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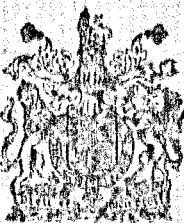
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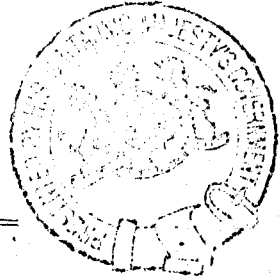
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ORDNANCE MANUAL

(WAR).



1914.



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ORDNANCE MANUAL (WAR).

NOTE.—*This manual is drawn up on the basis of a campaign in a civilized country, and in a temperate climate. For campaigns under other conditions modifications will be necessary.*

CHAPTER I.

ORGANIZATION AND DUTIES OF THE ARMY ORDNANCE DEPARTMENT.

1.—Organization.

1. The Ordnance Services in war are organized and controlled by the Director of Ordnance Services.

The organization consists of ordnance depôts distributed on the L. of C. as required, each depôt being formed from the personnel of ordnance companies, the composition of which is laid down in War Establishments (*see Appendix I*). Each company comprises representatives of each trade or calling in sufficient number to provide the personnel necessary for a small ordnance depôt and workshop.

2. The number of companies, &c., must necessarily vary with each campaign and according to the number of troops taking the field; the principle employed being that, so long as the forces in the field, in the course of their advance, remain within a convenient distance of the base, they will normally continue to draw their stores, ammunition, &c., from that source, but that when that limit is exceeded, it will generally be necessary to establish intermediate, advanced base, and possibly field depôts on the lines of communication. The number and disposition of the ordnance depôts will depend upon the general nature of the communications in the theatre of operations as well as on the nature of the operations themselves.

3. In addition to the above companies the following officers will be appointed to the forces in the field, viz. :—a Director, and an Assistant Director; a Deputy Director for each line of communication, with such assistants or deputy assistants as may be required; ordnance officers with divisions, ordnance officers in charge of each depôt, inspecting ordnance officers, inspectors of ordnance machinery, and such other directing and executive officers as may be necessary.

The Adjutant-General's office at the base will include two officers of the Army Ordnance Department.

2.—Duties.

4. The duties of the Army Ordnance Department in war are briefly explained in Field Service Regulations, Part II.

They include the provision, storage and distribution to the best advantage of arms, ammunition, equipment, clothing, stationery and stores of all kinds other than medical and veterinary stores; the provision of technical vehicles of artillery and engineer units; the establishment of workshops on L. of C. for repair of damaged material of all kinds.

Except where the contrary is indicated in these instructions, the principles of departmental procedure as enunciated in the Regulations for Army Ordnance Services will obtain in the field.

5. *Locations of Depôts.*—The number of depôts in existence should be kept as small as is commensurate with the fulfilment of departmental functions; they should not be created unless adequate employment for them can reasonably be expected and their capture by the enemy securely guarded against.

The collection or accumulation of ordnance stores by units or other departments, at detached points, on the ground that they may be at some time required by them, is to be avoided.

6. *Preparation.*—If the base of operations be situated in a country normally occupied by British troops, one or more existing ordnance depôts may usually be counted upon. Under such circumstances the local authorities will, in conjunction with those at home, have taken such steps in the way of preparation for the campaign as time and circumstances may have permitted. Apart from putting forward demands for additional stores to be sent out, a great deal can be done in accurately gauging and recording the resources of the locality, in making tentative arrangements for the landing, accommodation and proper protection of large quantities of stores, for the acquisition of suitable workshops, storage accommodation at wharves or docks, where such exist, and for the probable expansion of existing depôts to meet expected eventualities.

7. *Previously unoccupied territory.*—In the case of a country which has not been previously occupied, the duties above indicated must devolve upon the departmental officers detailed to take part in the campaign. For this reason the officer selected for the control of ordnance affairs, together with the necessary assistants, should be despatched to the scene of operations as long as possible before the main body of the troops is sent out.

8. *Initial supplies.*—The F.S. Regulations direct that the troops shall reach the base of operations fully equipped and provided with everything necessary to enable them to take the field at once.

9. *Further supplies.*—From this point forward it will be the business of the department to keep them supplied with all stores that they may require. It may be also called upon to equip whatever local or irregular forces the Commander-in-Chief may decide to employ or raise.

CHAPTER II.

DUTIES OF SENIOR AND DETACHED OFFICERS.

3.—Director of Ordnance Services.

10. The Director of Ordnance Services is the technical adviser of the C.-in-C. in all matters appertaining to his department. His functions and responsibilities are defined in the Field Service Regulations, Part II, Chap. III.

His office will be located as directed from time to time by the C.-in-C.

At a convenient point, which will usually be the base of the principal line of communications, he will establish an office where the more deliberative work attaching to his duties will be carried out. This office will, in the absence of the Director, be in charge of a Deputy Director, under the direct authority of the Director.

11. *Ordnance policy.*—Subject to the general plans of the C.-in-C. and to any instructions received thereon from the I.G.C. or the Q.M.G. (see F.S. Regns.), he will initiate the arrangements for the supply of ordnance stores to the troops and decide the positions and establishments of the ordnance depôts.

He will be responsible for the due provision, and, under the instructions of the I.G.C., for the storage and distribution to the best advantage of all ordnance stores required for the campaign. In this connection especial importance must be attached to the arrangements necessary for maintaining within the theatre of operations the prescribed number of rounds of gun and small arm ammunition, and for its distribution in accordance with the plans of the C.-in-C. and the requirements of the army.

The whole of the departmental arrangements for the campaign will be under his direction; he will administer and distribute the personnel of the Army Ordnance Department and Army Ordnance Corps taking part in it.

He will delegate to his subordinate officers such powers as may appear to him expedient.

12. *Financial control.*—Being charged with the financial responsibility for the services under his direction, it will be his duty to secure that proper arrangements and personnel exist for efficient accounting. It will be part of the business of all officers, whose duty it may be to inspect the administrative arrangements, to satisfy themselves that the accounts are being kept in accordance with the regulations, and are up to date.

He will, in conjunction with the Auditor, if one is appointed by the War Office, notify from time to time the dates on which current ledgers will be balanced.

13. *Cash transactions.*—Instructions governing the supply of and accounting for cash, payment of troops, bills and claims, sales and receipts of cash are contained in Field Service Regs., Part II, Chapter XV.

14. *Orders to troops.*—He or his Deputy at headquarters will assist the staff in drafting such orders to the troops as bear on the relations between them and the department.

15. *Departmental orders, &c.*—Departmental instructions will be conveyed by departmental orders emanating from his office. He will correspond direct with his own subordinates on purely departmental matters. He will keep a diary.

16. *Guns, ammunition, &c.*—In accordance with the instructions of the I.G.C., he will arrange for the examination of ordnance, artillery vehicles and ammunition of all natures as necessary.

17. *Transactions with Colonial Authorities.*—If troops furnished by a Colonial Government form part of the forces in the field, he will, at the earliest possible moment, take steps to obtain a decision as to the conditions under which any ordnance stores are to be transferred from Colonial to Imperial charge or *vice versa*, and will lay down the detailed procedure to be adopted.

18. *Inspections.*—He will make frequent inspections of the whole of the departmental arrangements.

19. *Demobilization.*—At the conclusion of the campaign he will draft instructions to all concerned regarding the return to ordnance stores of articles in possession of the troops which are no longer required on demobilization; he will, subject to any instructions received from the home authorities, arrange for the disposal of the stores remaining in ordnance charge at the conclusion of the operations, as also of the staff of the department. If it be intended to leave a garrison in the country under peace conditions of accounting, it will generally be expedient to open fresh depôts which would be supplied from the war depôts with only such stores as may be required, the closing down of the latter depôts being carried out quite independently.

20. *Provision of stores.*—The duties of the Director in connection with the provision of stores are referred to in detail in Chapters IV and V.

4.—Deputy Directors of Ordnance Services, Lines of Communications.

21. *Responsibilities.*—A Deputy Director of Ordnance Services will be responsible for the due performance of the whole of the ordnance services affecting his line of communications. These comprise the administration, including accounting, of all the ordnance depôts, from the base to the head of the L. of C., the supply of ordnance stores to the troops situated on the line of communications, the *general* arrangements with the transport authorities for the reception of ordnance stores, and for their transmission from the base to the head of the L. of C., and questions affecting the discipline of the Army Ordnance Department and Corps allotted to the line.

22. *Allotment of personnel.*—He will apportion the personnel to each depôt from the officers and men allotted to the line of communications by the Director; movements of the personnel between stations will be carried out under his orders.

23. *Inspections.*—He will make inspections of all the ordnance depôts along his line of communications as may be necessary.

24. *Sphere of each depôt.*—In accordance with the instructions of the Director of Ordnance Services, he will define the area to be normally supplied by each depôt.

25. *Check on units.*—It is the duty of the Army Ordnance Department to bring to notice of the responsible authorities any tendency to waste and extravagance on the part of units in relation to equipment and clothing. In the case of units located on the line of communications this duty will devolve upon the Deputy Director and his subordinate officers.

26. *Provision of stores.*—The duties and responsibility of the Deputy Director in connection with the provision of stores are referred to in detail in Chapters IV and V.

27. *Examination of ordnance, &c.*—Subject to any instructions he may receive from the Director, he will make arrangements for the examination of all vehicles, ammunition, explosives and ordnance in the field (*see also* para. 72).

He will keep a comprehensive record of all guns examined, and in connection therewith will report to the Director as laid down in the following paragraph. In all reports and correspondence connected with ordnance, the registered numbers of each gun will invariably be quoted.

28. *Returns.*—The following returns will be rendered by the Deputy Director to the Director's office :—

Monthly. (1) A return showing the establishment of each depôt on the last day of the month, particulars of ranks and trades being given.

(2) The expenditure return referred to in para. 115.

A duplicate copy of (1) will be forwarded simultaneously to the Adjutant General's Office at the Base.

Weekly. (1) A return of all ordnance examined.

(2) The statement of market rates referred to in para. 114.

Such other returns as may be required by the Director of Ordnance Services.

29. *Diary.*—He will keep a diary of important events.

**5.—Deputy Assistant Director of Ordnance Services
(Ordnance Officer with a Division).**

30. *Location.*—An ordnance officer will be attached to, and will normally accompany the headquarters of each division.

31. *Duties.*—He will deal with all matters affecting the ordnance services of the division. He will watch the state of the clothing and equipment on charge of the units composing the division, and will from time to time advise the officers in charge of the most conveniently situated ordnance depôts of those stores which in all probability will before long be required.

32. *Relations with units.*—It will be his duty to bring to notice of the G.O.C. any tendency on the part of units to extravagance and waste as far as ordnance stores are concerned. To enable him to judge whether these stores are receiving fair treatment it is essential that he should be fully conversant with the general condition of the equipment, &c., in possession of the troops, and with the reasons for indents for fresh supplies.

33. *Indents.*—All indents for clothing and ordnance stores required by the divisional units will be forwarded to the ordnance department in periodical batches by the D.A.D.O.S., unless local circumstances require them to be sent independently by the units. He should, in forwarding indents, show the relative urgency of the stores demanded, and should show clearly how they should be consigned.

34. *Drawing stores.*—The units will make their own arrangements for drawing stores direct from the ordnance depôts, when in touch with them, otherwise the D.A.D.O.S., will, in conjunction with the A.Q.M.G. of the Division and the officers in charge of ordnance depôts, arrange the most suitable means for stores to be conveyed to the units demanding them.

35. *Captured stores, &c.*—He will arrange for the taking over of anything in the nature of clothing or ordnance stores captured or requisitioned by the division, and will either issue them to units in satisfaction of their requirements, or provide for their transmission, where such is practicable, to the nearest ordnance depôt, or their disposal otherwise when considered desirable in the public interest. He will record the number and description of the stores so taken over, and how they are disposed of. This information will from time to time be imparted to the nearest ordnance depôt, where the items will be taken on charge and vouchered off to the units or other authorized parties in possession of them.

36. *Local purchase.*—Circumstances may arise calling for the immediate provision of stores by the D.A.D.O.S.

Instructions regarding the requisitioning of stores, &c., in a foreign country are laid down in Field Service Regulations, Part II, Chapter VI.

37. *Damaged stores.*—He will arrange for the disposal of repairable or unserviceable ordnance stores in possession of units. He will have the former sent to the nearest ordnance depôt for repair, if transport facilities admit, and the condition of the articles justify it; otherwise he will order them to be destroyed, or, if not likely to be of any value to the enemy, to be abandoned. Unserviceable stores will be similarly destroyed or abandoned.

38. *Arms, &c., of killed and wounded.*—At the conclusion of an engagement it will be his duty to superintend, under the orders of the G.O.C., the arrangements for collecting and disposing of the arms and equipment of the killed and wounded.

Arms, ammunition, accoutrements and personal kit of sick and wounded men will be taken to hospital along with the men. In so far as it may be found practicable the D.A.D.O.S. will have all

others collected at a prescribed spot and will arrange for such as may not be required by the troops to be either sent to the nearest ordnance depôt or, if this be not possible, destroyed. On receipt at an ordnance depôt such arms, equipment, &c., will be brought to account by certificate receipt voucher.

Empty supply vehicles returning to refill will be the usual means of transport for returning equipment and stores to the lines of communications.

39. *Inspections.*—He will carry out the inspection of ammunition and explosives for the troops of the division to which he is attached. The examination of guns will, as far as practicable, be carried out by him. He will also be available for carrying out these services for other commands with which he may be in contact. If, however, such commands be in touch with the lines of communication a qualified ordnance officer may be detailed for the purpose.

40. *Diary.*—He will keep a diary in which all matters connected with his duties will be concisely but clearly recorded.

6.—Ordnance Officer at the Adjutant-General's Office at the Base.

41. *Duties.*—A senior officer of the department, with such assistance as may be necessary, will be allotted to the Adjutant-General's Office at the Base in order to carry out record work in connection with the personnel of the Army Ordnance Corps taking part in the campaign.

42. *Correspondence.*—He will deal with all correspondence on record matters, Headquarters Corps orders, and enquiries from relatives. He will communicate direct with the officer in charge of Records, A.O. Corps, Woolwich.

43. *Nominal rolls.*—He will keep nominal rolls of all soldiers of the Corps connected with the campaign, in which will be shown the date of their arrival in or departure from the country, together with changes of station and date of transfer.

44. *Documents.*—He will be responsible for the custody and upkeep of the documents, and for the entry therein of all particulars derived from the copies of Part II orders received from companies. He will complete, if necessary, the qualification reports received from the O.C. companies and will transmit them, as also copies of Part II orders, to the officer in charge Records, A.O.C., Woolwich.

45. *Returns.*—He will compile any statistical returns which may be required in connection with the A.O.C. in the country, and will prepare the corps medal rolls for transmission to the officer in charge Records, A.O.C., Woolwich.

Corps orders relating to promotion, corps pay, &c., will be sent from Corps Headquarters, Woolwich, to the Adjutant-General's Office at the Base, from whence they will be communicated to the officers commanding the companies concerned; they will then be promulgated in the Part II orders of the units concerned. Such Part II

orders will, where necessary, be passed from the Adjutant-General's Office at the Base to be noted by the Base Paymaster.

46. *Base Dépôt.*—He will, in addition to his other duties, carry out those of an O.C. a Base Dépôt (see F.S. Regs. Part II, Chap. V, Sec. 30) except as otherwise provided for herein.

47. *Gifts.*—He will supervise the distribution of all gifts and personal comforts which may be sent out from unofficial sources for the benefit of the corps.

48. *Drafts.*—Under the orders of the Director, he will notify the officer in charge Records, A.O.C., Woolwich, as to the strength and composition of the drafts required to be sent out from home to replace casualties, and arrange for the distribution of these drafts upon their arrival in the country. Those intended for dépôts in advance of the base on the lines of communications will, if they do not proceed at once to their destination, be sent to the base dépôt, and will be temporarily attached to one of the units located there.

Drafts or individuals arriving at the base from up-country stations for passage home will report themselves to the officer in charge of the Ordnance Base Dépôt, who will take the orders of the O.C. A.O.C. at the base as to their disposal.

49. *Invalids.*—See F.S. Regs. Part II, Chap. XVI.

50. *Diary.*—He will keep a diary, in which he will enter a concise record of the work transacted in his office.

CHAPTER III.

DUTIES OF OTHER ORDNANCE OFFICERS.

7.—Ordnance Officers in charge of dépôts.

51. *Duties generally.*—An officer of the department will be detailed to take charge of each dépôt. Under the general instructions of the Deputy Director of Ordnance Services, he will be responsible for the provision of all stores required by those portions of the forces in the field which look to his dépôt as their source of supply, for their proper storage and custody, and for their distribution to the troops to the best advantage. He will be responsible that adequate accounting arrangements exist, that they are properly carried out, and that the accounts are up to date. For his duties in connection with the provision of stores, see Chapters IV and V.

52. *Security of dépôt.*—He will make the necessary arrangements for the security of the stores of his dépôt. He will apply to the officer commanding the troops at the station for the requisite military guards.

53. *Discipline.*—He will be the commanding officer of the Army Ordnance Department and Corps doing duty at the dépôt.

54. *Reports.*—He will endorse and forward to the Deputy Director of Ordnance Services at such intervals as may be ordered

the qualification reports on the warrant officers, non-commissioned officers and men serving under his command, compiled by O.C. Ordnance Companies.

55. *Workshops.*—The depôt workshops will be under his control, technical supervision over their working being exercised by the Inspectors of Ordnance Machinery attached to the depôt.

56. *Depôt duties.*—Particulars regarding the formation and working routine of a depôt are referred to in detail in subsequent chapters.

57. *Depôt establishments.*—The establishment of a depôt will be allotted as follows :—

One or more complete companies will be detailed to each depôt, according to its size and importance, or, in the case of very small depôts, a portion of a company may be detailed to provide the personnel. While the company organization will be retained for regimental purposes, the whole of the officers and men will be available for the ordinary departmental duties of the depôt. The senior administrative officer present at the depôt will be the ordnance officer in charge.

Additional officers as required will be posted to important depôts as part of the establishment.

58. *Diary.*—He will keep a diary, in which will be recorded a brief record of the work carried on at his depôt.

8.—Officers commanding Ordnance Companies.

59. *Command.*—Each ordnance company formed on mobilization will be placed under the command of an administrative officer of the Army Ordnance Department. He will be assisted by an executive officer.

60. *Functions.*—These officers, will proceed to the point of mobilization of the unit to take up their duties, will exercise the respective functions of the captain and subaltern of a company. One of the senior non-commissioned officers will be detailed to act as company sergeant-major. Clerical assistance is provided for in the establishments.

61. *Mobilization Stores.*—A.F. G 1098-70 shows the stores allotted to each ordnance company on mobilization, and these will be drawn under the provisions of the Regulations for Mobilization.

62. *Distribution.*—The items shown in Column III of that Army Form, less the quantities shown in Column IV, will be retained by the unit until it is demobilized. Those in Column IV will, on the unit joining the depôt to which it has been allotted, be surrendered to the ordnance officer in charge, and will be vouchered off by him to the depôt "articles in use" ledger. These stores are intended to constitute a first equipment of the depôt and workshops, being supplemented as may be necessary from general stocks.

63. *Stores not transferred.*—If a complete company be transferred from one depôt to another it will not be necessary for the officer commanding it to re-equip it with its complement of Column IV stores. Any such items requiring to be transferred will be dealt with as an ordinary store transaction by the ordnance officers concerned.

64. *Documents.*—On the arrival of a company in the theatre of operations the officer commanding it will hand over the whole of the regimental documents together with a nominal roll of the company to the ordnance officer at the Adjutant General's office at the base, to whom he will also render all returns and copies (duplicated by the carbon process) of all Part II orders.

65. *Casualties.*—He will promulgate in orders all casualties affecting the unit, forwarding copies of such orders to the officer in charge A.O.C. Section, Adjutant General's Office at the base.

66. *Individual transfers.*—Individuals leaving one depôt for another will, unless their absence be purely temporary, be regimentally transferred to a unit at their new station.

67. *Accounts.*—Equipment and clothing accounts will not be kept by ordnance companies in the field.

The demobilization of companies will take place under the general instructions of the Director of Ordnance Services.

9.—Inspecting Ordnance Officers.

68. *Scope of duties.*—The inspection of all guns, technical artillery vehicles, ammunition and explosives, both with units and in Army Ordnance Department charge, will be carried out periodically on similar lines to those laid down for times of peace, as far as the exigencies of active service permit. Inspecting ordnance officers will be detailed as required from qualified officers of the department.

69. *Latitude as to periods.*—At the same time every latitude must be allowed to inspecting officers to use their discretion to obtain the best results with the time, opportunities and facilities at their disposal. Officers commanding artillery brigades and batteries should apply for special examination of their technical equipment when considered necessary.

70. *Guns.*—Guns will be examined by or under the superintendence of an inspecting ordnance officer or of an inspector of ordnance machinery as may be most convenient, but ammunition or explosives will only be examined by a properly certificated officer.

71. *Carriages.*—Gun carriages, limbers, &c., will if possible be inspected by an Inspector of Ordnance Machinery or by artificers under his orders. In the absence of the former the duty will be performed by an inspecting ordnance officer.

72. *Reports.*—In all cases a report of the inspection will be made in writing to the officer in charge of the depôt from which any replacement would normally be made; the latter officer will

make good any stores condemned as far as possible and will forward the report to the deputy director of the line stating the action taken.

Reports should be as brief as possible stating generally, if serviceable, the nature of the stores examined and particularly, only those requiring replacement or repair, &c., with any details considered desirable.

73. *Registered Numbers.*—In any case in which a gun or technical artillery vehicle (whether serviceable or otherwise) is dealt with, the registered number must be quoted.

74. Each Inspecting Ordnance Officer will keep a diary of the work performed by him.

10.—Inspectors of Ordnance Machinery.

75. *Allotment.*—One or more Inspectors of Ordnance Machinery will, if possible, be attached to each depôt. They will act as technical advisers to the department in all matters calling for an expression of their professional opinion.

76. *Inspection.*—They will assist in the inspection of ordnance, artillery and transport material in regimental or departmental charge.

77. *Workshops.*—Under the general supervision of the ordnance officer in charge of the depôt they will exercise technical control over the organization and working of the depôt workshops, and of such mobile workshops as may be allotted to them. They will superintend the keeping of the workshop accounts, showing as accurately as is practicable the disposal of all stores and materials handed over to them for use in the shops.

78. *Specifications, &c.*—When called upon they will draft specifications and furnish estimates to govern the supply or repair of stores by contractors, and will assist in criticising the supplies offered or the work done.

CHAPTER IV.

PROVISION OF STORES.

11.—General Remarks.

79. *Importance of subject.*—The provision of stores for the forces in the field is a most important factor in the departmental arrangements. The success of operations depends in a large measure upon the maintenance of an adequate supply of ordnance stores, and this demands from the department both careful provision and judicious distribution.

80. *Provision in war.*—Centres of distribution have to be created; the troops supplied from these centres may be, and constantly are, changing, both in constitution and numbers, while the daily march

of events may be responsible for continually upsetting plans already made and calculations based upon them.

It will not always be possible to adhere minutely to regulations and schedules, nor can hard and fast rules to govern the details of provision be laid down; the following remarks must be taken as an enunciation of general principles, subject to local adjustment to meet any particular set of circumstances which may arise; they are based on the apportionment to each individual concerned of a definite section of the whole scheme, and provide for a chain of responsibility applicable, in its leading characteristics, to campaigns of any magnitude and varying requirements.

12.—Individual Duties.

(a) *Director of Ordnance Services.*

81. The Director is responsible for the due provision of all ordnance stores, clothing and stationery required by the army as a whole.

82. *Initial provision.*—A first supply of stores for the upkeep of the troops in the field will be provided from home without demand. Details of these stores will be furnished to the D.O.S. from the War Office and a copy of the issue vouchers will be forwarded direct to the headquarter provision office. This first supply is intended to maintain the troops in a state of efficiency until such time as the necessary local machinery for undertaking further provision has been organized. Telegraphic or written demands to supplement the initial provision will be put forward as found necessary.

83. *Estimates.*—Appendix V affords a rough approximation of the probable requirements of the commoner items of clothing and stores for certain organizations for one month; it is, however, subject to wide variation to suit the circumstances of any particular case.

It furnishes a rough guide for wholesale provision and for estimating purposes in the case of individual items, and facilitates cabling for stores, each unit of provision being designated by a particular letter of the alphabet:—*e.g.*, a cable might read "Send 2C to X, or 3D to Y."

Any issue order received from home at the provision office might be used in the same way for cabling purposes.

84. *Control.*—The arrangements for maintaining within the theatre of operations sufficient stocks of ordnance stores, clothing, &c., will be under the general supervision of the Director, and will be placed under the immediate control of the Assistant Director acting for him. The section of the office dealing with these matters will be referred to in these instructions as the headquarter provision office; instructions will be issued from this office as to the period for which individual depôts should take steps to provide.

The Director will make it his business to keep the Assistant Director informed, as early and as fully as possible, of such changes in the conduct of the campaign as are likely to affect the provision arrangements.

85. *Demands on home.*—The headquarter provision office will demand from home such stores as may be considered necessary. These will comprise stores demanded by the depôts on the respective lines of communication, and in addition such others as the Director may consider it desirable to hold in the country.

86. The lines of communication demands will be forwarded to the headquarter provision office at such periods as may be laid down by the Director. They will be modified in that office as circumstances appear to demand, and embodied in the demand for home.

87. "Dues-in" books should be kept, in which would be entered all Woolwich, Pimlico, and Weedon issue orders and all stores due from local purchase. Arrangements would be made for an additional copy of all Woolwich, Pimlico and Weedon issue vouchers to be sent out for provision use only. From these vouchers the receipts from home would be marked up against the issue orders in the "dues-in" book, which should be carefully indexed. The Assistant Director is thus in a position to know his dues-in at any moment. "Dues-out" books should also be kept in which would be entered all orders for issue from a base depôt to any other depôt. Army Form 7983 A will be supplied for use as "dues-in" and "dues-out" books.

The base depôt should furnish to the Assistant Director an additional copy of all issue vouchers, and from these the "dues-out" book would be marked up, and thus the Assistant Director would know the dues out at any moment.

It is important that this work should be always absolutely up to date and this should be fully considered in the apportionment of clerks.

88. Having records of all dues in, and dues out, all that is necessary to enable the Assistant Director to make provision is the knowledge of the stock at the base depôts, and this is obtained as follows:—

A Balance Sheet Form (A.F. G 922) should be used, and all items which are not printed on these forms can be added (a separate form being used for L.P. and non-service pattern stores). For the clothing section the half-yearly stock return form may be used.

89. Shortly before it is proposed to put forward certain sections of the demand, these sections of the above forms should be sent out to the base depôts for the serviceable stock to be quickly entered, and the forms returned. On receipt of stocks from the base, these would be filled in on an annual demand form which would in the meantime have been prepared with the dues in and the dues out. The Assistant Director would thereupon fill in the demand column providing for dues out and for stock for the bases for such a period as might be ordered.

The demands should then be transcribed on to I.D. forms before despatch.

90. *Modified demands.*—Modifications required to be made in demands after despatch to England will be notified to the home department concerned immediately.

91. *Review of stock.*—The headquarter provision office will be empowered to call upon the depôts at any time to review any items that may be considered necessary. (To review an item means to ascertain the unappropriated stock of that item.) It may direct transfers of stores from depôts on one line of communication to depôts on another; this should be done by instructions conveyed through the Deputy Directors and, when possible, after consultation with them.

92. *Surplus stocks.*—The Deputy Director of a line of communication will keep the headquarter provision office informed from time to time of stores known or believed to be surplus to the requirements of the line. The headquarter provision office will keep a record of such surpluses, and will take cognisance of them in considering demands from other lines for such items.

93. *Communication with home.*—The headquarter provision office will be the sole channel of communication with home authorities regarding demands for stores.

94. *Records of local purchase.*—The Assistant Director will, from the returns referred to in paras. 114 and 115, keep records of the prices paid for the commoner items of stores purchased locally, the value of the orders given, and the total expenditure incurred.

95. *Summary of scheme.*—The general principles enunciated in the preceding paragraphs enable the Director to retain a complete grasp of the provision arrangements, and, at the same time, to relegate the elaboration of details to his responsible subordinates.

(b) *Deputy Director, Lines of Communication.*

96. *General Remarks.*—In the following paragraphs the term Deputy Director is intended to include any ordnance officer in charge of the administrative arrangements of a line of communications.

The Deputy Director of Ordnance Services of a line of communications will be responsible for the general working of the depôts which have to meet the requirements of the troops based on this line. While exercising a general supervision over the whole of the provision for his line, he will relegate the detail work attaching to depôt provision to the respective ordnance officers in charge.

97. *Advanced depôts demands.*—He will take steps to ensure that the demands to meet the requirements of the depôts on his line are complied with as promptly as possible.

98. *General principle of procedure.*—The base depôt of his line will usually be regarded as the main source of supply to the other depôts, but he may use his discretion in this respect, and, if

necessary transfer stores from one depôt to another, at the same time notifying the headquarters provision office.

99. *Review of stock.*—He will, when he considers it necessary, call upon any of his depôts to review any particular items.

100. *Stocks to be held.*—Subject to any orders he may receive from the Director of Ordnance Services, he will lay down from time to time the periods for which the stocks to be held at the several depôts should be based.

(c) *Ordnance officers at depôts.*

101. *Sphere of supply.*—The area of supply of each depôt will be determined by the deputy director, in accordance with instructions received from the director, and will be notified by him to all concerned. It is not intended that the limits laid down are to be invariably adhered to; they must necessarily vary from time to time, the principal function of the department being to supply the requirements of the army as promptly as possible.

102. *Maintenance of stocks.*—The ordnance officer at each depôt must provide, as far as can be foreseen, for the maintenance at all times of sufficient quantities of the more ordinary items to meet the requirements of his area for the period laid down in advance by the deputy director.

He must endeavour by every means in his power to anticipate the wants of the troops; the success or failure of his provision scheme is largely a measure of his personal common sense and initiative.

103. *Keeping touch with troops.*—He should be conversant with the numbers and composition of the troops based upon him, with whom he must endeavour to keep in touch. In this connection he should receive considerable assistance from the ordnance officers accompanying the divisions, as well as instructions from the deputy director.

104. *Provision.*—Subject to such local modifications as may be considered necessary, the following rules will be applied to the detailed work of provision.

105. *Review book.*—Each foreman will keep a "review" book, in which he will enter his inabilities for the day, together with any other stores the stock of which may be running low, the unappropriated stock and date being given. The book will be handed in every evening to the provision clerk, by whom the "dues-in" of all the items referred to will be entered. An example of the book is given in Appendix VII.

106. *Number to be demanded.*—The ordnance officer is by these means placed in a position to appreciate exactly how he stands in respect of these stores, and should be able to form an opinion as to the further supplies of stores required. He will himself enter the figures representing the results arrived at in column 3 of the "review book." In so doing he will take into consideration the period for which he has been directed to provide.

107. *Demands*.—The figures decided upon by him will then be transcribed by the provision branch on to a telegraphic or periodical demand as he may direct, and the books returned to the foremen. The demands of advanced depôts will be sent to the base depôts where issue orders will be given for any stores available; the items issued will be struck out of the demand which will then be passed to the headquarter provision office. The demands of base depôts will be sent to the headquarter provision office.

CHAPTER V.

LOCAL PURCHASE.

108. *General conditions*.—The local purchase of ordnance stores will be resorted to when time will not admit of articles of service pattern being demanded from home, or whenever such a course appears to be advantageous and economical.

109. *Purchasing powers*.—Financial powers for the purchase of stores in the field are assigned to the Director *see* F.S. Regns. In delegating these powers, either in whole or in part, to his subordinates, he will lay down the maximum sum which is not to be exceeded for any one purchase, as also any other restriction that he may consider necessary. Any purchases outside the limits of the powers thus delegated must be referred to him before the purchase is effected, or, when an emergency demands a departure from this rule, immediately after the decision to purchase forthwith has been come to; in the latter case a statement setting forth the circumstances of the transaction must accompany the application for covering authority.

110. *Purchasing authority*.—Within the limits which may be authorized, the local purchase arrangements for the line will be under the control of the deputy director.

111. *Further delegation*.—Subject to any orders which the director may issue, the deputy director may delegate any portion of his purchasing powers to other ordnance officers, in which case emergency purchases will be reported to him in the manner described above.

13.—Base Depôts.

112. All orders for the purchase of stores required at the base depôt will be signed by the deputy director or by an officer authorized to do so on his behalf.

113. *Methods of purchase*.—All purchases at the base will be conducted under one or other of the following heads :—

- (1) Open or advertised tender.
- (2) Tenders sent out to known firms.
- (3) Running contracts.
- (4) Direct purchase on quotation in response to verbal or written enquiry.
- (5) Repeat orders.

Where any considerable sum is likely to be involved the methods indicated in (1), (2), (3) or (5) will be employed, (4) being only resorted to in the case of purchases under £5, or where exceptional circumstances demand such action. All purchase orders should be signed by an officer.

114. *Return of prices paid.*—The deputy director will forward, weekly, to the office of the Director of Ordnance Services a statement of the prices being paid for the commoner items. The object of this statement is to enable the director's staff to decide whether, having due regard to local conditions and the cost of transport between the various possible local sources of supply, the purchases are being made in the cheapest markets. This course will be especially useful when there are several local markets not all within the sphere of one line of operations.

115. *Expenditure Return.*—To enable the director to be kept fully informed as to the total expenditure in connection with local purchase, the deputy director of the line will forward to the director's office on the last day of each month a return showing:—

- (a) The value of orders given during the month.
- (b) The total expenditure on account of bills passed for payment.

This return will take into consideration the whole of the local purchases on the line, whether at the base or at the advanced depôts.

116. *Local purchase record.*—In order that the deputy director may be in a position to prepare such a return, and for purposes of record, he will arrange for the compilation of a manuscript local purchase record. A specimen sheet of such a record is given in Appendix VII, together with instructions for keeping it, which should be pasted in the front of the book.

117. *Contract receipt section.*—The deputy director will arrange for establishment at the base depôt of a contract receipt section, to which contractors will deliver all stores supplied by them on local purchase orders. The section should be located inside the base depôt, as near the entrance as possible. It will consist of an officer and such personnel as may be required, supplemented by artificers from the workshops when necessary (*see* para. 175).

118. *Inspection reports.*—The section will inspect, and pass or reject, all receipts from contracts, promptly reporting all deliveries on A.F. G 862, showing the items accepted or rejected and the reasons for the latter.

119. *Communications with contractors.*—The office of the deputy director will be the sole channel of communication with contractors, both as regards the placing of orders in the first place, and also any correspondence arising out of the inspection reports. Contractors should not be allowed to enter the storehouses or to deliver articles to stores foremen.

120. *Bills.*—Bills for accepted deliveries will be made out in the manner laid down in Regulations for Army Ordnance Services Part I, and will be passed to the deputy director for counter-signature before payment is actually made.

14.—Other Depôts.

121. Local purchases at depôts other than the base will be carried out on similar lines; the latitude to be allowed to ordnance officers in charge to effect such purchases will be determined by the deputy director of the line, subject to such limitations as the director of ordnance services may deem it desirable to order.

CHAPTER VI.

ORDNANCE DEPÔTS.

122. It is impossible to lay down hard and fast rules regarding the size, formation and working of ordnance depôts in the field; the details must depend upon the importance of each depôt, and the functions it is called upon to perform. Appendix III shows roughly the space required for a base ordnance depôt and an advanced base ordnance depôt. The following remarks are only intended as a guide, local modifications being introduced to suit each case.

15.—Base Depôts.

123. *Buildings.*—A base depôt will usually be of a more or less permanent character, and buildings should be utilized as far as possible for housing the stores. Such buildings should not be too scattered, they should be on, or be readily accessible from, a good road and located as near as possible to the railway line, if one exists. If siding accommodation be not already available, no time should be lost in having it installed.

124. *Docks.*—If the point of disembarkation be an established port, suitable accommodation may be available at the docks. It will be a matter for local decision whether the base depôt as a whole is to be housed there or at some other point in the locality. In the latter case a branch establishment at the docks will usually be required for unloading vessels and subsequently disposing of their cargoes, which will be sent to the base depôt or consigned direct to up-country depôts as may be ordered.

125. *General procedure.*—The general routine procedure will be on the same line as for other depôts, but, owing to the greater quantity of stores handled at one time, further routine orders will generally be required.

126. *Stationery.*—Books of Regulations, Army Forms and Books, and Stationery, will be stored at and provided from the main base depôt only. The indents will be sent direct to the base stationery depôt. Supplies will be sent direct to units.

Periodical demands will be forwarded to the War Office, but the articles will not be accounted for after receipt at the base depôt.

16.—Other Depôts.

127. *Establishment.*—As soon as the location of a depôt has been decided upon, the necessary personnel will be despatched to establish it. The companies detailed will take with them their mobilization stores. Sufficient time should be allowed if possible for the erection of the store tents, &c., before the bulk of the stores reaches the depôt.

128. *Books, &c.*—The ordnance officer appointed to open a depôt will take with him the necessary stationery and books. In calculating his requirements he will take into account the stationery, &c., in possession of the companies allotted to his depôt. The list of Regulations, Army Books and Forms, and Stationery to be taken into the field by an ordnance company is detailed on A.F. L 1398-20. These books, &c., except books of Regulations, are kept with the mobilization equipment of an ordnance company during peace.

129. *Selection of site.*—The selection of the site for the depôt requires careful consideration before any steps are taken towards erecting it. When the work of receiving and issuing stores has once commenced, it will be found very difficult to make any material changes in either the site itself or the general arrangements of the depôt enclosure.

It is therefore important that a judicious choice should be made in the first instance, and, in arriving at a decision, the following points should be borne in mind. It will rarely happen that all of them can be embodied in the selected site; the ordnance officer must use his own discretion in deciding which of the considerations (b) to (h) must have priority over the others.

(a) *Security.*—The Administrative Commander in consultation with the subordinate L. of C. defence commander is responsible for the safety of the post and must therefore approve the site of the depôt. It will be for him to decide how far considerations concerning convenient working and facility of supply must give way to those governing the arrangements for the local defence.

(b) *Railway facilities.*—If a railway line exists the depôt should be so located that direct access may be had to it. When large quantities of stores have to be dealt with, any reduction in the number of times that they have to be handled is an important factor in economical working. For this reason sidings are necessary, so that the trucks may be brought into the depôt. These are provided by the railway construction personnel, on application to the Administrative Commandant of the Section or Post, and should be constructed as soon as the site for them has been decided, if not already in existence.

(c) *Ground surface.*—The ground selected should be as level as possible and free from obstruction. A broken surface, or one which is not fairly level, interferes with the convenient stacking of stores, and also hampers the internal communications of the depôt. The surface should be as dry as possible and be capable of easy drainage. Every endeavour should be made to keep the roads

hard. If made slightly on the slope water runs off easily. They should never be allowed to become sunk in the middle. Earth can always be taken from the lower side and distributed over the parts that have become worn. If water be allowed to lodge within the compound, it will soon disintegrate the surface of the ground, with results injurious alike to the stores and the health of the staff.

(d) *Exclusion of loiterers.*—In order to guard against loafers and pilferers, it is usually desirable that the depôt should not be situated in close proximity to the main camps. None but persons having legitimate business within the depôt should be allowed therein; the Administrative Commandant should be applied to for the guards required to enforce this rule.

(e) *Proximity to the troops.*—While due regard is paid to (d) the depôt should not be placed at such a distance from the troops as to entail an undue amount of time and trouble on their part in drawing and returning stores.

(f) *Proximity to road.*—The depôt should be on a good road. The existence of a good road running into, or close to, the depôt will materially assist in expediting transactions with the troops.

(g) *Future extensions.*—The possibility of having at some future time to add to the extent of the depôt enclosure should be kept in view; for this reason it is better, if other circumstances permit, to take up in the first instance rather more ground than is immediately required. If the opportunity is missed at the outset, it will often be found that any additional space required may not be available later.

(h) *Officers' mess and compound.*—This may conveniently be placed near the ordnance office or just outside the compound according to circumstances.

130. *General principles of arrangement.*—Only the general principles of depôt organization are here given; it remains for individual officers to apply them with such modifications as the local conditions obtaining at their respective depôts may necessitate.

131. *Plan of depôt.*—In Appendix II. is given a plan showing the general arrangements for a typical depôt on a line of railway, together with some notes regarding details.

132. *Maintenance party.*—In a depôt of any magnitude it will be found convenient to tell off a "maintenance" party consisting of a non-commissioned officer and a few men. Their duties would comprise the pitching and striking of tents, the security of all standing tentage, the erection or demolition of enclosures, the drainage of roads, the care of the water supply, the sanitation of the depôt, and generally the supervision of the structural interior economy of the depôt as a whole.

133. *N.C.Os. and Men.*—Not the least important matter for the Ordnance Officer to see to is the comfortable and reasonable housing of the N.C.Os. and men of the Army Ordnance Corps, and the providing of suitable and cleanly cookhouse, larder, dining tent, and last, but not least, latrines.

The exact locality of the A.O.C. camp must depend on circumstances and the situation.

134. *Sanitation.*—F.S. Regulations, Part II., Chapter XI. should be carefully studied by all commanders of detachments or depôts, also the Manual of Military Hygiene, which should be in possession of all officers.

135. *Foremen.*—It is most desirable that foremen should have their area of responsibility clearly defined in order that they may take an interest and pride in keeping that area in good order and well arranged. For this purpose the Woolwich Sections should be grouped as found convenient, and each group should be under a foreman.

136. *Non-serviceable Stores.*—Serviceable stores (S.) should be kept quite separate from non-serviceable (N.), which latter should be grouped on the opposite side of the depôt under one or two foremen.

Stock received from base or other ordnance depôts should go straight to serviceable stores foremen, the vouchers, &c., being dealt with by the receipt branch.

137. *Provision.*—The procedure in connection with the provision of stores is dealt with in Chapters IV and V.

17—Indents.

138. The manner of dealing with an indent is for convenience dealt with under the heading "Issues" in this chapter.

139. Although every effort should be made to obtain regular indents on the usual forms from units, it will often be necessary on service to receive indents made out on any paper, provided they are correctly signed by the proper authority, and that all necessary information is forthcoming.

On receipt they should be transcribed on to the regular forms in duplicate, and otherwise completed with all necessary information and instructions. One copy would be retained in the office supported by the original as submitted by the unit.

140. As far as possible all issue orders should be approved by the ordnance officer in charge of a depôt, but in his absence the next senior officer would act for him.

141. Reference to completed indents will enable an ordnance officer to form a fair idea whether any particular unit is taking reasonable care of its stores or not; in the latter case he should call the commanding officer's attention to the fact. If necessary he should make it the subject of a special report to the deputy director, or to the ordnance officer attached to the body of the troops to which the unit belongs, if there be one; in the meantime he should not delay compliance with the indents.

142. Completed indents will be preserved for reference in the ordnance office, being put away by services in pads or between boards.

143. To ensure that the issue of available stores is not unduly delayed the incomplete indents in the hands of foremen should be inspected daily by an officer.

It will frequently happen that owing to lapse of time or other causes it may be unnecessary to complete outstanding indents. As to this the ordnance officer must use his own judgment. In all cases in which he decides to cancel the indent he will notify the unit and request them to redemand if the stores be still required.

18—Issues.

144. *General remarks.*—Generally speaking, the methods of making issues obtaining in peace will be followed in war, with certain modifications which active service conditions demand.

All issue vouchers will be designated by the group letter with a consecutive sub-number.

145. *Issues to depôts.*—Issues to other ordnance depôts will be governed by the rules obtaining in peace, as far as possible.

146. *Issues to units.*—Issues to units are of two kinds, direct and indirect. In the former case representatives of the unit attend in person to draw and take over their stores. Indirect issues are those which are made when the troops are located at too great a distance to take delivery of the stores demanded at the depôt itself, and when, in consequence, the unit's representative cannot attend.

If the issues are direct an officer of the unit must attend when the stores to be taken over are either arms or ammunition. In other cases a non-commissioned officer (not below the rank of corporal) will ordinarily suffice. In either event the representative will sign the voucher.

147. *Issue vouchers.*—The foreman will make out three copies of the issue vouchers; he will retain one copy for record, and pass the other two to the ordnance office. These latter will be signed by the ordnance officer, who will in the case of an indirect issue send one copy to the unit concerned for signature and return; the other copy (marked 'Duplicate') will be passed to the ledger clerks for posting. The ledger copy, supported if possible by a copy of the way bill covering the despatch of the consignment, will be regarded as sufficient support to the entries in the ledger in the event of the copy sent to the unit miscarrying. If the latter be received back duly receipted, it will be attached to the duplicate already posted in the ledger, and put away in a pad.

148. *Direct Issues.*—When the issue is direct, the necessary indent form, signed by the commanding officer of the unit (or other responsible authority), will be taken in the first instance to the ordnance office by the officer or non-commissioned officer representing the unit. Here it will be given a consecutive number by the indent clerk and submitted to the ordnance officer for criticism and approval. Until this approval has been given, and the indent returned to the representative, the party sent to draw the stores, together with any vehicles accompanying them, will remain outside the depôt enclosure.

149. *Drawing stores.*—The indent or, when considered necessary, issue orders extracted from the indents, will be prepared for each group and passed to the various foremen concerned, who will issue such stores as may be available, and take a note in their review books of all items which they cannot supply. As each foreman completes his issues he will tick off the items on the indent or issue order and note on it the number of the issue voucher supporting the transaction. The foreman concerned will be responsible for returning it to the ordnance office.

No member of the party drawing the stores will be allowed inside the store tents or other enclosures within the depôt; the stores will be deposited outside by the ordnance personnel, and will be there taken over by the unit.

150. *Despatch by rail.*—When a unit sends a representative from a distance to draw stores, all transport arrangements, whether road or rail, for the conveyance of the stores will be made by the unit. If rail transport is involved, the trucks may be loaded at the depôt siding, the labour being found by the depôt transit personnel.

151. *Indirect issues.*—In the case of indents entailing indirect issues, extract issue orders will be prepared as for direct issues. These, or the indent itself, will be passed to the foremen concerned for action. The available stores will then be packed and sent to the transit foreman for despatch. Each package will be legibly addressed to the consignee and will bear a consecutive group number. In the case of articles which are not packed or bundled, one or more of their number should bear a label with the address and consecutive number legibly marked thereon, together with the total number of the articles constituting the consignment, e.g.—‘Shovels, universal, 50.’

152. *Despatch book.*—Each foreman will keep a despatch book (Army Book 8), in which he will enter the consecutive number of each package sent to the transit foreman, together with a general description of the contents. This book will be sent with each consignment to the transit foreman, who will check the packages, and, if they are correct, sign the despatch book. The entries should be made in duplicate, so that the transit foreman can detach and retain one copy for the purpose of making out his way bills. When these have been made out, he will note on this copy against each package the number of the truck in which it has been despatched, and will return it to the foreman as early as possible.

153. *Linking way bills to vouchers.*—The foremen will insert on the despatch notes the number of the issue voucher covering the transaction, and on the issue voucher the number of the truck in which the stores have been despatched, so that in the event of a voucher going astray a copy of the way bill may be available to support the depôt accounts.

154. *Way bills.*—The transit foreman will prepare a way bill (Army Book 10) for each truck sent off showing every package loaded in it, together with a brief description of the contents of

the packages. The way bill will be made out in triplicate. One copy will be handed to the railway authorities and the other two copies will be passed to the ordnance officer for signature; one will be retained by him and the other will be despatched to the consignee.

155. *Telegraphic advice.*—The consignee will, if possible, be advised by telegram of the despatch of the trucks. The truck numbers should always be given, also the date and hour of departure of the train, if known, and, if thought to be of importance to the consignee, a brief summary of the most important items. The telegram should, however, contain no more than is absolutely necessary.

156. *Convoy men.*—If the railway authorities are unable to supply covered and locked vehicles for consignments liable to damage or theft en route, arrangements should be made for a convoy man to travel in the open trucks with such consignments. He will be provided with a copy of the way bills. It may be sometimes necessary to send more than one man if the consignments are for many different destinations or are very numerous.

157. *Units to meet trucks.*—The consignees concerned having been advised by telegram of the departure of the trucks, it will be their duty to send a representative to await the arrival of the train and take over the stores from the convoy man and to sign his way bill for them. If on the arrival of the trucks at any particular station no representative of the unit attends, the convoy man will take the stores on with him to the end of his section, and endeavour to deliver them on his return journey; failing this he will bring them back to the ordnance depôt.

158. *Return of stores.*—The convoy man will not in the course of his journey take over from units any stores which they are desirous of returning to the ordnance depôt; the return of such stores must be undertaken by the units themselves.

159. *Loading arrangements.*—Consignments for different stations should be kept separate by the transit foreman. It will be found convenient to mark up on boards the names of the several destinations and allot a small section of the loading place to each. On receipt from the foreman the stores for each station should be deposited in its section to await loading.

160. *Small consignments.*—In the case of consignments which are too small to warrant the utilisation of a whole truck and the despatch of which cannot be delayed to await a full truck load, they will be sent by the transit foreman to the railway station, and will there be handed over to the railway authorities for despatch as parcels.

161. *Road convoys.*—The procedure described above will equally apply to the despatch of stores by road convoy, the same form of way bill being used.

162. *Packing and Marking of Stores.*—(a) Packing notes signed by the packer should be placed in all packages. The contents of

all packages should be marked outside as far as possible, abbreviated descriptions being used. Where, from the number of different articles contained in a package, this is not practicable, the contents should be indicated by general descriptions, such as :—

Spare parts 13-pr. Q.F. Ordnance.

Material for repair of tents—harness—saddlery, &c., as the case may be.

(b) Screws should be used when possible as the means for fastening packages, and where valuable stores are packed, such as watches, binoculars, &c., two of the screw holes should be counter-sunk and sealed with wax.

(c) Labels with metal eye at each corner and made of untearable material should be used if obtainable.

(d) The Vocabulary Section number, as well as the group letter, should be conspicuously marked on all packages, and as regards clothing :—

1. The weight of bales should as far as possible be under $1\frac{1}{4}$ cwt.
2. The weight of packages generally most convenient for handling on service is from 1 to $1\frac{1}{2}$ cwt. ; boots and other heavy articles should be packed so as not to exceed this limit.
3. All packages of clothing should be marked with their contents.
4. Mixed sizes of garments or boots should not be packed in one package unless the numbers are very small, but each bale or package should contain one size only. Hospital clothing is an exception to this, and should be packed in suitable assorted sizes.

The marking of packages of filled shell, horse-shoe boxes, &c., should be done as far as possible on the ends and sides of the boxes ; marking on the lids invariably becomes obliterated from handling and is also invisible when the packages are stacked.

The parts of local pattern vehicles when dismounted for loading in trucks should be marked in paint to assist identification.

19.—Receipts from Ordnance Depôts.

163. A large proportion of the stores received at an ordnance depôt will have been sent from other depôts, and will usually consist of consignments in bulk arriving from the base or other depôt on the railway line.

164. *Advices.*—The telegraphic advice of the despatch of such consignments will, after having been noted in the ordnance office, be at once passed to the transit foreman, whose duty it will be to keep a record, and bring to notice any instance of non-arrival of the trucks within a reasonable period.

165. *Unloading.*—The packages will be unloaded from the trucks by the transit personnel, and checked with the way bill. If all is in

order, both as regards numbers and condition, they will be sent to the foremen concerned.

166. *Damaged packages.*—If any of the packages are received in a damaged condition, or show signs of having been tampered with during the railway journey, the foremen concerned will be at once informed and requested to send a representative to take over the packages on the spot.

167. *Disposal of way bills.*—At the conclusion of each day's work the transit foreman will send to the ordnance office the whole of the consignor's portions of the way bills dealt with during the day, stating on each whether the packages detailed thereon have been correctly received or otherwise. In the former case the ordnance officer will sign the way bill and return it to the issuing depôt; in the latter he will institute inquiries with a view to clearing up the discrepancies.

168. *Adjustment of discrepancies.*—If efforts in this direction fail to account for the discrepancies, the receiving depôt will give a receipt on the issue vouchers for the numbers actually received and a report of the steps taken to trace the missing articles will be sent to the deputy director of the line. If that officer is satisfied that all reasonable care has been taken to clear up the matter, he will give authority for the missing articles to be written off charge.

The consignee's portion of the way bill will be filed for reference.

169. *Road convoys.*—The foregoing procedure will also apply in the case of consignments arriving by road convoy.

20.—Receipts from Units.

170. *Disposal of surplus stores.*—General instructions as to the disposal of the surplus stores belonging to a unit will be found in Field Service Regulations, Part II, Chap. IX. Stores sent to an ordnance depôt will usually be surplus serviceable stores and such repairable ones as are considered worth the cost of transport.

Receipts from units will be received by the receipt branch and distributed to serviceable or non-serviceable stock foremen, or produced, according to condition.

The foremen in charge of non-serviceable stores should arrange with the workshops as to what portion of their stock can be repaired. They should make it their business to keep in touch with the serviceable stock foremen as to what items are most wanted. They will hand over to the workshops such stores as the workshops undertake to repair only—it is most undesirable that the workshops should become choked up with a quantity of stores which there is no immediate prospect of repairing.

The workshops would deliver repaired or manufactured articles to serviceable stock foremen.

In all these cases of transfer of stores, duplicate lists will be prepared by the carbon process. One copy will be rendered each month to the ordnance officer to enable him to prepare the transfer and conversion vouchers adjusting the transactions.

171. *Units on L. of C.*—A unit stationed on the lines of communication will, if possible, send to the ordnance officer who normally supplies it with stores a detailed list of the articles which it is proposed to return. The condition of the articles, as judged by the unit, will be entered on the list, and the ordnance officer will, if he cannot send a representative to examine the stores, instruct the unit as to which of them are to be sent in to the depôt, and which are to be disposed of on the spot. In the latter case a certificate that the unserviceable stores have been burnt or buried will be prepared in duplicate and signed by the commanding officer, one copy being sent to the ordnance officer.

172. *Return of Stores.*—Stores returned by a unit to an ordnance depôt will, if possible, be accompanied by a representative who must be provided with an advice note, or list, detailing the stores, signed by the consignor. On arrival at the depôt the stores, will, if on rail, be unloaded by the transit foreman and the men at his disposal.

173. *Certificate receipt vouchers.*—The stores will be then sent to the receipt section, where they will be checked and conditioned. As soon as this has been done the receipt section foreman will, unless a voucher in proper form is received with the stores, make out a certificate receipt voucher in duplicate, detailing the articles received; he will sign one copy and return it to the representative as a receipt. He will send the other copy with the stores to the foremen concerned, who will initial the voucher and pass it to the ordnance officer for posting and signature. It is most desirable that units should be able to promptly deliver stores no longer required, and receive acquittance. It should generally be possible for the receipt branch to check the stores and give a receipt on the spot.

The certificate receipt voucher will be supported by the advice note or way bill. In the absence of these documents, a certificate will be added to the effect that they were not available.

Stores will be held on charge as serviceable (S) and non-serviceable (N). The ledgers will be cleared of (N) stores by transfer to (S), to produce, by sale voucher, by the destruction of the stores, or by sending them to other depôts having greater facilities for carrying out repairs.

174. *Road convoy.*—Stores sent in by road convoy or in local vehicles will be dealt with in the same manner, except that they will be taken direct to the receipt section in the first instance.

21.—Receipts from Purchase.

175. Particular care has to be devoted to all questions in connection with the purchase of stores, as in war time these are liable to assume large dimensions. Delivery should not be made to the serviceable stores foremen, nor should they be allowed to accept or reject, or to suggest rejection.

A portion of the area told off for receipts should be set apart for receipts from local purchase, where the inspection branch can inspect and accept or reject.

The receipt branch would bring to charge, and prepare bills for payment from the inspection reports signed by the inspecting officer, and pass the accepted stores to the respective foremen.

22.—Miscellaneous.

176. *Tallies.*—Tallies should be kept if possible, otherwise a rough record or note book entry of numbers issued will be found useful in connection with the provision arrangements of the group.

177. *Closing ledgers.*—Normally the ledger accounts of depôts kept in accordance with the instructions contained in Appendix VIII. will run for the whole period of the campaign, without balancing otherwise than when stocktaking is carried out. Should an intermediate balancing of accounts be considered desirable, this will be arranged in conjunction with the auditor appointed by the War Office. In the event of any depôts being closed during the period of the campaign the auditor will be informed, and the accounts of such depôts will be completed and forwarded to him with the least possible delay.

178. *Stocktaking.*—Stock at depôts is to be taken from time to time as circumstances permit.

179. Immediately after the termination of hostilities boards of specially qualified officers will be appointed to take stock of stores of every description on hand; peace accounts will thereafter be instituted, and no further issues will be made through war depôts accounts except to other ordnance depôts.

23.—Ammunition Supply.

180. The system of ammunition supply is fully detailed in F.S. Regulations, Parts I. and II. The Army Ordnance Department is only responsible for maintaining reserves of ammunition at various points on the lines of communication, as directed by the I.G.C., for the refilling of ammunition parks.

CHAPTER VII.

24.—WORKSHOPS.

181. *Organization.*—Details of typical organizations and lists of tools and stores required for different classes of workshops are contained in a separate manual.

182. *Equipment.*—The tools and materials for work shops will, with the exception of those forming part of the mobilization equipment of the ordnance companies, be sent to the base from

home. These workshops will be established where required on the line of communication, the personnel to work them being found from the most convenient ordnance companies.

183. *Tools and material.*—The *actual* requirements of tools, &c., must vary with the personnel and appliances available, the work to be done, and the conditions under which that work may have to be carried on. It is essential, however, that workshops should have a stock (say 3 months) of materials, &c., including timber.

184. *Books.*—The usual workshop books will be kept, showing as accurately as may be practicable the work performed and the disposal of materials drawn. Materials issued to the shops will be at once written off to expense; tools will be transferred to “articles in use.” No more materials or tools should be drawn than can be conveniently utilised at the time.

APPENDIX I.
AN ORDNANCE COMPANY.
WAR ESTABLISHMENT.

Detail.	Personnel.					Riding horses.	Remarks.
	Officers.	Warrant officers.	Staff-serjeants and serjeants.	Tank and file.	Total.		
Officers	2		
Clerks (a)		
Foremen (a)		
Assistant foremen		
Storemen		
Armament artificers		
Armourers		
Smiths and hammermen (b)		
Saddlers (b)		
Wheelers and carpenters (b)		
Fitters (b) (c)		
Tentmenders (b)		
Painters and miscellaneous (b)		
Battmen		
Total company	2	4	21	140	167		

(a) Includes a laboratory foreman of either calling as available.

(b) 10 of the whole of these may be corporals.

(c) 2 should be trained electricians and engine drivers.

NOTES.—1. If a unit is acting independently, officers will be added as required.

2. The above establishment includes 2 lance-serjeants and 8 lance-corporals.

3. When 2 companies are grouped together to form a depot, the following additional officers will be required:—2 administrative officers, 4 executive officers, and 2 inspectors of ordnance machinery.

When 4 companies are grouped together to form a depot, the following additional officers will be required:—4 administrative officers, 8 executive officers, and 4 inspectors of ordnance machinery.

4. The services of 10 civilians will be required, in addition to the personnel referred to in Note 3, for duty in A.O.D. workshops.

5. A riding horse is allowed for the senior ordnance officer of a depot at a base, and at an advanced base respectively.

APPENDIX II.

General Plan and Arrangements of a typical Ordnance Depot.

1. The general arrangements of a typical ordnance depot are shown in the accompanying drawing.

2. *Railway siding.*—The railway siding is shown as running along the whole of what may be called the front of the depot, and parallel with the line of the store tents. It should be of sufficient length to accommodate the anticipated traffic, and should be furnished with a loop and cross-over roads to facilitate shunting. Loading stages or platforms with ramps, constructed of earth or timber, should be installed as far as is practicable, and a crane or a derrick should be mounted on one of the loading stages or on a spare railway wagon, and capable of dealing with a 5-ton lift.

3. *Loading area.*—Parallel with the railway siding and having a depth of about 50 ft. is the railway loading area, where all railway consignments are loaded and unloaded and the packages checked with the way bills, &c. Office accommodation is provided at one end for the transit foreman, and it may be desirable to allot one or two tents for the protection of small consignments of stores liable to suffer from the weather while awaiting despatch.

4. *Roads.*—Separated from the railway loading area by a line of posts and rope is a 30 ft. roadway, in which gaps are left at intervals to facilitate the passage of consignments of stores to and from the railway line.

5. *Store tents, &c.*—On the other side of the roadway is the front line of the foremen's enclosures, in the rear of which are the store tents. Each enclosure should have an opening on to the road; 100 ft. will be found a useful depth for these enclosures. The stores will be held in convenient groups, the limits of which should be clearly defined by means of ropes and posts, assisted by stacks of those items which are usually held in large numbers. Articles requiring protection from the weather should be stored in the tents, the remainder being stacked in the group enclosures and protected, if necessary, with tarpaulins or sail covers.

6. *Stores in bulk.*—Another 30 ft. roadway runs along the rear of the store tents, on the other side of which accommodation is provided for stacking stores in bulk.

7. *Workshops.*—In rear of these again is another 30 ft. roadway, or in a large depot, or one that is likely to stand for a protracted period, a roadway at least 100 ft. wide, on the further side of which are the workshop enclosure and the vehicle parks. The latter are located close to the workshops in order to facilitate the overhauling and repairs which are constantly in progress. There should be

separate ample accommodation for vehicles and other stores which are undergoing repair for units. Good shelter should be provided for both timber and wheels.

8. *Magazine*.—To the front of the vehicle parks is the magazine, which should be roped off from the remainder of the depôt grounds. If possible, taking safety into consideration, the railway siding should be extended as shown, right into the magazine enclosure, so that the railway wagons containing ammunition and other explosives may be hand shunted into it, thereby avoiding having to handle such consignments in the midst of the general stores; otherwise, a separate siding may be constructed. Suitable magazines should be improvised as necessary.

9. *Entrance*.—At the opposite end of the depôt is situated the entrance, having "in" and "out" portions, which should be conspicuously marked on notice boards. One entrance will, as a rule, be found quite sufficient; the provision of more than this merely adds to the difficulty of preserving the security of the depôt, but ample width should be allowed with good turning room for vehicles immediately inside the depôt railings.

10. *Guard*.—The guard tent should be situated near the entrance.

11. *Offices, &c.*—On one side of the entrance are the offices, on the other is the receipt section. This section deals with all receipts from units, conditions the stores, and hands the serviceable and repairable articles over to the foremen concerned. It will be found convenient to provide pens in which the unit can deposit the stores it is returning, and thereby keep them separate from those of other units. In each pen the stores should be to the right, the gangway to the left, the receipts being thus kept quite separate.

12. *Produce*.—Produce from unserviceable stores should be accommodated in similar pens in the receipt section.

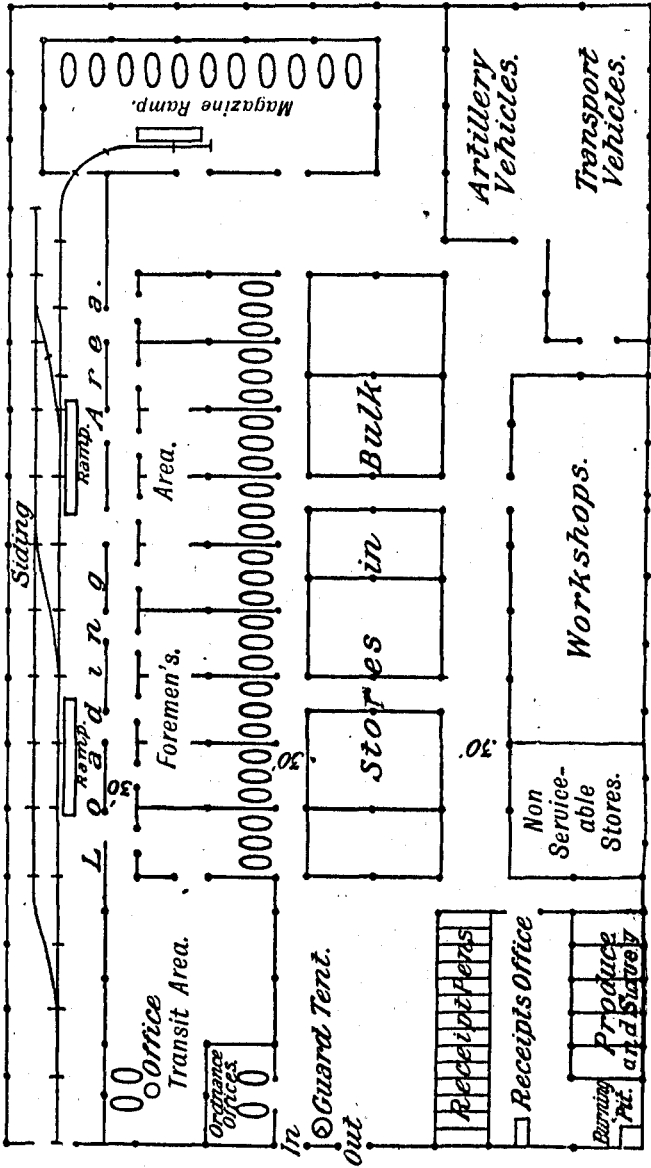
13. *Survey*.—Similar pens should be provided to accommodate stores for "survey" in the receipt section.

14. *Destructor*.—A pit or other contrivance for the destruction of stores by fire should also be provided in the receipt section.

15. *Non-serviceable stock*.—In prolongation of the receipt section should be stored the non-serviceable stock with ample space for each section, bearing in mind that most items will be loose and laid out, and not packed or in bulk.

16. *Latrines*.—Latrine accommodation should be provided as required, and placed as far from the depôt enclosure as possible.

PLAN OF TYPICAL ORDNANCE DEPOT.
(Not drawn to Scale.)



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APPENDIX III.

Areas of Depôts.

The following is a rough estimate of the amount of space required for Ordnance Depôts :—

BASE ORDNANCE DEPÔT.		Square feet.
In two compartments	{ magazines for cordite and guncotton	1,000 600
In six compartments	{ Explosive stores for :— S.A.A. Filled shell, 60-pr. Q.F. ammunition	8,000 5,000 28,000
For general stores and clothing (say—12 sheds, each 150 ft. × 40 ft.)	80,000
For reserve vehicles in sheds or open	24,000
For workshops :—		
Carpenters and wheelers	}	5 sheds, 100 ft. × 30 ft. 15,000
Fitters		
Blacksmiths		
Armourers		
Tentmenders		
Total storage...		161,600
For roadways, sorting places, &c....		363,800
Total		525,400
or 250 × 230 yards.		

ADVANCED BASE ORDNANCE DEPÔT.

(a) During concentration—an open space with sheds adjacent	2,700
(b) After concentration		
Magazines, two compartments	1,000
Explosives	{ S.A.A.... ..	6,000
(in six compartments)	{ filled shells	2,000
	{ Q.F. ammunition	8,000
General stores and clothing (say 10 sheds, 150 ft. × 40 ft.)	60,000
Spare vehicles in sheds or open	20,000
For workshops :		
Carpenters	}	5 sheds, 75 ft. × 30 ft. 11,250
Fitters		
Blacksmiths		
Armourers		
Tentmenders		
Total storage...		108,250
Roadways, working spaces, &c....		291,750
Total... ..		400,000
or 200 × 200 yards.		

APPENDIX IV (a).

Gun Ammunition.

Approximate number of rounds provided in the field per gun.

Description of gun.	With battery.	With brigade ammunition column.	With divisional ammunition column.	Total with field units.	With ammunition park.	Other reserve to be maintained on the lines of communication.	Total to be maintained in the field.
13-pr. Q.F. ...	176	220*	...	396	150	454	1,000
18-pr. Q.F. ...	176	76	126	378	150	472	1,000
4.5-inch Q.F. howitzer	108	48	44	200	80	520	800
60-pr. B.L. ...	80	40†	60	180	70	250	500
6-inch 100-lb. shell B.L. or howitzer 122-lb. shell	50	50
	40	40

* 76 rounds in ammunition wagons, and 144 rounds in G.S. wagons.

† Ammunition column with the battery.

NOTE.—The capacity, in rounds, of vehicles allotted for gun ammunition is as follows:—

13-pr. Q.F.	18-pr. Q.F.	4.5-inch Q.F. howitzer.	60-pr. B.L.	(a)	100-lb. shell.	122-lb. shell.
...	24	24
Gun carriage limber ...	24	24
Ammunition wagon, with limber ...	76	76	40	40
G.S. wagon ...	144	108	40	40	25	20
Lorry, 3-ton ...	280	224	112	112

(a) 2 rounds are carried when going into action.

APPENDIX IV (b).

Small Arm Ammunition.

Approximate number of rounds provided in the field for each man armed with a rifle.

For each rifle of	With unit.		With brigade ammunition column.	With divisional ammunition column.	Total with field units.	With ammunition park.	Further supply of reserve ammunition on lines of communication. §	Total to be maintained in the field.
	On the soldier.	In regimental reserve.						
Cavalry and Irish Horse	100	100	100	...	300	100	100	500
Divisional cavalry	100	100	50*	50*	300	100	100	500
Artillery ...	50†	50	50
Engineers ...	50	50†	100	100
Infantry ...	120	100	80	50	350	100	100	550
Army Service Corps	20	20	20
Army Ordnance Corps...	20	20	20

* No special provision is made for carriage of this ammunition.

† This reserve will, if necessary, be increased to 300 rounds per rifle for cavalry regiments, and infantry battalions as soon as possible after the commencement of the campaign.

‡ Per man.

§ For dismounted men only.

NOTES.—1. For the purpose of arriving approximately at the number of rounds to be carried in ammunition columns, the number of rifles in units is calculated at 500 for cavalry regiments, and at 1,000 for infantry battalions; other units are not considered.

2. The capacity, in rounds, of vehicles and animals allotted for small-arm ammunition is as follows:—
S.A.A. cart, 16,000; Limbered G.S. wagon, 16,000; G.S. wagon, 40,000; Pack animal, 2,000; Lorry (3-ton), 80,000.

Approximate number of rounds provided in the field for each pistol.

For each pistol a total of 36 rounds is carried in the field, viz.: 12 rounds on the man, 12 rounds in regimental transport, and 12 rounds in the brigade ammunition column.

APPENDIX IV (c).

Small Arm Ammunition.

(d) Approximate number of rounds provided in the field for each machine gun.

For each machine gun.	With units.		With brigade ammunition column.	With divisional ammunition column.	Total with field units.	With ammunition park.	With A.O.D. on lines of communication.	Total to be maintained in the field.
	Service ammunition.	Regimental reserve.						
Cavalry ...	3,500	16,000	10,000	—	29,500	6,000	14,000	49,500
Infantry ...	3,500	8,000	5,000	5,000	21,500	6,000	14,000	41,500

APPENDIX IV (d).

Statement showing details of a complete round of ammunition for the various natures of ordnance used in the field, with certain details regarding packages and weights and method of packing small arm ammunition.

13 PR. Q.F. GUN.

Fixed ammunition, comprising cartridge and shrapnel shell, filled and fuzed with T. & P. No. 80 Fuze, and fuze cover.

Packed 4 in a "box, ammunition, Q.F. 13 pr."

Weight	{	of a single round	16 lbs. 5-14/16 oz.
		of 4 rounds in a box complete		3 qrs. 1½ lbs.

18 PR. Q.F. GUN.

Fixed ammunition, comprising cartridge and shrapnel shell, filled and fuzed with T. & P. No. 80 Fuze, and fuze cover.

Packed 4 in a "box, ammunition, Q.F. 18 pr."

Weight	{	of single round	22 lbs. 13-15/16 oz.
		of 4 rounds in a box complete		1 cwt. 0 qrs. 4 lbs.

4·5-INCH Q.F. HOWITZER.

1 Cartridge, Q.F., filled, 15 ozs. 14 drs., cordite.

1 Shell, Q.F., filled, common, lyddite.

1 Fuze, percussion, D.A., with cap, No. 17.

Packed 2 of each in "Box, ammunition, lyddite Q.F., 4·5-inch Howitzer." Weight complete 3 qrs. 15 lbs.

1 Cartridge, Q.F., filled, 15 ozs. 14 drs., cordite.

1 Shell, Q.F., filled, shrapnel.

1 Fuze, T. & P. No. 82.

Packed 2 of each in "Box, ammunition, shrapnel, Q.F., 4·5-inch Howitzer." Weight complete 3 qrs. 12 lbs.

60 PR. B.L. GUN.

1 Cartridge, of 9 lbs. 7 ozs. or 9 lbs. 12 ozs. cordite, M.D., size 16 ; packed 12 in a case whole M.L. weighing complete 1 cwt. 1 qr. 23 lbs

1 Fuze, T & P. No. 62 (for shrapnel shell) ; packed 1 in a tin cylinder, 25 cylinders in a case, wood, packing. Weight complete 2 qrs. 2 lbs.

or

1 Fuze, percussion, D.A. with Cap, No. 17 (for lyddite shell) ; packed 1 in a tin cylinder, 50 cylinders in a case, wood, packing. Weight complete 2 qrs. 1 lb.

1 Shell, B.L. filled, shrapnel (with plug)† ; issued loose. Weight 2 qrs. 2½ lbs.

or

1 Shell, B.L. filled, common, lyddite (with plug)† ; issued loose. Weight 2 qrs. 4 lbs.

1 Tube, friction, "T" ; packed 10 in a tin cylinder, 10 cylinders in a case, wood, packing. Weight complete 18 lbs.

1 Adapter, 2-inch fuze hole ; packed in quantities as required in a case, wood, packing. Weight 4ozs. each adapter.

† A sling is used for these projectiles, but is issued separately. Weight 2 lbs. 5 ozs.

Statement showing details of packing small arm ammunition in chargers for field service.

CARTRIDGES, S.A. BALL, .303-INCH, CORDITE.

Package.	No. of rounds.	Weight of filled package.	
		lb.	oz.
Box, A.S.A., 1,000 rds, .303 inch in chargers	1,000	81	0
Box, A.S.A., G.S. Mark XI ...	840	70	8
„ H. & S., Mark XII ...	840	69	6
„ H. & S., Mark XIV	840	69	4

CARTRIDGES, S.A. BALL, PISTOL, WEBLEY.

Package.	No. of rounds.	Weight of filled package.	
		lb.	oz.
Box, A.S.A. Pistol, Mark III ...	276	16	4

APPENDIX V.

Clothing and Stores required by an Army in the Field.

1. Were it possible to lay down an exact scale of stores to be held at an ordnance depôt in the field the Ordnance Officer in charge would be spared much labour and anxiety in connection with the depôt provision arrangements. Unlike the provision of supplies, which can be almost exactly foreseen, the requirements of ordnance stores for an army are very difficult to estimate, and this difficulty is much greater in the case of advanced ordnance depôts than of those further to the rear.

2. The requirements of an advanced depôt fluctuate violently with the changing fortunes of the troops in front. The stocks to be held therefore must depend to a large extent upon the intentions of the Commander and to the wear and tear of ordnance matériel and clothing, &c., consequent on the operations.

A. CLOTHING AND NECESSARIES SUPPLIED IN THE FIELD.

3. The following are the only articles of clothing and necessities which are normally issued to troops in the field. To facilitate the opening of a depôt, and as a ready detail of suitable consignments or indents, the numbers shown may be taken as a "Unit of supply of clothing" for the upkeep of 1,000 men on normal active service conditions for three months or less. The number of such units ordered to be held or despatched must depend on the judgment of the Director or other officer acting on his behalf.

Articles.	For 1,000 Mounted Men.	For 1,000 Dismounted Men.	For 1,000 Highlanders.	Remarks.
	A	B	C	
<i>Clothing.</i>				
Aprons, kilt	330	In 3 sizes.
Boots, ankle, pairs	660	660	...	For sizes and fittings see Appendix VI.
Caps, glengarry*...	330	For sizes see Appendix VI.
Caps, service dress	330	330	...	
Drawers, { cotton, pairs	330	} In 6 sizes.
{ woollen, pairs	330	...	
Gaiters, Highland, drab, pairs...	330	In 9 sizes.
Great coats, { mounted... ..	330	} In 12 sizes.
{ dismounted	330	330	
Jackets, service dress	330	330	330	In 18 sizes.
Kilts	330	In 36 sizes.

APPENDIX V—continued.

A.—CLOTHING AND NECESSARIES, &c.—continued.

Articles.	Per 1,000 Mounted Men.	Per 1,000 Dismounted Men.	For 1,000 Highlanders.	Remarks.
	A	B	C	
<i>Clothing—continued.</i>				
Pantaloon, cord, pairs	330	In 18 sizes.
Puttees, pairs	660	660	...	
Shoes, Highland, pairs	660	For sizes and fittings—see Appendix VI.
Spurs, Jack, pairs	330	
Titles, metal, sets	660	660	660	
Trousers, service dress, pairs...	...	660	...	In 18 sizes.
Waistcoats, cardigan	330	330	330	In 3 sizes.
<i>Necessaries.</i>				
Braces, pairs	330	330	...	
Brushes, { shaving	330	330	330	
{ tooth	330	330	330	
Caps, comforter	330	330	330	In 3 sizes.
Combs, hair	330	330	330	
Discs, identity, with cord	330	330	330	
Forks	330	330	330	
Garters, Highland, pairs	330	
Holdalls	330	330	330	
Hose tops, pairs*	330	In 2 sizes.
Housewives	330	330	330	
Knives, { clasp, with lanyard ...	330	330	330	
{ table	330	330	330	
Laces, leather, { 24 inch, pairs...	660	
{ 30 " " "	660	660	...	
Razors	330	330	330	
Shirts, flannel	660	660	660	In 9 sizes.
Socks, worsted, pairs	1320	1320	1320	In 4 sizes.
Spoons	330	330	330	
Towels, hand	330	330	330	
<i>Special Articles.</i>				
Brassards	50	...	1 per R.A.M.C. and A.S.C. man attached to medical units.
Dressings, field	330	330	330	
Helmets, universal, khaki	330	330	330	For sizes see Appendix VI.
Puggarees... ..	330	330	330	
Soap (Woolwich supply) pieces	330	330	330	

* A description of the different patterns of Hose tops, Tartan and Glengarry caps, will be found in the Priced Vocabulary of clothing and necessaries.

APPENDIX V—continued.

B.—GENERAL STORES.

4. The following table represents approximately the quantities of the commoner items of general stores required for the upkeep of the various organizations of the Expeditionary Force for a period of one month.

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
<i>Section No. 1—A.</i>	D	E	F	G
Bags, ration... ..	400	100	700	200
Bottles, water, enamelled... ..	400	100	700	200
Carriers, water-bottle, with shoulder strap... ..	160	40	100	40
Cases, pistol, Webley :—				
With leather loops... ..	40	10
Knives, brown, wire-cutter... ..	90	20	25	5
Straps :—				
With buckle... ..	45	10	10	...
With stud... ..	45	10	10	...
Haversacks, other services... ..	400	100	250	100
Knives, sword, brown, G.S.	120	30	5	...
Lanyards, pistol... ..	60	15	5	...
Pouches, ammunition, pistol, Webley, with leather loop... ..	20	5
Slings, rifle, web... ..	120	30	300	60
Straps, mess-tin, mounted services... ..	120	30	70	25
Tins, mess :—				
Dismounted services...	600	100
Mounted services... ..	400	100	200	75
Web equipment, pattern 1908 :—				
Sets...	660	150
Braces, with buckle... ..	400	100	250	100
Bandolier equipment, pattern 1903 :—				
Bandoliers—				
90 rounds... ..	100	25
50 „... ..	10	...	70	20
Belts, waist... ..	40	10	10	...
Covers, mess-tin, D.S.	200	30
Pockets, cartridge, 15 rounds...	20	5
Straps, greatcoat... ..	20	5	30	30
<i>Section No. 2—A.</i>				
Axes, felling, curved helve... ..	100	25	120	50
„ hand, Mark II... ..	40	10	30	10
„ helves, 34½ in.	200	50	250	100
„ „ 16 „... ..	40	10	30	10

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
<i>Section No. 2—A.—continued.</i>				
	D	E	F	G
Bags, line gear	10	...	5	...
Buckets, water, G.S., canvas	800	200	400	100
Helves, maul, 34½-in.	5	...	10	15
Hooks, bill	60	15	100	25
" reaping, large	60	15	60	20
Kettles, camp, oval, 12 quarts	160	40	160	70
Lanterns, tent, folding	8	2	15	...
Mallets, heel-peg	500	130	200	100
Mauls, G.S., heads... ..	5	1	10	15
Pads, surcingle	500	120	250	100
Pegs, picketing, with rope loop	4,000	1,000	1,000	500
Pins, tent, wood, large	40	10	40	600
Posts, picket, 2½-ft., with rope loop	200	40
Ropes :—				
Head, hemp, with ring	4,000	1,000	2,000	750
Heel	1,400	350	750	300
" large	25	10
Picketing, 4 ft. 9 in.	3,000	750	500	400
" 66 ft.	20	5	25	10
Rugs, horse, Mark V	40	10	20	10
Sheets, ground	200	50	350	75
<i>Section No. 2—B.</i>				
Axes, pick :—				
Heads, 4½ lb.	120	30	500	50
Helves, ferruled, 36-in.	240	60	1,000	100
Implements, intrenching, pattern				
1908 :—				
Heads	350	40
Helves	350	40
Shovels, G.S. :—				
Heaves, curved, 32-in.	40	10	200	20
<i>Section No. 3.</i>				
Iron, wrought :—				
Round (assorted sizes)... .. cwts.	4	1	6	3
Square (" ")... ..	1	½	3	1
Solder, tinman's, soft lbs.	56	14	70	168
Steel, mild, flat (assorted sizes)... cwts.	4	1	8	4
tool, grade B (assorted) "	2	½	2	1

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
<i>Section No. 5—A.</i>	D	E	F	G
Harness, pole { wheel, double sets	12	3	14	5
draught, G.S. { lead, double "	16	4	25	8
Harness, A.S.C., for heavy draught horses double sets	8	2
Harness, shaft draught ... "	2	...	5	1
Harness, P.D.G.S. :— Attachments, hame, supporting pole bar	8	2	5	...
<i>Miscellaneous Articles.</i>				
Bags, corn, 8 lb.	800	200	20	40
" nose, G.S.	2,000	500	1,000	400
" large	120	40
Brushes, harness, hard	100	25	200	50
" horse	2,000	500	1,000	400
Girths, pieces, extending... ..	40	10	30	10
Rubbers, horse	2,000	500	1,000	400
<i>Section No. 5—B.</i>				
Packsaddlery, general service ... sets	5	1	4	...
<i>Section No. 6—A.</i>				
Saddlery, officers sets	5	1	4	1
" universal "	200	50	30	20
<i>Section No. 6—B.</i>				
Attachments, releasable, trace, rope, long	8	2	20	4
Attachments, releasable, trace, wire, long	4	1	10	2
Basils, brown, strained	6	2	4	2
" " unstrained	4	1	5	4
Buckles, brass, bent heel, 1½-in....	4	1	10	2
" " " 1½ "	4	1	5	2
" " " 1½ "	4	1	10	2
" " " 1 "	16	4	2	2

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
	D	E	F	G
<i>Section No. 6—B. (continued).</i>				
Buckles, brass, inlet, $\frac{3}{8}$ -in. ...	8	2	4	2
" " roller, double, $1\frac{1}{4}$ -in. ...	8	2	4	2
" " " " 1 " ...	8	2	4	2
" " " " $\frac{3}{4}$ " ...	16	4	5	4
" " " " $\frac{3}{4}$ " ...	8	4	4	2
" " " single, $1\frac{1}{4}$ " ...	30	8	15	5
" " " " $\frac{3}{4}$ " ...	20	5	10	4
" iron, barred, " double roller, $\frac{3}{8}$ -in. ...	8	2	12	4
" iron, roller, barred, $1\frac{1}{4}$ -in., curved ...	20	5	10	4
" iron, roller, double, $1\frac{1}{4}$ -in. ...	16	4	8	2
" " " " 1 " ...	8	2	4	2
" " " " $\frac{3}{4}$ " ...	4	1	8	3
" " " " single $\frac{3}{4}$ " ...	10
" " " " $\frac{3}{8}$ " ...	4	1	4	2
" nickel, barred, $1\frac{1}{2}$ -in. ...	8	2	4	2
" roller, double, 1-in. ...	4	1	4	2
" " " single, $1\frac{1}{4}$ " ...	4	1	4	2
" " " " $1\frac{1}{4}$ " ...	4	1	4	2
" " " " $1\frac{1}{2}$ " ...	4	1	4	2
" " " " 1 " ...	4	1	4	2
Buckles, { 1-inch barred ...	20	5	10	4
nickel, { $\frac{1}{2}$ -inch ...	4	1	4	2
single { $\frac{3}{4}$ -inch ...	4	1	4	2
Chains, curb, portsmouth bit, reversible	30	8	15	5
Cord, cotton... .. yards	16	4	20	8
Cord, whip lbs.	4	1	5	2
Dees { brass, 1-in. x $\frac{3}{4}$ -in. ...	16	4	2	2
{ nickel, $1\frac{1}{2}$ -inch ...	4	1	2	4
{ steel, 2-in. x 2-in. ...	4	1	10	2
Felt, brown, 43-in. wide yards	16	4	8	4
Flock... .. lbs.	16	4	35	10
Hair, horse, saddlery "	8	2	10	2
Hides, brown :—				
Backs { bridle	12	3	3	1
{ collar	8	2	5	2
{ heavy	4	1	5	2
Cloak	4	1	4	2
Light	4	1	4	2
Hooks, curb, portsmouth bit, reversible	80		15	5

APPENDIX V—*continued.*B.—GENERAL STORES—*continued.*

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
	D	E	F	G
<i>Section No. 6—B—continued.</i>				
Links				
{ brass, 1½-in. × ½-in.	40	10	8	5
{ double, 2½-in.	4	1	10	2
{ " 2½-in. × ½-in.	4	1	10	2
{ " trace, rope, short	4	1	5	2
{ " " wire, short	4	1	5	2
Rings				
{ nickel, { 1½-inch	4	1	4	2
{ " { 1½-inch	4	1	4	2
{ steel, { 1½-in., with chain	4	1	10	2
{ " { 2½-in., with cranked link	4	1	10	2
Rivets, copper, tinned:—				
¾-inch, No. 6 S.W.G.	16	4	40	5
" " 6 "	16	4	40	5
" " 9 "	200	50	10	...
" " 12 "	16	4	40	5
Saddletrees:—				
Bars, side, shaped:—				
Drivers { near	4	1	5	2
{ off	4	1	5	2
Universal, { near	16	4	4	2
{ steel arch { off	16	4	4	2
Rivets, iron, 2-inch	160	40	80	30
Straps, { girth, V-attachment	20	5	10	5
{ releasable	20	5	40	10
Thread, { flax, fine lbs.	60	15	40	15
{ whitened-brown lbs.	8	2	10	2
Washers, { No. 6 S.W.G.	32	8	80	10
{ " 9 "	200	50	10	...
{ " 12 "	16	4	40	5
<i>Section No. 7.</i>				
Augers, screw, solid wing, eyed:—				
2-inch, 17½-in. long	1	...	1	...
1 " 17-in. long	1	...	1	...
¾ " "	1	...	1	...
{ 18-inch	1	...	1	...
Augers, handles				
{ 16 "	4	1	4	1
{ 13½ "	2	...	3	...
Bags, tool, farriers, filled... ..	4	1	3	1
Braces, carpenters, ratchet, with 24 bits	1	...	1	1
Buffers, farriers	40	10	25	10
Cases, saw, hand	2	...	3	...
Chisels, hand, cold, ¾-in. × 8-in.	4	1	6	1

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for				
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.	
	D	E	F	G	
<i>Section No. 7—continued.</i>					
Cutters, wire, Mark V	100	25	25	10	
Files, assorted sizes doz.	4	1	3	1	
Gimlets, twist, assorted sizes	8	2	10	5	
Hammers {	claw, 16-oz.	4	1	4	2
	riveting, 24-oz.	1	...	1	...
	" 8 "	1	...	1	...
	smiths, sledge, 10-lb.	1	...	1	...
Handles, file, assorted sizes	8	2	12	2	
Holdalls, tool, saddlers, filled	1	...	1	1	
Holdrs, file, with handle, half-round, assorted sizes	2	...	2	...	
Marline spikes, steel, 9-inch	1	...	2	1	
Pencils, carpenters	80	20	140	100	
Pincers, carpenters pairs	2	...	3	1	
Pliers, side-cutting, 8-inch "	24	6	15	100	
Cutters (spare)	24	6	15	100	
Rasps, farriers, 16-inch	160	40	80	40	
Rules, G.S., 4-fold	4	1	3	2	
Saws, {	folding, complete	2	...	10	1
	hand, 26-inch	4	1	4	1
Screwdrivers, G.S. {	9-inch	2	...	1	2
	6 "	4	1	4	...
	4 "	2	...	3	...
Sets, saw, hand	1	...	1	...	
Spanners, adjustable {	15-inch	4	1	4	3
	11 "	12	3	12	4
Valises, tool... ..	2	...	4	...	
<i>Section No. 8—A.</i>					
Cordage, hemp, hawser, 3-strand:—					
Tarred {	3-inch fathoms	113	452
	2½ " "	113
	2 " "	113
	1½ " "	226	113	113	678
	1 " "	113	...	113	...
	¾ " "	113	...	113	...
White {	2½-inch "	113	...
	2 " "	226	113	113	...
	1½ " "	113	...	226	...
	1 " "	113	...	339	113
¾ " "	113	
Cordage, spun yarn, hemp, tarred:—					
3-thread cwts.	4	1	5	2	
1-thread "	½	...	½	1	

APPENDIX V—*continued.*B.—GENERAL STORES—*continued.*

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
	D	E	F	G
<i>Section No. 8—A.—continued.</i>				
Cordage, trace, 1½-in. ... fathoms	12	3	12	10
" " 2¼-in. ... "	8	2	15	2
Line, white, 1-lb. skeins ... skeins	12	3	40	...
Lines, Hambro	60	15	150	...
Rope, galvanized, steel wire, 1-in. fathoms	2	...	3	...
Twine :—				
Packing, { large ... lbs.	4	1	4	2
{ middling ... "	12	3	15	6
{ small ... "	2	...	2	...
Quilting	16	4	30	10
Whipping	30	8	5	8
<i>Section No. 8—B.</i>				
Oars, ash, leathered, 12-ft. ... pairs	1	8
<i>Section No. 8—C.</i>				
Cases, message book	2	...	3	...
Flags, signal, army —				
Blue :—				
3-ft. square	20	5	20	1
2-ft. "	40	10	40	6
White with stripe :—				
3 ft. square	20	5	20	1
2 ft. "	40	10	40	8
Poles, 5 ft. 6 in.	40	10	45	2
" 3 ft. 6 in.	80	20	90	15
Heliographs, 5 in.	3	1	4	...
Arms, sighting, screws, clamping :—				
Main socket	3	1	4	...
Sighting rod	3	1	4	...
Body, balls, German silver	3	1	4	...
Boxes, spare mirrors	3	1	4	...
Cases, leather	3	1	4	...
Straps :—				
Shoulder	3	1	4	...
Waist	3	1	4	...
Frames :—				
Duplex mirror... ..	3	1	4	...
" " U	3	1	4	...
Signalling mirror	3	1	4	...
Milled heads, tangent screw ...	3	1	4	...

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
<i>Section No. 8—C.—continued.</i>	D	E	F	G
Heliographs, 5 in.—continued—				
Mirrors:—				
Duplex	3	1	4	...
Signalling	3	1	4	...
Pockets, spare parts	3	1	4	...
Rods, double-jointed sighting	3	1	4	...
Rods, vertical, steel	3	1	4	...
Springs, { key	3	1	4	...
{ tangent screw	3	1	4	...
Tools, adjusting... ..	3	1	4	...
Pivots, duplex mirror frame	3	1	4	...
Plates, brass, with spare screws	3	1	4	...
Screws, adjusting, key bridge	3	1	4	...
Springs, mirror	3	1	4	...
Lamps, signalling, " B "	4	1	4	...
Chimneys, glass... ..	80	20	80	...
Paniers, signalling	2	...	2	...
Stands, lamp or heliograph, " A "	2	...	2	...
<i>Section No. 8—D.</i>				
Compasses:—				
Magnetic pocket	8	2	8	1
Prismatic	2	...	3	...
Cases	2	...	3	...
Rods, measuring, common, 6-ft....	2	...	2	...
Tapes, measuring, linen, 100-ft....	4	1	2	1
Watches	1	...	2	1
<i>Section No. 9—A.</i>				
Beeswax lbs.	8	2	4	2
Borax, refined "	12	3	28	7
Dubbing cwts.	6	1½	4	1
Grease, lubricating, yellow "	2	½	1	4
Grease, lubricating, for cool climate cwts.	45	11	78	13
Mineral jelly, red "	2	½	7	...
Oil:—				
Lubricating:—				
I.C. engines:—				
Medium galls.	100	10	15	100
Light "	150	30	60	200
G.S. "	120	30	210	50
Rangoon "	40	10	100	...
Soap, yellow bars	4,000	1,000	8,000	2,000
Wax, black lbs.	16	4	12	12

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
	D	E	F	G
<i>Section No. 10—A.</i>				
Nails, horse-shoe :—				
No. 6	265,000	66,000	26,000	17,000
" 8	680,000	170,000	222,000	109,000
" 10	280,000	70,000	333,000	119,000
" 13	8,000	2,000	81,000	23,000
" 15	17,000	5,000
Nails, iron :—				
Clout, wrought, countersunk head :—				
No. 103 lbs.	16	4	8	2
" 104 "	20	5	12	3
" 105 "	24	6	22	8
" 108 "	360
Spike, No. 185 "	528	132	112	80
Nails, steel :—				
Clasp :—				
Fine, No. 71 "	24	6	22	26
" " 72 "	32	8	24	24
Strong, No. 80... .. "	40	10	34	11
Nails, wire, iron, grooved :—				
6-in. "	224	56	140	14
5 " "	224	56	70	70
4 " "	56	14	224	28
3 " "	28	7	84	112
2½ " "	56	14	35	7
2 " "	56	14	112	112
1½ " "	28	7	35	56
Padlocks, iron, 2-in. "	1	...	2	...
Pins, keep, split (assorted sizes) "	600	150	2,000	...
Screws :—				
Brass, flathead (assorted sizes) gross	2	½	5	9
Iron, flathead (assorted sizes)... .. "	80	20	100	60
Shoes, horse, pairs :—				
No. 3 :—				
Fore "	800	200	20	40
Hind "	800	200	20	40
No. 4 :—				
Fore "	8,000	2,000	800	450
Hind "	8,000	2,000	800	450
No. 5 :—				
Fore "	7,200	1,800	2,300	1,200
Hind, { without calkins "	6,800	1,700	1,500	700
{ with calkins... .. "	400	100	800	500

APPENDIX V—*continued.*B.—GENERAL STORES—*continued.*

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
	D	E	F	G
<i>Section No. 10—A—continued.</i>				
Shoes, horse, pairs— <i>continued</i> —				
No. 6:—				
Fore	4,000	1,000	3,000	1,200
Hind, { without calkins	2,500	600	1,100	600
{ with calkins... ..	1,500	400	1,900	600
No. 7:—				
Fore	1,200	300	2,400	800
Hind, { without calkins	200	50
{ with calkins... ..	1,000	250	2,400	800
No. 8:—				
Fore	280	70	1,300	280
Hind, with calkins	280	70	1,300	280
No. 9:—				
Fore	120	30	300	140
Hind, with calkins	120	30	300	140
No. 10:—				
Fore	200	...
Hind, with calkins	200	...
Shoes, horse, heavy pattern:—				
Fore:—				
6½-in. pairs	110	40
6¾ " " " " " "	230	60
7 " " " " " "	280	80
7½ " " " " " "	230	60
7¾ " " " " " "	170	50
8 " " " " " "	60	20
8 " " " " " "	60	20
Hind, with calkins:—				
6-in. pairs	230	60
6½ " " " " " "	230	60
6¾ " " " " " "	280	80
7 " " " " " "	230	60
7½ " " " " " "	110	30
7¾ " " " " " "	30	10
8 " " " " " "	30	10
Tacks, steel, cut, assorted ... lbs.	16	4	12	5
Valises, horseshoe... ..	8	2	12	3
<i>Section No. 11.</i>				
Boards, inventory, wood	20	5	25	15
Brushes:—				
Scrubbing, hand... ..	4	1	10	6
Washing	8	2	15	8
Water, carriage	80	20	150	50
Lanterns, bull's eye	4	1	8	5
Sponges, bath	4	1	8	4

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for			
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.
	D	E	F	G
<i>Section No. 12.</i>				
Balances, spring:—				
80-lb. (or 100 lb.)	1	...	1	1
4-lb.	1	...	1	1
Basins, enamelled, 6-in.	2	...	4	2
Basins, washing, zinc, 11-in.	1	...	2	1
Covers, tin, 6½-inch	2	...	5	3
Cups, spitting, enamelled	1	...	2	1
Feeders, enamelled	4	1	10	6
Handcuffs, common pairs	3	1	4	1
Implements, butchers:—				
Cases, wood, filled	4	1	4	1
Knives, opening, tins	40	10	50	20
Panniers, G.S.	2	...	2	2
Pannikins, pint, enamelled	4	1	10	7
Pans, bed, enamelled	4	1	10	7
Plates, dinner, enamelled... ..	4	1	10	8
Stones, rub, scythe	2	...	4	...
Ties, butchers pairs	4	1	3	...
Urinals, zinc	4	1	6	5
<i>Section No. 13—C.</i>				
Canvas:—				
30-inch yards	20	270
Sail, No. 3 "	160	40	130	40
Cloths:—				
Sponge	400	100	1,000	...
Wiping	75	15	60	15
Cotton-waste, white cwts.	2	½	2	4
Flannelette yards	6,000	1,500	10,000	2,000
Leather, chamois	4	1	24	24
Stretchers, ambulance	4	1	8	4
Tow, carbolized lbs.	80	20	180	140
" jute "	36	9	125	...
Towels, hand, hospital	40	10	90	70
<i>Section No. 14.</i>				
Bars, supporting draught pole, No. 3 ...	4	1	1	1
Blocks, brake, field and transport ...	40	10	40	20
Cans, lubricating, No 9	4	1	8	...
Pins, 1/2-inch, 2nd class	40	10	60	40
Poles, draught, No. 17, Mark III ...	4	1	1	1
Straps:—				
Quick release, 1-in. x 11½-in., with loop	40	10	40	15

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for				
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.	
	D	E	F	G	
<i>Section No. 14—continued.</i>					
Straps, securing:—					
1½-in. × 24-in....	4	1	5	1	
1 " × 84 " ...	16	4	25	15	
1 " × 44 " ...	4	1	8	2	
1 " × 36 " ...	2	...	3	10	
1 " × 30 " ...	8	2	15	8	
1 " × 26 " ...	24	6	25	12	
1 " × 18 " ...	16	4	15	16	
1 " × 13 " ...	8	2	6	8	
1 " × 10 " ...	12	3	12	10	
Washers, drag, 2nd class C ...	40	10	50	30	
Wheels, 2nd class "C" No. 43 ...	8	2	3	1	
<i>Section No. 15—B.</i>					
Binoculars ...	16	4	6	2	
" " prismatic ...	8	2	2	...	
Mekometers, general service complete...	8	2	4	...	
Range-finders, infantry No. 1 or No. 2, complete	2	...	
Stands, signalling telescope ...	4	1	4	...	
Telescopes, signalling ...	4	1	4	...	
<i>Section No. 19.</i>					
Ropes, drag, light, G.S. ... pairs	16	4	20	10	
<i>Section No. 20.</i>					
Jacks, lifting, G.S....	2	...	3	1	
Posts, picket, 5-ft ...	2	...	1	4	
<i>Section No. 21—A.</i>					
Bands, candle cover, sterilizing filter ...	320	80	500	120	
Candles, sterilizing, apparatus filtering	100	25	160	40	
Chains, draught-pole No. 2 ...	8	2	12	6	
Clips, rifle, vehicles, {	No. 1 ...	16	4	16	6
	" 2 ...	16	4	20	6
	" 3 ...	2	...	3	...
	" 4 ...	2	...	3	...
Cocks, air, carts, water tank ...	4	1	6	2	
Collars, adjusting {	2nd Class "C" capped wheels ...	60	15	30	10
	3rd Class "B" capped wheels ...	12	3	15	8

APPENDIX V—continued.

B.—GENERAL STORES—continued.

Description.	Proportions for				
	1 Cavalry Division	1 Cavalry Brigade.	1 Division	Army Troops.	
	D	E	F	G	
<i>Section No. 21—A—continued.</i>					
Covers {	adjustable, G.S. wagon ...	4	1	5	1
	candle, sterilizing, apparatus filtering ...	100	25	160	40
	clarifying reel, apparatus filtering ...	24	6	40	10
	short rifle ...	20	5	20	8
	wagon, limbered, G.S. ...	2	...	1	...
Packings, differential pump ... sets	12	3	20	5	
Pins, {	2nd class "C" capped wheels...	60	15	30	10
	3rd " " "B" " " " "	12	3	15	8
Nuch {	3rd " " " " " " " "	48	12	60	30
	with tread plate "B" ...	4	1	2	2
Pins, main {	No. 10 ...	4	1	4	...
	" 19 ...	1	...	1	...
Poles, draught, No. 7A ...	4	1	6	3	
Rings, candle spindle, sterilizing filter ...	40	10	80	20	
Rings, cylinder cover, clarifying filter...	20	5	40	10	
Shafts {	No. 43	1	...
	" 44	1	...
	" 63 ...	1	...	1	...
	" 64 ...	1	...	1	...
Swingletrees, No. 10A or 11 ...	80	20	90	50	
Ties, lynch-pin ...	40	10	50	30	
<i>Washers:—</i>					
Candle spindle, sterilizing filter ...	200	50	320	80	
Clarifying reel, apparatus filtering ...	24	6	40	10	
Cylinder cover sterilizing filter ...	12	3	20	5	
Union, $\frac{1}{4}$ -in. hose... ...	24	6	40	10	
Drag {	2nd Class "C" capped wheels	12	3	15	2
	3rd " " "B" ...	60	15	70	30
	3rd " " "B" capped wheels	12	3	15	2
Wheels, {	2nd Class "C" No. 200 ...	8	2	12	8
	3rd " " " " 200A ...	2	...	3	1
	" " " " " 158 ...	2	...	2	1
	" " " " " 159 ...	8	2	8	1
	" " " " " 159A ...	2	...	3	1
<i>Section No. 21—B.</i>					
Screwdrivers, bicycle ...	12	3	10	2	
<i>Spanners, bicycle:—</i>					
Thick ...	12	3	10	2	
Thin ...	12	3	10	2	

APPENDIX VI.

Clothing—approximate proportions of different sizes required per 1,000 men.

1. The following statements, which are to be taken as suggestive only, show the proportions of sizes, per 1,000 issued, of certain of the more important articles of clothing, together with information showing the numbers usually packed in one case or bale, and the gross weight and measurement of such packages. For further information see the R.A.C.D. pamphlet "Measurement of Bales and Cases." Outside sizes (in the case of boots and shoes, sizes other than 6, 7, 8 and 9) will be sent to the Base in packages of ten. This will, in general, obviate the necessity of re-packing at the Base and the accumulation at depôts of an unnecessary stock of outside sizes.

2. It is not necessary that textile clothing in bulk should be stored in tents or buildings. If piled on sleepers or good high skidding in blocks of a size which can be completely enveloped by a 30-ft. by 30-ft. tarpaulin, securely fastened down to the skidding, and some arrangement made for surface drainage, clothing in bulk cannot be better stored in the Field. It will then only be necessary to have broken bales and small quantities under cover, larger issues being made direct from the blocks.

3. Subject to any modifications which actual experience at the time may dictate, stocks should be kept, as far as possible, in the standard proportions of sizes, and the Base advised of surpluses and shortages. The R.A.C.D. would then be advised from the Base when it is found that any particular sizes require to be augmented in proportion.

BOOTS, ANKLE.

Size.	Fitting.	Proportion per 1,000.	Size.	Fitting.	Proportion per 1,000.	Size.	Fitting.	Proportion per 1,000.	Size.	Fitting.	Proportion per 1,000.	Size.	Fitting.	Proportion per 1,000.
3	1	...	5	1	1	7	1	18	9	1	18	11	1	0.6
	2	...		2	1		2	28		2	23		2	1.0
	3	0.1		3	2		3	52		3	37		3	2.0
	4	0.1		4	3		4	162		4	80		4	3.0
	5	...		5	3		5	35		5	17		5	0.4
		0.2			12			295			175			7.0
4	1	0.1	6	1	5	8	1	29	10	1	6	12	1	0.1
	2	0.1		2	9		2	40		2	8		2	0.2
	3	0.2		3	14		3	66		3	11		3	0.2
	4	1.0		4	48		4	192		4	20		4	0.5
	5	0.3		5	14		5	42		5	4		5	0.1
		1.7			90			369			49			1.1

APPENDIX VI—*continued.*

These boots are packed in cases as follows :—

Size.	Particulars of Cases.			Remarks.
	Contents.	Weight.	Measurements.	
6 to 8	30 pairs	cwt. qrs. lbs.	ft. ins.	Only one size and fitting are packed in each case.
9	25 "	1 1 7 } 1 1 9 }	5 6	
3 to 5 and	10 "	0 2 9	2 4	
10 to 12				

SHOES, HIGHLAND.

Size.	Fitting.	Proportion per 1,000.	Size.	Fitting.	Proportion per 1,000.	Size.	Fitting.	Proportion per 1,000.	Size.	Fitting.	Proportion per 1,000.	
3	1	...	5	1	...	7	1	4	9	1	8	
	2	...		2	1		2	12		11	2	12
	3	...		3	2		3	40			3	24
4	0.5	4	15	4	210	4	70					
	5	...	5	11	11	5	64	5	5	20	5	...
	0.5			29			330			134		3
4	1	...	6	1	2	8	1	8	10	1	2	
	2	...		2	6		2	20		12	2	6
	3	...		3	13		3	40			3	5
4	2	4	76	4	202	4	17					
	5	...	5	33	5	67	5	4	5	4	5	...
	2			130			337			34		0.5

These shoes are packed in cases as follows —

Size.	Particulars of Cases.			Remarks.
	Contents.	Weight.	Measurements.	
6	35 pairs	cwt. qrs. lbs.	ft. ins.	Only one size and fitting are packed in each case.
7 and 8	30 "	1 1 6 } 1 1 4 }	5 6	
9	25 "	1 0 13 }		
3 to 5 and	10 "	0 2 0	2 4	
10 to 12				

APPENDIX VI—*continued.*

SHOES, CANVAS, No. 2.

Size.	3	4	5	6	7	8	9	10	11	12
Proportion per 1,000	1	5	18	85	250	330	215	76	16	4

These shoes are packed 80 pairs in a case of one size only. Weight 1 cwt. 16 lbs.; measurement 7 ft. 1 in.

JACKETS, SERVICE DRESS.

Number on size ticket.	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36
Proportion per 1,000.	15	27	25	155	85	30	240	84	24	177	50	12	55	7	3	9	1	1

These jackets are usually packed 50 in a bale of one size only. Weight, 1 cwt. 22 lbs.; measurement, 7 ft. 4 ins.

PANTALOONS, SERVICE DRESS.

Number on size ticket.	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36
Proportion per 1,000.	8	23	85	136	190	92	150	135	43	65	33	18	10	4	4	2	1	1

These pantaloons are usually packed 50 in a bale of one size only. Weight, 1 cwt. 22 lbs.; measurement, 8 ft. 2 ins.

TROUSERS, SERVICE DRESS.

Number on size ticket.	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36
Proportion per 1,000.	14	30	70	116	148	60	146	124	40	107	53	20	44	9	6	8	3	2

These trousers are usually packed 50 in a bale of one size only. Weight, 3 qrs. lbs.; measurement, 5 ft. 10 ins.

APPENDIX VI—continued.

COATS, GREAT, DRAB, DISMOUNTED.

Number on size ticket	1	2	3	4	5	6
Proportion per 1,000	22	45	150	131	220	125
Number on size ticket	7	8	9	10	11	12
Proportion per 1,000	138	70	58	22	14	5

These coats are usually packed 25 in a bale of one size only. Weight 1 cwt. 2 qrs.; measurement, 9 ft. 5 in.

COATS, GREAT, DRAB, MOUNTED.

Number on size ticket	1	2	3	4	5	6
Proportion per 1,000	32	74	150	180	173	176
Number on size ticket	7	8	9	10	11	12
Proportion per 1,000	100	67	25	15	5	3

These coats are usually packed 20 in a bale of one size only. Weight, 1 cwt. 2 qrs. 5 lbs.; measurement, 9 ft. 4 in.

CAPS, GLENGARRY AND SERVICE DRESS AND HELMETS, KHAKI.

Size.	6	6½	6¾	6¾	6¾	6¾	6¾	6¾	7	7¼	7½	7¾	7¾	7¾	7¾
Proportion per 1,000.	—	—	—	4	29	88	204	339	207	88	31	8	2	—	—

The caps and helmets are packed as follows:—

Article.	Particulars of			Remarks.
	Contents.	Weight.	Measure-ment.	
Caps, Glengarry ...	500 in a bale.	cwts. qrs. lbs.	ft. ins.	Only one size packed in each case.
„ service dress	35 in a case.	1 1 11	9 3	
Helmets	20 „ „	0 2 3	6 6	
		0 1 26	8 4	

APPENDIX VII.

Instructions for keeping the "Local Purchase Record."

- (1) Index the Local Purchase Order No.
- (2) Index the names of Contractors.
- (3) Index the items.
- (4) Have one folio for each Contractor at least, estimate space and spare leaves required carefully. When these are full, carry forward to a fresh folio, giving a reference to the new folio at bottom of the old one and *vice versa*—"To Folio"—"From Folio."
- (5) Four copies of the Local Purchase Order are required prepared by the carbon process.
 - 1 for the Contractor (original).
 - 1 for the Ordnance Officer.
 - 1 for office record.
 - 1 for placing in Bill with indent for the Local Purchase Order, together with the correspondence in support.
- (6) Quote the No. of the Tender, Quotation, or Contract, or insert the words "Direct purchase" on the "Local Purchase Order."
- (7) When more than one delivery is made on one Purchase Order attach the copy of the latter to the first bill and give a reference to the No. and date of such bill on all subsequent bills on account of the same Local Purchase Order.
- (8) The office copies of the Local Purchase Orders are to be carefully filed and kept in bundles of 50 or 100.

SAMPLE INDEX TO LOCAL PURCHASE ORDERS.

L.P.O. No.	Folio.
251	37
252	40

[The stroke through folio means that L.P.O. is completed.]

SAMPLE INDEX TO CONTRACTORS.

Name of Contractor.	Folio.
Stahl, J. S.	49
Beach, R. F.	72

[The stroke through Stahl means that this contractor for some reason has been struck off the books or is not to be employed.]

APPENDIX VII—*continued.*

SAMPLE INDEX TO ITEMS.

Items.	Folio.
Knives.	72 108
Timber.	37

[The stroke through 72 means that the knives on this folio have all been delivered and accepted.]

NOTE.—The time spent on indexing in the above manner will be more than compensated for by the ease and rapidity with which the information is rendered available.

APPENDIX VII—continued.

Specimen Sheet of "Local Purchase Order Record."

Folio 98.

Messrs. G. Gunn and Co. 51-55, Packerham Street, Dover.

From page 14.

To page 113.

Date and No. of L.P.O.	Articles.	Rate.	Delivery.	Bill No.	Date passed to payment.	Payments made.	
						Amount.	£ s. d.
1.1.14	72 saucepans ... 12 toasting forks ...	2s. 9d. per doz. ... 1s. each ...	3.1.14 3.1.14 10.1.14 15.1.14 18.1.14	B/2633 B/2638 B/2714	5.1.14 12.1.14 19.1.14	9 2½ 9 2 10 1½	
19.1.14	12 knives, putty 24 knives, hack 12 knives, hack, cancelled—	9s. per doz. ... 11s. per doz. ... C.O.O./B/146 d/24.1.14.	22.1.14 22.1.14	B/2723	24.1.14	1 0 0	

APPENDIX VII.—continued.

Foreman's Review Book.

Articles.	Required to meet Indents.		For Store.	Total.	Available.			Now required.	Explanatory Remarks—showing Cause of Demand.	Action taken by Provision Branch.
	R/674	2			In Store.	Due in.	Total.			
A 1 29th JUNE, 1904. Soap, Soft lbs.	460		3	4	5	6	7	8	9	10
			660	1120	Nil.	Nil.	Nil.	1120	For 19th Company A.S.C.	I.D./10, dated 1/7/04.
B Mineral Jelly, Yellow lbs.	R/721 112	R/813 112	224	448	Nil.	224	I/1462	224	R/721. 81st Battery. R/813. "T" Battery, R.H.A.	I.D./10, dated 1/7/04.
C 3rd JULY, 1904. Soap, Soft lbs.	R/674 460	R/820 500	720	1680	Nil.	1120	1120	560	R/674. 19th Company, A.S.C. R/820. "T" Battery, R.H.A.	I.D./12, dated 1/8/04.
D Naphthalene lbs.	Nil.		224	224	10	Nil.	10	224	Stock nearly exhausted.	I.D/12, dated 1/8/04.

NOTES:—

- A.—Ordinary Inability.
- B.—Two or more Inabilities at the same time.
- C.—Further Inability of the same article as at A. Although provision has been made vide I.D. 10, it is necessary to again review the item for the Ordnance Officer to decide if further provision is necessary. Note R/674 is again entered as Inability from A.
- D.—Instance of no inability, but stock running low.

Columns 1, 2, 5, 9, to be completed by Foreman.
 " 4, 6, 7, 8, 10, " " Provision Branch.
 " 3, " " " Ordnance Officer.

APPENDIX VIII.

Instructions for keeping Army Ordnance accounts at depôts in the field.

(1) The ledger accounts of army ordnance depôts in the field will be kept on the movable-leaf system, Army Book 400 and Army Form G 824 being used at base and advance base depôts, and Army Book 402 and Army Form G 822 at small depôts.

(2) Sets of the above army books and forms, completed as far as possible with ledger headings, will be forwarded to the base of operations with the first consignments of stores and clothing by the D.D.O.S., Woolwich Arsenal.

(3) Arrangements will be made by ordnance officers in charge of depôts that accounting shall be commenced immediately the vouchers for the first consignments of stores received have been cleared, and that thereafter the ledgers are kept posted up to date as each day's transactions of receipt and issue are completed.

(4) The sectional arrangement and sub-division of the ledgers will be varied as may be found necessary to agree with the grouping of the store charges, as also to meet any expansion or contraction of the store depôt. In this connection it should be borne in mind that one of the greatest advantages of the movable-leaf ledger system is that it admits of unlimited sub-division of books in order to meet pressure of work on any given section, and so avoids the falling into arrear of ledger keeping.

(5) As a general rule a separate ledger sheet will be opened for each description of article to be accounted for, but in order to restrict the bulk of the ledgers, headings for *non-technical* articles, such as nails, screws, material and barrack stores generally, will be condensed, and "Marks" will be omitted. In carrying this out discretion will be used and the general lines adopted in condensing the headings in the prepared ledgers referred to in para. 2 will be followed. In the case, however, of artillery and other technical stores, in which detailed descriptions are of importance, condensation of description in ledger headings should only be resorted to with the utmost care, though in many instances "Marks" may be bracketed together.

(6) *Full descriptions of the stores will be given on all vouchers emanating from the Army Ordnance Department*, but where the articles are posted under one general abbreviated or condensed heading in the ledger, the items will be bracketed on the voucher and the total number will be shown in the ledger.

(7) For vocabulary articles the sheets will be inserted in the binders in the order in which the items appear in the "Priced Vocabulary of Stores." Sheets for non-vocabulary articles *other than stores of local pattern* will be inserted, in alphabetical order, between the headings for vocabulary items in the section or sub-section containing service stores of similar nature or description.

(8) Stores of local pattern will be accounted for in separate ledgers from those for vocabulary items, or non-vocabulary items of home supply, in order that a concise account may be obtained of all stores locally provided. The ledgers for local pattern stores will be divided into sections agreeing with those for vocabulary stores of similar nature or descriptions, and the ledger sheets will be filed alphabetically within sections. Thus there will be a section for harness of local pattern, another for carts and wagons, &c.

(9) Stores condemned for sale will be stored apart and accounted for in a separate ledger under considerably abbreviated and condensed headings, the ledger sheets being filed in this section alphabetically throughout. Headings such as "Belts of Sorts," "Saddles of Sorts," &c., will suffice in this section. Transfer vouchers will be used in the case of stores actually in Army Ordnance Department charge to transfer them from general ledger charge to sale ledger, but in the case of stores received from units, and condemned for sale at first hand, they will be posted in the sale ledger direct from the receipt voucher.

(10) In all other respects, the instructions contained in Appendix XXXI, Regulations for Army Ordnance Services, 1912, Part I will be followed, in so far as they are applicable to the accounts of army ordnance depôts in the field.

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KIT PLATES:—

Artillery. Royal—

1. Horse and Field. Kit in Barrack Room. 1912. 2d. (2d.)
2. Ditto. Kit laid out for Inspection. 1903. 2d. (2d.)
6. Garrison. Kit laid out for Inspection. 1909. 2d. (2d.)
10. Ditto. Kit in Barrack Room. 1909. 2d. (2d.)

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5. Mounted. Detail of Shelf and Bedding. 1910. 1d. (1d.)
6. Driver, with pair of Horses. Field Kit laid out for Inspection on Parade, including Articles carried in Valise on Baggage Wagon. 1899. 1d. (1d.)

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1. Kit in Barrack Room. 1905. 2d. (2d.)
2. Kit laid out for inspection. 1905. 2d. (2d.)

Highland. 1884. 1d. (1d.)

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Ordnance Corps. Army. For guidance at Marching Order and Kit Inspections. 2d. (2d.)

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Training. 1911. 9d. (9d.)

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(As to prices in brackets, see top of page 2.)

- MEDICAL SERVICES.** Army. Advisory Board for. The Treatment of Venereal Disease and Scabies. First Report. 1904. 1s. 6d. (1s. 3d.); Second Report. 1905. 2s. (1s. 6d.); Third Report. 1905. 1s. (10d.); Final Report. 1906. 6d. (5d.)
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