

RESTRICTED

PRECIS Q.1.

NORTHERN MILITARY DISTRICT TRAINING CAMP

TERRITORIAL FORCE OFFICERS REFRESHER COURSE

1949

SUBJECT

STORES ACCOUNTING

PART I. RESPONSIBILITIES

PART II. PEACE EQUIPMENT TABLES

PART III. INTERPRETATION OF RESPONSIBILITIES.

INTRODUCTION

1. (a) The object of "Q" administrative training for the T.F. is to adapt war experience to peace conditions and by so doing build up in the new T.F. a sense of administrative responsibility with which later inexperienced officers will grow up.
- (b) Administration is an essential part of the duties of every officer and in future it should not be regarded as the close preserve of the R.F. although it is obvious that much day to day routine will have to be performed by a R.F. Cadre.
- (c) T.F. Commanders will be encouraged to carry all responsibilities not only those concerned with the training of his troops.
- (d) The object of "Q" administration in peace is in essence no different from what it is in war. In war the "most effective use" may involve a certain amount of organised waste and the hazards of war will inevitably create a great amount of unorganised waste.
- (e) The problem of "most effective use" in peace demands care and conservation of gear so that the limited quantity available will go round. (Even in war this situation occurs).
- (f) The taxpayer is interested in the use of his money and so the controlling departments which are responsible for the present expenditure of Government funds and use of property, quite rightly insist on a careful accounting procedure.
- (g) "Q" administration in peace calls for more care in the custody, employment and accounting of military equipment than is possible in war.

PART I.

RESPONSIBILITIES

2. COMMANDING OFFICERS

- (a) Commanding Officers are responsible that all stores in possession of their Units are -
 - (i) Maintained in a serviceable condition and in accordance with the authorised scales.
 - (ii) That all transactions in stores are in accordance with Stores Accounting Regulations.
 - (iii) That the procedure as laid down is correctly carried out.
 - (iv) They are responsible for the supervision, instruction and control of all personnel concerned with stores accounting within their units.
- (b) Commandants of Schools of Instruction and similar establishments are regarded as C.O.s for all purposes to which the instructions contained in Regulations apply.
- (c) Area Commanders and Area Officers will be regarded as formation commanders for the purpose of these Regulations and will NOT be appointed Accounting Officers. Within Areas and Sub-Areas an Officer other than Area Commander or Area Officer will be appointed as Accounting Officer.

3. ACCOUNTING OFFICERS

- (a) Commanding Officers are Accounting Officers. In establishments where a Commanding Officer is not designated an Officer will be Accounting Officer.
- (b) Accounting Officers are responsible for the observance of all regulations laid down herein including those relating to Commanding Officers and are responsible for the following duties -
- (i) That stores under their charge are correct according to the quantities borne on the ledger and that all stores are correctly described in accordance with the V.A.O.S.
 - (ii) That stores are properly arranged and suitably housed and that store rooms are kept clean.
 - (iii) That stores are maintained in good order and that all necessary precautions are taken to preserve stores from the deteriorating effects of damp, heat, dust or insects and other vermin.
 - (iv) That adequate measures are taken to ensure safe custody of all stores and that every precaution is taken to guard against damage, waste or loss of stores.
 - (v) That every precaution is taken to guard against fire, that fire fighting equipment is adequate, and maintained in an efficient state and that all personnel employed in handling stores are trained in the use of fire fighting equipment.
 - (vi) That keys of safes are placed in the personal care of an officer and that keys of instrument cupboards, storerooms or buildings, are kept in a key press and are accessible only to authorised persons. If, at any time, there is reason to believe that any person has unauthorised access to any store or cupboard, the lock will be changed immediately. The loss of any key will be reported immediately and action taken to change the lock or locks affected.
 - (vii) That stores are demanded in accordance with authorised scales, that no stores are held in excess of such scales, and that stores are used only for the purpose for which they are issued.
 - (viii) That proper receipts are obtained for all stores issued, that accurate accounts are maintained and rendered for all stores under their charge, that all issue and receipt vouchers are checked and correctly posted to ledger cards, that receipt vouchers are promptly acknowledged and returned correctly receipted, and that claims for payment are dealt with promptly.
 - (ix) That no person either directly or indirectly derives advantage from handling or dealing in Govt. stores.
 - (x) That no persons or person other than those actually employed there, are permitted to enter any store building except with the authority of the Accounting Officer, and then only when accompanied by a member of the store house staff.

4. INSPECTING OFFICERS

- (a) Inspecting Officers are responsible for -
- (i) The inspection and audit of stores and accounts of Accounting Units to which they are appointed.
 - (ii) The observance by Units of all instructions and regulations relating to stores and for the correction of all irregularities in regard to stores accounting.
 - (iii) Where necessary major irregularities will be reported to the appropriate authorities.
 - (iv) Responsible for the instruction, supervision and control of Accounting Officers in all matters relating to stores.
- (b) They will conduct an inspection and audit of each Accounting Unit at least annually. They will prepare inspection reports and schedules of ultimate surpluses and deficiencies.

- (c). At the conclusion of audits they will stamp each ledger card with the audit stamp inserting date and initials in the space provided.

5. GENERAL RESPONSIBILITIES

Although Accounting Officers are directly responsible for all stores in their charge, it is the duty of all ranks to assist wherever possible in the care, custody, and preservation of Government stores, by reporting any instances of abandoned stores, misuse of stores, damage to stores or buildings and any other matter in connection therewith. All ranks are held responsible that, when such matters come to their notice, suitable action is taken and the matter reported to the responsible officer.

PART II.

6. STANDING ORDERS FOR STORES ACCOUNTING

In drafting the post-war Standing Orders for Stores Accounting, every effort has been made to simplify procedures, to eliminate paper and for most T.F. units at least to let them account from Peace Equipment Tables rather than ledgers.

7. PEACE EQUIPMENT TABLES

- (a) To facilitate a smooth transition from peace to war, a special type of ledger has been designed for use by certain specified units which may be required to adopt war accounting on the outbreak of hostilities.
- (b) Such Units will use a ledger based on the "Peace Equipment Table" which with the addition of ledger folios inserted between the sheets of the table will be known as the "Peace Equipment Table Ledger". Units using this type of ledger will be known as "Peace Equipment Table Accounting Units" (P.E.T. Units).
- (c) Peace Equipment Table Accounting has been designed to provide a system suitable for operation by T.F. units and to give maximum training value without encumbrance by those procedures which are a peace time necessity or base unit responsibility. P.E.T. Accounting Units will be responsible for unit equipment only.
- (d) Card Ledger Accounting Units will be accountable and responsible for those items of camp and barrack furniture which are a peace time requirement only and will issue on loan to PET Accounting Units as required. Bulk Clothing Stores and clothing shops will be operated by Card Ledger Accounting Units who will issue in detail to personnel of PET Units.
- (e) Units other than Ordnance Depots will not open stores ledger cards for expendable stores. When vouchers covering the issue of expendable stores are received they will be endorsed "Expendable Stores. No ledger action required."

8. BOOKS & RECORDS

- (a) Stores accounts will be kept by Accounting Officers in such form as will enable a properly classified and continuous record to be maintained of all stores under their control.
- (b) The following schedule lists the books and records to be maintained by Peace Equipment Table (P.E.T.) Accounting Units for stores accounting purposes -

PEACE EQUIPMENT TABLE (P.E.T.) ACCOUNTING UNITS

	<u>Name</u>	<u>No.</u>	<u>Purpose</u>
(i)	Peace Equipment Table and Ledger	NZ	To record all items on issue to the Units and distribution within the Units.
(ii)	Register of Arms and Instruments	NZ 21	Numerical register of all arms and instruments on issue.
(iii)	Summary of Articles on Issue	NZ 41	Summary of all personal issues of arms and equipment and of those items of special clothing not part of the basic scale.
(iv)	Register of MT Vehicles	NZ	Record of vehicle numbers held by unit.
(v)	Register of Indents	NZ 14	Records of Indents submitted.
(vi)	Register of Issue Vouch- ers	NZ 8	} Numerical register of issue and Receipt Vouchers.
(vii)	Receipt Vouchers	NZ 8A	
(viii)	File of Issue Vouchers, numbered consecutively in order of date, signed by the recipient of the stores, in support of entries in the ledger.		
(ix)	File of Receipt Vouchers, numbered consecutively, in order of date, in support of entries in the ledger for all stores received.		
(x)	File of Inventories, Form NZ 55, in support of entries in the distribution book.		
(xi)	Register of accountable books and forms.		
(xii)	Records of Receipts - Issues and distribution of manuals, text books, pamphlets etc.		
(xiii)	Land Card	NZ 405	One for each area of land administered by the Unit.
(xiv)	Building Card	NZ 153	One for each bld administered by the Unit.
(xv)	Register of land and Building Cards - Manuscript record for all land and bld cards.		

PART III.

AN INTERPRETATION OF THE RESPONSIBILITIES OF T.F. C.O.s. AND ADJTS.

9. APPOINTMENTS

The following notes are based on the assumption that T.F. Unit appointments are -

- (a) T.F. C.O.
- (b) R.F. Adjt.
- (c) T.F. Q.M.
- (d) R.F. R.Q.M.S.

10. RESPONSIBILITY

- (a) Theoretically the Commanding Officer is directly responsible for all stores under his charge - the care and custody and the absence of stores accounting procedure.
- (b) Theoretically - again - The Adjutant should not have any responsibility or concern in "Q".

- (c) "Q" matters should be handled between the Commanding Officer and the Quartermaster.
- (d) Some Units may have a Regular Force Quartermaster and in this case the Adjutant would not be asked to accept any "Q" duties.

11. DEFINITION OF "RESPONSIBILITY"

There may be some misconception as to what this "responsibility" actually means, therefore -

- (a) It does not necessarily mean that the Commanding Officer is required to foot the bill in the event of losses.
- (b) He is responsible that -
 - (i) Adequate and necessary measures are taken to ensure care and custody for stores.
 - (ii) Stores accounting procedures are correctly carried out.
- (c) If he does not fail in his duty in the above respects then he has fulfilled his obligations.
- (d) Any loss of stores would, or could then be the result of negligence on the part of some individual - in which case the individual concerned pays - or of circumstances beyond his control.

12. DELEGATION OF AUTHORITY

- (a) When appointments are as mentioned in para 1, the Territorial Force Commanding Officer cannot be expected to give his personal attention to every day routine work of "Q" therefore he must delegate a great deal of the responsibility for routine work to the Regular Force Adjutant who will be assisted by the Regimental Quartermaster Sergeant.
- (b) The delegation of authority must be notified to all concerned, higher formations, ordnance etc.
- (c) To avoid unnecessary delay in transactions involving indent vouchers etc. it would be necessary for the Commanding Officer to include in his delegation of authority the authority for the Adjutant to sign vouchers etc.
- (d) To enable the Adjutant to discharge his duty efficiently the Regular Force Adjutant must possess a good general knowledge of Stores Accounting.
- (e) The delegation of authority does not absolve the Territorial Force Commanding Officer from his general responsibilities.

13. STORES TRANSACTIONS

Once established the Territorial Force Unit will experience few stores transactions other than those concerned with clothing and the equipment required for camps and bivouacs. It is therefore considered that the Regular Force Regimental Quartermaster Sergeant will be capable of handling the bulk of the routine work.

14. "Q" POLICY

- (a) Decisions on "Q" Policy within the Unit should be given by the Commanding Officer.
- (b) Questions such as what stores should be used for
 - (i) Any phase of training.
 - (ii) Taken to camp.
 - (iii) Or issued to individuals.

These were in the past normally left to the Adjutant who knowing he would be called upon to account in the event of loss was rather reluctant to issue equipment with the result that trainees did not always get the use of all available equipment.

(c) In future the Commanding Officer must decide these matters and accept responsibility for the results - good or bad -.

15. SUMMARY OF DUTIES OF ADJT.

Assuming that the Adj. has been given responsibility of making "Q" function his duties may be summarised as follows -

(a) ROUTINE WORK

- (i) Care and custody of all stores.
- (ii) Maintenance of buildings.
- (iii) Supervision of all "Q" Staff and duties, checking ledger entries, preparation of indents, vouchers, checking issues and receipts, stocktaking, etc.
- (iv) Provision and maintenance of unit training stores, Board of Survey and applications to Write Off.

(b) CAMPS AND BIVOUACS

- (i) Selection of camp sites.
- (ii) Allocation of Areas.
- (iii) Supervision of preparation of indents for camp equipment, rations, P.O.L. etc. required for camps.
- (iv) Loading and despatch of stores.
- (v) Layout of camp, sanitation etc.
- (vi) Organisation of "Q" camp staff.
- (vii) Provision and control of M.T.

16. THE "Q.M."

- (a) At some stage during the camping season it is to be expected and desired that the Quartermaster may be able to take over the "Q" Function.
- (b) This will depend on -
 - (i) His training.
 - (ii) Experience.
 - (iii) Ability.
 - (vi) The discretion of the Commanding Officer.
- (c) If the Quartermaster is to function at all then he must be thoroughly drilled in the detailed procedures of stores accounting and is capable and willing to relieve the Adjutant of some of the routine work.
- (d) To gain this the Quartermaster must attend at every parade and periodical visits to the Unit Headquarters outside the normal training periods.
- (e) The ideal from the "Q" point of view is to have a Quartermaster who is capable and willing to carry out all the duties of his appointment - this should be aimed at.

17. CONCLUSION

Personal contact is essential - no good administration is possible without it - contact must be made with all departments supplying a unit.

Remember the four "B's" - they're important.

- B friendly - remember everyone else is trying to serve some cause.
- B helpful - it pays, often in surprising ways, to help the other Unit, and individuals.
- B affable - easy to approach - don't get the reputation of being unapproachable or be rude because you have to be approached by juniors.
- Don't B - a fool - your unit, officers and men come first.

E.J.M.

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PRECIS Q.2.

NORTHERN MILITARY DISTRICT TRAINING CAMP

TERRITORIAL FORCE OFFICERS REFRESHER COURSE

1949

SUBJECT:

STORES ACCOUNTING :

- PART I. PROCUREMENT OF STORES.
- PART II. FINANCIAL AUTHORITIES.
- PART III. STORE HOLDING.
- PART IV. LOSS & DAMAGE.

PART I.

PROCUREMENT OF STORES

1. GENERAL

(a) The Indent is a requisition or demand for stores, materials or services, based on existing authorised scales or on special authorities which may be issued from time to time.

(b) Indents for stores required in excess of existing scales or which are not a normal issue must be submitted to higher authority for approval.

(c) The time factor must be appreciated in forecasting requirements.

(d) Stores required in MAY should be the subject of an indent in APRIL.

(e) Indents requiring urgency should always be accompanied by an explanatory memorandum.

2. HOLDING UNITS

- Stores and supplies may be procured from the following -

- (a) RNZAOC Depots
- (b) RNZASC Depots
- (c) RNZEME Units
- (d) Civil Firms (only on special authorities).

3. To assist in the procurement various forms have been designed and are as under -

(a) FORM NZ.10

(i) Form NZ.10 used when indenting on ordnance services for stores and equipment and on supply and transport services for certain supplies.

(ii) Care in preparation is essential. Each indent must be numbered and registered in Book NZ.14 or on a manuscript list and signed by the Accounting Officer.

(iii) The remarks column must be completed and the authority whether general or special must be given. Remarks should be brief but sufficiently explanatory. Give Group and Section with full and correct nomenclature of items required.

(iv) One Indent one Section.

(v) Demands may be submitted for replacements when stores have become unserviceable, even if a Board of Survey has not been held, but will be endorsed "Awaiting Board of Survey."

- (vi) Indents prepared in quintuplicate and distributed as under -

ORDNANCE DEPOT

3 copies to Depot
1 File
1 Control HQ

SUPPLY & TRANSPORT

2 copies to S&T Depot
1 File
1 Control HQ

(b) FORM NZ.427

- (i) A Combined indent, issue and receipt voucher used when indenting on Ordnance for Camp Equipment required for use at manoeuvres or encampments.
- (ii) Consumable stores are not to be demanded on this Form.
- (iii) Indent prepared in sextuplicate, five copies being forwarded to Ordnance Depot concerned (through formation HQ) not later than four weeks prior to the date on which the stores are required.

(c) FORM NZ.511

- (i) A combined indent, packing slip and issue voucher used when indenting on Army Stationery Office for supplies of forms, books and publications.
- (ii) Indents must be submitted as far in advance as practicable in order that stocks may be obtained to meet demands.
- (iii) Quantities demanded will NOT exceed three months requirements.
- (iv) Indent registered in Book NZ.14.
- (v) Indent prepared in triplicate plus a plain paper copy -
Original, duplicate & triplicate - Army Stationery Office
Plain paper copy - File
Duplicate - Signed as receipt and returned to Army Stationery Office.

(d) P & S 97

- (i) Used as requisition on Govt. Stationery Office for pens, pencils, ink and other expendable office material.
- (ii) Submitted through Army Stationery Office. Common to all Govt. Depts.
- (iii) Registered in Book NZ.14.
- (iv) Indent prepared in quintuplicate -
4 copies Army Stationery Office
1 copy (plain paper) Filed
1 copy (triplicate) To Unit with supplies, signed as receipt and returned.

(e) FORM NZ.774

- (i) Used when indenting on Supply and Transport services for rations fuel etc.
- (ii) Indent rendered in duplicate.

- (iii) When supplies demanded are issued the certificate at the foot of the form will be completed.
- (iv) The issuer will certify the issue on duplicate and hand to receiver.
- (v) Receiver will certify receipt on original and hand to issuer.
- (vi) Particular components of the ration not required will be intimated in the columns provided for the purpose.
- (vii) Only amounts necessary to complete the full ration will be demanded.
- (f) FORM NZ.92
 - (i) Used by Ordnance when unable to supply or indenting Officers indent incomplete or incorrect etc.
 - (ii) Prepared in triplicate.
 - 2 copies to Unit. (one copy attached to fresh indent when submitted).
 - 1 copy to Ordnance Indents Office file.
 - (g) Whatever the type of indent used, the same requirements apply as regards preparation. The indenting officer who fulfils all requirements in this respect can reasonably expect to have his demand met without any more delay.

PART II.

FINANCIAL AUTHORITIES

4. LOCAL PURCHASE OF STORES

(a) The normal method of procurement of stores is by indent on Ordnance. When a requirement exists for stores which are not a normal Ordnance supply or for stores which cannot be supplied by Ordnance, such stores may be purchased locally from civil sources under the authorities as listed below -

<u>Classification of Stores</u>	<u>Authority</u>
(b) (i) Stores not normally supplied by Ordnance.	{ Army Headquarters. District Headquarters. District Ordnance Officers
(ii) Stores normally supplied by Ordnance, but not available for issue.	
(iii) Any item required in the event of an emergency when departure from the normal method of supply can be justified.	Any officer authorised to sign a local purchase order.

(c) The method of purchase as described in subpara (iii) above will be adopted only in cases where approval cannot be obtained within sufficient time to meet the emergency, and such purchase will be limited to the immediate necessary requirement.

5. AUTHORISING OFFICERS

Officers holding the appointments listed below may approve the purchase of stores and are authorised to sign local purchase orders to the value indicated, which is the maximum amount authorised for expenditure on any one occasion -

<u>Appointment</u>	<u>Amount</u>
Army HQ -	£
QMG ..	50
AQMG ..	5
DGMS ..	5

District HQ -		
Commandant	..	5
Chief of Staff	..	2
DAQMG	..	2
Areas -		
Area Commanders	..	2
Area Officers	..	2
Camps or Schools of Instruction -		
Commandant	..	2
Units -		
Officers Commanding ..		2

6. DELEGATION

Officers authorised to sign local purchase orders, Form NZ.576, may delegate their authority where necessary, but will remain responsible for the observance of all regulations detailed in this instruction.

7. EMERGENCY

In the event of an emergency arising necessitating expenditure in excess of that authorised above, the purchase will be made, and the circumstances under which the purchase was necessitated, together with details of the stores purchased and the amount expended, will be immediately reported in writing, through the normal channels, to Army Headquarters.

8. METHOD

(a) The purchase of stores or materials will be made using Form NZ.576, Stores Order Form, which will be signed by the authorising officer concerned.

(b) Officers authorised to sign local purchase order will ensure that the following conditions are observed -

- (i) That such orders are used only when stores are unobtainable through the normal channels, or when time does not permit the stores being obtained through the normal channels.
- (ii) That the purchase is limited to immediately necessary requirements.
- (iii) That the order is completed, giving a full description of the stores, price, and discounts, and the designation and station of the unit to which the firms account must be sent.
- (iv) That the prices quoted are fair market prices at the time and place where the purchase is made.
- (v) That the stores are brought to account immediately they are received.
- (vi) That the order is endorsed with the number and date of the appropriate authority.

(c) The Stores Order Form NZ.576 will be prepared in triplicate and distributed as follows -

- (i) Original : To supplier.
 - (ii) Duplicate : Attached to claim for payment of account.
 - (iii) Triplicate : Remains in book a unit file copy.
 - (iv) Quadruplicate : Cancelled and remains in book.
- (Reprint of these books will be in triplicate only).

(d) When delivery of stores has been accepted the Unit concerned will bring the stores to account by preparing CRV NZ.1, the following details being shown -

- (i) Accounting Unit and station on whose account the stores appear.
- (ii) CRV number and date.
- (iii) Method and date of delivery.
- (iv) Description of stores, rates and value.
- (v) Number and date of Stores Order Form NZ.576.
- (vi) Supplier's name.
- (vii) Signature of Accounting Officer.

(e) The CRV will be registered as a receipt voucher, posted to ledger and filed in the normal sequence on the file of receipt vouchers.

(f) On receipt of the account from the suppliers a claim payment Ty.39 (to be reprinted NZ.833) will be prepared immediately by the Unit concerned.

9. REQUISITIONS FOR SERVICE

When services of any nature are required a requisition will be made on Form NZ.145. As a general guide Form NZ.145 will be used in cases where service only is required and which involve no stores or materials being brought to account by CRV.

10. EXAMPLES

(a) Listed hereunder are typical examples of service which should be requisitioned on Form NZ.145. This list is by no means exhaustive, but may be taken as a guide in the general definition of service and the use of Form NZ.145.

<u>Type of Service</u>	<u>Remarks</u>
(i) Cartage	.. Used only where no Army transport is available.
(ii) Meals	.. Parties of troops under command.
(iii) Accommodation	.. As for (ii) where Army accommodation is not available or in individual cases where personnel are not entitled to claim travelling allowance.
(iv) Minor repairs or alteration to clothing by civil tailors	When authorised and where the work cannot be carried out by Camp or Regt tailors.
(v) Services performed by other Government Departments	Repairs or maintenance of MT at P&T garages when Army facilities are not available, or repair to P&T machines located in Army installations.
(vi) Services performed by commercial firms or agencies.	Maintenance repair or overhaul of vehicles, plant, or machines where such work cannot be carried out economically by Army workshops, or is restricted under patent rights to repair by the manufacturers representative.
(vii) As in (vi) above ..	Services in which are involved the production of duplicating-stencils, blue-prints, plans, or other items of stationery not normally brought on ledger charge.
(viii) Rail reservations	Issued in conjunction with rail warrants only.

(b) Services required in the maintenance of rifle-ranges, buildings, and grounds are provided under agreement by the Public Works Department through DHQ.

(c) Domestic services supplied by local bodies, such as water, gas, and electricity, will NOT be requisitioned on Form NZ.145. On receipt of an account for the supply of any such service the unit concerned will check the account as to service rendered, and prepare a claim for payment Ty.39 in accordance with the procedure given in 13 (b) - (e).

(d) Officers holding appointments as previously stated are authorised to sign Form NZ.145 as a requisition for service, the cost of service in any one requisition being limited to the amount authorised for the appointment held, except where requisitions are made as a result of instructions issued by higher authority, such as constructional work for which an over-all financial authority has been given.

11. DELEGATION

Officers authorised to sign requisitions for service Form NZ.145 may delegate their authority, where necessary, but will remain responsible for the observance of all regulations related to the requisition.

12. EMERGENCY

In the event of an emergency arising necessitating expenditure in excess of that authorised, the service will be obtained, and the circumstances under which the service was made necessary, and the cost involved, will be immediately reported in writing through the normal channels to the appropriate headquarters.

13. METHOD

(a) Form NZ.145 will be prepared in triplicate, the following details being entered on the form as applicable -

- (i) Name in full of individual, firm, or Department on which the order is made.
- (ii) Full description of service required, including costs.
- (iii) Unit to which the account is to be sent.
- (iv) Signature and appointment of officer authorised to sign.

Copies of NZ.145 will be disposed as follows -

- (i) Original: To supplier.
- (ii) Duplicate: Attached to claim for payment.
- (iii) Triplicate: Remains in book as unit file copy.

(b) On receipt of the account from the supplier a claim for payment, Ty.39, will be prepared immediately by the unit concerned, the following detail being shown on the claim -

- (i) Full postal address of supplier.
- (ii) Number and date of authority and number of Form NZ.145.
- (iii) Date or period of supply.
- (iv) Full description of service.
- (v) Discounts or rebates.
- (vi) Net amount payable.
- (vii) Certificate, as detailed hereunder, signed by the authorising officer concerned.
"Certified correct as to service, and copy filed."

(c) The claim for payment, Ty.39, will be prepared in triplicate, the original being made on Form Ty.39, and the duplicate and triplicate on Form Ty.39A, copies being disposed as follows -

- (i) Original & Duplicate: Forwarded to Army or District HQ as applicable, together with supplier's account and the duplicate copy of NZ.145.

- (ii) Triplicate: Retained by unit as file copy.

(d) Before submission of claims, authorising officers must satisfy themselves that the service has been satisfactorily performed in full as required by the requisition.

PART III

STORE HOLDING

14. STORAGE

Main considerations are -

- (a) Security
- (b) Orderliness
- (c) Accessibility
- (d) Maintenance

15. SECURITY

(a) Involves protection against deteriorating effects of -

- (i) damp
- (ii) dust
- (iii) heat
- (iv) insects etc.

(b) Store buildings must be securely locked in absence of storeman.

(c) Keys must be kept in key press under control of Accounting Officer.

(d) Duplicate keys accounted for NOT taken into use.

(e) NO unauthorised person allowed access to stores.

(f) Fire precautions involve training of staff and maintenance of efficient equipment.

(g) Certain stores require special storage, items of considerable value, firearms, ammunition and explosives.

16. ORDERLINESS

Of layout is essential to efficient handling of stores. VAOS is a good guide for layout of stores within a building. Essential points are as follows -

(a) Adequate accommodation to permit proper arrangement of stores in sections.

(b) Suitable space and facilities for bulk and detailed issues.

(c) Stores laid out so that one or more items of each type can be readily seen.

(d) Layout must permit easy and rapid check of items.

17. ACCESSABILITY

(a) Items frequently demanded should be in most accessible location.

(b) Items in sizes or types should be stacked in separate lots by sizes or types.

(c) Every item must be readily accessible to permit routine inspection and maintenance.

18. MAINTENANCE

(a) The care and maintenance of unit stores and equipment of the Accounting Officer who must ensure by frequent inspections that all stores are properly cared for and correctly maintained.

(b) Special instructions concerning maintenance are issued with certain specified stores such as Arty equipment, MT, Wireless etc.

(c) Special attention must be given to the following when not in constant use -

- (i) Metals and alloys subject to corrosive action.
- (ii) Bright steel surfaces.
- (iii) Leather work.
- (iv) Periodical operation of I.C. engines, electric motors and generators, wireless sets, hydraulic equipment.

19. ARMOURERS INSPECTION

Complete inspection carried out every six months and 10% inspection every alternate 3 months.

- (i) Correct bolts and bayonets assembled with rifles.
- (ii) All necessary stores assembled with MG's including boxes and cases.
- (iii) Small stores or spare parts broken during use should be held awaiting condemnation by Armourer.

20. ARMS REGISTER

(a) The maintenance of an Arms Register - Book NZ.21 - not only necessary for stores accounting but is also a requirement of the Arms Act.

(b) It is compiled to provide details and history of individual rifle, pistol, machine gun or other automatic weapon.

(c) Endeavour is made to issue rifles and other weapons in complete blocks of numbers.

REPAIR AND OVERHAUL

21. GENERAL

(a) Facilities for the repair and overhaul of all material exist within the Army Organisation at the various EME Workshops.

(b) Minor repairs to non-technical stores may be carried out within the unit.

(c) Major repairs to non-technical stores and repairs to technical stores will be carried out at EME Workshops.

22. Indent and Voucher NZ.456 is normally used when forwarding items for repair.

23. MODIFICATION AND CONVERSION

Authorised by Army HQ consequent on list of changes.

24. LEATHER & TEXTILES

Forwarded to Ordnance on NZ.456.

25. MANUFACTURE

Indents submitted on NZ.10 with samples, specifications etc.

26. OVERHAUL

Certain larger equipment as Arty weapons to Workshops for overhaul.

REGIMENTAL PRIVATE PROPERTY

27. The following items are considered as Regimental Private Property -

- (a) Articles donated to the Unit.
- (b) Trophies won outright by the Unit.
- (c) Articles purchased entirely from -
 - (i) Contributions of members of the Unit.
 - (ii) Funds donated to the Unit.
 - (iii) Funds raised by concerts, sports and other entertainments.

28. DONATIONS

(a) In all cases where articles are donated to the troops the receipt will be acknowledged in orders a copy of which, with covering letter, will be sent to the donor.

(b) Donations of considerable importance or value will be reported to the Formation Headquarters with a view to acknowledgment by higher authority.

29. ACCOUNTING

(a) Regimental Private property will not be taken on ledger charge as public stores but each Unit will open a Regimental Private Property Ledger and enter therein all such Regimental Private Property.

(b) Articles will be taken on charge in such ledger by certificate receipt vouchers.

(c) The ledger will be kept by Accounting Officers in every respect similarly to departmental ledgers and will be audited by Audit Staff annually.

(d) Excepting that the property is vested in the Unit, regimental private property will be treated in every respect similarly to departmental property and accounted for accordingly.

(e) Regimental Private Property will not be sold except by authority of Officer Commanding Command.

30. REGIMENTAL FUNDS GRANT

Articles purchased from Regimental Funds Grant will be taken on ledger charge as public stores and are not to be regarded as regimental private property.

PART IV.

LOSS OR DAMAGE

31. GENERAL.

(a) However rigid control may be, losses of stores do occur.

(b) Frequent movement of large quantities involves risk of loss.

(c) Losses may be caused by careless handling or checking, by failure to procure receipts for training stores which are in constant use and pass through many hands.

(d) Losses also occur by theft, fire, or accidental occurrences.

(e) Careful and correct accounting and reasonable precautions are the greatest safeguard against loss.

32. LOSS OF STORES BY THEFT

(a) Where loss of stores has occurred under circumstances indicative of theft, the matter must be reported immediately through normal channels, to Army HQ with details of loss as under -

- (i) Full description and value.
- (ii) Date of loss and/or discovery.
- (iii) Date when stores last checked.
- (iv) Whether stores in safe custody or if not what steps taken for safe protection.
- (v) Whether burglary indicated.

(b) The Accounting Officer should use his discretion as to whether the Police should be asked to assist.

(c) Copies of Police reports or statement from Accounting Officer giving reasons why Police were not notified must accompany any subsequent application to write off.

33. LOSS DURING TRAINING

Essential to keep daily record of issues of stores used for instructional purposes. Losses discovered immediately and if not recovered, personnel responsible must submit full report of circumstances of loss. If culpable negligence is indicated the personnel responsible should be charged with value of items lost. If not due to negligence then loss will be subject to an application to write off.

34. LOSS IN TRANSIT

(a) Usually caused by faulty packing or loading, improper consignments, and lack of precautions to ensure safe custody.

(b) Police should be notified in cases where the bulk or value of stores lost is considerable, the items are distinctive and easily recognised and there are indications that success would result.

35. BY FIRE

(a) When stores are lost or destroyed by fire a Court of Inquiry will be assembled to investigate the matter. Court will record its opinion on the fire precautions taken and may make recommendations as to how the cost should be borne.

(b) When articles of clothing, equipment or arms on issue to a soldier are lost or destroyed by fire at his place of residence the soldier will prepare a statement enumerating the items destroyed and stating the cause of the loss as accidental. This statement together with a newspaper account (if available) must accompany the application to write off. Metal portions of the equipment should be recovered and returned to the accounting officer who will certify as to their destruction to prevent them being again produced.

(c) When a rifle is alleged to have been destroyed by fire and no metal portions can be produced a Court of Inquiry will be set up to investigate the occurrence.

36. BOARD OF SURVEY

(a) Stores rendered unserviceable through fair wear and tear or unavoidable deterioration will be brought before a Board of Survey.

(b) Unfair wear and tear should be the subject of a Court of Inquiry.

(c) Unserviceable stores should not be accumulated.

37. DISCREPANCIES

(a) If the actual quantity and descriptions of stores received does not agree with the quantity and description on the voucher, the Accounting Officer receiving the stores will make all possible local enquiries to ascertain the cause of the discrepancy.

(b) If the discrepancy cannot be adjusted locally after investigation by the Accounting Officer, he will report the matter to the Issuing Officer on Form NZ.166, (Discrepancy Report) in duplicate and attach the following -

- (i) Original Packing List
- (ii) Statements by persons unpacking or receiving the stores.
- (iii) A report covering the condition of packages and stores on receipt.
- (iv) Any other relevant information.

(c) Whenever possible, full details will be given in the report of weights and numbers of packages and any indications of tampering, pillage or rough usage will be recorded. All wrapping of packages will be kept until the discrepancy has been adjusted.

38. WRITE OFFS

(a) Application for authority to write off stores is made on Form NZ.138.

(b) Used to write off urgent charge stores lost or deficient and authorised by Army HQ to be written off charge against the Public Account.

E. J. M.

RESTRICTED

PRECIS Q. 7.3

NORTHERN MILITARY DISTRICT TRAINING CAMP

TERRITORIAL FORCE OFFICERS REFRESHER COURSE
1949

SUBJECT: STORAGE, CARE AND HANDLING OF AMMUNITION
ON UNIT CHARGE.

THE OBJECT OF AN EXPLOSIVE IS TO EXPLODE

References

1. INTRODUCTION.

Magazine
Regulations
(Land Service)
Part 1, 1941
Preface

(a) Two important clauses -

- (i) Mandatory - When the terms 'will' or 'must' are used.
- (ii) Advisory - When the terms 'should' or 'may' are used.

(b) The term ammunition includes all explosives or packages, containing explosives designed to produce a fire, explosion or detonation when used by troops during training or on service.

Sect X
paras 183-
189.

2. STORAGE.

(a) Three important rules which must be observed -

- (i) Keep dry.
- (ii) Avoid sunlight and extremes of temperature.
- (iii) Proper ventilation.

Sect. IX
paras 178-
182.

(b) Explosive Classification -

- (i) Every package containing Government Explosives will have a Government Explosive Label, to indicate which Explosive Group the item belongs.
- (ii) For storage and transport purposes all Government Explosives are divided into fifteen Groups, based mainly on the relative degrees of danger which they possess, and the segregation of items with similar characteristics. These fifteen groups are stored in Magazines and Explosive storehouses as follows -

Groups I and II - will be stored in Magazines.
Groups III and IV - may be stored in
Magazines or Explosive storehouses,
preferably in a magazine.
Groups V to XV - will be stored in Explosive
storehouses.

Sect X
para 189.

- (iii) Where existing accommodation does not permit each group to be stored separately, the following groups may be stored together -

Groups I, II and IV under magazine conditions only.

Groups V, VI, VIII and X
Groups VII and Safety Cartridges from
Group VI.

Groups IX and XI.

Groups III, XII, XIII and XV must always be
stored in separate buildings.

N.B. - (a) When such groups are stored under the same roof, they will be separated either by partitions or by suitable inside traverses.

References

- 2 -

Sect X paras
192 to 212.

(b) Certain deviations for units permissible.

Army Form
788 para 40

(c) Certain regulations regarding Royal N.Z. Artillery
Magazines and stores.

NZAI 2002

(d) Units (including Camps, Areas etc) which do not
possess correct magazine facilities are restricted
to holding only SAA, demolition stores, and pyro-
technic stores.

Sect X paras (c) PACKAGES:
213 to 215

(i) Certain restrictions in the use of iron and steel
on packages in groups 1 to 4.

Sect X
para 216

(ii) Exceptions to above specially authorised.

(iii) All packages must have their contents clearly
marked before being taken into a magazine or
Explosive-storehouse they must be examined, properly
closed, and free from grit or other objectional sub-
stances.

Sect X
para 220

(iv) Defective packages NOT admitted in Magazines or
or Explosive storehouses.

(v) Empty packages NOT admitted in Magazines or Explos-
ive-storehouses.

Sect X
para 222.

(vi) Packages will NOT be opened in Magazines or Explos-
ive-storehouses.

(a) PACKAGES STACKING OF:-

Sect X
para 228

Should be stacked in such a way as to ensure:-

(i) Protection against damp.

(ii) Circulation of air.

(iii) Ease of access.

(vi) Visibility of all essential markings.

(v) Away from direct sunlight

(vi) On battens clear of walls.

Sect X
para 232

(c) HEIGHT OF STACKS:- (See also NZAI 2090 15/6/48)

(i) Wooden boxes to a height not exceeding 12 foot -
certain exceptions.

Sect X
para 233

(ii) Steel boxes to a height not exceeding 14 foot bat-
tens between layers for stability.

Sect X
para 232(o)

(iii) Boxes containing Pyrotechnics (Group LX) to a
height not exceeding 5 ft.

Sect X
para 272

(iv) Boxes containing phosphorus or phosphide to a
height not exceeding 5 foot with a passage between
each two rows, to facilitate prompt removal of
box on fire.

Sect X
para 232(g)

(v) Packages containing Nobels explosive 822 to be
stacked not more than 3 tiers high

Sect X
para 234

(f) CYLINDERS. (See also NZAI 2093)

(i) Cylinders not in skeleton cases stacked vertically
unless racking is provided.

Sect X
para 235

(ii) Cylinders not in skeleton cases may be piled on
their sides number of tiers limited depending on
weight of propellant.

References

- 3 -

- Sect X
para 234 (iii) Height varies depending on charge i.e. Full charge cylinders will not be stacked to a height exceeding 3 high.
- Sect X
para 236 (iv) Cylinders in skeleton cases stacked to a height not exceeding 11 ft.

(g) PROJECTILES

- Sect X
para 237-
241 (i) Unboxed projectiles normally stored on their bases on wooden battens.
- (ii) If piled certain conditions.
- (iii) Formula for ascertaining number of shell in a pile.

$$\frac{(\text{Bottom row} + \text{Top row}) \times \text{height}}{2}$$

2

3. CARE AND HANDLING:

General Points

- | Sect XI
para 254 | Handling |
|---------------------|--|
| " 255 | (a) Avoid rough usage may cause missfires, blinds etc. |
| " 256 | (b) Handle carefully to avoid damage to paint. |
| " 257 | (c) Boxes must be lifted and not dragged or rolled. |
| " 258 | (d) Certain packages to be handled with special care. |
| | (e) Handling unboxed projectiles - Certain points. |

Care:

- | | |
|-------|--|
| " 259 | Grumrets for S L projectiles. |
| " 260 | Base fuze shell - points and bases. |
| " 261 | Repainting and oiling details. |
| " 262 | Treatment of leather washers for F.H. Plugs. |
| " 263 | All S L projectiles to be gauged on receipt. |

N.B. The following should be set aside to be dealt with by an I.O.O. -

- (i) Leaking packages.
- (ii) Packages suspected of containing water.
- (iii) Dropped packages - Height of drop to be noted.
- (iv) Damaged packages.

4. SAFETY REGULATIONS

- | | |
|-------------------------------|---|
| Sect VIII
para 154-
160 | (a) General Magazine and Explosive storehouse conditions. |
| " 161-173 | (b) Detail magazine conditions. |
| " 174-177 | (c) Detail Explosive storehouse conditions. |

5. EXPLOSIVE LIMITS

Sect II
para 41 No building will contain more than 300,000 lbs of Explosive. Actual quantity which may be stored in a particular building will depend on -

- (a) Physical capacity of the building.
- (b) Inside safety distance.
- (c) Outside safety distance.

NO DEVIATIONS FROM these conditions is permitted without prior sanction of Army HQ.

References

6. SAFETY DISTANCES

Sect II
para 44

Two kinds.

- (a) Inside distance } Depend (i) The quantity of explosive
upon in the building.
(b) Outside distance } (ii) The nature of explosives.
(iii) The construction of the building.

N.B. - The normal inside and outside safety distances laid down in Magazine Regulations Part 1 - 1941, Appendices III, IV, V and VI have now been revised vide TAL Section S Part 7, and amendments to Magazine Regulations Part 1, 1941 will be issued in due course. In the meantime, any questions relating to safety distances should be referred to the I.O.O.

- (i) Quantity of Explosives:
Calculated as laid down in para 24.

Sect II
para 44

- (ii) Nature of Explosives.
All natures are divided into five categories as under, according to the risks they present in storage -

Category X - Explosives having an explosive or fire risk with a local effect only.

Category Y - Those having a general fire risk or with an explosive risk, but not with a risk of explosion en masse.

Category Z - Those having a risk of explosion en masse.

Category V - Those having a toxic risk with or without a slight explosive risk.

Category W - Those having an en masse fire risk with a negligible explosive risk.

- (iii) The construction of the building:
From this aspect all buildings containing explosives may be classified as -

(a) Above ground - One in which the greater part of the walls are above ground level.

(b) Semi-underground - One in which the lower half of the walls, at least is below ground level.
Certain other conditions.

Sect III 7. LIGHTING AND VENTILATION
para 63 to
79 and Sect
VI paras
III to 121

- (a) Lighting
General and detail points.

- (b) Ventilation - VERY IMPORTANT

Sect VI
para 122

Object - To keep all buildings containing ammunition as dry as possible. Certain explosives are very hygroscopic therefore proper ventilation necessary.

" 123

- (i) For ventilation purposes all buildings containing ammunition are divided into two classes -

Class A - Buildings the walls of which are exposed to the outer air ON ALL SIDES.

Class B - Buildings any wall of which is NOT exposed to the outer air.

References

Sect VI
para 123

- (ii) Instruments provided
(a) Common thermometer.
(b) Maximum and minimum Thermometer.
(c) Wet and dry bulb Thermometer or Hygrometer.

(iii) Scale

At every station where there are Magazines and Explosive Storehouses and in every artillery district -

- | | |
|---|---|
| 1 or more common thermometer. | } 1 Max and Minimum plus 1 common Thermometer (2 for heated bldgs only). See MR 1941 Part 1 para 128. |
| 1 or more wet and dry bulb thermometer. | |
| If a building is artificially heated | |
| OR | |
| The temperature inside is liable to use over 100°F. | |
| OR | |
| Is used for the storage of cordite in bulk | |

N.B. - CO's should demand as many as necessary to meet the requirements of each station or district.

Sect VI
para 125-128
" 129-132

- (iv) Position of thermometers in and out of buildings.

- (v) Certain particulars regarding thermometers.

" 133

- (vi) Ventilation details recording of readings etc.

" 138-140

- N.B. - (i) Temperature records will be signed weekly by the Officer in Charge.

" 134

- (ii) Actual times at which thermometers will be read and arrangements for opening various buildings depend on local conditions. CO's will issue orders to meet circumstances of each case.

Sect VI
para 136-140
&
Sect XI
para 264-266

(vii) Ventilation periods

Class A Buildings

Ventilate whenever -
Weather is fine
BUT

If the outside dry bulb is over 40°F, there must be a difference of 3° or more between the wet and dry bulbs.

Class B Buildings

Ventilate whenever -

The inside temperature is equal to OR higher than the reading in Col 3 of the hygrometric table contained in AFG 956.

A & B Buildings

Ventilate without reference to the tables whenever -

The outside dry bulb is 32°F or below

OR
above 100°F

PROVIDED THAT

the reading of the lower thermometer inside the building is higher than the outside wet bulb reading.

OR WHEN

the difference between the dry and wet bulbs exceed 10°F.

References

- 6 -

8. CONCLUSION

NZAI 1833

- (a) Ammunition returned from Units
- (b) Accidents with ammunition - Procedure to be followed.
- (c) When in doubt about any question of ammunition and/or storage seek advice of local I.O.O.

E.J.M.

NORTHERN MILITARY DISTRICT TRAINING CAMP
TERRITORIAL FORCE OFFICERS REFRESHER COURSE

1949

MOVEMENTS - PEACE

INTRODUCTION

1. Many details of Staff work result in the movement of personnel or stores. All officers must, therefore, understand the function of Movement Control, and should always ensure that early and adequate warnings of all movement required is passed to those responsible for the organisation of such move.

MOVEMENT CONTROL

2. FUNCTION

To co-ordinate and control all movement that requires centralised control. The basic principle is to achieve movement as required with the least possible disorganisation of the transport facilities concerned.

ORGANISATION

3. (a) Army HQ:- QMG
DHQMG (Mov & QRTG)
handling overseas freight, personnel, to and from NZ, personnel within NZ including disembarkations, bulk handling of Rail Warrants.
DHQMG Controls.
- (b) District "Q" Officers handling movement in conjunction with other duties and RTO at main Stations.
NMD

POWERS OF NCO's.

4. A NCO or an RTO is entitled to demand from any soldier, of whatever rank, strict compliance with movement orders and to expect full co-operation.

TYPES OF MOVEMENT

5. (a) Rail (d) Air
(b) Ship (e) Foot
(c) M.T. (f) Any combination of (AtoE)

OCCASIONS FOR MOVEMENT

6. (a) Recruits to Camps, Units or Schools of Instruction.
(b) Camp leave Drafts.
(c) Courses of Instruction (inter-camp or home to camp)
(d) Embarkations
(e) Disembarkations
(f) Transfers and tours of duty
(g) Urgent Private Business (UPB)
(h) Compassionate leave
(i) Territorial Force Camps.
7. For whatever reason movement takes place, and by whatever means complete arrangements including all meals and accommodation en route must be made. Nothing lowers morale more quickly than a badly arranged move.
8. A thorough knowledge of localities is essential and every Officer required to arrange a move should have available a copy of the publication "Every Place in NZ", - WISES.

9. RTOs will on request by Units or direction from movement control arrange movement by train, steamer or if necessary bus. Units must not issue movement orders until confirmation of dates and times of travel has been given by the R.T.O.

MOVEMENT BY TRAIN

10. (a) If Movement Control Officer or the R.T.O. is not available the officer arranging the movement, having ascertained the number of troops, quantity of baggage and method and date of movement will approach TRAIN RUNNING Branch NZR direct.
- (b) If the movement is by ship and train make the shipping enquiries first and arrange trains to suit. TRAIN RUNNING Branch will prepare time table. Confirm arrangements with shipping Coy and then issue movement Order.

ENTITLEMENT TO CLASS OF TRAVEL

11. (a) First Class
- (i) Trains S/Sgt and above.
S&W personnel.
All ranks.
 - (ii) Steamers S/Sgt and above.
All WAAC.
S&W personnel, all ranks.
- (b) Second Class
- (i) Trains All ranks including WAAC below S/Sgt.
 - (ii) Steamers All ranks below Sgt excluding WAAC.

Note: Colonels and above are entitled to Deck accommodation on Steamers.

WARRANTS

12. (a) Warrants etc. may be "Block Warrants" or "Individual Warrants". A warrant or ticket is called a block warrant when it covers more than one person.

(b) Units prepare their own rail tickets.

(c) When using a block ticket show the name of the Draft Conducting Officer for S/Sgts and above and the senior Sgt for ORs in the name space provided followed by the remaining numbers of respective classes in each case.

e.g. Capt. J. Smith and 19 others - 1st Class.

Sgt. A. Jones and 499 others - For 2nd Class.

In the number of passengers etc. space show

20

First

Single (or Return) - For First Class

500

Second

Single (or Return) - For Second Class

13. Block warrants should only be used when the troops are under effective military control throughout the movement.

MEALS ON ROUTE

14. (a) Meals can be arranged with Refreshment Branch, Head Office NZR, Wellington for any Railways Refreshment Rooms in NZ, where this is NOT possible, the procedure should be ascertained from the local Stationmaster.
- (b) All that is necessary is to advise the number of troops and the train or trains on which they will travel. Refreshment Branch will advise the most suitable station at which the troops should obtain the meal ordered and will make necessary arrangements.
- (c) When arranging the meals NZR will in all probability ask the method of payment.

PAYMENT FOR MEALS NZR

15. (a) When odd troops only are travelling without a D.C.O. individual soldiers will claim for meals.
- (b) For each draft under a D.C.O. it is not necessary to give the men a meal ticket.
- (i) "D.C.O. signs a chit for the number of meals (cards) presented at the Refreshment Rooms. An account supported by the chit is dispatched to the Officer arranging the move, the necessary NZ 145 is then actioned.
- (ii) D.C.O. has completed NZ145.
- (iii) Count meals served and D.C.O. signs chit."

ENTRAINING

16. (a) NZR (Traffic Branch) will usually be able to advise the composition of the train prior to its arrival.
- (b) The Draft is then organised for entraining by carriages with if possible a Sgt detailed in charge of each compartment. On arrival of train parties for each carriage are moved opposite respective carriages and split to facilitate loading at each end. No troops will entrain unless ordered by Entraining Officer.
- (c) On arrival of train D.C.O. inspects the train accompanied by the guard and obtains his signature to a list of damages, cracked windows, damaged racks etc.
- (d) Entraining Officers order, "Entrain" Troops should not be allowed to carry rifles slung while entraining.
- (e) On completion of entraining Entraining Officer reports to the guard and D.C.O.
- (f) Carriages should NOT be chalked for identification purposes but window stickers may be used.

DISCIPLINE ON ROUTE

17. (a) Troops should not leave train or carriages until entraining has been completed.
- (b) Platform doors and gates will be kept shut and troops will not stand on platforms.
- (c) Troops will not detrain at any time until orders have been given by the D.C.O.
- (d) No alcoholic liquor may be taken onto the train at any time.

(e) Any damage caused by troops will be reported immediately to the D.C.O. by the N.C.O. i/c carriage. D.C.O. will inspect forthwith and ascertain the names of personnel responsible in order that the cost of the damage may be recovered by them.

DETRAINING

18. (a) On order of D.C.O. after consulting R.T.O. Camp N.C.O. Orderly Officer as the case may be.

(b) Troops should be moved clear of the main platform at large stations as quickly as possible.

(c) D.C.O. inspects train with guard and gives him a signature for damages incurred during the journey.

19. Baggage Parties should be appointed.

20. MOVEMENT BY BUS (NOT ARMY M.T.)

(a) DRAFTS

(i) Buses are used for drafts only when there is no train available and when the move cannot be held over.

(ii) Communicate with the Bus Office NZR giving number of troops, quantity of baggage, time and place of departure, and before the buses leave give the drivers instructions as to meal stops.

(iii) No warrant is necessary when the whole bus is engaged. NZR will send an account for certification at a later date.

21. All movement is authorised by movement orders:-

(a) TYPES

- (a) Movement orders
- (b) Movement tables
- (c) Embarkation orders
- (d) Disembarkation orders

(b) A Movement Order is an authority for movement and is a means of instructing all parties concerned in the part they are to take in carrying out the movement.

(c) It is essential that everybody concerned receives a copy and is competent to carry it out.

E.J.M.

PRECIS Q4

Appendix "A"

NEW ZEALAND MILITARY FORCES

TRAIN REPORT

Train No......Station.....Date.....
Time of Departure.....Destination.....
No. of Troops.....Unit.....
State of Train

(sgd.)
(Inspecting Officer)

(sgd.)
(Draft Conducting Officer)

(sgd.)
(Guard)

Station.....Date.....

We hereby certify that the train as above was handed over
in the same order and condition *with the following excep-
tions -

(sgd.)
(Guard)

(sgd.)
(Draft Conducting Officer)

*Strike out if not required.

- (1 copy to Guard,
- 1 copy to D.C.O.
- 1 copy to Area HQ or Unit
- 1 copy to Camp HQ)

RESTRICTED

PRECIS 25

NORTHERN MILITARY DISTRICT TRAINING CAMP
TERRITORIAL FORCE OFFICERS REFRESHER COURSE -

1949

SUBJECT: PART 1: UNIT MESSING
 PART II: DUTIES OF MESS COMMITTEES
 PART III: BIVOUACS

PART 1.

1. INTRODUCTION

(a) Bad messing is usually attributed to the cook.

(b) On investigation, however, it is frequently found that the administration is in no small measure to blame.

(c) It may be of interest to consider just where the cook's responsibility fits in with unit administration.

The whole subject falls conveniently into three phases -

PHASE I: Provision and supply of food to the cookhouse.

PHASE II: The preparation and cooking of the meal.

PHASE III: The dining room.

It will be seen that the cook appears only in Phase II and that the success of this phase depends on the smooth working of phases I and III. The production of a good meal depends not entirely on phase II but on the successful co-ordination of all phases.

2. PHASE I: THE PROVISION AND SUPPLY OF FOOD TO THE COOK HOUSE

- (a) Correct messing strength.
- (b) Storage of supplies.
- (c) Issue of rations.

3. PHASE II: ORGANISATION OF DUTIES - PREPARATION & COOKING OF MEALS

- (a) Adequate apparatus and equipment provided and maintained.
- (b) Organisation of Messing Staff and duties by Chief Cook.
- (c) Supervision of preparation and cooking by Chief Cook.

4. PHASE III: THE DINING ROOM

- (a) Adequately equipped and furnished.
- (b) Cleanliness and efficient service by mess stewards.
- (c) Supervision of distribution by Chief Cook.

PART II.

5. ORGANISATION & DITIES OF MESS COMMITTEES

An OC of a Unit is responsible for the constituting of a "Mess Committee" and ensuring that the following procedure is observed to the extent that operational requirements permit.

6. ORGANISATION

The Committee should consist of -

- (i) 2 i/c (Chairman).
- (ii) Messing Officer.
- (iii) Medical Officer if one attached (maintain balanced diet).
- (iv) Messing NCO (to advise on supply position and troops reaction to diet).

6. ORGANISATION (Contd)

- (v) Chief Cook (advise on best use of rations).
- (vi) Mess representatives (1 per Coy).

7. DUTIES:

- (a) The Committee should meet not less than once a week.
- (b) To draw up diet sheet for ensuing week.
- (c) To make suggestions for alternative dishes.
- (d) To indicate dishes which are definitely unpopular in the Unit.
- (e) To offer suggestions and proposals for improvements of cooking and serving meals.

8. MINUTES:

- (a) Minutes of meetings of Mess Committee must be kept for reference.
- (b) Usually a "Minute Book" should be kept in which actual minutes are written.
- (c) Diet sheets should be appended to minutes.

9. (a) Mess Committees of officers and Sgts. Messes function, in the main, quite well.
- (b) Men's Messes on the other hand often start off well under new committees then fall through lack of attention.
- (c) Failure is often due to neglect to -
- (i) Keep a balanced committee.
 - (ii) Take actions on suggestions.
 - (iii) Ensure that action laid down by committee is carried out.
 - (iv) Good liaison with supply personnel.

PART III.

BIVOUACS

10. SITES

- (a) Should be on dry ground and on grass, if possible.
- (b) Steep slopes, low meadows, bottoms of narrow valleys, and newly turned soil should be avoided.
- (c) Good entrances and means of egress are important.

11. WATER

Good water supply is essential but it may be necessary to place the bivouac at some distance from it.

12. DRAINAGE

Where a bivouac is to be used for more than 24 hours, a system of surface draining must be considered.

13. LATRINES

Must be dug immediately on arrival of troops in the area.

14. The Adjutant of a Unit will in all probability carry out the following duties with reference to the weekend bivouacs of a Unit -

- (a) Select Camp sites.
- (b) Allocate areas.
- (c) Supervision of preparation of indents for camp equipment, rations, POL, etc. required for camp.
- (d) Loading and despatch of stores.
- (e) Layout of camp sanitation etc.
- (f) Organisation of Q Staff.
- (g) Provision of and control of MT.

UNIT OFFICE COPY TO BE TAKEN ON SCRAP PAPER

Indenting }
Office No. }

Numbers on which }
indent is based : }

Ordnance
No.

[N.Z.M.F. Form—10.
(In pads of 100.)

Indenting Officer's No. _____ (Consists of _____ sheets.) Ordnance Nos.: Office, _____; Store, _____

Consolidated Indent, Issue, and Receipt Voucher for Camp Equipment.

For Camp of _____ to be held at _____

Troops will concentrate on _____, and depart on _____

Equipment is to arrive at _____, on _____

Numbers on which based : _____ Field Officers ; _____ Medical officers ; _____ other officers ;

_____ W.O.s and Staff Sergts. ; _____ Sergts. ; _____ other ranks ; _____ Band ;

_____Civilian Staff; _____Riding-horses; _____Harness-horses.

Messing accommodation will be provided in_____ (Tents or buildings to be stated.)

APPROVED FOR ISSUE.

(Signature of indenting officer.)

(Official designation.)

_____, Captain.

(Ordnance officer.)

19

19

Date stores issued : _____, 19____

Date stores returned : _____ 19__

[illegible]

Issued from Ordnance as per column 3 :	}	_____	Ordnance officer.	/	/ 19
Received from Ordnance as per column 3 :		_____	Receiving officer.	/	/ 19
Returned to Ordnance as per column 4 :	}	_____	Issuing officer.	/	/ 19
Received at Ordnance as per cols. 4, 5, and 6 :		_____	Ordnance officer.	/	/ 19

Received from Ordnance } _____, Receiving officer. / / 19

Returned to Ordnance } _____, Issuing officer. / / 19

Received at Ordnance } _____, Ordnance officer. / / 19

Consumable stores are not to be demanded on this form.

ORIGINAL.**NEW ZEALAND MILITARY FORCES.**[Form N.Z. 511—Outside.
(In pads of 25 dups.)]*Indenting } _____ Consists of _____ sheets
Officer's No. } for period ending _____

Establishment: _____ Offrs., _____ O.R.

Strength: _____ Offrs., _____ O.R.

No. S.O. _____
(For use only by Army Staty. Office.)**Indent, Packing-slip, Issue and Receipt Voucher for Military Forms, Books, Publications, &c.***Indent on Army Stationery Office for the undermentioned items for the use of:—*

Certified that the items are necessary, and represent requirements (exclusive of the number shown as "on charge") for a period NOT exceeding three months.

(Actual address to which supply is to be sent) for period.

(Signature of Indenting Officer.)

(Designation.)

Countersigned: _____, i/c Army Staty. Office.

Date: _____, 194

Date: _____, 194

Remarks by Indenting Officer.	Items required.	QUANTITY		THESE COLUMNS ARE FOR USE ONLY BY ARMY STATIONERY OFFICE.	
		On Charge	Now required.	Quantity issued.	Reasons for Adjustment.
Supply is required by (Date.) for the purpose of					

* Each indent **MUST** be numbered by Indenting Officer (stationery requisitions will bear a separate number).

INDENT FOR RATIONS.

Unit: _____ Number of days' rations: _____

From _____ to _____, 194

Station: _____ Date: _____, 194

Detail.			Strength.	Total Rations.	Detail.			Gallons.
Men:	Officers and men ..				Petrol and Oils:			
	Others (not soldiers)							
Animals:	H.D.							
	L.D.							
					COMPONENTS OF RATIONS NOT REQUIRED.			
					Commodity.	Pounds or Rations.	Amount.	
Sundries:	Fuel				Biscuits ..	pounds		
	Light				Presd. Meat ..	rations		
					Cheese ..	pounds		
	Rum							
	Tobacco ..							
					Last rationed to _____, 194			
					at _____ Station.			
					Commanding Officer.			

For orders regarding this form, see back.

Orders regarding the use of this Form.

1. It is to be rendered in duplicate.
2. When the supplies demanded are issued, the certificate at foot will be completed.
3. The issuer will certify the issue on the duplicate and hand it to the receiver.
4. The receiver will certify the receipt on the original and hand it to the issuer.
5. If any unit from special circumstances—i.e., supplies left over from previous day—does not require some particular component of the ration, an intimation will be given in the columns provided for the purpose.
6. Commanding officers will take steps to ensure that only the amounts of commodities necessary to complete the full rations for the following day are demanded.

I CERTIFY that I have { issued*
received* } the within-mentioned supplies, less the following rations and commodities.

Complete rations : _____ men.

Commodity.	Amount.	Commodity.	Amount.
		† Hay.	
		† Oats.	

*Strike out the word not applicable.

†Horse-rations not required will be given in pounds as indicated.

Signature and Rank : _____

NOTIFICATION OF DELETIONS FROM INDENT.

[Form N.Z.—92.
(In pads of 100.)]

[To be prepared IN DUPLICATE, one copy to Unit.]

Ordinance No.

To _____ Date : _____

R. /

Indenting)
Unit No. { _____

- For the reasons stated below. { The undermentioned articles have been deleted from the above indent.
Action to supply on above indent has been suspended.
The above indent is returned.

• Delete as necessary.

Description of Articles.	Quantity demanded.	Remarks. (Continue overleaf if necessary.)

Date: _____ Ordinance Officer. _____ Ordinance Depot. _____

NOTE :—Where articles have been deleted for further information, and articles are still required, a fresh indent must be submitted and this form must be returned with same.

A

(Army Form—424,
In pads of 20 sets)

Unit
Issue No.

Workshops
Receipt No.

Unit
Receipt No.

sent by

to R.N.Z.E.M.E. Workshops.....for repair,* conversion.*

APPROVED.

/ /194

Workshops
Indent No.Workshops
Issue No.

194

Officer i/c. Workshops.

(Signature and official designation.)

Item No.

Designation of Stores.

ISSUED.

Classification.

Quantity.

RETURNED.

Serviceable

Unser-
wählbar

Date	Remarks. (Including particulars of work to be performed.)
1911	1
1912	2
1913	3
1914	4
1915	5
1916	6
1917	7
1918	8
1919	9
1920	10
1921	11
1922	12
1923	13
1924	14
1925	15
1926	16
1927	17
1928	18
1929	19
1930	20
1931	21
1932	22
1933	23
1934	24
1935	25
1936	26
1937	27
1938	28
1939	29
1940	30
1941	31
1942	32
1943	33
1944	34
1945	35
1946	36
1947	37
1948	38
1949	39
1950	40
1951	41
1952	42
1953	43
1954	44
1955	45
1956	46
1957	47
1958	48
1959	49
1960	50
1961	51
1962	52
1963	53
1964	54
1965	55
1966	56
1967	57
1968	58
1969	59
1970	60
1971	61
1972	

(7)

(1)

(2)

(3)

(4)

(5)

(6)

*Delete where necessary.

£ s. d.

(1) Issued to workshops: 194 .

Material: : :

(2) Received at workshops:....., 194 .

Labour: : :

(3) Returned from workshops: 194 .

Overhead: : :

(4) Received from workshops: 194 .

Total: £ : :

(D.244/2/206.) 250 pds 20/4/48.]