month will, in ordinary circumstances, be found sufficient.

Packs and bavversacks when in a dirty and greasy condition should be washed (scrubbed) with soap and warm water (not hot water) inside and outside. The articles should be well rinsed in warm water after washing. When the articles are only slightly dirty a good brushing will suffice.

"Composition, brown" may be drawn annually in the proportions detailed in Appx. 21, Table 5.

503. (1) Materials for the repair of bandolier and web equipment may be drawn in the proportions detailed in Appx. 21, Tables 1 and 3, and for web equipment, pattern 1937, as in Appx. 21, Table 4.

(2) Water-bottles requiring repair will, in the case of—

(a) R.A. units .... .... .... .... .... Be repaired by regimental artisans.
R.E. units .... .... .... .... .... ....
R. Signals units .... .... .... .... ....
Cavalry regiments .... .... .... .... ....
Cavalry armoured car regiment .... .... .... .... ....
Tank battalions .... .... .... .... ....
Armoured car companies .... .... .... .... ....
Infantry battalions and depots .... .... .... .... ....
R.A.S.C. companies .... .... .... .... ....
R.A.O.C. companies or sections .... .... .... .... ....

(b) All other units, Schools of Instruction, etc. .... .... .... .... .... Be sent to the nearest ordnance depot for repair.

(3) Materials for the repair of other accoutrements will be supplied in the proportions specified in the several sections of E.R., Part 2.

504. Instructions for the repair of web equipment are detailed in Appx. 21, Tables 7 and 8.

505. Materials required to replace others lost or damaged by neglect will be charged against the troops.

506. When any article, comprising two or more component parts, has become in part unserviceable in time of peace, such new parts as may be required will be obtained from store and attached by the military tradesmen of units, free of charge. C.Os. will take care that no article of equipment in use is ripped to pieces until the new parts required from store have been received and can be sewn on without delay.

507. In cases where the indents for accoutrements to replace unserviceable articles are very large, and where C.Os. consider that it would be inexpedient to allow the equipments of their units to be rendered incomplete, even for a short time, accoutrements of the kind referred to in para. 506 may be indented for in a complete state.

508. Tampering with steel helmets in any way is strictly forbidden, e.g., boring of holes for the purposes of hanging them up, affixing badges, etc. The cost of repairing any damages so caused to steel helmets will be charged against the troops. There is no objection to the painting of regimental badges on steel helmets provided that no expense to the public is incurred thereby.

509. (1) The following scale of paint, etc., is authorized for issue for repainting steel helmets in use:

<table>
<thead>
<tr>
<th>Section F</th>
<th>Every 100</th>
<th>helmets.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA.0389 Brushes, varnish or enamel, flat, 2-in.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Section H1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HA.5881 Paint, prepared for use, brown, dark, textured, matt finish (CS.1736)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>HA.0315 Paper, glass, No. 3</td>
<td>sheets</td>
<td>5</td>
</tr>
</tbody>
</table>

The stores will be annual supply in all commands except Egypt for which command the allowance will be issued biennially.

(2) The helmet must first be scraped and scoured with glass paper, until it is bright and clean. One thick coat of "paint, prepared for use, brown, dark, textured, matt finish (CS.1736)" will then be applied and stippled before it becomes dry, to give better appearance.

(3) Indentations will be removed from steel helmets as follows:

Remove lining. Cut and drive out the copper rivet securing the felt disc and remove the disc.

Obtain a sandbag filled with sand; form it into a hollow approximating to the contour of the helmet; lay the helmet
in the hollow; and, with a lead hammer (as an alternative, either a rathole or wooden mallet may be used) beat out the worst indentations. When this has been done use a soft metal (brass if possible) "dolly" or drift having a slightly bevelled face and drive out the smaller indentations. These are the only tools and material necessary to restore the helmet to its original shape. The felt disc is then riveted in and the lining replaced.

Two rivets, bifurcated for each helmet, and "rivets, copper, plain," will be issued as necessary by the R.A.O.C. on receipt of indents.

When unit armourers are not in possession of the tools mentioned above, they will be improvised locally.

510. The leather attachments of breathing apparatus authorized for home and overseas fire brigades and depots will be preserved by the use of "KUROL", supplies of which may be obtained from C.O.O. Didcot on indents which will be submitted through normal channels.

The scale of issue will not exceed 1 lb. every six months for each breathing apparatus held on charge.

511. Instructions for the care, preservation and disinfection of musical instruments, and for lapping drum heads, are contained in Appx. 20.

512. *The authorized proportions of materials for repair of harness, saddlery and packsaddlery, as detailed in Appx. 22, are based upon the average quantities required for the repair of articles which have been some years in use. With new harness and saddlery the same amount of materials will not be required, and in preparing indents C.O.s. will indent for only what is actually requisite.

513. Repairs to saddle blankets carried out by regimental saddlers should be done with worsted yarn and with a herringbone stitch, about five to the inch. The edges should be drawn together and not overlapped.

The stitching in all cases should be so executed that the rent, or patch, when repaired, may lie flat.

Torn blankets can generally be repaired without patching; but when material is used, it should, as far as possible, match the blanket.

514. All cuttings from the under-mentioned materials supplied for repairing harness and saddlery, as well as the unserviceable parts and material named, will be returned to store as opportunity offers:

- Flaps, saddle.
- Hair, old, horse.
- Junk, old.
- Seats, saddle.

Metalwork:
- Copper rivets, saddles, universal.
- Iron and steel (form saddles generally).

515. Detailed instructions for the care and preservation of harness, saddlery and packsaddlery are contained in Appx. 25.

516. Surveying, mathematical, drawing, optical, telegraph, and telephone instruments are not to be smeared with oil or mineral jelly. These instruments are mainly constructed of gummetal or brass, and are lacquered or otherwise protected; it is, therefore, only necessary to wipe them carefully with a dry soft rag. No great amount of force should be used. To avoid deterioration it is important that these instruments should always be stored in a dry building.

517. In order that the wood hoops of "barrels, cartridge," "barrels, cordite drum," and "barrels, powder," may be preserved against ravage by insects while held in store, arrangements will be made for the hoops to be brushed over with cresote (wood preservative). Two applications will be made at intervals of 24 hours.

518. Articles made of wood, such as the poles of hospital stretchers, helves, panniers, staves, or other stores liable to damage by worms or white ants, will be examined periodically and wiped or rubbed over with mineral oil for preserving wood.

519. Repairs to insulators for cooking containers necessitating the refitting of parts or the fitting of new parts will not be carried out regimentally but will be dealt with in R.A.O.C. workshops.

520. Canvas articles or other textile fabrics showing deteriorated waterproof qualities will be scrubbed with a stiff brush and clean water in order to remove any loose composition as far as possible. They will be dried thoroughly and then given a coating of boiled linseed oil and/or linseed oil composition which will be brushed out on to the material. After the application the articles or materials will be freely exposed to the air and light in a cool dry place for not less than seven days, after which they will be given one coat of paint, prepared

* Suspended except for Household Cavalry.
for use (of the appropriate service shade), which must be brushed out thoroughly and then allowed to dry for not less than seven days, freely exposed to the air and light.

**WARNING.**—It is important that the articles should be freely exposed during drying, since, if they are folded, there is danger of spontaneous combustion.

The materials allowed are detailed in **Appx. 30**.

521. When torches, electric, of all descriptions using dry batteries are put into a units' store for any length of time, the batteries will be removed and stored separately, in order to avoid corrosion of the metal of the torches.

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**CHAPTER 18.—MARKING OF EQUIPMENT**

**A.—GENERAL INSTRUCTIONS**

522. Paint and marking ink will be supplied to the various services requiring them, and stamps as detailed in **Appx. 50** for marking clothing, small arms, machine guns and mountings, accoutrements, steel helmets, respirators, harness, saddlery and packsaddlery. The adoption of an unauthorized method of marking, or the employment of stamps differing from the standard patterns, will render a unit liable to charges for damage.

523. Except as specifically provided for in these regulations, no equipment will receive any indelible corps marks. Should it be found, on such articles being returned into store, that they have been so defaced, the cost of the articles will be charged against the unit for whose use they were issued.

524. Small arms and accoutrements stored for issue on mobilization will not be marked in peace. After issue on mobilization, outfits of reservists not immediately joining the expeditionary force will be marked with corps marks and consecutive numbers by the unit to which the reservist is allotted. In the case of men who are posted to units immediately joining the expeditionary force, marking will not be carried out.

Those issued to a reservist detailed to join a unit abroad will be marked with the corps mark of the unit to which the man is to proceed and will be numbered from 1 upwards, preceded by the letter R, e.g., R.1, R.2, etc.

If necessary, application will be made to the R.A.O.C. for the assistance of an armourer or other qualified man to mark the arms.

Harness and saddlery issued to, or taken into use by, troops on mobilization will be marked with as little delay as possible with corps marks and consecutive numbers.

The markings detailed above will not be carried out if mobilization is thereby delayed.

525. Articles of equipment supplied from time to time for temporary purposes will not receive corps marks with the exception of extra service accoutrements supplied to units in excess of their peace establishment (see para. 537).
526. Stores issued for drill purposes, other than those specially designed for drill, will be stamped D.P. in addition to any other distinguishing marking considered necessary.

527. Should additional accoutrements be issued to detachments (see para. 114), the marking will be from 1 upwards, but with the prefix 0. The marking would thus read: 01, 02, 03.

528. Marking of equipment will be performed by the unit free of charge, exception being made in the case of the engraving of piccolos and flutes (see para. 541).

529. The paint required for marking baggage (see King’s Regulations) may be purchased by C.Os. as required, the charge being supported by a certificate stating the number of packages marked.

B.—MARKING ARTILLERY STORES, ETC.

530. All side arms, handspikes, levers, as well as the handles of all intrenching tools, and other articles required for manual labour, will be left unpainted. When it is necessary to mark these articles, they will be lettered, in paint, with the distinguishing marks of the unit to which they belong.

531. The marks and numbers on stores of all natures, and every kind of projectile and fuze, on guns and artillery carriages, and on all vehicles, will be noted in all reports relating to the repair, alteration and condemnation of such stores, in order that the date of manufacture may be readily ascertained.

C.—MARKING ARMS

532. All small arms, except E.Y., extra service and those for issue on mobilization (see paras. 524 and 533), will be marked with corps marks and consecutive numbers. D.P. rifles in use at depots of regular units will also be marked with corps marks and consecutive numbers, but other D.P. arms will not be so marked. Full instructions as to marks will be found in Appendices 51 and 53.

Care will be taken that the marks on the small arms are not too deeply stamped.

533. D.P. or E.Y. rifles, D.P. bayonets and extra service arms are marked as in para. 129, and no corps marks will be added when they are taken into use by troops, except in the case of D.P. rifles in use at depots of regular units (see para. 505).

534. Small arms issued to units which have their own armourers will be marked regimentally with corps marks and numbers. In the case of small arms issued to units with which the services of an armourer are not available, the corps marks and numbers will be made by the R.A.O.C. before issue, and C.Os. in making indents on the R.A.O.C. will state the particulars of the corps marks and numbers to be placed on the arms.

535. Small arms issued to replace others will be given the numbers of the articles replaced.

D.—MARKING ACCOUTREMENTS

536. All accoutrements, except those for mobilization (see para. 524), and unserviceable items for training (see para. 416), when received by the troops will be marked, before being taken into use, to correspond with the small arms.

537. Accoutrements supplied for men in excess of the regulated establishments will be marked by the unit with consecutive numbers and the distinguishing corps marks.

538. Accoutrements will be marked as follows:—

| Buff and web accoutrements, haversacks, and mess-tin covers | \(\frac{1}{4}\)-in. stamps, marking textiles (a) and black marking paint. |
| Brown or black accoutrements | \(\frac{1}{4}\)-in. steel stamps, care being taken that the leather is not cut but merely indented. |
| Enamelled iron water-bottle covers | \(\frac{1}{4}\)-in. stamps, marking textiles (a) and paint prepared for use, black, lamp. In centre of that portion of cover not exposed to view when bottle is worn. (Bottles should be worn with cord or chain securing cork towards rear.) |
| Mess-tins \(\ldots\) \(\ldots\) | \(\frac{1}{4}\)-in. steel stamps. Tins should be well supported by a smooth surface during process of marking. Judgment must be used in delivering blows so as not to cut the metal through. Mess-tins for mounted services will always be stamped on the inside in the centre of the lid and bottom portion. |

(a) Stamps, copper, inlaid \(\frac{1}{4}\)-in. will be issued until stocks are exhausted.
Marking of Equipment

Branding accoutrements is strictly prohibited.
In all cases when marking black and brown accoutrements, the stoutest parts should be chosen. Bandoliers should be marked on the bodies, and the pockets on the back loops.
Marking should be done in such a way as to ensure that it is out of sight when the article is worn, e.g. on the inside of all articles, and that the article is not damaged thereby and is fit for subsequent issue to other units.

539. The whistles of infantry will be marked on one side of the acorn with the territorial letters, and on the other side with the number of the whistle, from I upwards. The battalion numeral will be dispensed with. The whistles of serjeants of R.E. and R. Signals will be marked in the same manner as their small arms. For the purpose of marking, the steel stamps for metal in possession of units for marking small arms will be employed.

540. Stamps will not be supplied specially to mounted services for marking accoutrements, some of the stamps issued for marking the saddlery and harness being suitable for this purpose also.

E.—MARKING MUSICAL INSTRUMENTS

541. (1) Musical instruments will be marked in consecutive numbers, from one upwards, in the manner approved for marking small arms.

(2) This service will be performed in the following manner:—

(a) Bugles, drums and trumpets will be marked by armourers with the stamps in possession of units for marking metal articles.
When the services of an armourer are not available with the unit, the marking of these articles will be performed by the Royal Artillery Centre before issue. In such cases particulars of corps marks and numbers must be furnished by units on the indents for the instruments.

(b) Piccolos and flutes will invariably be engraved locally, and if the work is performed by a soldier, a letter or figure shall be admitted as a charge against public funds. No soldier who is in receipt of tradesmen's rates of pay will be entitled to be remunerated from this allowance for the performance of any duties in connection with this service, unless these duties are performed in his own time, in addition to those for which he receives tradesmen's rates of pay. If it is found necessary to employ civilian

labour, C.Os. will ensure that the work is performed at the cheapest rate, and a certificate to this effect will accompany the bill when submitted to the command paymaster for payment.

542. The silent drum for practice will be marked on the wood, on the under side, with the same stamps as are used for accoutrements.

F.—MARKING HARNESS AND SADDLERY

543. All articles of harness and saddlery of 1-in. or more in width will, subject to para. 69, when received by the troops for peace use, be stamped with the distinguishing marks of the corps. The sets will be numbered consecutively, harness and saddlery being given different series of numbers. As articles common to both harness and saddlery will be distinguished only by the position of the set number, care must be taken to place the number correctly.
In batteries of artillery the numbering will be by subsections, and in the cavalry by squadrons, as in the specimens given below.

In other units there will be, for the entire establishment, one series of numbers for sets of universal saddlery, another for sets of officers' saddlery, and a third for single sets of harness. The numbers will be placed on saddlery vertically under the corps marks; and on harness in the same line with, and following corps or sub-sectional marks, as in the specimens given below.

In every case the head-collar will be marked with the number of the horse instead of that of the set.

Royal Horse Artillery

I Bty. .... I Battery.
R.H.A. .... Royal Horse Artillery.
A .... A Sub-section.
4 .... No. 4 set of saddlery.
I Bty. .... I Battery.
R.H.A. .... Royal Horse Artillery.
B.3 .... B Sub-section. No. 3 single set of harness.

Field Artillery

37, F, Bty. .... 37th Field Battery.
O.1 .... Officers' No. 1 set of saddlery.
37, F, Bty. .... 37th Field Battery.
B .... B Sub-section.
1 .... No. 1 set of saddlery.
37, F, Bty. .... 37th Field Battery.
B.3 .... B Sub-section. No. 3 single set of harness.
Chapter 18  Marking of Equipment

Cavalry

L.G. ... The Life Guards.
A ... A Squadron.
2 ... No. 2 set of saddlery.
17/21 L. ... 17/21st Lancers.
B.1 ... B Squadron. No. 1 single set of harness.

Royal Engineers

2. Co.—R.E.—4 ... 2nd Field Company. No. 4 set of harness.
2. Co.—R.E.—4 ... 2nd Field Company. No. 4 set of universal saddlery.

Royal Signals

1. Div.—R. Sig.—4 1st Divisional Signals. No. 4 set of harness.
1. Div.—R. Sig.—4 1st Divisional Signals. No. 4 set of universal saddlery.
1. Div.—R. Sig.—O.2 1st Divisional Signals. No. 2 set of officers' saddlery.

Royal Army Service Corps


544. The leather work will be marked with ¼-in. steel stamps immediately under the W.D. and broad arrow.

545. The ironwork will be marked with ¼-in. steel stamps for metal, the portsmouth bit in front of the port, the bridoon bit on top of the mouthpiece, and the stirrup irons on the bottom.

546. If, on a transfer of harness or saddlery, any of the sets received are found to bear numbers already on the harness or saddlery on charge, the articles will be re-numbered, either with the numbers of sets transferred from charge or as additions to the establishment.

547. The harness and saddlery issued to infantry battalions will be marked before issue, by the R.A.O.C., according to the principles laid down in para. 543.

548. Sheepskins, nosebags, corn sacks, saddle blankets and horse rugs will be marked with paint, prepared for use, black lamp, "Stamps, marking textiles ¼-in." (a), will be used and the marking will be placed immediately under the W.D. store mark.

(a) Stamps, copper, inlaid, ¼-in. will be issued until stocks are exhausted.

G.—MARKING STEEL HELMETS AND RESPIRATORS

549. Steel helmets, anti-gas respirator facepieces and haversacks, forming part of the personal equipment of officers and other ranks, will be marked as follows:

Officers

(a) Steel helmets, respirator facepieces and haversacks will be marked with the officer's rank and name. The positions and method of marking are stated below.

Other ranks

(b) Steel helmets will be marked with the corps mark and the soldier's army number using "Stamps, marking textiles, ¼-in."

The position of the marking is as follows:

<table>
<thead>
<tr>
<th>Mark of Helmet</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>On crown lining and under head band lining. Black paint will be used.</td>
</tr>
<tr>
<td>I*</td>
<td>On the inside, dull surface of the black lining; using white paint.</td>
</tr>
<tr>
<td>II</td>
<td></td>
</tr>
</tbody>
</table>

(c) Respirators including those held for reservists at places of joining will be marked as follows:

(i) Facepieces.—The regiment or corps mark followed underneath by the officer's rank and name, or the soldier's army number, will be impressed on a fibre disc using "Stamps, steel, for metal, ¼-in." This disc will be secured to the connecting tube in the indentation between the first and second corrugations from the container end, by means of whipcord. The cord will first be passed round the tube and securely knotted without constricting the tube, then the disc will be threaded on to one end, and the ends again knotted. The ends will then be passed each through one of the small apertures of a lead seal and securely knotted in the wide opening. The seal will then be compressed and closed by a press or flat-headed punch. Seal presses will be issued to regimental and corps depots.

Discs for reservists will be marked in peace (as described above), so as to be available for immediate attachment after respirators have been fitted.

(ii) The baring out of any previous marking on the stockinette must not be carried out.
(d) Haversacks will be marked with the corps mark and
the soldier's army number on the inside of the flap, using
"Paint, prepared for use, black, marking," and "Stamps,
marking textiles, ½-in." (a).

550. The stores authorized for marking respirators are
contained in Appx. 39.

H.—MARKING GUARDS AND RIFLE DEPOT
EQUIPMENT

551. In Guards and Rifle depots the small arms and accoutre-
ments (except those stored for reservists) and musical in-
struments will be marked with the approved regimental initials,
followed by the letter D. All other depot markings are shown
in Appx. 51.

I.—MARKING VEHICLES AND BICYCLES

552. Instructions for marking vehicles and bicycles are
given in Appx. 52.

J.—MARKING LEWIS 303-IN. MACHINE GUNS
AND EQUIPMENT OF LEWIS AND VICKERS
303-IN. MACHINE GUNS

553. Lewis machine guns (except D.P.) and certain items
of Lewis and Vickers machine gun equipment will be marked
regimentally with corps marks and consecutive numbers. Full
instructions as to marks and a list of the articles to be marked
are contained in Appx. 51.

Spare butts of Lewis machine guns will not be marked, but
when a spare butt is taken into use on a gun, the disc will be
exchanged with that in the butt removed from the gun.

554. Where the services of an armourer are not available
for marking Lewis machine guns, C.Os. will take action in
accordance with para. 534.

555. When any of the stores referred to in para. 553 are
exchanged owing to unserviceability or to authorized transfer
to store or to another unit, the articles issued in replacement
will be given the consecutive number of those replaced.

556. When returned to store and found serviceable or
repairable, the marking on canvas, web and leather articles
will be cancelled with a cancellation mark and with the stamp
of the depot. The marking on stencilled articles will be painted

(a) Stamps, copper, inlaid ½-in. will be issued until stocks are exhausted.

K.—MARKING OF CALIBRATION DETAILS ON
GUNS AND HOWITZERS

557. Instructions for marking calibration details on guns
and howitzers are given in Appx. 52.

L.—MARKING OF AMBULANCES AND PANNIERS
G.S. WITH THE GENEVA CROSS

558. Markings will be as follows:

Ambulances, Motor—as laid down in L. of C. A5339.

Panniers, G.S. (For medical units and medical officers
attached to units only) as follows:—

Wagons, Ambulance—as laid down in L. of C. A5339 for
Ambulances, Motor.
CHAPTER 19.—ARMOURERS—CONTROL OF AND DUTIES

559. Armourers (warrant officers and N.C.O.s. of the armourer section, R.A.O.C.) are attached to regiments of cavalry and battalions of infantry, and to such other units as may be specially approved.

They will be responsible to the C.O. for all repairs and work executed by them, and for drawing attention to any neglect of weapons and their equipment.

They will also bring to the notice of the C.O. any failure to submit weapons and their equipment for inspection at the regular periods.

Armourers are also posted to commands for duty at ordnance depots or for employment as circuit armourers. These armourers are under R.A.O.C. administration.

560. Supervision of armourers' work will be carried out by A.I.As.

These officers will be responsible to the D.D.O.S. of the command to which they are attached.

561. Where, owing to the ordnance depot not being centrally situated in connection with a circuit, it is found more advantageous to post a circuit armourer to a station where no ordnance depot exists, such tools and appliances as may be required for use will be held and accounted for by the O.C. the unit to which the circuit armourer is attached.

The O.C. the unit will indent for such components as may be necessary, accounting for small arms and machine gun components in A.B. 282. The components will be supplied to the circuit armourer in the manner indicated in para. 495.

The circuit of such armourers and the dates of their visits to the various units in the circuit will be arranged by the S.O.M.E.

562. Unit armourers will perform the following duties (with the exceptions and restrictions laid down in para. 440 and Appx. 16):—

(a) Execute all repairs and browning required to—

(i) rifles, pistols, swords, bayonets, scabbards, lances;

(ii) machine guns and mountings (including machine guns and mountings in A.F.V.s.);

(iii) bicycles;

(iv) helmets and chains;

(v) metal work of accoutrements, saddlery and appurtenances, including the roughing of stirrup irons every third year, or oftener if necessary;

(vi) muskets and similar articles held on inventory charge of the unit to which they are attached.

(b) Execute any trifling repairs and such other work within their capabilities as, under special authority, they may be called upon to perform.

(c) Keep in repair the tools in armourers' boxes.

(d) Manufacture, when necessary, tools not included in the set detailed in Appx. 6, within the limits prescribed in para. 440.

(e) Carry out the prescribed periodical examinations referred to in Appx. 15.

In each case defects are to be made good.

All weapons will be stripped, examined and cleaned.

Grease will be applied between fore-ends and barrels of rifles (see Appx. 10, Table 9).

Mountings will be examined and cleaned.

In order to avoid duplication of work, the annual examination should be arranged to coincide with the date on which a quarterly inspection is due.

As far as possible the quarterly inspection will be so arranged as to avoid interference with the training of troops.

The results of quarterly and annual examinations will be entered in detail on A.F. G 1048. One copy will be retained by the armourer and others forwarded to the O.C. the unit and to the Os.C. companies or detachments.

(f) Examine and clean all small arms, machine guns and mountings, and bicycles issued from store before they are taken into use by the troops.

(g) Carry out all authorized marking (including drums, bugles or trumpets).

563. Any exceptional or unusual defects found during examinations will be brought to the notice of an A.I.A.
Chapter 19

564. Circuit armourers will examine, repair and re-brown, as necessary, the small arms, machine guns, mountings and bicycles of all units not provided with armourers, including units of the Supplementary Reserve, in the districts allotted to them.

565. It is the duty of an armourer not merely to carry out any particular repair to a small arm, machine gun, mounting or bicycle for which it may have been sent to him, but to ensure that the article is serviceable in every respect before it leaves his hands.

566. Armourers are not allowed to make any charge whatever against, or accept payment from, soldiers for work performed on stores held on unit charge.

Chapter 20.

CHAPTER 20.—MECHANICAL VEHICLES, TRANSPORT BY RAIL AND SEA

Instructions for the preparation for transport by rail, entrainment and detrainment; also preparation for sea transport, embarkation, disembarkation and preparation for use after disembarkation.

567. The objects of the following instructions are to ensure efficient handling and to prevent loss and damage. They will be followed whenever practicable, but, where necessary, they may be modified to suit local requirements, provided always that the above objects are attained.

Where not otherwise stated, the instructions apply to both peace and war, and to all types of vehicles.

To facilitate their execution, the operations are described as nearly as possible in order of sequence.

568. The contents of this chapter contain:

SECTION 1.—TRANSPORT BY RAIL
1. General.
2. Preparation.
3. Entrainment.

SECTION 2.—PREPARATIONS FOR SEA TRANSPORT
1. Preliminary preparations before despatch to port of embarkation.
2. Final preparations at port of embarkation.

SECTION 3.—EMBARKATION AND DISEMBARKATION
1. Embarkation, peace.
2. Embarkation, war.
3. Disembarkation, peace.
4. Disembarkation, war.

SECTION 4.—PREPARATIONS FOR USE AFTER DISEMBARKATION
1. Preparation.
2. After care.

SECTION 5.—ORDERS FOR AN ESCORT ACCOMPANYING MECHANICAL VEHICLES ON RAIL
SECTION 1.—TRANSPORT BY RAIL

569. GENERAL.

(a) Wheeled vehicles will proceed by road and will not be sent by rail unless specially authorized; in the case of motor cycles, however, it may be more economical to despatch by rail.

(b) Tracked vehicles. "I" tanks and medium dragons will not be transferred a greater distance than ten miles by road unless advantage is gained by doing so. Other tracked vehicles will normally be despatched by rail when the distance to be covered exceeds 50 miles.

(c) When vehicles are entrained for eventual embarkation for sea transport, they will be prepared in accordance with the instructions contained in paras. 573 and 574.

570. PREPARATION. (To be carried out as far as possible before proceeding to the point of entrainment.)

(a) Ordering of wagons and loading equipment. When the wagons are being ordered, the approximate weight and the length, width and height (after preparation as in paras. (a) and (m) below) will be given for each vehicle, unless the person on whom the demand is placed has a copy of the pamphlet "Weights, Dimensions, etc., of Vehicles and Artillery Equipments," in which these particulars are shown.

At the same time, the equipment detailed in para. 571 (a) will be ordered or arranged for.

(b) Ignition keys. A label will be prepared for each vehicle showing the name of unit, type and mark of vehicle and the W.D. number. This label will be tied securely to the ignition key. Means will also be prepared for wiring the key, with its label attached, to the steering wheel, or, where the vehicle has no steering wheel, to one of the steering levers. This attachment will not actually be made until after the vehicle has been entrained. (See para. 571 (f).)

(c) No water notice. If frost precautions are necessary, a notice on wood or cardboard will be prepared for each vehicle, bearing the words "NO WATER" in bold lettering. Arrangements will be made for fixing this notice on the front of the radiator of wheeled vehicles; and on the front of the vehicle in the case of tracked vehicles. It will not be fixed until after entrainment.

(d) Accumulators will be topped up, fully charged and kept in situ on the vehicle. (See also paras. 354 and 355.) Arrangements will be made for disconnecting the leads after entrainment and securing them away from the battery terminals.

(e) Bonnets. Arrangements will be made whereby after entrainment the bonnets can be sealed against being opened during transit.

(f) Lamps. When these project or are liable to be damaged, they will be covered with straw and wrapped in canvas hessian, or other suitable material. It will depend on circumstances whether this is done before or after entrainment.

(g) Mirrors will be secured so that they cannot be removed without tools.

(h) Superstructure. In cases where there is any doubt regarding clearance of the railway loading gauge, the height above the rail level of the floors of the wagons to be supplied must be ascertained (by previous enquiry from the railway company if necessary) and comparison of the dimensions of the vehicle, when loaded, with respect to the loading gauge, can then be made.

If it is necessary to lower or remove any superstructure that will not clear the loading gauge, any bolts that are removed will be re-inserted in their holes and nuts tightened to ensure their availability at the journey's end.

(i) Turrets. The turrets of A.F.V.s will be clamped with the gun in the fore and aft position and the traversing gear lashed. Arrangements will also be made for locking the doors of the turret and all other doors providing access to the interior of the vehicle.

(j) Steel and bright parts. (Guns and vehicles.)

Peace—Will be greased or coated with mineral jelly.

War—Will be painted with service colour or anti-rust paint as required.

(k) Guns will be thoroughly cleaned and their bores coated with mineral jelly. Muzzle and breech covers will be fitted.

(l) Machine guns will be dismounted and packed inside the vehicles, in their chests, if any.
(m) Fire extinguishers. Verify that all fire extinguishers are filled and serviceable.

(n) Tools.

Peace and war—

“A” Vehicles

Advantage will be taken of bins and receptacles already in the vehicle. These will be packed with as much equipment as possible, the remainder, if any, being stowed and lashed inside the hull.

Peace—

Will be cased separately and the case firmly fixed inside the vehicle; where practicable, it will be screwed to the floor of the vehicle. The W.D. number of the vehicle will be marked on the case.

“B” and R.A.S.C. Vehicles

Will be packed in their lockers and the lockers padlocked or sealed. Keys of tool lockers will be attached to ignition keys.

(o) Overall chains or skid chains. Will remain on the vehicle in their normal carrying positions and be wired or otherwise secured to the vehicle.

(p) Spare wheels will be checked for serviceability and will be kept in situ on the vehicle to which they will be wired or otherwise secured. If there appears to be a risk of damage in transit, they will be secured inside the vehicle.

(q) Cushions will be bundled and packed inside the vehicle, or will be fastened securely in position by the best means possible.

(r) Petrol. The amount of petrol in the fuel tanks will be regulated as nearly as possible so that there will be sufficient to enable the vehicle to be entrained, leaving a margin of not more than two gallons. (See para. 571 (i).)

At the same time, arrangements will be made for a pump or syphon and cans to be available for drawing off any excess petrol after entrainment. Instructions will also be obtained for the final disposal of this petrol.

(s) Motor-cycles.

Peace—May be packed in crates or inside the bodies of large vehicles. In the latter case arrangements will be made for securing them against movement. In exceptional circumstances they may be sent loose provided that they are tightly packed in the wagon with some suitable material, such as bundles of sandbags, and are rigidly secured against movement. In any event preparations will be made beforehand.

War—Will be despatched as ordered in the appropriate instructions for war movements.

(t) Documents and log-books will be disposed of in accordance with instructions issued at the time.

(u) Addressing. Each vehicle will be addressed to the consignee, and, where a code letter or number has been allotted, this will be marked on the vehicle.

(v) Ammunition.

Peace—Will be removed from vehicles and despatched separately.

War—Separate orders are contained in the appropriate instructions.

(w) Escorts.

Peace—Arrangements for an escort will be made where required.

Orders. Written orders will be prepared for the escort. They may be varied to suit circumstances, but will comply generally with the instructions contained in para. 580.

War—The authorized proportion of drivers and spare drivers will accompany vehicles. These will act as escort (see the appropriate instructions for war movements).

571. ENTRAINTMENT.

(a) Loading equipment. At home the following loading equipment will be supplied on demand by the railway company and its availability will be verified as early as possible.

<table>
<thead>
<tr>
<th>Designation</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tarpaulin, each wagon</td>
<td>1</td>
</tr>
<tr>
<td>Scuttle, each wagon</td>
<td>4</td>
</tr>
<tr>
<td>Sleeper, 9-ft., each wagon</td>
<td>2</td>
</tr>
<tr>
<td>Sleeper, 6-ft., each tank or dragon</td>
<td>4</td>
</tr>
<tr>
<td>Sleeper, 13-ft., each tank or dragon</td>
<td>2</td>
</tr>
<tr>
<td>Wagon Bollers or 6-ft. sleepers, each tank or dragon</td>
<td>Only in cases where wagons with rakes are used.</td>
</tr>
<tr>
<td>Binding chains, fitted with screw shackles, each tracked vehicle</td>
<td>2</td>
</tr>
<tr>
<td>Hinges for lashing, each wheeled vehicle</td>
<td></td>
</tr>
</tbody>
</table>

Abroad a similar scale of equipment will be arranged.
(b) Loading. Entrainment of heavy vehicles and tanks will normally be carried out from end-loading ramps.

Light vehicles can be either end or side loaded. In the latter case a platform wide enough to allow room for the vehicles to manoeuvre is necessary. If the platform is long and wide, allowing all the railway wagons to be loaded to be dealt with simultaneously, then side loading is quicker.

(c) Securing of railway wagons. Before entrainment begins, the brakes of each wagon will be put on and the wheels will be scotched fore and aft.

Care will be taken to ensure that the scotches are taken up before the wagon is moved.

(d) Approach. As the vehicle approaches the wagon over the end-loading ramp, it will be lined up as accurately as possible with the sides of the wagon and a responsible person will be detailed to guide the driver on to the wagon.

After the vehicle enters upon the ramp, all movement will be in bottom gear or in reverse.

When a number of vehicles is being entrained, the rake of the wagons to be loaded will normally be drawn up to the ramp complete, and the vehicles will drive over the line of wagons until they reach their final position. The spaces between wagons must be bridged with sleepers, or other suitable material, resting on the buffers.

(e) Positioning. Vehicles will be positioned centrally on their wagons both endways and sideways. If more than one vehicle is loaded on to one wagon, a clearance of not less than three inches will be left between the vehicles. The overhang, if any, at either end of the wagon will be equal.

(f) Special instructions. If special types of wagons are provided or are necessary in place of flats, any necessary special instructions with regard to loading will be given by the railway company and adequate notice will be given to the railway company.

(g) Wireless lorries. As all wireless lorries will include as part of their equipment a number of fully charged and filled acid accumulators, the greatest care will be taken in loading these vehicles.

(h) Frost precautions. When these are necessary, the water cooling system will be drained and a notice as described in para. 570 (e) will be fixed on the front of the radiator of wheeled vehicles, or on the front of the vehicle in the case of tracked vehicles. The draining of the system, when carried out, will be done before operation at sub-para. (i) below.

(i) Petrol. The petrol tap will be turned off and the engine started and run until the carburettor is dry. (When frost precautions are necessary, the water cooling system will be emptied before this is done.) It will then be verified that not more than two gallons remain in the fuel tank. Any excess will be pumped or syphoned out into cans provided beforehand, and disposed of according to orders. It will also be verified that no other petrol is on the vehicle.

After this has been done, the following certificate will be entered on the Carriers' Note (A.P. G 880), and signed by the consignor or his senior representative present:

"Certified that the fuel tanks of these vehicles do not contain more than two gallons of spirit each, and that no other spirit accompanies the vehicles."

(j) Ignition keys, with their labels attached, will be wired to the steering wheels, or, where no steering wheel exists, to one of the steering levers.

(k) Battery leads will be disconnected and tied, or otherwise secured, so that they cannot come in contact with the battery terminals.

(l) Bonnets will be sealed against being opened in transit. Magneto, etc., will not be removed.

(m) Lamps. When protection is required, para. 570 (f) will be complied with.

(n) Mirrors will be checked to see that they cannot be removed without tools.

(o) Superstructure and hoods. It will be verified that all superstructures clear the railway loading gauge. The hoods of light dragons will be lowered in any case.

(p) Tools will be dealt with in accordance with para. 570 (m).

(q) Turrets. If not already done, the turrets of "A" vehicles will be clamped with the gun in the fore and aft position and the traversing gear clamped or lashed.
Chapter 20

Doors. Any doors that afford access to the interior of the vehicle (particularly “A” vehicles) will be secured from the inside or locked. Door keys will be dealt with so as to reach the detraining point not later than the vehicles.

Tyres will be examined and inflated to correct pressure where necessary.

Ammunition.

Peace—It will be verified that all ammunition has been removed.

War—Separate orders are contained in the appropriate instructions.

Securing. When loaded, each vehicle will be secured and covered as follows:

(i) It will be left in the lowest gear with brakes on.

(ii) In the case of tracked vehicles chains will be attached to the towing shackles or other suitable points and tightened to prevent swinging or lateral movement. Sleepers or scotches will be wedged in front of and in the rear of the tracks and, where possible, a long scotch will be fixed along the whole side of each track to prevent movement sideways in transit; each scotch will be fastened firmly to the floor of the track with nails or dogs.

Light tanks may be secured by rope lashings (in lieu of chains) from both ends of each track and fixed to the buffer castings of the wagon.

(iii) In the case of wheeled vehicles chocks will be inserted under the fronts of front wheels and at the rear of rear wheels. They will be nailed to the floor of the wagon. Each vehicle will also be lashed securely to the wagon in such a manner as to prevent movement.

(iv) Each vehicle will be covered with a tarpaulin in such a manner as to prevent the ingress of rain to the interior of the vehicle and the interior of the bonnet. The tarpaulin will be fastened securely to the vehicle, not to the wagon.

 Escorts. Where an escort is provided, it will assist in entraining and its commander will take over the vehicles on completion of entrainment.

The escort commander will receive a copy of his orders in writing if not already in his possession. (See para. 580.)

572. DETRAINMENT.

(a) Previous preparations. Previous arrangements will be made to have available at the detraining site suitable supplies of water (for radiators), petrol, engine oil, a tyre pump and any other necessary tools, equipment or material.

(b) Filling radiators. Immediately the tarpaulin has been removed, and before anything else is done to any vehicle that is to move under its own power, the radiator will be examined and topped up or filled. The “NO WATER” notice, if any, will be removed.

(c) Engine oil. Before the engine is started, the level of the engine oil will be examined and, if necessary, topped up.

(d) Lamps will be uncovered. Care will be taken to see that their leads are not shorting or broken.

(e) Accumulators will have their leads connected.

(f) Tyres will be examined and inflated to the correct pressure.

(g) Petrol. The amount of petrol in the fuel tank will be checked and, if necessary, replenished.

(h) Deficiencies and damage. Each vehicle will be carefully checked over and any deficiencies or damage which have occurred in transit noted and reported at once, in writing if possible, to the railway officials; and to the escort commander, if any.

Particular care will be taken in the checking of ammunition.

(i) Mileometer reading. The total mileage reading on each vehicle will be noted and recorded.

(j) Engine starting. Before starting the engine will be turned over by hand at least 12 times.

On no account will the engine be run light for more than the minimum amount of time required to warm up sufficiently to take the load. It will never be allowed to run slowly except when thoroughly warmed up, usually after being under load.
(b) Off-loading. Detrainment of heavy vehicles and tanks will normally be done over end-loading ramps. Light vehicles may be either end or side off-loaded. (See para. 571 (b).)

(l) Securing of railway wagons. Before detrainment begins, the brakes of each wagon will be put on and the wheels will be scotched fore and aft.

(m) Driving off. Driving off the wagon will be done in bottom gear and a responsible person will direct the driver.

(n) Wireless lorries. As all wireless lorries will include as part of their equipment a number of fully charged and filled acid accumulators, the greatest care will be taken in unloading these vehicles.

SECTION 2.—TRANSPORT BY SEA

573. PRELIMINARY PREPARATIONS. (To be carried out as far as possible before vehicles proceed to the port of embarkation.)

(a) Ignition keys. A label will be prepared for each vehicle showing the name of the unit and type, mark and W.D. number of the vehicle. This label will be tied securely to the ignition key. Means will also be prepared for wiring this key, with its label attached, to the steering wheel, or, where the vehicle has no steering wheel, to one of the steering levers. This attachment will not actually be made until after the vehicle has arrived at the port of embarkation.

(b) "No water" notice. A notice on wood will be prepared for each vehicle, bearing the words "NO WATER" in bold letters.

Arrangements will be made for fixing this notice on the front of the radiator of wheeled vehicles, and to the front of the vehicle in the case of tracked vehicles. It will not be fixed until after the vehicle arrives at the port of embarkation.

(c) Accumulators will be topped up, fully charged and kept in situ on the vehicle (see also paras. 354 and 355). Arrangements will be made for disconnecting the leads at the port of embarkation, and securing them away from the battery terminals.

(d) Self starters will be used as sparingly as possible so as to maintain the accumulators in a fully charged condition.

(e) Bonnets. Arrangements will be made whereby the bonnets can be secured at the port of embarkation in such a manner as to prevent their being opened by unauthorized persons during the voyage.

(f) Lamps will be covered with straw and wrapped in canvas hessian, or other suitable material, to protect them against damage. Headlamps may be reversed in their holders, but their wiring must remain connected. It will depend on circumstances whether this is done before or after arrival at the port of embarkation.

(g) Prevention of pilferage. Mirrors, clocks and other equipment of an easily pilferable nature will be packed in a box which will be sealed and fixed securely to the vehicle by wire or screwed to the floor. The box will be clearly marked with the number and type of the vehicle.

(A) Superstructures. Wherever possible, these will be dismantled and packed on the vehicle in such a manner as to reduce the overall height of the vehicles to a minimum. Where any bolts have been removed, care will be taken to re-insert them in their holes and to screw on the nuts tightly; this is necessary to prevent their being mislaid.

Hoods of dragons or open cars will invariably be lowered.

Windshields of trucks and open cars will be lowered when possible; where this cannot be done, they will, if practicable, be removed and packed inside the vehicle; otherwise they will be protected by the best means available.

(i) Turrets. The turrets of A.F.Vs. will be clamped with the gun in the fore and aft position and the traversing gear lashed. The weight of the turret will be taken off the supporting rollers, either by the raising caps provided on the turret, or, in the absence of any special means, by hard wood wedges driven under the turret after the weight has been taken by a crowbar.

Arrangements will also be made for locking the doors of turrets and all other doors providing access to the interior of the vehicle.
(j) Steel and bright parts. (Guns and vehicles.)

Peace—Will be greased or coated with mineral jelly.

War—Will be painted with service colour or anti-rust paint as required.

(k) Guns will be thoroughly cleaned, their bores coated with mineral jelly and their muzzles blocked with wooden tamps. Muzzle and breech covers will be fitted.

(l) Machine guns will be dismounted and packed inside the vehicles, in their chests if any.

(m) Fire extinguishers. Verify that all fire extinguishers are filled and serviceable.

(n) Tools.

Peace and war—

"A" Vehicless

Advantage will be taken of bins and receptacles already in the vehicle. These will be packed with as much equipment as possible, the remainder, if any, being stowed and lashed inside the hull.

Peace—

Will be cased separately and the case firmly fixed inside the vehicle; where practicable, it will be screwed to the floor of the vehicle. The W.D. number of the vehicle will be marked on the case.

"B" and R.A.S.C. Vehicles

War—

Will be packed in their lockers and the lockers padlocked or sealed. Where an escort accompanies the vehicles, the keys will be handed over to the officer-in-charge; where there is no escort, the keys will be attached to the vehicle ignition keys.

(o) Over-all chains or skid chains will remain on the vehicle in their normal carrying positions and be wired or otherwise secured to the vehicle.

(p) Tyres will be examined for serviceability, and any having less than 50 per cent. life remaining will be exchanged. (This applies to outward journeys only.)

(q) Spare wheels will be checked for serviceability and will be kept in situ on the vehicles, unless there appears to be a risk of damage in transit, in which case they will be stored inside their vehicles.

(v) Leatherwork. Straps and similar leatherwork will be thoroughly cleaned; this does not refer to cushions or upholstery.

(s) Cushions will be bundled and packed inside the vehicle, or will be fastened securely in position by the best means possible.

(t) Petrol. The amount of petrol in the fuel tanks will be regulated as nearly as possible so that there will only be sufficient to enable the vehicle to arrive at the dock side, leaving as small a margin as possible.

At the same time arrangements will be made for a pump or syphon and cans to be available at the dock side for draining off any excess petrol before embarkation. Instructions will also be obtained for the final disposal of this petrol.

(u) Motor-cycles.

Peace—May be packed in crates or inside the bodies of large vehicles. In the latter case arrangements will be made for securing them rigidly against movement.

War—Will be despatched in accordance with the appropriate instructions for war movements.

(v) Documents and log books will be disposed of in accordance with instructions issued at the time.

(w) Addressing. Each vehicle will be labelled in two separate places with the following information:

Number and type of vehicle.
Code letter or number, when this has been allotted.
From ... ... ... (consignor)
To ... ... ... (consignee)
Following items are in box ... (nature of items only).

This information will enable checkers at ports to ascertain that vehicles are externally correct and that items not on view are boxed and not actually missing.

(x) Ammunition.

Peace—Will be removed from vehicles and despatched separately.

War—Separate orders are contained in the appropriate instructions.
(y) *Loaded vehicles.* Where vehicles are to be shipped loaded, the total weight plus stores, equipment and any other items stowed inside must be clearly shown on the vehicle.

574. FINAL PREPARATIONS. (To be carried out at the port of embarkation.)

(a) *Instructions.* Before proceeding to the port instructions will be obtained as to where, when and to whom the vehicles will be handed over for embarkation.

(b) *Water and oil.* In the case of vehicles which have arrived by rail for embarkation special care will be taken to check the water and engine oil levels before the engine is started.

(c) *Self starters* will not be used at all if it can be avoided, so as to leave the batteries fully charged for the voyage.

(d) *Tyres* will be examined and inflated to correct the pressure where necessary.

(e) *Superstructures, hoods and windscreen.* If not already done, para. 573 (h) will be complied with.

(f) *Frost precautions.* Where frost precautions are necessary, the water system will be drained and the "NO WATER" notice will be fixed in front of the vehicle (see para. 573 (b)).

(g) *Petrol.*

(i) *Wheeled vehicles.* Before the vehicle is placed in the slings, the petrol remaining in the fuel tank will be drained off and disposed of as arranged beforehand. The petrol tap will then be turned off and the engine started and run until the carburettor is dry. (When frost precautions are necessary, the water cooling system will be emptied before this is done.)

(ii) *Tracked vehicles.* Sufficient petrol will be left in the fuel tank to enable the vehicle to be manoeuvred into position in the ship. After this operation the petrol tap will be turned off and the engine started and run until the carburettor is dry. (When frost precautions are necessary, the water cooling system will be emptied before this is done.)

(h) *Oil.* Masters of W.D. vessels have power to order the oil to be drained from the engine, if considered necessary, with a view to preventing damage to other cargo should the oil be splilt.

(i) *Ignition keys* with their labels attached, will be wired to the steering wheels or steering handles, as the case may be.

(j) *Battery leads* will be disconnected and tied, or otherwise secured, so that they cannot come in contact with the battery terminals.

(k) *Bonnets* will be sealed against being opened during the voyage.

(l) *Turrets.* If these have not already been secured, para. 573 (i) will be complied with.

(m) *Doors.* Any doors that afford access to the interior of the vehicle (particularly "A" vehicles) will be secured from the inside or locked. Door keys will be dealt with so as to reach the detaining point not later than the vehicles.

(n) *Wireless lorries.* As all wireless lorries will include as part of their equipment a number of fully charged and filled acid accumulators, the greatest care will be taken in loading these vehicles.

SECTION 3.—EMBARKATION AND DISEMBARKATION

575. EMBARKATION—PEACE.

(a) *Stowage information.* To avoid delay at the port of shipment and to prevent vehicles being "shut out" from shipment, it is essential that consignors inform the A.D.M.T., Royal Arsenal, Woolwich, S.E.18, in all normal peace moves, and the War Office in all emergency moves, of each case where a vehicle does not conform to the weights or dimensions, etc., as tabulated in the pamphlet "Weights, Dimensions, etc., of Vehicles and Artillery Equipments," published twice yearly with Army Orders.

Consignors will in all cases state on the form of application for freight:

(i) The total "embarkation" weight of any vehicle, including stores, equipment and other items stowed inside the vehicles.

(ii) The overall dimensions of each vehicle, as stowed and equipped for embarkation.

(iii) Description and type of vehicle.
Emergency Shipments.

(b) On information being received of the arrival of a large consignment of vehicles, steps will be taken to attach an officer of the R.A.O.C. to the Movement Control at the port. This officer will be responsible for co-ordinating all the technical work relating to the vehicles. He will take charge of all vehicles (including R.A.S.C.) as they are disembarked and prepare them for the road. As vehicles are ready he will inform the Movement Control, who will make arrangements for calling forward the necessary drivers to take them to their destinations.

When vehicles will not run and it is not possible to tow them to their destination, the Movement Control will make the necessary arrangements for rail transport.

WAR

Orders are contained in the appropriate instructions.

SECTION 4.—PREPARATIONS FOR USE AFTER DISEMBARKATION

578. PREPARATION.

(a) Previous arrangements will be made to have available at the dockside supplies of water (for radiators), distilled water (for accumulators, fire extinguishers and refills), petrol, engine oil, lubricating equipment, tyre pumps and any other necessary equipment, tools or materials.

(b) Checking damage and deficiencies. Before each vehicle is taken over it will be examined carefully and any damage or deficiencies that might have occurred on the voyage will be recorded and reported (in writing if possible) to the E.S.O., or his representative. When possible, this should be done in time for the ship’s representatives to be notified before the vehicle is removed from the place of off-loading.

(c) Fire extinguishers. Verify that all fire extinguishers are filled and serviceable.

(d) Radiators. Before engines are started, radiators will be examined and filled. “NO WATER” notices, if any, will then be removed.

(e) Engine Oil. Before engines are started, the level of oil in the sump will be examined and made up.

(f) Mileometer reading. The total mileage reading on each vehicle will be noted and recorded.
(g) Tyres will be examined and inflated to the correct pressure.
(h) Lamps will be uncovered and adjusted in their holders.
(i) Accumulators will have their leads connected and their electrolyte topped up with distilled water, if necessary (see also paras. 354 and 355).
(f) Petrol. Petrol tanks will be replenished.
(k) Engine starting. Before starting, the engine will be turned over by hand at least 12 times.
When the voyage has exceeded seven days in duration, starting will be done by hand.
(l) Self starters will not be used, if it can be avoided, until the battery has again become fully charged; probably after several days running.

579. AFTER CARE.
(a) Accumulators. After a long voyage, accumulators may be considerably run down. Effort must be made to get them re-charged as early as possible (from their own dynamos or otherwise).
(b) Lubrication. As soon as possible after disembarkation all vehicles will have their lubrication attended to.

580. SECTION 5.—ORDERS FOR AN ESCORT ACCOMPANYING MECHANICAL VEHICLES ON RAIL.

Peace.
1. Composition of party. As ordered, but usually not less than 1 N.C.O. and 3 men.
2. Dress, arms, and ammunition. As ordered.
3. Duties.
(a) To assist in entraining and detraining.
(b) To take charge of all vehicles from the time of taking over from the entraining party until the time of handing over to the detraining party.
(c) To patrol the train during the whole of every halt.
(d) To prevent any unauthorized person from approaching the vehicles and to prevent damage or theft.
(e) To examine tarpaulins frequently and to secure any found to be loose.
(f) To report to the guard any vehicle observed to be moving on its truck.

Note.—The escort is not responsible for the security of the vehicles on their trucks, but will render any required assistance in securing them, so long as the duty of safeguarding the vehicles is not interfered with.

CHAPTER 21.—DECONTAMINATION OF STORES

LEATHER

581. Leather articles of equipment which have been heavily contaminated with drops and smears of blister gas will be subjected to the following treatment:

Note.—Articles very heavily contaminated, i.e. which have absorbed large quantities of the blister gas, must be destroyed by burning.

Treatment. The articles must be packed loosely in some form of basket or net and lowered into a vessel containing water as hot as the hand can stand (50°–55° C.). The water must be kept at this temperature and the articles treated for six hours. On no account must the temperature rise above 55° C. Care must be taken that no part of any article touches the heated surface of the vessel.

After treatment the basket or other container will be removed and the articles allowed to dry in warm air, circulating freely.

582. Deterioration in the appearance of the leather can be remedied to some extent by oiling after drying. A mixture of cod oil and sulphonated cod oil is most suitable for boot and shoe uppers.
CHAPTER 22.—“A” AND “B” VEHICLES

GENERAL

583. The following paragraphs contain instructions relating particularly to “A” and “B” vehicles and stores for their maintenance. Except as specially provided in this chapter the general instructions relating to equipment stores, where applicable, will be followed.

584. The purchase and issue of all new vehicles will be made under War Office control.

Questions of design are co-ordinated and controlled by the War Office through the usual channels (see also para. 17).

C.O.s. are forbidden to communicate direct with makers of “A” and “B” vehicles.

“A” and “B” vehicles on peace equipment charge may accompany units to camps, manoeuvres, etc., as considered necessary by the G.O.C.-in-C.

Source of Supply.

585. “A” and “B” vehicles and all materials required for their maintenance and repair including spare parts, tools and accessories, solid tyres, covers and tubes, will be issued by the R.A.O.C.

Scales of Stores.

586. The fitments, tools and equipment of “A” vehicles are detailed in “Tables of Tools and Equipment for ‘A’ Vehicles for Peace and War,” and those of “B” vehicles in Appx. 28.

The war scale (initial supply on mobilization) of lubricants for “A” vehicles is detailed in Appx. 29.

Cans, petrol, two gallon, may be issued, as required, up to a maximum of 100 to each unit in possession of “A” vehicles for draining and storing petrol from the fuel tanks of their “A” vehicles.

Instructions regarding the scales of spare parts and stores and for the repair, maintenance, etc., of vehicles, are contained in paras. 590 and 593 to 596 respectively.

Designation of stores and preparation of indents.

587. Stores will be described in ledgers, etc., and indents prepared in accordance with the instructions laid down in the vehicle parts lists, etc., which constitute Sections L.V.1-7 of the Vocabulary of Army Ordnance Stores. Separate sheets will be used for each vocabulary sub-section shown in the parts lists, etc. When indents cover more than one vehicle, they will show the number of vehicles of each type and make or mark on charge for which stores are demanded.

When it is cheaper to supply a complete article than any one of its component parts, these will be shown separately in the vehicle parts lists; the complete article will be indented for and the indent enquired with the circumstances. The old article will be returned to the R.A.O.C.

Initial issue of vehicles.

588. (a) Vehicles will be issued by the R.A.O.C., or consigned direct to units from contractors’ works without indent in accordance with War Office issue orders and instructions.

(b) Each vehicle will be accounted for as (vehicle) complete with fitments, tools and equipment detailed in Lists A, B and C (and D if applicable), and will comprise the vehicle and its component parts and the items detailed in the following lists:

- **List A** Vehicle fitments and certain equipment always remaining on the vehicle (e.g. M.G. mountings for “A” vehicles).
- **List B** Vehicle tools and equipment supplied by the makers of the vehicle, engine, etc.
- **List C** Vehicle W.D. tools and equipment.
- **List D** Technical equipment (e.g. generating sets, machine tools, etc.) for certain “B” vehicles and trailers.

(c) Where a vehicle is issued by the R.A.O.C. the latter will insert a copy of the issue voucher and a set of Lists A, B and C (and D if applicable) bearing the office stamp, in the A.B. 5 of the vehicle, and will also attach copies of the lists to the issue voucher (A.F. G 982).

(d) Where a vehicle is consigned direct to a unit from a contractor’s works, a notification of despatch (advice copy of A.F. G 1028) will be sent to the unit by the contractor. The C.O.O. Chilwell will send to the unit:

(i) W.D. tools and equipment detailed in List C;

(ii) A.B. 5 of the vehicle, containing a copy of the issue voucher and a set of Lists A, B and C (and D if applicable); and

(iii) an issue voucher (A.F. G 982) for the vehicle, complete with fitments, tools and equipment, with copies of the lists attached.

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(e) Each vehicle will be shown on a separate voucher.

(f) On receipt of the vehicle, the unit will check carefully the actual fitments, tools and equipment with the Lists A, B and C (and D if applicable) in the A.B. 5 but will not take them on individual charge in the ledger.

(g) The following will be forwarded direct to units by the C.I.A. (if the information is available) for insertion in the A.B. 5 of the vehicle:

(i) A duplicate of page 1 of A.B. 5 duly completed (to be pasted over the existing page).

(ii) A "Summary of Special Data obtained from Performance Tests" (to be inserted on page 5) (For "A" vehicles only).

(iii) Two proformas to be inserted on page 61 showing modifications embodied during manufacture, etc. (For "A" vehicles only.)

(iv) A log sheet showing mileage run before delivery (For "A" vehicles only).

(h) Fitments, tools and equipment which should be issued with the vehicle, but which are not available, will be detailed in the issue voucher as "to follow," by the depot issuing the vehicle or by the C.O.O. Chilwell in the case of a vehicle consigned direct from a contractor's works.

When the stores become available, they will be issued direct to the unit without indent. When a vehicle is consigned direct from a contractor's works, any items of tools or equipment detailed in Lists A and B not available for issue with the vehicle, will, when they become available, be sent by the contractor to the C.O.O. Chilwell for transmission to the unit. On receipt of these items the unit will delete the corresponding "to follow" items from the copy of the original issue voucher in the A.B. 5 and will quote the new issue voucher number against the deletions as the authority. The unit will give the voucher a number in the normal series of receipt vouchers and will enface their copy with the words "Certified incorporated in ......................... (vehicle) W.D. No. .................

Copy of original issue voucher in A.B. 5 amended accordingly."

(i) "A" vehicle technical equipment, e.g. armament, etc., and stores for their maintenance, are included in "Tables of Tools and Equipment for 'A' vehicles for Peace and War" but will not be accounted for as part of the vehicle. They will be ledger items and they will be issued initially by the R.A.O.C. without indent in accordance with arrangements which will be made by the A.D.O.S. of the area to whom enquiries will be addressed.

(j) A copy of the appropriate "Table of Tools and Equipment for 'A' vehicles for Peace and War" will be kept in the A.B. 5 of every "A" vehicle. These tables will be indented for on A.F. L 1384.

Alterations to Lists and Tables in A.B. 5.

589. (a) The Lists A, B and C (and D if applicable) inserted in the A.B. 5 as laid down in para. 588, sub-para. (e) and (d) on first issue of a vehicle, will constitute a record of the fitments, tools and equipment of the vehicle. Alterations to the lists will be permitted only as under:

(i) On change of the scales of fitments, tools and equipment laid down in "Tables of Tools and Equipment for 'A' Vehicles for Peace and War" in the case of "A" vehicles and in Appx. 27 for "B" vehicles.

(ii) Where amendments to the lists become necessary, consequent on modifications carried out locally as a result of monthly list of changes, C.I.A. circulars, etc.

(b) Where changes, as above, have been made the C.O.O.

(P. 2) Chilwell, will issue amendments to the lists and instructions for the disposal of any items held in excess of the new scale. Units will then:

(i) Insert any additional items in the appropriate list(s) in the A.B. 5 quoting the authority.

(ii) Detail the additional items at the foot of the list(s) as "to follow."

(iii) Indent for the additional items of A.F. G 997 as "additions to scale."

(iv) Delete any items withdrawn from the scale in the appropriate list(s) in A.B. 5.

(c) Vouchers for the additional items will be enfiled by the issuing depot "Not to be taken on ledger charge." On receipt of the stores, the unit will delete the corresponding "to follow" items at the foot of the list(s) in the A.B. 5 and quote the voucher number against the deletions, as the authority. The unit will give the voucher a number in the normal series of receipt vouchers, and will enface their copy with the words "Certified incorporated in ......................... (vehicle) W.D. No. ................., and List(s) .................... in A.B. 5 amended accordingly."

(d) In the case of modifications or additions to fitments, tools or equipment, not covered by the above procedure, the
items concerned will be tentatively added to, or deleted from the list(s) in the A.B. 5 by the unit under instructions of the S.O.M.E. of the area, or the C.O.O., or O.O., of the issuing depot, quoting the monthly List of Changes; C.I.A. Circular, etc., as the authority. The changes will be referred to the C.O.O. (P. 2) Chilwell, for confirmation.

(c) Stores rendered surplus on a charge of scale will not be brought to ledger charge, but will be shown on A.F. G 1033 which will be enlaced " Certified withdrawn from............... " (vehicles) W.D. Nos. .......... and List(s) in A.B. S amended accordingly." The A.F. G 1033 will be given a number in the normal series of issue vouchers, which will be quoted against the deletions in the appropriate lists.

(f) Alteration to the "Tables of Tools and Equipment for A" Vehicles for Peace and War" will be made in accordance with amendments which are notified in A.C.I. Is. Copies of amendments required for this purpose will be indented for on A.F. L 1394.

Maintenance and Repair.

590. (a) The maintenance in running order of vehicles on charge of units, by the replacement of damaged parts and the carrying out of such adjustments and repairs as can be effected by means of the tool equipment supplied with the vehicle or by the approved equipment of the unit, is the function of the unit.

No adjustments or repairs may be undertaken by the unit which are beyond the capacity of the personnel and of the tools available. While it is the responsibility of the C.O. to decide what maintenance and repair shall be carried out by his unit, he will be guided by the technical advice of an O.M.E.

(b) All other repairs and adjustments, and the reconditioning of parts exchanged under (a) above will be carried out by the R.A.O.C. When repairs, etc., are carried out in R.A.O.C. workshops, the vehicle crew will be made available to assist the workshop staff in carrying out the work.

(c) (i) Where vehicles or components, etc., are covered by a guarantee, the manufacturer is liable for the free replacement within the guarantee period of all parts that fail through faulty design, material or workmanship.

(ii) Where vehicles are not under guarantee, any defects that are clearly not due to reasonable fair wear and tear or are of sufficient importance to influence future design, are of particular interest.

(iii) All defects under (i) and (ii) above will be reported to the S.O.M.E. on A.F. G 889, to which will be attached an indent for the replacement of the item concerned. The indent will be enlaced " Required to replace item(s) reported on A.F. G 889........... dated............ attached." The indent will be initialled by the S.O.M.E., and passed to the A.D.O.S. for issue of the item(s) in replacement.

The completed A.F. G 889 will be forwarded by the S.O.M.E. of the command to the C.I.A.

The faulty component will be retained by the unit pending disposal instructions by the C.I.A.

(d) Bullet proof plates or bullet proof components of " A " vehicles will not be replaced by items made of other material without prior War Office approval.

After removal, such plates or components will be retained with the vehicle and must accompany it on transfer between units or on return to store.

In cases of doubt regarding the material of which a plate is made, reference will be made to the C.I.A.

Inspections [see Appx. 54].

591. (a) Os.C. units will arrange for such periodical inspections by company, etc., officers as may be necessary to ensure compliance with sub-para. (a) of para. 590. For these inspections A.F. G 810 will be used in conjunction with A.B. 406 for wheeled vehicles and A.F. G 865 for tracked vehicles.

(b) The S.O.M.E. of the area, will arrange for inspections of " A " and " B " vehicles as follows:

Once a year *either in unit lines or in workshops as soon as possible after the termination of the training season. The results of these inspections will be recorded on the following army forms, in quaduplicate:

Tracked vehicles ... ... ... A.F. G 857A.
Wheeled motor vehicles and motor-cycles ... A.F. G 857B.

and will be distributed as follows:

(i) One copy to the C.O. of the unit for such action as may be necessary. This copy will subsequently be filed in the A.B. S of the vehicle concerned.

(ii) One copy to the A.D.O.S. as a check against units indents for stores and components found defective and which are to be replaced under unit arrangements.

* Twice a year during the present emergency.
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(iii) One copy to the C.O.M.E. of command for the investigation of any matters that need special attention.

(iv) One copy for retention by the S.O.M.E., as an office copy.

When an uncommon defect comes to notice, the O.M.E. will prepare a special report which, together with his suggestion for its rectification or modification in design, will be forwarded as early as possible to the C.O.M.E. of the command for action, as may be considered necessary.

An officer of the unit and the vehicle crew will attend all inspections when carried out in unit lines, whether carried out by the C.I.A.s. staff or by an O.M.E.

(c) Headquarters routine inspections of "A" and "B" vehicles will be carried out by the staff of the C.I.A. annually.

The C.I.A. will notify units as to the date of their representative inspection, and will at the same time notify command headquarters, who will make arrangements for an O.M.E. to be present. In the case of "B" vehicles the C.I.A. will notify commands of the months selected for his inspection and command headquarters will arrange a programme.

In addition to carrying out the annual routine inspection referred to above, the C.I.A.'s inspectors will carry out such technical inspections as may be considered necessary, in order to investigate technical defects, give close attention to recently mechanized units and maintain liaison with O.M.E.s. The C.I.A. will from time to time report to the D. of M. upon such matters as the suitability of materials and design to service requirements.

* (d) For inspections under sub-paras. (b) and (c) classification for condition will be carried out on the following basis:

Class I. Vehicles which are "fit for mobilization" and vehicles which can be made "fit" in less than six working hours by unit personnel. Such vehicles may have minor faults to be kept under observation.

Class II. Vehicles which can be made "fit for mobilization" by workshop or unit attention and be at duty with the unit in three days.

Class III. Vehicles which can be made "fit for mobilization" by workshop attention and returned to the unit in ten days.

Class IV. Vehicles which can only be made "fit for mobilization" by workshop attention or overhaul and returned to the unit after a longer period than ten days.

* See A.C.Is. 2164 and 2478 of 1942.

=A= and =B= Vehicles

Class V. Instructional vehicles, and vehicles which by their age or general condition are only fit for training purposes.

Class VI. Vehicles which are beyond profitable repair and are recommended for evacuation.

The term "fit for mobilization" in the above list of classifications will be taken to mean vehicles which are in good mechanical condition and which will give reliable service under war-time conditions and maintenance arrangements for the following minimum mileages:

"A" Vehicles

Medium tanks and dragons ... ... ... 500
Other tracked vehicles ... ... ... ... 800
Armoured cars ... ... ... ... 3,000
Half-tracked vehicles ... ... ... ... 2,000

"B" Vehicles

Six and four-wheeled vehicles, motor-cycles and trailers ... ... ... ... 5,000

The C.O.M.E. will investigate all unusual defects and his report will embody definite opinions as to whether such defects are attributable to:

(a) faulty design;
(b) unsuitable or defective materials;
(c) faulty manufacture; or
(d) mishandling or neglect.

In the latter case he will initiate action under para. 95.

Spare parts, materials for repair, etc.

592. In addition to the fitments, tools and equipment referred to in para. 586, units will hold spare parts, miscellaneous stores and materials for repairs in accordance with the scales laid down in "Scales of M.T. Stores for 'A' and 'B' Vehicles for Peace and War," as follows:

(a) Items detailed in Part I will be held by units to which light aid detachments are not permanently allotted.

(b) Items detailed in Part II will be held by units to which light aid detachments are permanently allotted, and by light aid detachments allotted to infantry brigades and similar formations.

593. (a) (i) Vehicle and proprietary equipment, spare parts and miscellaneous M.T. stores peculiar to the type and make or mark of vehicle as laid down in Sections "A" and "B"
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of "Scales of M.T. Stores for 'A' and 'B' Vehicles for Peace and War" will be held on the basis of the vehicles on peace and mobilization charge.

(ii) Common miscellaneous M.T. stores, e.g. bolts, nuts, washers, split pins, etc., as laid down in Section C of "Scales of M.T. Stores and 'A' and 'B' Vehicles for Peace and War" will be held on the basis of all vehicles on war establishment.

(b) These stores, which are intended to cover the normal requirements of units of spare parts and miscellaneous M.T. stores in common demand, will form the unit's war first aid M.T. outfit.

(c) The stores may be used in peace to replace "U" and "R" and deficient stores on vehicles, but any stores so used will be replaced without delay in order that the M.T. outfits are at all times reasonably complete and ready for war.

(d) In the event of the number of vehicles on peace or mobilization charge of the unit, or the war establishment of the vehicles, being increased or decreased, stocks will be adjusted as necessary. O.s.c. units will be responsible for maintaining the items and quantities up to the full scale for the number of vehicles concerned.

(e) On mobilization the M.T. repair outfits of any vehicles which are returned to store as not fit for field service will be returned with the vehicles.

(f) When a unit changes station the proportion of the stores in sub-para. (i) held for vehicles on mobilization charge will be transferred to the relieving unit. The stores in sub-para. (a) (ii) will be retained by the outgoing unit.

(g) The stores will be accounted for as ledger or non-ledger items.

(h) Indents for initial stocks will be submitted on A.F. G 994 to the A.D.O.S. of the area, the indents being clearly enalled with the authority under which they are demanded.

(i) Indents for non-ledger items required to replace stores used under sub-para. (c) will be submitted on A.F. G 994 as at sub-para. (h). Ledger items required to replace issues will be obtained by means of A.F. G 994 in accordance with the instructions in para. 28.

Consumable stores.

594. (a) A limited stock of consumable stores, e.g. electric cable, copper wire, insulating tape, etc., and materials of minor value in common demand, required for working repairs and cleaning purposes, may be held in addition to the stores referred to in para. 593 on a scale equivalent to three months' normal requirements.

(b) The stores will be accounted for as non-ledger items.

(c) Initial stocks will be obtained as directed in para. 593 (a), and subsequent indents will be submitted on A.F. G 997 quarterly, on 1st March, 1st June, 1st September, and 1st December.

595. (a) Assemblies and spare parts of minor value frequently required for repairs but not included in the "Scales of M.T. Stores for 'A' and 'B' Vehicles for Peace and War," may also be held on a scale equivalent to three month's normal requirements. Special care will be taken to avoid unnecessary accumulation of stocks.

(b) The stores will be accounted for as ledger or non-ledger items in accordance with paras. 612 and 613.

(c) Initial stocks will be obtained as directed in para. 593 (h) and replacements effected as directed in para. 593 (i).

596. Units will report annually in November to the A.D.O.S. of the area any stores obtained under para. 595, and any proposed additions or deletions to the scales referred to in para. 593.

597. The stores held under paras. 592 to 595, will be available for inspection by the C.I.A., A.D.O.S. and financial adviser and auditor. C.O.s. will be called upon to explain any excess expenditure or undue accumulation of stores.

Serviceable articles which become surplus will be returned to the R.A.O.C., the voucher being enalled "Surplus under E.R., Part 1, 1942, para. 597."

598. Produce resulting from the accumulation of unserviceable non-ledger items will be reported to the R.A.O.C. periodically for disposal instructions.

599. (a) Ledger items held under paras. 592, 593 and 595 will not be struck off charge on issue to vehicles, since replacements will be dealt with.

(b) Issues of non-ledger items held under paras. 593 to 595 will be made as directed in para. 617.

600. Stores required to enable unit artisans to carry out modifications to vehicles under monthly L. of C., C.I.A. circulars, etc., will, if they are not already in possession of the unit, be indented for from the R.A.O.C. on A.F. G 994. The R.A.O.C. will issue the stores immediately, without waiting.
for the return of any stores being replaced. The unit will not take the stores on ledger charge, but the relative voucher will be numbered in the normal series of receipt vouchers, and the unit copy of the voucher will be enfraced "Certified incorporated in... (vehicle) W.D. No... Authority...

The voucher will also bear a reference to the issue voucher by which the replaced stores (if any) have been returned to the R.A.O.C.

Any stores removed from the vehicle as the result of a modification will be returned to the R.A.O.C. in accordance with instructions to be obtained from the A.D.O.S. of the area. They will not be taken on ledger charge before return, nor consequently will the issue voucher be posted in the ledger. The voucher will, however, be numbered in the normal series of issue vouchers and enfraced "Removed from... (vehicle) W.D. No... Authority..."

601. In the event of training being interrupted owing to the delay in the supply of spares, command headquarters will be informed at once. If the case is considered by headquarters to be so urgent as to warrant immediate repair, and if this repair can be effected by the removal of parts from a vehicle which is undergoing or awaiting repair, authority may be given by command headquarters for the removal from such a vehicle of the parts necessary to effect the repair, but at the same time a detailed report will be submitted to the War Office.

In no other circumstances will vehicles be stripped to supply parts.

Replacement of component parts, fitments, tools and equipment of "A" and "B" vehicles.

602. Indents for the replacement of component parts, fitments, tools and equipment of "A" and "B" vehicles will be submitted to A.D.O.S. on A.F. G 994.

603. Indents will include the following particulars:—

Make of vehicle.

W.D. number.

Chassis number.

Engine number (if engine parts are included on indent).

Number and date of O.M.E. condemnation certificate (A.F. G 1043), when applicable. This certificate will be attached to the indent.

604. R.A.O.C. issue vouchers will be enfraced "For incorporation in vehicle No. Not to be brought on ledger charge."

The vouchers will be enfraced by the unit with a reference to the issue voucher by which the replaced articles were returned, or, in the case of deficiencies, to the document showing that the value of the stores has been recovered or has been authorized to be borne as a loss by the public.

605. Units' issue vouchers will be enfraced with the W.D. number of the vehicle from which the article has been removed and the number of the receipt voucher by which replacement has been effected.

606. The vouchers referred to in paras. 604 and 605 above will not be posted in the unit's ledger, but they will be numbered and filed in the normal series of receipt and issue vouchers.

Transfer or return of vehicles.

607. (a) When vehicles are transferred between units the attendance of an O.M.E. will always be arranged for and should any vehicles be found to require workshop attention they will be dealt with before the new unit takes them over.

(b) Before a vehicle is transferred from one unit to another, or is returned to an ordnance depot, the fitments, tools and equipment will be checked with the lists in A.B. 5.

(c) When a vehicle is transferred between units it will be vouchers on A.F. G 1033 as " (vehicle) complete with fitments, tools and equipment as detailed in Lists A, B, and C. (and D if applicable) in A.B. 5, except as detailed below."

The voucher will be prepared in triplicate, the extra copy being handed to the receiving unit (see below). Any deficiencies will be detailed on the voucher, those due to non-receipt of stores from the R.A.O.C. in replacement of similar stores previously handed in, paid for, or written off, being specially indicated, and references given to the relative R.A.O.C. receipt voucher, A.F. G 838, A.F. P 1854 or A.F. G 998, as the case may be. The ordnance depot concerned will be requested to cancel the issue of items due on the outstanding indents.

Any "U" or "R" articles will also be detailed on the voucher and will be handed over with the vehicle.

The entries relating to "U" and "R" and deficient articles will be initiated by the representatives of both units, after checking and agreement by the receiving unit. The receiving unit will take steps to exchange the "U" and "R" articles and obtain replacement of deficient articles. The triplicate copy of A.F. G 1033 will be attached to unit's indent when it is sent to the R.A.O.C. The R.A.O.C. will issue the articles to the receiving unit, but will render A.F. G 838 to the issuing unit in respect of any deficiencies which are not due to outstanding indents, and for any "U" or
"R" articles considered to have been subjected to unfair wear.

(d) When a vehicle is returned to an ordnance depot the unit will voucher on A.F. G 1033, in quadruplicate, which will be prepared as directed in sub-para. (c). If any articles appertaining to the vehicle are due from the R.A.O.C. on outstanding indents, the ordnance depot will be requested to cancel issue of the outstanding articles. Any "U" or "R" stores will be returned with the vehicle. The depot receiving the vehicle will give a receipt to the unit for the vehicle and the fittings, tools and equipment actually received, and will render A.F. G 838 to the unit in respect of any deficiencies not due to outstanding indents and for any damages due to unfair wear.

(e) When technical equipment, e.g. generating sets, machine tools, etc., for certain "B" vehicles and trailers, is to be returned to one ordnance depot, and the vehicle to another, the items of technical equipment will not be brought to ledger charge, but will be voucherized to the appropriate depot, on a separate A.F. G 1033, which will be numbered in the normal series of issue vouchers and enfiled as laid down in para. 600. The items will be deleted from the list(s) in the A.B. 5, the deletions being supported by a reference to the relative issue voucher.

**Instruction Books, Parts Lists, etc.**

608. (a) The following will be issued with all mechanical vehicles except trailers:

(i) One instruction book with small size W.D. lubrication chart.

**Note:** In the case of "A" vehicles the lubrication chart forms part of the instruction book and must not be referred to as a separate document. Vehicles will be lubricated in accordance with the W.D. lubrication chart which supersedes the makers' instructions and lubrication plates on vehicles.

(ii) One parts list ("B" vehicles only).

(iii) One packing diagram (prepared for certain "A" vehicles). See appropriate "Table of Tools and Equipment for "A" vehicles for Peace and War."

(b) In addition units are authorized to hold the following publications for vehicles in their possession. When new vehicles are issued the publications will be issued through the

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A.D.O.S. of the area by the C.O.O. Chilwell without indent, provided that they are not already held by units as a result of an earlier issue of a vehicle of the same type and make.

(i) **Parts lists and key lists.**

For each different type and make or mark of vehicle issued:

- Cavalry Armoured Car Rgts.       5
- Divisional Cavalry Rgts.          5
- Cavalry Light Tank Rgts.          5
- Battalions Royal Tank Rgts.        5
- R.H.A. Rgts.                      4
- Field Rgts. R.A.                  5
- Anti-Tank Rgts. R.A.              5
- Medium Rgts. R.A.                 6
- Heavy Rgts. R.A. (Field Army)     5
- Searchlight Rgts. R.A.            5
- Battalions R.E.                   5
- Field Companies and Squadrons R.E. 4
- Divisional and Corps Signals      8
- Battalions of Foot Guards and Infantry of the Line 5
- Other accounting units            2

(ii) **Vocabulary of Army Ordnance Stores LV 6 M.T. Sections 1 to 15.**

Each major mechanized unit (i.e. a unit with a light aid detachment permanently attached) and each artillery battery in which the officer in charge is an accounting officer—

(iii) **Instruction books**

"A" Vehicles—Instruction books.


"B" Vehicles—Instruction books (with small size W.D. lubrication chart).

| 2 each Hd. Qrs., squadron, battery or company. |

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* A key list for each make of vehicle and engine is as follows:

**Wheel vehicles**

Showing catalogue reference number of parts lists for chassis and engines separately.

**Tracked vehicles.**

Showing catalogue reference number of parts lists for engines only.
Large size W.D. lubrication charts (with cardboards for mounting).

2 each Hd. Qrs., squadron, battery or company.
Charts will be mounted on cardboard under unit arrangements.

Instructional diagrams for "A" vehicles (with cardboards for mounting).

2 sets each Hd. Qrs., squadron, battery or company.
Diagrams will be mounted on cardboard under unit arrangements.

(iv) Instructional diagram for "A" vehicles.
2 sets each Hd. Qrs., squadron, battery or company.

(c) Indents on A.F. G 994 for replacements, reasons for which will be enated on the indents, will be submitted to the D.A.D.O.S. of the area, who will transmit them to the C.O.O. Chilwell.

Vehicle records and returns.

609. (a) The following records will be maintained by units for each "A" and "B" vehicle, except trailers, on charge, and will be available for inspection by the financial adviser and auditor, when required in addition to the documents supporting the units accounts:—

(i) A.B. 5—Vehicle log sheet file.
(ii) A.F. G 3519.—Monthly vehicle log sheet.

(b) The instructions contained in A.B. 5 for keeping the vehicle log sheets will be strictly complied with. A.F. G 3519 will be completed and filed in accordance with the instructions on the form and in A.B. 5.

(c) When a vehicle is transferred from one unit to another, A.F. G 3519 will be completed to the date of transfer, and signed by the unit transferring the vehicle. The receiving unit will begin a new A.F. G 3519 from the date of receipt of the vehicle.

(d) When a vehicle is repaired in R.A.O.C. workshops, columns (1), (2), (3), and (4) in the "Summary of Repairs" will be completed by the workshop staff before the A.B. 5 is returned to the unit. Columns (5), (6), (7) and (8) will also be completed if this can be done without delaying the return of the vehicle and A.B. 5 to the unit. If an A.B. 5 has to be returned to a unit without columns (5), (6), (7) and (8) being completed, the unit concerned will complete these columns when the costed copy of A.F. G 1045 (workshop indent) is received.
(iv) Accompanying unit detachments on charge of station.
(v) Disposal by unit on charge of station; or other reason.
(vi) Disposal out of the service.

(c) In rendering the report on A.F. G 871 the following instructions will be complied with:—
(i) The report will be rendered direct to the C.O.O. Central Ordnance Depot, Chilwell, Notts, immediately the move takes place. A copy will be forwarded to the D.D.O.S. of the command and the A.D.O.S. of the area in which the vehicle was last stationed.
(ii) Receipts and issues will be shown separately but the same sheet may be used for both.
(iii) "A" and "B" vehicles and trailers will be shown in separate groups but the same sheet may be used for both.
(iv) For "B" vehicles and armoured cars, the "make" of vehicles will be shown.
(v) The authority for all moves will be stated in the remarks column.
(vi) Moves made by rail and date of entrainment will be shown.
(vii) Units abroad will report movements of "A" and "B" vehicles and trailers taking place under sub-para. (b), by Air Mail.

**Ledgers, etc.**

612. For accounting purposes, "A" and "B" vehicles and trailers, their vehicle equipment, accessories and spare parts will be divided into the following categories:—

(a) Vehicles (including components which form part of the complete vehicle).
(b) Vehicle outfits, i.e. the items of equipment and tools issued with each vehicle as detailed in the "Tables of Tools and Equipment for 'A' Vehicles for Peace and War" in the case of "A" vehicles, or in **Appx. 28** for "B" vehicles.
(c) Machine tools issued as equipment of certain vehicles, e.g. workshop lorries.
(d) Major spares and assemblies authorized in "Scales of M.T. stores for 'A' and 'B' Vehicles for Peace and War."
(e) Consumable stores, materials, and spare parts usually of minor value, which are required for running repairs and cleaning purposes and are in common demand.

613. Categories (a), (b), (c) and (d) above will be accounted for as ledger items; category (e) as non-ledger items.

614. Ledger items will be accounted for on A.F. G 3927, or alternatively, in A.B. 165, as directed by the financial adviser and auditor, or in commands where there is no financial adviser and auditor, by the War Office (F.7).

Ledger sheets will not be removed from the binders until the accounts for the year have been audited. The keys of the binders will be kept in the personal custody of the officer responsible for the account, unused sheets will, when opened, be initialed by the officer responsible for the account, who will satisfy himself that the sheet is actually necessary for recording additional transactions or for opening a new account, and is not in substitution for an existing sheet. Unused sheets will be kept by an officer under lock and key.

615. (a) In commands where there is a financial adviser and auditor, loose leaf ledger sheets (A.F. G 3927) will be kept as a continuous account and will be audited locally or otherwise under arrangements made with the financial adviser and auditor. The vouchers and stocktaking sheets will be forwarded to him when called for.

Accounts (other than those referred to in para. 616) which have been kept in A.B. 165, will be balanced and closed annually on 31st March, and will be rendered to the financial adviser and auditor, together with the supporting vouchers, as soon after that date as possible.

(b) In commands abroad where no financial adviser has been appointed, the ledger sheets will be balanced annually on 31st March and will be forwarded to the War Office (F.7) as early as possible after that date, accompanied by the supporting vouchers. After audit the ledger sheets will be returned to the unit for further use.

In order to prevent interruption of work while ledger sheets are away from the station for audit, three sets of such sheets will be prepared, these will be used in rotation and continue in use until completely filled.

Accounts (other than those referred to in para. 616) which have been kept in A.B. 165, will be balanced and closed annually on 31st March, and will be forwarded with the supporting vouchers to the War Office (F.7) as early as possible after that date.

616. Petrol and lubricants (R.A.S.C. supply) will be accounted for in accordance with the instructions in "Regulations for Supply, Transport and Barrack Services."
Chapter 22 218 "A" and "B" Vehicles

617. Non-ledger items will be accounted for as follows:

(a) Units will open a separate series of issue and receipt vouchers which will be distinguished by the prefix "N.L." Vouchers will be numbered consecutively throughout the year, beginning on 1st April, annually. The stores will not be brought on quantity ledger charge, but will be recorded on a tally card (A.F. G 3928A), which will be filed in universal binders in alphabetical or numerical sequence as may be found most convenient. A tally card will be opened for each item of store drawn. Such forms will record the latest price of the article as shown on the priced voucher on which the stores are received from the R.A.O.C.

(b) Issues from a unit's stock will be made on production of a requisition (A.B. 43) signed by the officer or N.C.O. in charge of the vehicles. The requisition will, when possible, show the W.D. number of the actual vehicle for which the stores are required.

(c) When making the issues, the necessary entries will be made on A.F. G 3928A, and the requisition will then be filed by the storeholder to support the entry on the A.F. G 3928A.

(d) Issue and receipt vouchers for non-ledger stores drawn and returned will be priced by the ordnance depot. The value of the stores received by the unit (as indicated on the priced vouchers) will be recorded as follows:

(i) Costed units.—The vouchers will be passed through the R.A.P.C. clerk, who will record the transactions in his N.L. Stores Day Book. At the end of each quarter, all receipts (less returns of surplus stores, if any, to R.A.O.C.) will be written off and the net total value will be spread over the unit's vehicles (including trailers) on the basis of vehicle days and the following vehicle-unit values:

<table>
<thead>
<tr>
<th>Units</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium tank</td>
<td>5</td>
</tr>
<tr>
<td>Medium dragon</td>
<td>3</td>
</tr>
<tr>
<td>Light tank</td>
<td>2</td>
</tr>
<tr>
<td>Light dragon</td>
<td>2</td>
</tr>
<tr>
<td>Motor-cycles</td>
<td>4th</td>
</tr>
<tr>
<td>Trailers</td>
<td>4th</td>
</tr>
<tr>
<td>All other vehicles</td>
<td>1</td>
</tr>
</tbody>
</table>

618. In order that units may have available to take into the field a comprehensive record of their war outfits, a tally card (A.F. G 3928A) for each ledger item included in the outfit (showing the authorized scale) will be filed in the binders containing tally cards relating to non-ledger items.

619. Items (ledger and non-ledger) included in Sections A and B "Scales of M.T. Stores for 'A' and 'B' Vehicles for Peace and War" which are held for mobilization vehicles will be stored centrally at unit headquarters, kept separately from those held for peace vehicles, and will be recorded on a separate set of tally cards (A.F. G 3928A).

When the same ledger item is held for both peace and mobilization vehicles, the total holding will be accounted for on one ledger sheet, but the peace and mobilization proportions will be recorded at the head of the sheet.

620. Light aid detachments permanently allotted to major mechanized units will not hold separate stocks, any stores required by the light aid detachment will be drawn from the units stocks and accounted for (by the unit) as detailed in paras. 612-617.

Cost accounting.

621. Cost accounts will be prepared in respect of a certain number of "A" and "B" vehicles. The names of the units where vehicles are so selected for cost accounting are notified to commands by the War Office. The R.A.P.C. clerks attached to costed units will have access at all reasonable times to vehicle logs and supporting records, and will prepare for the O.C. unit from these records each quarter an account on A.F. N 7532. For "A" vehicles this account will be forwarded by the O.C. through the usual channels to the Under-Secretary of State (O.S. 5), The War Office. In the case of "B" vehicles the account will be forwarded by the O.C. through formation and area headquarters, to "Q" branch at command headquarters, whence, after distribution
to other branches concerned and to the financial adviser and auditor, it will be transmitted to the Under-Secretary of State (O.S. 6), The War Office.

Stocktaking.

622. A complete stocktaking of all vehicles and stores in possession will be carried out once a year by the O.C. or an officer deputed by him for that purpose. Continuous stocktaking is, however, permissible in units where A.F. G 3827 is in use, provided that the whole of the stock is verified in each year. Ledger sheets will be balanced on stocktaking only.

The results of stocktaking will be recorded on A.F. G 987 which will be available for inspection by the financial adviser and auditor when required. In commands where no financial adviser and auditor has been appointed, A.F. G 987 will accompany the account when rendered for audit.

Registration and Licensing

623. Instructions as regards the registration and licensing of W.D. mechanically propelled vehicles in Great Britain and the Northern Ireland District are contained in Appx. 56.

Accidents.

624. (a) In all cases of accident, a report on A.F. A 3676 will be completed, and the unit commander concerned will make an immediate investigation.

(b) Where the damage to W.D. property does not exceed £50 and no third party claims are involved, the unit commander will, if he deems it necessary, convene a court of inquiry in accordance with King's Regulations, 1940, para. 769.

Where the damage to W.D. property is over £50 or where third party claims are involved, the matter will be reported to the G.O.C.-in-C., who will convene such court of inquiry as may be required by King's Regulations, 1940, paras. 769 or 770.

(c) If the accident is considered to be due to a mechanical defect, the matter will be reported immediately to the S.O.M.E., who will take necessary action under paras. 590 and 591 as regards "A" and "B" vehicles.

(d) Where the amount of W.D. damage (excluding overhead charges) does not exceed £4, and provided that no civilian person, vehicle, animal or property is involved, the unit commander is empowered to authorize the necessary repairs at the public expense (subject to any stoppages that may be made from any individual soldier).

Where, however, the amount of damage exceeds £4, or civilian persons, vehicles, animals or property are involved, the unit commander will submit the report on A.F. A 3676 to higher authority, accompanied by the proceedings of the court of inquiry, if one has been convened by him. Where damage or injury has been done to the property or persons of third parties, the report will state as nearly as can be estimated without reference to the third party, the probable extent of the claim or claims.

When a court of inquiry is held, one of the members must be an official qualified to give technical evidence, and where there is any doubt as to the accident being due to a mechanical defect, the court will be adjourned for the attendance of a representative of the C.I.A. The proceedings of the court will be dealt with in accordance with para. 94 where there has been loss of or damage to Government vehicles or stores, but where no such loss or damage has been incurred, the proceedings will be transmitted by the president to the convening officer for submission to command headquarters.

(e) When action for recovery of cost of damages is taken against any individual soldier, the amount will be assessed on the lines indicated in paras. 115 and 116 as modified by King's Regulations, 1940, para. 595.

(f) In cases to which they are applicable, the instructions in the pamphlet entitled "Collision Agreements, 1940," will be observed.

(g) When it is necessary to inform insurance companies, solicitors, or civilians of the cost of repairing damage to W.D. vehicles an "all in" figure will be given. If a specific application is received for the cost of labour, materials, etc., to be shown separately the inquirer may be given a brief description of the repairs necessitated by the accident together with the total cost of material used and the total cost of labour including "on costs." Details of the material used must not be given and as regards the labour element the figure must be quoted as "labour inclusive of on costs."

Procedure on Mobilization.

625. On the first day of mobilization, O.C. units included in the Field Force will arrange as follows:

(a) A.Bs. 5 will be closed and sent to the C.O.O. Chilwell and A.B. 412 (for "B" vehicles) and A.B. 413 (for "A" vehicles) will be taken into use.

(b) A.Fs. G 3519 and, in the case of tracked vehicles S.O. Books 136, will be discontinued as and when A.Bs. 5 have been closed. The completed copies of A.F. G 3519 will be inserted in their respective A.Bs. 5 before the latter are disposed of.
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222 "A" and "B" Vehicles

(c) A.F. G 3518 will continue to be used in respect of all wheeled vehicles, the following detail only being completed on the forms:

(i) Authority for journey and brief description.
(ii) Total mileage performed.
(iii) Amount of petrol consumed.

(d) Action will be taken as laid down in Mobilization Regulations, or as may be specially ordered by the War Office to dispose of any mechanically propelled vehicles and M.T. stores not forming part of the unit's war equipment. Immediately before the date on which the unit leaves the station for embarkation, the M.T. ledger will be handed over to the officer i/c details, the vehicles and stores which will be taken by the unit first being written off charge by certificate issue voucher (a copy of the relevant A.F. G 1098 appropriately amended as regards quantities, etc., may, if desired, be used as the certificate issue voucher). The officer i/c details will, if necessary, complete the disposal of any vehicles and/or stores which may remain in hand, and will then close the ledger and render it for audit, with all relevant vouchers.

(e) During the process of mobilization, petrol and lubricants will (subject to (a), (b) and (c) above) continue to be accounted for as directed in Regulations for Supply, Transport and Barrack Services, 1930, Appx. XXXV.

On the day preceding that on which the unit leaves the station for embarkation, the petrol and lubricants account (A.B. 165), with all vouchers and A.F. G 3518 and S.O. Books 136, will be handed over to the officer i/c details. The latter will take the necessary steps to dispose of any stocks of petrol, lubricants, containers, etc., remaining on hand, and will then close the account and render it for audit, with all relevant vouchers and A.F. G 3518, and S.O. Books 136.

(f) Units not included in the Field Force will continue the normal peace system of accounting for M.T. vehicles and stores, and petrol and lubricants, until they receive orders to proceed overseas, when they will take action as directed in (a), (b), (c), (d) and (e) above.
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Other Instructions.

626. Attention is directed to the following:

Chapter 6 ... Mobilization equipment.
Para. 28 ... Indents for stores for "A" and "B" vehicles.

Para. 229 ... Use in peace of machinery and breakdown vehicles held as mobilization equipment for R.A.O.C. mobile workshops.
Para. 415 ... Outfits, first aid, for tanks and armoured cars.
Chapter 20 ... Mechanical vehicles transport by rail and sea.
Appendix 19 Machine gun and mounting spares carried in transport vehicles of A.F.V. units.
Appendix 27 List of components, accessories, spare parts, etc.
Appendix 30 Materials for painting vehicles.
Appendix 52 Instructions for marking vehicles.
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