

# New Zealand Expeditionary Force.



**INSTRUCTIONS  
REGARDING CARE, ISSUE AND  
ACCOUNTING  
FOR  
ORDNANCE STORES,  
NEW ZEALAND EXPEDITIONARY FORCE  
IN THE  
UNITED KINGDOM.**



ADMINISTRATIVE HEADQUARTERS,  
LONDON,  
*1st January, 1918.*

N.Z. ARMY. N.Z. EXPEDITIONARY FORCE. INSTRUCTIONS  
REGARDING ORDNANCE STORES IN THE U.K.

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## INSTRUCTIONS.

Officers Commanding Units and others demanding, accounting and disposing of Ordnance Issues will strictly adhere to the Instructions laid down herein, which have been drawn up for their guidance. These Instructions are subject to amendment from time to time. Any amendment will be promulgated in N.Z.E.F. Orders.

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### DUTIES OF COMMANDING OFFICERS.

1. Commanding Officers will be held directly responsible that their equipment is in a serviceable condition, complete in all details and in an authorized proportion unless otherwise specially ordered. They will make frequent inspections of the equipment on their charge and when defects are discovered therein they will take steps to have them remedied at once.

2. Alterations of articles of equipment, clothing, &c., involving any departure from the sealed patterns are strictly forbidden without the previous sanction of the G.O.C.

3. On change of command a Board will be assembled to take stock of equipment, clothing, &c., and verify ledger balances. Both incoming and outgoing Officers or their representatives should be present and sign the proceedings, which will be certified as correct or otherwise and forwarded to Headquarters, N.Z.E.F., London.

4. When deficiencies or damages are discovered on a transfer of the equipment, clothing, &c., the value of the articles deficient will be recovered from the Officer giving over the command, unless he has been relieved of the responsibility by the G.O.C. Where any loss or deterioration is clearly traceable to the neglect

of a subordinate the C.O. who is liable may apply to the G.O.C. to be relieved of the cost of replacing such equipment.

5. Commanding Officers will personally sign indents and see that a careful check is kept on demands in relation to the strength of his Unit.

6. Strict economy must in all cases be exercised and demands for replacements reduced to a minimum. Periodical inspections and necessary repairs must be carried out. Great economy can be effected in this way.

7. Officers Commanding are personally responsible for the accounting, safe custody and proper distribution of Public Stores and that expenditure is reduced to a minimum compatible with efficiency.

#### SCALES OF ISSUES.

8. Approved scales of issue are published herein (*see* Tables 1, 2 and 3), and all demands must be rendered strictly in accordance therewith.

#### REPLACEMENT OF UNSERVICEABLE EQUIPMENT, STORES, &c.

9. The general principle which governs replacement of unserviceable articles of clothing, arms, equipment and stores is that they will only be replaced at the public expense on the return of the unserviceable article or on the certificate of the O.C. that such unserviceable article will be returned to Ordnance, or evidence is forthcoming that the renewals of stores, &c., are due to the exigencies of the Service.

10. In cases of losses or deficiencies in the equipment or stores of a Unit, a Board will be convened to enquire and report upon the matter, and the proceedings of such Board together with the evidence and finding must be forwarded to Headquarters, N.Z.E.F., London. The Convening Officer should state whether he concurs with the finding or not.

#### GENERAL INSTRUCTIONS REGARDING INDENTS.

11. Indents for all supplies of equipment, clothing and necessaries, for the N.Z.E.F. Units, Depôts or Hospitals in

the United Kingdom are not to be submitted by O.'s C. direct to Imperial Depôts but must be forwarded as under :—

Units, Depôts or Hospitals other than those in Southern Command :

THE ORDNANCE OFFICER,  
N.Z.E.F. in U.K.,  
HEADQUARTERS, LONDON.

Units, Depôts and Hospitals in Southern Command :

THE ORDNANCE OFFICER,  
SLING CAMP, BULFORD.

12. When indenting, the undermentioned Army Forms will in each case be used :—

For demands of clothing and necessaries—A.F.G. 994 in duplicate.

For demands of equipment and general stores—A.F.G. 997 in triplicate.

For Repairs—A.F.G. 1045 in triplicate.

13. Indents will be made out on the before-mentioned Forms in ink or indelible pencil and as far as possible will be submitted weekly. Indents must in every case be signed by O.'s C. Units.

14. Care must be taken to strike out anything in the certificate that does not apply to the particular demand.

15. All demands are to be properly sectioned and not more than one section is to be placed on any one page. Authority for demand must in all cases be stated. The proper designation of each article indented for must in all cases be that given in the Priced Vocabulary of Stores.

16. Indents must be lodged with the Issuing Depôt at least forty-eight hours before the stores are required—except in cases of emergency.

17. When transport by rail is necessary the full address to which the stores are to be forwarded together with the name of the nearest Railway Station must be stated on the indent

## HASTENERS.

18. Should a demand not be complied with after a reasonable lapse of time a Hastener on A.F.G. 1063 should be forwarded, care being taken to give the number and date of original Indent. The use of telegrams for this purpose is forbidden.

## LOCAL PURCHASE.

19. When a local purchase is to be a charge against the Public Funds such purchase can only be made on the authority of the O.O., N.Z.E.F. in U.K. Any Officer infringing this instruction will be called upon to pay the expenditure incurred.

## FIRST ISSUE OF PISTOLS, BINOCULARS AND PRISMATIC COMPASSES TO OFFICERS.

20. On being granted a Commission in the N.Z.E.F., Officers are entitled to a free issue of the above equipment in addition to their outfit allowance. This equipment must be returned before an Officer is discharged or returns to New Zealand: otherwise the Officer's account will be debited with the value of these articles.

21. Receipts for the issue of Pistols, Binoculars and Compasses are to be taken in triplicate. Two copies are to be forwarded to the Ordnance Officer, Headquarters, London, and one copy retained to support the ledger entry. A.F.G. 982 must be used and care must be taken that the value and the registered number of each article issued is shown on the Vouchers.

22. An entry must also be made in the Officer's pay book showing the articles issued, together with their registered numbers, but no money value is to be shown.

23. When any of the articles issued as above are returned to Ordnance, A.F.G. 1033 will be made out in quadruplicate showing the registered numbers of the articles returned. One copy will be handed to the Officer as his receipt, two copies will be forwarded to the Ordnance Officer, Headquarters, London, and the fourth will be retained in support of ledger entry.

24. If an Officer whilst on active service loses any of these articles through no fault of his own a claim should be made out on A.F.G. 994, supported by a certificate signed by the claimant and countersigned by the Officer under whose command the

claimant is serving, showing the circumstances under which the articles were lost.

For Officers serving with the N.Z. Division the A.F.G. 994 will then be forwarded to Divisional Headquarters for action.

For Officers serving outside the N.Z. Division the A.F.G. 994 will be dealt with in the same manner as for claims for indemnification, laid down in para. 25 hereof.

#### LOST KITS, OFFICERS'

25. (1) Officers who have lost their kits on active service, or have abandoned them by orders, will submit their claims on A.F.O. 1784, except as provided for in para. 24 above, to one of the Officers described at (a) or (b) below, who, after recording his opinion, will forward the claim to the Staff Paymaster, N.Z.E.F., London, for Officers in France or England; or to Base Cashier, N.Z.E.F., Cairo, for Officers in Egypt.

(a) Officers serving with the Division, to the General Officer Commanding the Division.

(b) Officers not attached to Divisions:—

(i) Staff and Regimental to the Base or other Commandant where they are serving.

(ii) Departmental Officers to the head of their Service.

The claims of Officers in category (a) will after examination by the Staff Paymaster, N.Z.E.F., London, or Base Cashier, N.Z.E.F., Cairo, be passed for final approval to the G.O.C., N.Z.E.F., in U.K., or Commandant, N.Z.E.F., Egypt, respectively.

(2) The holding of the Board of Investigation referred to in para. 564, Allowance Regulations, is waived (A.C.I. 482, dated 20-3-17).

(3) Indemnification will be granted for the loss of necessary uniform and equipment, but not for articles merely mislaid, provided:—

(a) That the Officer duly details and certifies his claim (and his re-equipment) on A.F.O. 1784, and submits it without unreasonable delay.

(b) That the compensation granted does not exceed the aggregate values specified in the various columns of Schedule B. (pages 157-160, Allowance Regulations) for the Officer's rank and arm of the Service.



(4) Articles worn out on service will not be replaced at the Public expense.

(5) Compensation will only be payable in respect of articles with which it is necessary for an Officer to re-equip himself, and which are laid down in A.C.I. 482/1917, or subsequent amendments—(N.Z.E.F. Order 338 of 15-6-17).

#### ACCOUNTANCY.

26. An account of the receipt and issue of all articles of Government property supported by proper vouchers must be kept.

27. Accounts will be audited periodically by an Officer appointed for this purpose.

28. Each Unit will keep two ledgers, one for clothing and necessaries and the other for equipment, &c., received through Ordnance, Army Books 165 and 165A being used for this purpose.

29. When stores are received from Imperial Ordnance Depôts they must be checked with the Issue Vouchers, and will be given consecutive numbers in the space set apart for that purpose on the top right hand corner, and an entry in accordance with the Vouchers made under "Receipts" in the Ledger. One copy is kept to support the entry in the Unit's Ledger; one copy is signed and returned to the Depôt from which the Issues were made, and the original is signed and despatched to the Ordnance Officer, N.Z.E.F. in U.K.

30. Clothing equipment and necessaries (whatever their condition) which have been received into stores in consequence of:—

- (i) Withdrawals from a Draft proceeding overseas;
- (ii) Withdrawals of surplus clothing, &c., subsequent to a kit inspection.
- (iii) Unserviceable clothing, &c., being replaced by serviceable clothing,

will be entered in Red ink on the N.Z.O. Form 1 of the soldier from whom articles are withdrawn.

31. At the end of each day the issues shown on Q.M.'s copy of N.Z.O. 1 will be entered up on the weekly summary of issues (Form N.Z.O. 2). At the end of each week these sheets will be totalled and the totals posted to the issues side of the Clothing Ledger.

In the case of withdrawals the same procedure will be followed (Form N.Z.O. 3 being used), the totals at the end of the week being posted to the Receipts side of the Clothing Ledger.

32. All stores, &c., returned to N.Z. Ordnance Depôts must be accompanied by A.F.G. 1033 in duplicate. One copy will be returned to the Unit receipted, and retained for the purpose of supporting the ledger entry. Stores returned direct to Imperial A.O.D. Depôts must be accompanied by A.F.G. 1033 in quadruplicate, and a copy must in every case be forwarded to the O.O., Headquarters, N.Z.E.F., London.

33. The ledgers must be balanced monthly and certified by the O.C. that the stock on hand agrees with the balances therein shown. Copy of monthly stock sheet setting out the quantities and sizes of all articles remaining on charge accompanied by an estimate of the requirements for the following month must be forwarded to the O.O., Hd.-Qrs., N.Z.E.F., London, not later than the first day in each calendar month.

34. Expendable stores, such as soap, rifle oil, flannelette, grindery, &c., will be struck off charge monthly by Certificate Issue Voucher A.F.G. 982 certified by the O.C.

#### ISSUES.

35. All issues of clothing, equipment, &c., will be made from the Quartermaster's store of the Battalion or other Unit, and receipts obtained from the soldier to whom the articles are issued.

36. A record on Form N.Z.O. 1 of all clothing, necessaries and equipment will be made out for every soldier on enlistment and forwarded from New Zealand with him. O.'sC. are responsible that the form is properly kept for every soldier under his command. The Form must accompany the soldier while he is in the United Kingdom, and in the case of transfer from one Depôt or Unit to another it must be sent immediately to the soldier's new C.O., but on no account must it be handed to the soldier. If these instructions are disregarded and Forms are not sent, any deficiencies of kit will be made up by the C.O. to whom the soldier reports, but such issues will be made at the charge of the Unit from which he comes.

37. In every case where the form does not arrive from New Zealand or elsewhere O.'sC. must see that the soldier's kit is immediately checked and a new form made out.

38. Form N.Z.O. 1 will be retained in the Regimental Quartermaster's Office, and under no circumstances will it be handed in to the Company.

39. All articles issued by Unit Quartermasters will be entered on a duplicate of Form N.Z.O. 1 (Quartermaster's copy) as well as on the original. Both these forms will be signed by the man to whom the form refers and will also be signed by the issuing Officer as proof of issue. Such entries must absolutely correspond on duplicate and original. The Quartermaster's copy will be kept attached to the original during the time the soldier is with the Unit in question. It will be retained by the Quartermaster and not forwarded, as in the case of the original, when the soldier proceeds elsewhere. It will form the basis of accounting for the disposal of clothing and equipment of the soldier, and will be scrutinized and checked by the N.Z.E.F. Auditor. These duplicate forms will be entered with the name, number and other particulars of the man to whom it refers, and the full details as to the particular issues made by that Unit, but it will not duplicate the records of issues made prior to the man becoming attached to that Unit. To facilitate the work of issuing, these forms should be kept in alphabetical order.

40. After each issue is recorded the balance of the line against that date and signature must be ruled across, to prevent unauthorized alteration.

41. When for any reason clothing, &c., is withdrawn from a soldier, such withdrawals will be recorded in coloured ink on the next line of N.Z.O. 1, an acquittance being signed by the Quartermaster in the receiving issue column. These articles must be brought on charge (*see* paragraph 30 hereof).

42. Before a soldier proceeds overseas A.F.W. 3066 must be made out and pasted in the back of his pay-book.

#### KIT INSPECTION.

43. Kit inspection must be held:—

- (i) Just prior to embarkation in New Zealand;
- (ii) Before disembarkation;
- (iii) On arrival at overseas training centres;
- (iv) Prior to transfer from any one Depot to another;
- (v) Immediately after arrival at any Depot;
- (vi) Prior to marching out overseas.

After each inspection a line will be ruled, below the last entry, in coloured ink. Deficiencies shown to exist at such kit inspections will be indicated by marking "D" in the correct column. The Authority for issue to make good this deficiency must be quoted in the column reserved for that purpose—(Form N.Z.O. 1). On the withdrawal of surplus clothing, &c., prior to the soldier proceeding overseas any deficiencies must be entered on N.Z.O. 1 and charged against the soldier (see para. 45).

The work of making issues to Drafts must be reduced to a minimum by having frequent kit inspections. This will enable the O.C. to ascertain the condition of the men's kits, particularly in respect to losses which will have to be replaced on repayment.

### ISSUES ON REPAYMENT.

44. Where articles of clothing, equipment, &c., are lost or rendered unserviceable through neglect, the value of the article lost or rendered unserviceable will be assessed by the O.C. and charged against the soldier. In no case will the value be assessed at less than one-quarter of the original value, unless it is clearly established by evidence that the actual value at the time of the loss was less than one-quarter.

45. A.F.W. 3069 will be used for issues on repayment. Receipts will be taken in duplicate and certified by the O.C. that entry has been made in soldier's pay-book. One copy will be forwarded to the Staff Paymaster, the other being retained for reference. A.F.s.W 3069 will be numbered consecutively. Issues on repayment must also be recorded on Form N.Z.O. 1.

46. It must be distinctly understood in such cases where the amounts are assessed and charged against the soldier that he is paying for the article which has been lost or otherwise disposed of and not for the new issue which will be made.

47. The rates for clothing and necessaries and equipment are published herein (see Table 4). Any amendment will be published in N.Z.E.F. Orders.

### RETURN OF UNSERVICEABLE STORES TO ORDNANCE.

48. Units other than those in the Southern Command will be instructed from time to time by the Ordnance Officer, N.Z.E.F. in U.K., as to the disposal of clothing, equipment, &c.,

received into Quartermasters' Stores under paragraph 30 hereof. Units in Southern Command will forward all clothing, equipment, &c., received into Q.M. Stores as set out in paragraph 30 to the Ordnance Depot, Sling Camp, Bullford, accompanied by A.F.G. 1033 in duplicate, one copy being receipted by the O.O. and returned to the Unit in support of ledger entry.

49. Boots, repairs of which cannot be coped with Regimentally, must not be allowed to accumulate but returned to the nearest N.Z.A.O. Depôt. Great care must be taken to see that the boots or shoes (serviceable or otherwise) are securely tied together in properly matched pairs.

50. Articles which are considered fit for further wear will be cleaned and repaired under arrangements made by the N.Z.A.O.D. at the public expense and utilized for reissue. Though the standard of part worn clothing may be below the issue of new articles it must be accepted without question and continued in wear to the utmost possible extent.

51. Unserviceable clothing, &c., will be disposed of by the N.Z.A.O.D. in accordance with instructions laid down from time to time.

#### AMMUNITION.

52. The fired cases of small arm ball and blank cartridges, ammunition boxes, bandoliers and chargers on charge to Units in the Southern Command, must be returned to the N.Z.A.O.D., Sling. All other Depôts or Training Units in other Commands must return the articles enumerated above to the Depôts from which the stores were drawn. The cases will be returned by weight; the bandoliers, boxes and chargers by numbers.

Nature of Ammunition.	Weight to be brought to account per 1,000 rounds expended.
.303 in. ball .. .. .	24 lbs.
.303 in. blank, Mark VI. ..	15 „
Pistol Webley ball and blank ..	9 „

Chargers will be brought on charge by weight and written off charge by numbers; the weight to be brought to account in respect of each 1,000 chargers will be 25 lbs.

53. Cases must be in good condition when returned, care being taken that grit and dirt are removed and that no live cartridges are included in them. Each box will contain a packing note showing rank, name and unit of—

- (a) the person by whom the cartridges were sorted and packed.
- (b) the responsible individual supervising the sorting and packing operations.

### SPECIAL BOOTS.

54. Special boots for men suffering from wounds or malformation of the feet will be supplied on the certificate of the S.M.O. of the Depot or Unit to which the man belongs.

55. Indents will be submitted on A.F.G. 994 in duplicate, accompanied by the S.M.O.'s certificate and a sketch showing the measurements of the boots required.

### FITTING OF CLOTHING.

56. When issues of jackets S.D. and trousers S.D. are made careful supervision must be exercised to avoid the necessity of making a further issue when the men are ordered overseas. The jackets should be fitted loosely over the cardigan and the trousers should be of such a size as to allow of the wearing of heavy winter underclothing.

57. The proper fitting of boots, on which the marching of an army depends, is a matter of paramount importance, and special attention must be paid to it.

58. Officers Commanding will take steps to see that boots are treated with a coating of dubbin at least twice a week, and in the case of wet weather the dubbin should be applied more frequently.

### REPAIRS IN ARMY ORDNANCE WORKSHOPS.

59. Requisitions for repairs to equipment, &c., to be carried out in Army Ordnance Workshops must be submitted for the approval of the Ordnance Officer, A.F.G. 1045 being used for this purpose. This form will be rendered in triplicate.

TABLE I.

SCALE OF CLOTHING AND NECESSARIES TO BE ISSUED TO MEN ON DISCHARGE  
FROM HOSPITAL TO DEPOT OR UNIT.

Articles.	Mounted Men.	Dismounted Men.	Remarks.
Badges, Hat (a) ... ..	1	1	(a) Men on leave only.
„ Collar (a) ... pair	1	1	
Bags, Kit (b) ... ..	1	1	(b) Men on N. Z. Roll only.
Boots, Ankle ... pair	1	1	
Braces ... pair	1	1	
Brushes, Hair ... ..	1	1	
„ Shaving ... ..	1	1	
„ Tooth ... ..	1	1	
„ Boot ... ..	1	1	
„ Clothes ... ..	1	1	
Combs, Hair ... ..	1	1	
Drawers, Woollen... ..	1	1	
Great Coats, M.S.... ..	1	—	
„ D.S.... ..	—	1	
Hats, Felt, Smasher ... ..	1	1	
Jacket, S.D. ... ..	1	1	
Laces, Boot ... pair	1	1	
Pantaloons, S.D. ... ..	1	—	
Putties ... pair	1	1	
Shirts, Flannel ... ..	1	1	
Socks ... pairs	1	1	
Spurs, Jack (a) ... ..	1	—	
Titles (a) ... pair	1	1	
Towels, Turkish (a) ... ..	1	1	
Trousers, S.D. ... ..	—	1	
Vest, Woollen ... ..	1	1	
Bands, Hat, Smasher ... ..	1	1	
Razor ... ..	1	1	
Strop ... ..	1	1	

TABLE II.

SCALE OF CLOTHING AND NECESSARIES FOR TROOPS SERVING IN THE UNITED KINGDOM.

Articles.	Mounted Men.	Dismounted Men.	Remarks.
Badges, Cap ... ..	1	1	<i>Motor Cyclists</i> will be clothed under the scale of dismounted men.
.. Collar ... .. pair	1	1	
Bags, Kit ... ..	1	1	In lieu of—
Belts, Body ... ..	1	1	
Boots, Ankle ... .. pairs	2	2	Great Coats, D.S. ... 1
Braces ... .. pair	1	1	Putties, pairs ... 1
Brushes, Hair ... ..	1	1	Trousers, S.D. ... 2
.. Shaving ... ..	1	1	<i>Substitute</i> ;—
.. Tooth ... ..	1	1	Coat, Warm, M.S. ... 1
.. Clothes ... ..	1	1	Leggings, Brown, prs. 1
.. Boot ... ..	1	1	Pantaloon, S.D. ... 2
Cardigans ... ..	1	1	
Combs, Hair ... ..	1	1	
Cap Comforter ... ..	1	1	
Discs, Identity, with Cord sets	1	1	
Drawers, Woollen... .. pairs	2	2	The following additional articles will be supplied:—
Fork ... ..	1	1	
Gloves, Woollen ... .. pair	1 (a)	1 (a)	Jackets, M.C. ... 1
Great Coats, M.S.... ..	1	—	Trousers, M.C. ... 1
.. D.S.... ..	—	1	Gloves, Motor
Hats, Felt, Smasher ... ..	1	1	Cyclist, pairs ... 1
Bands, Hat, Smasher ... ..	1	1	Goggles, pairs ... 1
Straps, Chin ... ..	1	1	
Holdall ... ..	1	1	
Housewife ... ..	1	1	<i>Anzac Provost Corps</i> :—
Jacket, S.D. ... ..	2	2	
Knives, Clasp, with M.S. ... ..	1	—	Leggings in lieu of
Knives, Clasp ... ..	—	1	Putties, pairs ... 1
Lanyard, K.C. ... ..	1	1	Pantaloon in lieu of
Knives, Table ... ..	1	1	Trousers ... .. 2
Laces, Boot ... .. pairs	2	2	
Pantaloon, S.D. ... ..	2	—	
Putties ... .. pair	1	1	
Razor ... ..	1	1	
Shirts, Flannel ... ..	2	2	
Socks ... .. pairs	3	3	
Spoons, Table ... ..	1	1	
Spurs, Jack ... ..	1	—	
Titles ... .. pair	1	1	
Towels, Turkish ... ..	2	2	
Trousers, S.D. ... ..	—	2	
Vests, Woollen ... ..	2	2	
Dubbin or Boot polish tins, 3 ozs.	1	1	

NOTE.—(a) Gloves, Woollen, are issued from the 1st November to 31st March.





TABLE III.—*continued*

SCALE OF CLOTHING AND NECESSARIES TO BE TAKEN BY EACH SOLDIER  
PROCEEDING TO JOIN THE EXPEDITIONARY FORCE IN FRANCE—*continued.*

ARTICLES.	Mounted Men.	Dismounted Men.	REMARKS.	
Badges, Cap ... ..	1	1 (e)	(e) Reinforcements for the 1st, 2nd and 4th Infantry Brigades will not be issued with Cap and Collar Badges.	
Badges, Collar ... .. pair	1	1		
Braces ... .. pair	1	1		
Brush, Shaving ... ..	1	1		
„ Tooth ... ..	1	1		
Cap, Comforter ... ..	1	1		
Comb, Hair ... ..	1	1		
Discs, Identity, with cords, sets	1	1		
Fork ... ..	1	1		
Holdall ... ..	1	1		
Housewife ... ..	1	1		
Knife—				
Clasp, with Marlinespike, Tin Opener, and Lanyard ...	1	1 (f)		(f) Dismounted men will take a Clasp Knife without Marline-spike.
Table... ..	1	1		
Laces, Leather (spare) pair	1	1		
Razor ... ..	1	1		
Shirts, Flannel ... ..	2	2		
Socks, Worsted ... pairs	3	3		
Spoon ... ..	1	1		
Titles, Metal, for Shoulder Straps ... .. set	1	1		
Towels, Hand, Turkish ...	1	1		
Soap ... .. piece	1	1		
Gloves, Worsted ... pair	1	1	) Not taken between 1st May and 15th October.	
Vest, Woollen or Flannel ...	1	1		

TABLE III.—*continued*

SCALE OF CLOTHING AND NECESSARIES TO BE TAKEN BY EACH SOLDIER  
PROCEEDING TO JOIN THE EXPEDITIONARY FORCE IN FRANCE—*continued*.

ARTICLES.	Mounted Men.	Dismounted Men.	REMARKS.
<b>SPECIAL ARTICLES.</b>			
Brassard ... ..	1 (a)	1	(a) N.Z.M.C. or N.Z.A.S.C. attached to N.Z.M.C.
Dressing, Field ... ..	1	1	
Helmets, Anti-gas ... ..	1	1	
Wallets for Helmets ... ..	1	1	
Satchels for Helmets... ..	1	1	
Box Respirators, small, with Haversack ... ..	1	1	

## TABLE IV.

## RATES FOR CLOTHING AND NECESSARIES.

Articles.	Rate.		
	£	s.	d.
Badges Cap ... ..			2
„ Collar ... .. pair			3
Bags, Kit ... ..		3	11
Belts, Body ... ..		2	1
Boots, Ankle ... ..	1	1	0
Braces ... ..		1	1
Brushes, Hair ... ..		1	3
„ Blacking ... ..			6
„ Shaving ... ..			4
„ Tooth ... ..			4
„ Clothes ... ..			11
„ Boot ... ..			6
Cap Comforters ... ..			11
Straps, Chin ... ..			2
Coats, Great, D.S. ... ..	1	9	3
Coats, Great, M.S. ... ..	1	16	8
Combs, Hair... ..			5
Drawers, Woollen ... ..		<del>5</del>	<del>0</del>
Dressings, Field ... ..			6
Forks, Table... ..			5
Gloves, Worsted ... ..		1	2
Hats, Felt, Smasher... ..		4	1
Bands, Hat, Smasher ... ..		1	0
Holdall ... ..			7
Housewife ... ..			6
Jacket, S.D. ... ..		16	0
Knives, Clasp, with M.S. ... ..		1	5
Knives, Clasp ... ..		1	3
Knives, Table ... ..			5
Laces, Boot ... .. pair			2
Lanyards, K.C. ... ..			1
Pantaloons, S.D. ... ..	1	5	9
Putties ... .. pair		4	0
Razors ... ..		2	0
Shirts, Flannel ... ..		8	3
Socks ... .. pair		1	8
Spoons, Table ... ..			5
Spurs, Jack ... ..		4	8
Titles ... .. pair			4
Towels, Turkish ... ..			10
Trousers, S.D. ... ..	10		3

TABLE IV.—*continued.*RATES FOR CLOTHING AND NECESSARIES—*continued.*

Articles.	Rate.		
	£	s.	d.
Vests, Woollen ... ..	5		8
Waistcoats, Cardigan ... ..	8		3
Dubbin or Boot Polish, tins, 3 oz. ... ..			3
Discs, Identity, with cord, red ... ..			1
"    "    "    - green ... ..			1
<b>EQUIPMENT</b>			
<i>Web Equipment, pattern 08.</i>			
Belts, Waist ... ..	2		9
Braces, with Buckle ... ..	1		4
Carriers, Cartridge, left ... ..	6		0
"    "    right ... ..	5		10
"    Int. Tool Head ... ..	2		6
"    "    Helve ... ..			8
"    Water Bottle ... ..	1		4
Frogs ... ..			8
Haversacks ... ..	3		6
Packs ... ..	5		0
Straps, Supporting ... ..			5
Slings, Rifle ... ..	2		7
Bandoliers, 50 rounds ... ..	13		6
Bottles, Water ... ..	3		9
Tins, Mess ... ..	1		4
Covers, Tin, Mess ... ..	1		0
Straps, Brown Mess Tins, M.S. ... ..	1		0

## TABLE V.

OFFICERS' KITS.—LIST OF UNIFORM AND KIT TO BE TAKEN BY OFFICERS  
PROCEEDING OVERSEAS TO JOIN EXPEDITIONARY FORCE.

## DISMOUNTED SERVICES.

## N.Z.E., INFANTRY AND A.S.C.

## A.—Worn by the Officer.

Boots, ankle ... .. pair	1
Braces ... .. „	1
Breeches, Bedford cord ... .. „	1
Hat, felt, with band and badge ...	1
Discs, identity, with cord ( <i>k</i> ) ...	2
Gloves ... .. pair	1
Putties (dismounted officers) ... .. „	1
Leggings ( <i>a</i> ) ... .. „	1
Socks ... .. „	1
Suit, Service dress (jacket and breeches) ... ..	1
Shirt, drab flannel, with collar ...	1
Tie, drab ... ..	1
Underclothing, suit ... ..	1

## B.—Other Personal Effects.

Books, Army Book 155 ( <i>k</i> ) ... ..	1
„ Field Service Pocket Book ( <i>k</i> ) ...	1
Cap comforter (in pocket of greatcoat)	1
Coat, waterproof ( <i>c</i> ) ... ..	1
Compass, prismatic (in case) ( <i>k</i> ) ...	1
Cup, enamelled or collapsible ... ..	1
Dressing, field (in skirt of jacket) ...	1
Torch, electric ... ..	1
Glasses (binoculars, prismatic) ( <i>k</i> ) ...	1
Greatcoat, or coat (warm, British) ( <i>c</i> )	1
Handkerchief ... ..	1
Helmet, P.H. (in satchel) ( <i>g</i> ) ( <i>k</i> ) ...	1
Knife, clasp, with ring and swivel ...	1
Map case ... ..	1
Small box respirator ( <i>g</i> ) ( <i>k</i> ) ... ..	1
Watch, luminous (railway guard pattern recommended) ... ..	1
Whistle and lanyard ... ..	1

## C.—Accoutrements.

Belt “Sam Browne” (ammunition pouch) ... ..	1
Mess tin ... ..	1
Water bottle and sling ... ..	1

## D.—Arms.

Pistol (no special pattern, but must carry Government ammunition ( <i>h</i> ) ( <i>k</i> ) ... ..	1
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## E.—Ammunition

Cartridges, S.A. ball, Webley ( <i>k</i> ), rounds	12
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CARRIED IN TRAIN TRANSPORT. (*j*).

Blankets or Eiderdown ... ..	
Boots, trench ... .. pair	1
Buckets, canvas, or enamel basin with cover ... ..	1
Grease or vaseline ... .. tin	1
Handkerchiefs ... ..	4
Holdall (containing knife, fork and spoon, hair brush and comb, tooth brush, shaving brush and razor) ...	1
Housewife ... ..	1
Lantern, callapsible, with tale sides ...	1
Putties ... .. pair	1
Refills for electric torch and Army Book 155.	
Shoes, canvas ... .. pair	1
Soap ... .. piece	1
Socks ... .. pairs	2
Suit, Service dress ... ..	1
Shirt, drab flannel, with collar ...	1
Towels ... ..	2
Tie, drab ... ..	1
Underclothing, suit ... ..	1
Valise, Wolseley or other pattern ...	1

TABLE V.—*continued.*

OFFICERS' KITS.—LIST OF UNIFORM AND KIT TO BE TAKEN BY OFFICERS PROCEEDING OVERSEAS TO JOIN EXPEDITIONARY FORCE. *continued.*

## MOUNTED SERVICES.

(MTD. RIFLES, N.Z.F.A., N.Z.V.C. AND A.S.C. MOUNTED).

A.—*Worn by the Officer.*

Boots, field ... ..	pair	1
Braces ... ..	"	1
Hat, felt, with band and badge ...		1
Discs, identity, with cord ( <i>k</i> ) ...		2
Gloves ... ..	pair	1
Socks ... ..	"	1
Suit, Service dress (jacket and riding breeches) ... ..		1
Shirt, drab flannel, with collar ...		1
Spurs ... ..	pair	1
Tie, drab ... ..		1
Underclothing, suit ... ..		1

B.—*Other Personal Effects.*

Books, Army Book 155 ( <i>k</i> ) ... ..		1
„ Field Service Pocket Book ( <i>k</i> ) ...		1
Cap comforter (in pocket of greatcoat)		1
Coat, waterproof ( <i>e</i> ) ... ..		1
Compass, prismatic (in case) ( <i>k</i> ) ...		1
Cup, enamelled, or collapsible ...		1
Dressing, field (in skirt of jacket) ( <i>k</i> )		1
Electric torch... ..		1
Glasses (binoculars, prismatic) ( <i>k</i> ) ...		1
Greatcoat, or coat (warm, British) ( <i>e</i> )		1
( <i>c</i> ) ... ..		1
Grease or vaseline (in wallet) tin		1
Handkerchief ... ..		1
Helmet P.H. (in satchel) ( <i>g</i> ) ( <i>k</i> ) ...		1
Knife, clasp, with ring and swivel...		1
Map case ... ..		1
Small box respirator ( <i>g</i> ) ( <i>k</i> )... ..		1
Soap (in wallet) ... ..	piece	1

Socks ... ..	pair	1
Towel ... ..		1
Watch ... ..		1
Whistle and lanyard... ..		1

C.—*Accoutrements.*

Belt, "Sam Browne" (waistbelt, 2 shoulder belts, ammunition pouch and pistol case) ... ..		1
Haversack ... ..		1
Mess tin ... ..		1
Waterbottle and sling ... ..		1

D.—*Arms.*

Pistol (no special pattern, but must carry Government ammunition) ( <i>h</i> )		1
( <i>k</i> ) ... ..		1

E.—*Ammunition.*

Cartridges, S.A. ball, Webley ( <i>k</i> ), rounds		12
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CARRIED IN TRAIN TRANSPORT. (*j*.)

Blankets or Eiderdown ... ..		
Boots, field ... ..	pair	1
Buckets, canvas, or enamel basin with cover ... ..		1
Handkerchiefs ... ..		4
Housewife ... ..		1
Lantern, collapsible, with tale sides		1
Refills for electric torch and Army Book 155.		
Shoes, canvas... ..	pair	1
Socks ... ..	"	1
Suit, dress, Service ... ..		1
Shirt, drab flannel, with collar ...		1
Towels... ..		2
Tie, drab ... ..		1
Underclothing, suit ... ..		1
Valise, Wolseley or other pattern ...		1

- (a) Mounted Officers only.
- (c) One of the two coats required by an Officer will be carried on the person, the other in the train transport.
- (e) Rolled 26 inches long behind saddle.
- (g) Will be provided for all Officers proceeding to France except A.S.C., N.Z.M.C., N.Z.A.O.C., before embarkation. Officers proceeding to other theatres are not required to be equipped with anti-gas appliances before embarkation.
- (h) If not obtainable, a certificate to that effect must be furnished by the O.C. Officers serving in France only can obtain through the A.O.D. in that country .45-inch, .380-inch and .32-inch Colt automatic pistol ammunition.
- (j) The total weight (excluding articles in camp kettles) of 50 lbs. for a Commanding Officer and 35 lbs. for other Officers must not be exceeded
- (k) Free issue.

NOTES.—

- (i) For Egypt, each Officer must be in possession of 1 khaki helmet (f), a mosquito net, a spine pad and tinted glasses, and two suits of khaki drill, in addition to the above list.
- (ii) Web equipment, pattern 1906, or Infantry equipment, pattern 1914 (set less entrenching tool carriers and frog) only required by Officers, N.Z.E. (dismounted), and Infantry, and will be obtained on joining their Units overseas.
- (iii) *Camp Kit*.—The only camp kit absolutely necessary for all theatres is a rubber or canvas bath, and for all theatres, except France, a bed.



## APPENDIX "A."

# Instructions for the Repair of Boots.

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RESOLING.—With fair treatment the soles of the boot should wear for a considerable period, but cases occur from time to time, especially in wet or cold weather, of accidental burning, with the result that the outer sole becomes brittle and cracks. Immediately such a crack is observed the boots should be resoled.

### DAMAGE TO UPPERS.

A serious damage to an upper is not either easy or satisfactory to repair, but particular notice should be taken of the stitching and, in the event of the stitching giving way, the breakage, however slight, should immediately be repaired so as to arrest further damage.

Heel tips and toe tips are used on all boots to prolong the wear. Missing or broken heel or toe tips should be replaced at once, and the piece of leather within the horseshoe, known as the "tip filler," renewed.

When the heel tips and heel fillers are being replaced, the other leather of which the heel is composed should be carefully examined and, if any of the layers or lifts show signs of wear they should be renewed at the same time, and when repairing a heel the whole of the faulty lift should be renewed and be replaced by a new one.

Missing nails should be immediately replaced, the old hole being first plugged with a wooden peg.