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*Regulations for Ordnance Services, New Zealand Defence Forces.*

LIVERPOOL, Governor.

**I**N pursuance and exercise of the powers and authority conferred on me by the Defence Act, 1909, and its amendments, I, Arthur William de Brito Savile, Earl of Liverpool, Governor of the Dominion of New Zealand, do hereby make the regulations in relation to Ordnance services set forth in the Schedule hereto, and do hereby declare that the regulations hereby made shall take effect as from the date of publication thereof in the *Gazette*.

**REGULATIONS.**

**Section I.—Administration.**

**I. GENERAL INSTRUCTIONS.**

1. THE Director of Equipment and Ordnance Stores will, with the approval of the superior authority, issue such instructions to the troops regarding Ordnance services (including clothing and necessaries) as may be required.

2. He will, when necessary, issue departmental orders to officers and others serving under him. They will be duly recorded in a book kept for that purpose, and will include all appointments, promotions, moves, temporary employment, or changes in the New Zealand Ordnance establishments, and leave granted to officers. He will preserve in his office all letters and other records relating to his department. He will countersign statements of remains, returns, certificates of losses, and replies to observations on store and cash accounts, after having taken the necessary steps to assure himself that they are in every respect correct and satisfactory.

3. He will submit to the superior authority the proceedings of Courts of Inquiry on equipment and Ordnance stores, and will ensure that steps are promptly taken for the recovery of money on account of lost and damaged stores and equipment, as ordered by the approved findings of the Courts of Inquiry.

4. He will examine and submit to the superior authority, where necessary, reports of survey on unserviceable expense stores rendered by officers in charge of barracks or camps.

5. He will bring any case of apparent waste, misappropriation, or undue accumulation of stores by corps or departments under

the notice of the superior authority, and may, with the authority of that officer, take stock of articles in possession of units.

6. In taking over a charge an officer will assure himself that the verification of stock has been carried out properly and sufficiently in the past, and will make a report to that effect or otherwise.

7. Officers in charge of stores will be responsible for the steps taken to ensure the correctness of the stock of stores at their stations, and will make such arrangements as will provide for the periodical verification of stock in the manner laid down in Section VII.

8. Officers will make themselves acquainted with the produce and manufactures of the area supplied by them, with a view to meeting the requirements as far as possible by local purchases and knowing the capabilities of local supply in case of mobilization.

9. Officers in charge are responsible to the D. of E. & O.S. that all reserves of Ordnance stores and clothing ordered to be kept in the area supplied by him are maintained complete and in good order, and that the turnover of stores which are perishable, or which may deteriorate, is provided for.

10. The D. of E. & O.S. will be responsible that the issue of stores authorized under exceptional circumstances ceases when the necessity no longer exists, and that articles of a non-consumable nature are withdrawn when no longer required.

11. He will, once in each year, cause all scales, weighing-machines, weights, and measures in use by the department to be examined and any defects in them to be adjusted.

12. The D. of E. & O.S. will distribute the duties between all officers serving under him, giving each a definite charge and holding him responsible for everything connected with it.

13. With the sanction of the superior authority he will determine the hours during which the offices and storehouses of the department shall be open for the transaction of business, and will cause the same to be published for the information of the Forces and of the public.

14. Should the business of the department fall into arrear he will require closer attention or extra work in the office, storehouses, or workshop where the arrear has arisen.

15. The D. of E. & O.S. will from time to time inspect the storehouses, workshops, and other parts of the Ordnance premises. He will give the Ordnance Officers any orders necessary for the due arrangement and care of the stores, and for the efficient performance of the storehouse, workshop, and outdoor duties; and will, by close

supervision of details, see that all orders as to inspections and arrangements for the custody and care of Ordnance premises and stores as laid down in these regulations are strictly carried out, and that stores are received, issued, and accounted for in strict accordance with the regulations of the service and with a due regard to economy.

16. He will exercise a check over the estimates for the payment of labour for all descriptions of work to be executed in or on account of the Ordnance Department; he will ascertain whether it is necessary to expend the proposed amount of money and stores.

17. He will inquire into all appeals against disallowances made on the cash or stores accounts of his department before transmitting them for decision.

18. He will cause all bills, pay-lists, and other documents for the payment or receipt of money for the service of his department to be prepared and completed in every particular before being presented to the command Paymaster.

19. He is responsible for administering the establishments under his charge in an efficient and economical manner, and the absence or existence of a definite regulation will not absolve him from responsibility in this respect.

20. Upon an officer in charge of stores being relieved he will prepare the documents detailed in Appendices I and II in duplicate. One copy will be transmitted by the D. of E. & O.S. to the superior authority and the other retained at the station.

#### II. ORDNANCE OFFICERS.

21. The Ordnance Officers and other accounting officers will be responsible to the D. of E. & O.S. for the efficient working of the storehouses, workshops, and outdoor duties generally.

22. The Ordnance Officer and other accounting officers will by personal supervision see that the storeholders, foreman, artificers, and labourers give the prescribed attendance; and they will be responsible that the men are employed to the best advantage and in strict conformity with the rules of the service.

23. The Ordnance Officer and other accounting officers will, when necessary, report to the D. of E. & O.S. any irregularity of attendance or other misconduct on the part of any of the subordinates of the department.

24. The Ordnance Officer will daily visit and inspect all storehouses and workshops in his charge.

25. Officers and other persons belonging to the department are not to carry on, nor be concerned in, any trade whatever, nor to be employed in any agency. They are not, either directly or indirectly, to derive the smallest advantage from their positions in the service beyond their authorized pay and allowances.

26. All officers will acquire a full and practical knowledge not only of the various descriptions and proportions of Ordnance stores and munitions of war required for the several services, but also, as far as possible, of the nature and qualities of the materials of which such stores and munitions are composed. They will also pay particular attention to correctly accounting for all stores committed to their charge.

27. A list of all approved changes of pattern in artillery material, small-arms, accoutrements, and other military stores is issued from time to time. Every officer of the department is expected to make himself thoroughly acquainted with the changes contained therein.

#### III. ESTABLISHMENTS AND CIVILIAN SUBORDINATES.

28. In selecting subordinates from outside the department to fill any vacancy, preference will be given to men who have served with credit in the Army or Navy; civilians should only be appointed if the D. of E. & O.S. is satisfied that suitable men who have so served cannot be obtained.

29. No man will be charged for in one capacity and employed in another, but labourers may be employed, when necessary, as watchmen and warders at Ordnance establishments.

30. Men who go on watch for the first part of a night will not remain longer than midnight, when they will be relieved by an equal number of other men, who will watch during the remainder of the night and receive the regulated allowance.

31. The employment of men on overtime will be avoided as much as possible, and will only be resorted to upon occasions such as discharging or loading vessels, or in dealing with special issues and receipts of stores in urgent cases.

32. All cases of serious injury sustained by subordinates in the execution of their duty will be investigated by a departmental Court of Inquiry, or by the officer in charge of the station; and a copy of the proceedings of the Court of Inquiry, or a statement of the result of the investigation, will be retained at the station for permanent record.

#### IV. CORRESPONDENCE, RECORDS, REPORTS, AND RETURNS.

33. In the case of an officer of the department being relieved or ordered on other service, all books and documents connected with his official proceedings, either in correspondence with his own or any other department, and all other books, circulars, and papers likely to furnish useful information regarding the business of the department, are to be left with his successor.

#### V. AUTHORIZATION OF EXPENDITURE.

34. The purchase of stores provided under a vote for warlike and other stores is dealt with by the D. of E. & O.S. under the orders of the superior authority.

35. While every attention is to be given to purchasing at the lowest possible price, full consideration is to be given to the record and character of the firms tendering, and of the probability of their executing the order satisfactorily and punctually.

36. All contracts will be entered into and all important purchases made under the orders of the D. of E. & O.S.

#### Section II.—Charge of Storehouses, Magazines, and Workshops.

##### I. STOREHOUSES.

37. A copy of the Official Secrets Act will be posted in a conspicuous place in every Ordnance establishment.

38. Ordnance establishments are in charge of the D. of E. & O.S., and no officer or other person has any right of entrance therein unless with the permission of the D. of E. & O.S. or as provided for by regulations.

39. Visitors will not be allowed to go round the establishments and storehouses without the permission of the officer in charge, nor will they be allowed to go independently about the premises; they will remain with the person who may be directed to attend them.

At stations where the buildings are in Ordnance charge the furniture will be provided by the Ordnance Department under the conditions and in accordance with the scales governing the issue to similar buildings elsewhere, and accounted for as "articles in use" (see also the "Regulations for the Administration and Equipment of Camps and Barracks").

40. Proper storehouses and places of deposit will be provided for the stores committed to the charge of the department. The essential points to be attended to are that they are easy of access for wagons, and that they afford facilities for the shipment and general issue of stores. No storehouses will be lent or disposed of without sanction of the superior authority, nor will any storehouse, magazine, or other public building be used for any private purpose.

##### II. WORKSHOPS.

41. The officer in charge will be responsible that these workshops are in an efficient state, that no more workmen are engaged in them than can be fully employed, that the conversion and repair of stores are effected in the most economical manner consistent with efficiency, that no repairs are executed except for the public service, that no foreman, artificer, or labourer is on any account employed for private purposes during working-hours.

When the artificers of the R.N.Z.A. are not required for artificers' work in the forts they will, if required, be employed in the Ordnance workshops as laid down in the King's Regulations.

42. Indents for repairs or conversion of stores will be rendered in duplicate on form G. 34, and will be approved by the officer in charge before being passed for execution in the workshops. He will exercise his discretion as to whether the stores shall be repaired or brought forward for condemnation.

43. In the case of repairs to stores for other corps or departments, the workshop indents on form G. 34 will be sent in by officer commanding concerned, showing number of articles to be repaired and defects to be made good.

In the case of repairs for the department the indent will be prepared by the foreman of section concerned.

44. If the condition of any article sent in by a unit for repair is found on examination not due to fair wear the matter will be referred to officer commanding, and action will be taken as laid down in the King's Regulations with regard to damaged equipment, if it is necessary to decide on whom the cost of repair may fall.

45. Copies of indents received at the workshops will be filed loose: they will be removed to a separate pad when the work on them has been completed. When any necessary materials for the service have been drawn, the number and date of the expense voucher on which the materials are written off charge will be inserted on the indent, on which will also be shown the dates of the commencement and completion of the service.

46. Any balance of material drawn for repair of stores remaining unexpended after completion of the service for which it was drawn will be collected weekly from the various shops, and kept under lock and key in charge of the workshop foreman. Under no circumstances will it be retained in the shop. Such material will be utilized for any work which may be in hand. Once a month this material will be reviewed by the officer in charge of station in consultation with the shops foreman, and any considerable accumulation not required for use will be brought on charge by certificate voucher.

47. In painters' workshops suitable conveniences for washing, including nail-brushes and towels, will be provided for the use of those employed therein, and measures will be taken to ensure every man washing his hands and face before leaving work.

Overall suits will be worn by men engaged in grinding or mixing paints.

A sufficient supply of approved sanitary drink must be provided for the use of men employed in the above work, to be obtained from the Medical Officer, who will decide what quantities are necessary, on application of, or indent by, the officer in charge.

No food is to be eaten or tobacco chewed in any painters' workshop.

Tooth-brushes will be supplied to those employed in painters' and tinsmiths' workshops, and will be replaced as necessary.

The supply of field dressings authorized in the Clothing Regulations will be stored in a convenient place where access to them can be easily had in cases of accident.

### III. PRECAUTIONS AGAINST FIRE.

48. Smoking and the introduction of tobacco-pipes and matches (except safety matches) into Army storehouses, workshops, or buildings are expressly forbidden, and a notice of the prohibition will be conspicuously hung up in all such buildings. Safety matches only, to be kept in the actual custody of the storeholder or foreman, are to be used in lighting fires.

49. All clothing and similar articles returned by the troops will be thoroughly examined before they are received into any storehouses, in order to remove matches or dangerous articles.

50. Care will be exercised in the use of oiled rags, oakum, cotton and other waste. Being liable to combustion, they will on no account be allowed to remain lying about the stores and buildings, but will be collected from time to time and burned. A special receptacle out-of-doors will be provided locally for these materials.

51. Cotton sponge cloths, when dirty, are also liable to spontaneous combustion, and will be kept in water until washed and cleaned. Woollen goods, such as blankets and wadmal tilts, are liable to spontaneous combustion if stored when damp, and will be spread out or hung up till dry before being put away.

52. Whenever artificers and workmen are employed in any of the establishments of the Ordnance Department, whether in closed or open buildings, the greatest care will be taken by the superintending authority that all lights and fires are completely extinguished on the discontinuance of work for the day, and that all doors, windows, and other means of access to such buildings are locked and secured, and the keys deposited in the place appointed for that purpose, as soon as the workmen leave work.

53. At all Ordnance stations the buildings will be locked by the respective foremen in charge when work ceases, and the keys placed by them on hooks in a press with a glass front on hinges; the press will be locked by a responsible subordinate and the key deposited by him in safe custody.

Each foreman will sign the lock-up book, a specimen page of which is given in Appendix V.

The situation of the press, and the orders as to the custody of the key, will be notified to all concerned.

54. Fire-buckets will be kept at all times filled with water, in fixed positions in the storehouses and workshops, for use as a first means of extinguishing fire. When an Ordnance depot is enclosed, a certain number of buckets will be placed also on brackets or hooks on the outside of the buildings. A label will be fixed to the wall near the buckets showing the number to be kept in each position.

55. The floors of oil and paint stores will be strewn with clean dry sand, and a few buckets of sand instead of water be kept ready for use. On no account will the floors be strewn with sawdust.

56. Should any unusual appearance of fire or light, or other indication of danger to the premises, be observed within the walls of an Ordnance establishment, notice will be instantly given to the proper authorities by the person observing it, however trivial it may appear. Directions to this effect will be posted in each building.

57. Practice with fire-engines and appurtenances in charge of the department will be carried out once a month, as laid down in the King's Regulations.

### Section III.—Charge of Stores.

#### I. GENERAL INSTRUCTIONS.

58. Stores not belonging to the Defence Department will not be taken charge of, nor will any Government stores be lent, without the written sanction of the superior authority.

Stores and materials belonging to Government will not be issued for private purposes.

59. The stores in an Ordnance depot will be allotted according to the number of storeholders or foremen allowed—one storeholder or foreman being, as far as possible, placed in charge of a group of complete store sections, which will be concentrated in the same or contiguous buildings.

60. Each group will be allotted a distinctive letter, and the station ledgers will be grouped to agree with the storeholder's or foreman's charges.

61. Each storeroom is to have the store section number or numbers indicating the class of its contents, and each group of storerooms under the same storeholder or foreman the distinctive sectional roman letter, painted in a conspicuous position on all doors by which entrance is effected to storerooms from the outside. Every such door will also have on it a consecutive depot number, which will be stamped or engraved on the keys belonging to it.

62. Unless otherwise specially ordered, all stores will be arranged according to the rules laid down in the following paragraphs, except where such arrangement would interfere with the security of the stores or with their prompt issue for armament purposes.

63. Stores of the same description will be kept together in one place, so that the total stock of each may be at once ascertained; and all stores will be so arranged that their numbers or weight may be readily identified and counted, or otherwise verified. When possible they will be tied in bundles of ten before being placed in the racks or shelves, and stores which cannot be tied in bundles will be stacked or stowed on the same principle.

Repairable, doubtful, and unserviceable stores will be kept distinct from those which are serviceable.

64. In making issues to the troops, part-worn articles, if serviceable, will be first issued, and then those which have been longest in store at the station or which are of the oldest dates of manufacture.

65. A tally on form G. 70 will be affixed to the most conspicuous part of the stock, with the total numbers or weight of the stores marked thereon. On each bay or bin in which stores are deposited tallies will be placed descriptive of each store therein contained, and the number or quantities of each; and the contents of all boxes, casks, or other packages will be distinctly marked on the parts most exposed to view.

66. The storehouse tally will be securely fastened to an inventory-board for about 2 in. at the top; and when the first tally has been filled with entries of receipts and issues a fresh tally will be fastened on the top in such a manner as will leave the old tally visible by holding up the new. The same course will be pursued with all subsequent tallies—these documents being the storehouse records of all transactions.

67. Entries in the tallies will be made immediately stores are placed in stock or removed for issue, and they will be balanced whenever the station ledger accounts are balanced.

68. The reserves of any articles ordered to be maintained at the station will be entered at the top of the tally in red ink.

69. Storeholders and foremen are held responsible that stores under their charge are correct according to the quantities borne on the books; that they are kept in good order, and the necessary precautions taken to preserve them from the deteriorating effects of damp, heat, dust, and from the ravages of insects; and that the storerooms are kept clean, and the stores properly arranged, the oldest being conveniently placed for first issue.

70. Stores purchased locally will be minutely inspected by a responsible officer before they are received from a contractor, tradesman, or other person, in order to ascertain that they agree with the pattern, specification, or description, and that they are of good quality and fit for the service.

71. At stations where there are R.E. and other mechanical establishments the officer in charge will apply to them when necessary for assistance in inspecting stores on which a professional opinion may be considered desirable.

72. Stores that are sent from Ordnance Stores, Wellington, need not be inspected at out-stations unless specially ordered, as all such stores will have undergone the required inspection by officers appointed for that purpose.

73. Whenever stores are rejected as unfit for His Majesty's service, either from nonconformity to the size or shape of the patterns or specifications, or from their inferiority in quality in such patterns or samples, the D. of E. & O.S. will notify the contractor or person from whom the stores are purchased that such stores have been rejected, stating the reason for such rejection, and that they must be immediately replaced by others of the proper manufacture or quality.

74. When stores are (a) purchased or (b) repaired by contract the following information will appear in the cash vouchers, which will be certified by the store accounting officer:—

- (a.) The store account in which they appear, and folio of the receiving day-book by which they are brought on charge;
- (b.) The number of the transfer voucher in the case of stores held on Defence charge; in other cases the designation of the accounting unit, &c., on whose ledger charge the stores may be.

Bills will be rendered by the contractor on form Ty. 39, the necessary forms being supplied to him by the Defence Department.

All articles purchased, however trifling their value, will be brought on Ordnance charge.

75. If any Ordnance stores are lost or stolen, the circumstances will be at once reported to the superior authority through the D. of E. & O.S., who will cause the matter to be dealt with in the manner laid down in the King's Regulations.

76. The value of all losses or deficiencies, unless the loss is allowed to fall on the public, will be paid to the command Paymaster, instead of the articles themselves being replaced.

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

78. Accounting officers in whose care keys of safes are placed will be held personally responsible that they are kept in a place to which officers alone have access. Under no circumstances will such keys be entrusted to subordinates.

79. If the keys of safes are lost the officer or other person responsible for the safe custody of same will be charged for replacement or alteration of combination.

## II. EXPLOSIVES.

80. Officers in charge of magazines and laboratories will be held responsible that their subordinates are fully conversant with the regulations for magazines, so far as their special duties are affected thereby, and that these regulations are strictly observed.

81. When issuing explosives those of earlier date of manufacture or repair will, unless special orders to the contrary have been given, be issued before others of the same nature; but in the case of time fuzes or time and percussion fuzes issues will, as far as store admits, be made in complete lots from those bearing the same number of thousand or date of repair.

82. Care will be taken to make issues of filled cartridges and small-arm cartridges, as far as possible, from the same make and date of filling or manufacture.

83. Each lot of gunpowder and cordite in bulk or in cartridges will, as far as practicable, be stored separately and issued for the same service, and marks and numbers of lots will be recorded in all receipts and issue vouchers.

84. Issues of small-arm and machine-gun ammunition to be made in complete unopened boxes, that number of boxes being issued whose contents correspond most nearly, either more or less, with the number of rounds demanded. In the case of demands for very small quantities, however, the exact number of rounds will be issued. In making issues due attention will be paid to turnover, and subject to special orders which may from time to time be issued.

85. The fired cases of small-arm ball and blank cartridges supplied gratuitously will be brought on equipment ledger charge by certificate receipt voucher in the following proportions, and returned to the Ordnance Department. The cases will be brought on charge by weight, and not by numbers:—

Nature of Ammunition.	Weight to be brought to Account per 1,000 Rounds expended.	
	Lb.	..
.303 in. ball .. .. .	20	..
.303 in. blank .. .. .	10	..
Pistol, Webley, ball and blank .. .. .	9	..

86. The rates to be charged for any deficiencies of ammunition supplied will be governed by the rates which will be notified in command orders.

87. Cases will be returned to store in the empty ammunition packages once a quarter, and C.O.s will not return a less weight than that representing 1,000 cases, except in the last quarter of the accounting year, when the outstanding balance, whatever it may be, will be sent in. Cases must be in good condition when returned, care being taken that grit and dirt are removed, and that no live cartridges are included in them.

88. Each package will contain a packing-note showing the rank, name, and unit of—

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

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

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

## III. HARNESS AND SADDLERY.

89. Harness and saddlery will be kept perfectly dry, and the storehouse well aired. It will at all times be kept cleaned and covered with carbolized paper and canvas, and all ironwork lacquered with varnish for bright work.

90. Part-worn harness and saddlery will invariably be issued before new articles, as the leather parts, when stored after wear, are particularly liable to mildew.

91. Harness and saddlery received at out-stations from Wellington or elsewhere will be cleaned, if necessary, to remove the dirty marks on the leather caused by handling and in transit, or stains from greasy iron or steelwork; this will be done with a damp cloth and a little yellow soap, to restore the colour of the leather.

92. Each article will be cleaned with a cloth and brush to remove dust and dirt before dubbing or tallow is applied. After lightly greasing the articles they will be allowed to stand two or three days to allow the dubbing or tallow to penetrate, after which the residue of grease which will then be found on the surface will be rubbed off, and the leather parts polished with a cloth or brush before stacking.

93. Storing articles with grease on the surface attracts dust and dirt, and causes deterioration.

94. Tallow will be used instead of dubbing on girth-straps attached to saddles and V attachments.

Hides, backs, &c., will be kept in store as shown below:—

Hides	Bellows .. .. .	} All to be kept flat (only to be rolled for transit). Powder hides not more than 40 in a stack; light and cloak, 50 in a stack.
	Powder .. .. .	
	Hose-pipe .. .. .	
	Cow, Preller's .. .. .	
	Brown: light, cloak, shoulders .. .. .	
	Brown backs: bridle, collar, heavy .. .. .	
	Brown, crop: 40 lb., 26 lb. .. .. .	
Bullock .. .. .	Rolled in parcels of 5. Doubled as received.	
Horse .. .. .	Rolled as convenient.	

Strips, leather, for pipes, trace, to be kept flat, in parcels of about 20.

95. The above will be turned over, when newly received from contractors, every month for three months, and after that period every three months. The lower hides in the stack, when turning, will be placed uppermost for the next three months.

Crop, horse, and bullock hides do not require grease; the remainder will be dubbed triennially, or when the leather appears harsh and dry.

The hide will be brushed and cleaned on both sides before the dubbing is applied.

96. Too much grease on the surface attracts dust and dirt, and it makes the leather objectionable to handle for repairing purposes.

Damp and drought are injurious to leather.

The temperature, when possible, will be kept at about 60° F. The white layer of tallow that appears on the surface of new leather is not injurious, and, provided dirt is not allowed to accumulate on it, may be left on until the next treatment with tallow or dubbing.

## IV. INDIARUBBER ARTICLES.

97. Articles which consist entirely or partly of indiarubber, dermatine, or guttapercha, and which are not already issued packed in water, will be stored as follows:—

(i.) Small articles made with indiarubber, such as gauge-glass rings, tubing, or plugs and rings appertaining to A.S.C. harness, will be issued in tins filled with French chalk, and so stored.

(ii.) Any such small articles received into store not packed in French chalk will be at once so packed. If French chalk is not available they will be packed in water.

(iii.) Large articles which cannot be kept in French chalk will be stored in a cool dark place, having, if possible, an equable temperature.

98. A temperature of about 60° F. is that most desirable for the storage of indiarubber goods generally.

99. Stocks of such goods will be kept as low as possible. It is specially important that issues will invariably be made of the oldest material in store.

100. When stored in metal receptacles the indiarubber will be kept from contact with the metal of the receptacle. In no case will vulcanized rubber be stored in copper receptacles.

101. Articles of vulcanized or lightly vulcanized rubber—such as I.R. taps; I.R. bags for limelight apparatus; billiard and bagatelle cushions; bags, guncotton, 25 lb.; troughs and tanks, waterproof—which are liable to lose their pliability after being stored for some time, can generally be rendered supple when required for use by keeping them at a temperature of from 70° to 80° F. for some hours, or by steeping them in warm water.

## V. MISCELLANEOUS STORES.

102. Carbolic acid and other disinfecting agents for the preservation of stores (including guncotton) will be supplied on demand by the A.S.C.

103. Naphthalene (an O.D. supply) will be used as a preservative against moth.

Surveying, drawing, telephone, and other delicate instruments are not to be smeared with oil or mineral jelly. These instruments being mainly constructed of gun-metal or brass, and lacquered or otherwise protected, it is only necessary to wipe them over very carefully and gently with a soft slightly oiled rag, finally removing all oil.

104. The Regulations for the Medical Services prescribe the precautions to be made in cases of infectious diseases; but should the officer in charge have reason to suspect that owing to the prevalence of an epidemic, or from other cause, bedding, tentage, or other articles in Ordnance store could possibly have become contaminated, he will, before issuing or disposing of such stores, submit the case for the orders of the superior authority, who may order the articles to be disinfected or burnt. These instructions apply equally to horse-clothing.

105. Tents returned to store after use will not be washed unless absolutely necessary in order to render them fit for reissue. They will be thoroughly dried before being stowed away, so as to prevent the duck becoming mildewed or rotten.

106. The pans of all shovels and spades returned to store after use in camp will be cleaned and greased with mineral jelly before they are stowed away.

107. Camp-kettles on return to store after use are to be thoroughly cleaned by boiling, first in a strong solution of caustic soda (80 per cent.), and then in clean water. When dry they will

be lightly greased with mineral jelly outside and inside, to protect them from rust. It is not necessary to repaint camp-kettles from which the lacquering has worn off.

108. Bedding returned after use in camp will be washed. Such bedding will be held on charge as "doubtful" until washed, when the condition will be changed by transfer voucher. Bedding returned by officers in charge of barracks or others will be washed, if possible, before being sent to Ordnance store. In cases of doubt the officer in charge will have the articles washed, and great care will be exercised that no dirty articles are put to stock.

109. Frequent washing of soiled waterproof sheets and saddle-covers is undesirable. Brushing of the fabric-surface and wiping over the proofing side with a wet cloth will generally prove sufficient. If, however, washing is found to be essential, the article will be soaked for at least three hours in lukewarm water. It will then be laid proofing side downwards upon a smooth table, from the surface of which loose gritty particles will first be removed, and the fabric side will be washed with lukewarm water and scrubbed. The article will then be turned over and the proofing side sluiced with lukewarm water and well wiped over with a cloth; afterwards it will be hung up until perfectly dry.

110. Articles made of wood—such as the poles of hospital stretchers, helms, staves, or other stores liable to be damaged by worms or white ants—will be examined periodically and wiped or rubbed over with mineral oil for preserving wood.

111. Exposed ironwork of cookers and their appurtenances in store will be given a preservative coating of mineral jelly (vaseline), which will be wiped off when the articles are required for use.

112. Black waterproof covers will not be stored in stacks, but will, if possible, be hung up open and exposed to a current of air. When this course is not possible they will be stood on their ends, and when issued will be packed in boxes or crates.

113. The felt covers of enamelled-iron water-bottles with corps' marks, returned to store by troops, will, if considered fit for re-issue, be removed by the O.D., turned, and resewn.

114. Brown-leather accoutrements will be treated with preserving-composition, as directed for mobilization equipment in the Equipment Regulations, Part 1.

115. As linoleum when rolled is liable to break in cold weather when it is being unrolled, it will under no circumstances be unrolled until it has been allowed to stand for at least two hours in a temperature of not less than 60°.

VI. PACKAGES.

116. The Ordnance office will receive and give receipts for such packages and chests as may be returned into store by regiments and departments. They will apply the packages in question to current services.

117. Chests, barrels, and other packages will be brought on charge and accounted for in the same manner as any other article of store; and when emptied all useless marks will be obliterated, and the lids carefully preserved.

118. Packing-cases may be issued free to units for the purpose of returning equipment and clothing to store, and for packing stores conveyed in unit charge from one station to another. Packing-cases so issued will be vouchered to the units to which issued.

VII. FIRE-ENGINES.

119. Manual fire-engines will be inspected when necessary by a competent person, and will be dealt with in accordance with the regulations governing the custody of stores generally.

120. Fire-engines will be exercised immediately after receipt into store and before issue to the troops. After use the hose will be unscrewed, and each length hung over wooden poles and pins, with both ends downwards, that the water may be thoroughly drained out. Fresh water only is to be used.

VIII. MARKING STORES.

General Instructions.

121. Stores supplied by contract, other than carriage, gun, and laboratory stores, will be legibly marked by the contractors with the names of the contractors and makers, and the year in which the supply is made, except where the articles would be injured thereby.

122. All accoutrements (except enamelled-iron water-bottles), arms, and articles of harness and saddlery, whether new or part-worn, will be marked with the date of issue before being handed over for the use of the troops, in accordance with the detailed instructions laid down in these regulations.

123. Condemned tents, marquee roofs, and walls will be marked with a 2 in. condemned-mark stamp in from three to six places on each side, according to the size of the tent, if sold whole as tents.

124. Articles issued on payment and by sale will be marked, when the nature of the stores will admit, with the sale-marks of the department.

125. Stores taken into use will be conspicuously marked with the letters A.U. to distinguish them from those on general store charge.

126. Each package of stores will be distinctly marked with—  
 (1.) Station monogram  $\frac{WN}{A}$  Wellington.  
 (2.) Station group  $\frac{A}{A}$  Example:  $\frac{A}{507}$   
 (3.) Number of package  $\frac{507}{507}$

Section IV.—Small-arms and Machine Guns.

I. CUSTODY AND PACKING.

127. On receiving a supply of new arms or machine guns they will be carefully examined to see whether they have sustained damage in transit or otherwise, and action will be taken accordingly.

128. When possible arms, especially service rifles, will be kept in store racked. On no account will they ever be piled or racked horizontally.

129. Oil, petroleum, Russian, lubricating, will be used for lubricating actions and cleaning arms in store. For preserving arms a composition consisting of 95 per cent. mineral jelly and 5 per cent. beeswax will be used for all descriptions of arms, including bayonets, swords, &c.

130. Arms placed in racks will be constantly dusted, and wiped over with "oil, petroleum, Russian, lubricating"; the mixture specified in preceding paragraph being used for the interior of the barrels, also between stock and barrel, every two years or oftener as may be necessary. The cleaning will be performed continuously so that the ordinary working staff of the station may be able to get through the work.

131. A label showing the date of inspection will be attached to each rack or chest.

Rust in the metal and an appearance of salt in the stock will be looked for, and removed without delay.

132. The senior armourer will supervise generally the packing and unpacking of arms. He will make arrangements to prevent the men injuring the floors or littering the part in which they are working by dropping waste, hemp, or oiled rag, and he will see that the work is performed in as cleanly and neat a manner as possible.

133. On receipt of arms, the duty of receiving, tallying, &c., will be performed by the receiving foreman and his assistants, and when this is completed the senior armourer will inspect and report upon the condition of the several articles. The particulars of examination are specified in subsection II of this section.

134. The instructions for armourers in the care, repair, brown-ing, &c., of arms will be carefully followed.

Arms provided with fore-sight protectors will always be issued or received with fore-sight protectors on them.

Unless removed by the troops, arms and machine guns and spare parts will be properly packed before issue, to prevent injury during transit.

135. For this purpose there are approved patterns of arm-chests to hold twenty arms each, and cases to hold from two to ten. There are also approved patterns of chests for all machine guns, spare parts, &c. The packages, before being selected for packing arms, will be free from damp and fit in all respects. For securing the lids screws will be used.

136. Arm-chests and machine-gun chests, on being emptied, will have the fittings and screws carefully placed to secure their safety. Under no circumstances will the fittings be thrown in loosely.

137. Arm-chests, whether full or empty, will be placed in dry airy storehouses, free from all damp, the lower tier of chests being raised about 4 in. from the ground or flooring.

138. Normal- and short-butt M.L.M. and M.L.E. rifles will be packed with grooved slips, the front or grooved part being used for normal and the back or plain side for short butts.

When packing long-butt M.L.M. and M.L.E. rifles about  $\frac{1}{2}$  in. must be planed off the plain side of the butt-slip, the grooved side being used to take the muzzles. With the addition of a  $\frac{1}{2}$  in. slip these butt-slips would again be available for packing short- or normal-butt rifles, the plain side for short butts and the grooved side for normal butts.

139. When arms with different lengths of butts are placed together, long-butt arms will be placed in pairs, one above the other, and the same will be done with the normal and short butts, as they will not pack securely if intermixed. In packing it would be advisable to commence fitting the first and second butt-slips from either side, fitting the middle slip last; this method will prevent an undue strain being placed on the last arm, which might otherwise be the case should the butt-slips be fitted from right to left or *vice versa*. The top bridge fittings should then be raised to see that the rifles are evenly distributed.

140. Short M.L.E. rifles are packed with end fittings, the nose-caps of the rifles entering recesses at one end, and the butt being placed in grooves at the other. Four pieces of  $\frac{1}{2}$  in. board are used when normal- or short-butt rifles are packed, to place behind the end fittings, in twos, one above the other, to shorten the distance between them, two being used for normal butts and four for short-butt rifles. When the chests are used for long-butt rifles these pieces must be screwed to the bottom of the chest. The grooves for butts and the recesses for nose-caps in the end fittings should be lined with strips of old woollen rag as the rifles are packed. The back sights of short rifles should be tied down with string, passing round the fore end, to prevent damage to the rifles in transit.

141. Special arrangements will be made when a chest is to contain less than twenty arms, or a mixture of arms and sword-bayonets. When there is an odd number of arms the outside butt-slip will be screwed on to the ends of chest, as in this case it does the duty of the sides of the chest.

142. When arm chests or cases are returned to store with fittings incomplete a charge will be made for the missing fittings, as per Vocabulary of Stores.

## II. EXAMINATION, REPAIR, AND ASSESSMENT OF DAMAGES.

143. Repairs and work performed in the armourers' shops, as well as in the armouries, will be executed under the orders given by the officer in charge to the senior armourer.

144. When arms, machine guns, and machine-gun equipment are beyond local repair they will be cleaned, well oiled (particularly under the barrels), and forwarded to the D. of E. & O.S., Wellington.

On all vouchers for machine-gun equipment a note will be made showing whether the stores are or are not to be reissued.

145. All returned arms which cannot be dealt with locally under paragraph 143 will be brought on charge as "doubtful," sent to the D. of E. & O.S., Wellington, for disposal so far as the unit that returned them is concerned, and replaced, unless surplus to establishment, by the issue of serviceable articles.

146. Small-arm components returned by troops which on examination are found to be unserviceable, and components condemned by department armourers at Wellington, will be broken up and brought to produce locally; their destruction will be effected by their being heated in a forge and then hammered.

147. Arms condemned as unserviceable by armourers, and arms returned by troops and found unserviceable, will be stripped to their component parts—*e.g.*, bodies removed from unserviceable barrels, or *vice versa*; hilts removed from broken sword-blades—the serviceable and repairable parts returned to store, and the unserviceable dealt with as above.

148. The voucher or document upon which the transaction is recorded will be certified to the effect that all the items have been thoroughly destroyed, by the officer under whose authority they have been condemned. In the case of arms and components in charge of units condemned by inspection department viewers and ordered to be returned to store, the order directing their return will be attached to the store receipt voucher which deals with the transaction.

149. The marking of barrels in any unauthorized way is strictly forbidden, and charges will be made against all services on this account, and for all marks on arms other than those provided for by regulation.

In all cases of doubt as to the disposal of arms and machine guns, the question will be referred to the D. of E. & O.S.

150. The following repairs will be undertaken locally by the Ordnance Department at stations where the duty can be carried out by competent armourers:—

### III. RIFLES AND CARRIERS.

151. (i.) Replacing components, including barrels with bodies.
- (ii.) Adjustment of loading and firing positions, M.M. and M.E. arms.
- (iii.) Renewing lines on sight-slides, caps, and wind-gauges.
- (iv.) Repairing and splicing butts, fore-ends, and hand-guards.
- (v.) Floating out barrel-groove of rust-stained fore-ends.
- (vi.) Cleaning barrels that are rusty inside or outside.

#### *Rifles and Carbines.*

- (vii.) Testing bore of barrels for wear by rejecting plugs.
- (viii.) Unbreeching and replacing unserviceable barrels or bodies.

#### *Swords, Sword-bayonets, &c.*

- (ix.) Polishing by power.

#### *Machine Guns.*

- (x.) Replacing components.
- (xi.) Repairing and adjusting fore sights.
- (xii.) Repairing guns.

152. When damaged arms are ordered to be sent for special examination, labels will be attached to them giving a reference to the orders under which they are sent, and a copy of the decision of any Board or Court of Inquiry which may have been held regarding them will be attached to the vouchers.

153. All charges for damaged arms returned to store, as well as deficiencies, will be assessed locally in accordance with the following scale:—

#### Repairable articles—

Rifles or carbines—	s.	d.
Cleaning barrel (to be cleaned by armourer)	1	6
Barrel slightly rusted (to be cleaned by armourer)	0	9
Pistol-barrel	1	0
Pistol-cylinder	0	9
Swords, sword-bayonets, and dirks, all patterns—		
Blade slightly cut on edge or rusty	1	6
Rusty or damaged hilts or sockets	1	0
Scabbards, leather, sword-bayonets	0	6
Scabbards, steel, all patterns, rusty or dented or both	2	6
Lances, steel parts, rusty or damaged	0	9
Lances, other defects	1	0
Tubes, aiming, rusty or slightly damaged	1	6

154. The charge for barrels of rifles and carbines cord-worn at muzzle or breech, if they are not rendered unserviceable thereby, will be 1s. If cord-worn at both muzzle and breech a charge of 2s. will be made.

155. When a charge for a complete rifle, or for any of its components except the barrel, is made, the date of issue will be taken from the heel-plate on M.L.M. and M.L.E. long rifle and body of M.L.E. short.

156. Special dummy cartridges, as described in paragraphs 6489 and 9518, "List of Changes in War Material," will be supplied for the use of armourers or armament artificers in testing the hoppers, belts, cartridges, feeders, cartridge-carriers, &c., of the various machine guns in their charge, to ensure these appurtenances and components being correct and free from obstruction before firing the gun. These cartridges will be issued to each armourer or armament artificer for each nature of machine gun which he has in his charge. They are not to be used for drill purposes.

## IV. BROWNING ARMS.

157. General directions in regard to browning arms will be found in the Instructions for Armourers, &c.

The several ingredients for making "mixture for browning arms" will be supplied in the proportion shown in the following table, and care must be taken to demand by quarts, gallons, or larger quantities:—

Water, rain	1	gallon.
Acid, nitric, commercial	6½	ounces.
Steel, tincture of	13	"
Wine, pure spirits of	5	"

About 3 pints of mixture is sufficient to brown 100 stand of arms. Materials for less than 1 quart of mixture will not be supplied. Rain-water will be invariably used for dissolving the ingredients, which will be placed in a vessel, when mixing, in order above shown.

## Section V.—Supply and Receipt of Stores and Clothing.

### I. ESTIMATES.

158. The D. of E. & O.S. will apply to officers and departments authorized to draw stores to furnish him with detailed annual estimates of their requirements during the ensuing financial year.

159. He will see that the above estimated demands furnish information upon every essential point of detail; that the articles are described in accordance with the nomenclature of the current-priced Vocabulary; and that articles for which no authorized nomenclature exists are shown separately in the section to which they would naturally belong, after the service articles in that section, and with the words "not in Vocabulary" prefixed. Drawings and specifications, where necessary, will be annexed to obviate the necessity for further reference to the station.

160. He will see that the estimate from each corps or department, except the annual estimates for expense stores, shows the data on which it is prepared and the purpose for which the articles are required, as well as the average annual consumption and the numbers on hand.

161. The estimates will also show the cost of any article proposed to be made by regimental tradesmen, or to be procured locally at stations where there is no representative of the Ordnance Department.

162. The estimates will contain references to any special applications and orders respecting the stores estimated for.

163. Should the D. of E. & O.S., having regard to the consumption of previous years, consider any estimate to be excessive, or on any other account to require revision, he will return it with his remarks in writing to the officer who rendered it. If that officer should desire to adhere to his estimate as originally framed the D. of E. & O.S. will submit the matter to the superior authority.

164. The D. of E. & O.S., after obtaining the approval of the superior authority to the demand for stores, will proceed as laid down in paragraph 113, "Regulations for the Administration and Equipment of Camp and Barracks."

165. The contracts for these services will be placed annually, and the contractors will supply direct to the Ordnance depôts as ordered.

Requisitions, including quarterly requisitions from the R.N.Z.A. and Electric-light Sections, are to be made on the Ordnance Officer of the district concerned, who will check each item in the requisition, ensuring that the items asked for are in accordance with existing schedules (or schedules which will hereafter be laid down); or, if the service required has not yet been scheduled, then the A.Q.M.C. must satisfy himself that the items requisitioned for are essential, and certify in the body of the requisition accordingly.

The requisition will then be passed to the Ordnance Officer of the district, who will issue; and if not in store, will arrange to procure.

### II. RECEIPT OF STORES.

166. On all occasions of stores being received, the officer or others receiving them will ascertain whether the packages have been damaged in transit (whether by wet, or by being opened, or in any other way). Should any suspicion arise as to their having

been tampered with, the circumstances will be at once pointed out to the person conveying the stores, and the packages will be opened, if requisite, in his presence; a note of the circumstance will also be made on the bill of lading or waybill. (See also the King's Regulations *re* stores lost or damaged in transit.)

167. All packages will be weighed on receipt at Ordnance depots, and the actual weight compared with the weight marked upon them. Should these not agree, each package will be opened by itself in the presence of a witness (and, if possible, the person who conveyed the stores), and the contents compared with the packing-notes contained therein. If the contents are correct all stores of the same kind will be collected together, and the packing-notes will be kept until the articles delivered are compared with the voucher. If any package is without a packing-note, or if the contents of a package do not agree with the same, a report of the circumstance will be made to the consignor, the package or wrappers and their contents being kept for further inquiry.

168. Bills of lading, invoices, and vouchers will be checked by the numbers, quantities, and descriptions of stores actually received; the numbers and quantities of stores actually received will at once be brought on charge in the ledgers. Stores received in original bales and packages may be brought on charge in the ledger, as marked, if so charged in the vouchers, provided the weights marked upon the packages are ascertained to be correct.

169. When discrepancies are found to exist between the quantities or descriptions of stores actually received and those shown on voucher, a discrepancy report (form G. 74) in duplicate, accompanied by packing-notes, will be sent to the consignor (except as provided in paragraph 170), the original of which will, with the subsequent correspondence, be attached to the receipt voucher in support of the alterations made therein, only the numbers and descriptions of stores actually received being brought to account, and a receipt being given to the consignor only for these numbers and descriptions, except as at (iii) below. The original entry in the consignor's ledger will be allowed to stand; the duplicate copy of form G. 74 will be retained by the consignor showing how the discrepancy has been adjusted, and will be attached to the issue voucher to show that due action has been taken as regards the discrepancy.

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

(ii.) When the consignor cannot admit that the consignee's report of the discrepancy represents the actual issue the matter will be dealt with in the district from or in which the issue was made, in accordance with the King's Regulations, as a deficiency of public stores. In cases where authority is thus obtained for the loss to fall upon the public a reference will be made on the issue voucher, against the item or items concerned, to the covering authority, which will then be attached to the voucher.

(iii.) In cases where it is clear that the full numbers charged were actually issued by the consignor, and it is also evident to the consignee how the deficiency has arisen—such as a loss in unloading a vessel—the inquiry (as ordered by the King's Regulations) will be made by the receiving authorities, and a report of the proceedings will be attached to the consignee's receipt voucher in explanation of the difference between the numbers brought on charge and those allowed to stand as charged in the issue voucher.

170. In the case of stores charged by the schedule to a bill of lading the actual numbers only, as in other cases, will be brought on charge. When the discrepancies are trifling an explanation of the trivial discrepancy will be attached thereto. When similar discrepancies occur in vouchers the delivery copy will be amended and an explanation attached; but the consignor's receipt will be signed without alteration, a tissue copy of the explanation being attached thereto.

171. When the condition of stores transmitted from one Ordnance station to another is found on receipt to be different from that shown on the vouchers, the Ordnance Officer receiving the stores will amend the delivery voucher to agree with the condition of the stores as received by him, the discrepancy report and correspondence being attached to the voucher in explanation of the alteration.

The D. of E. & O.S. will, if necessary, take steps to ensure that the case is dealt with in a manner prescribed in the King's Regulations for losses of, or damage to, stores, &c., belonging to the public.

172. Should authority be obtained for the loss to fall wholly or partially upon public funds, such authority—in original—will be attached to the issue voucher.

173. The Ordnance Department will receive such surplus, obsolete, or unserviceable stores as are returned by the troops under instructions contained in the Equipment Regulations, but the D. of E. & O.S. may authorize the destruction on the spot, in the presence of an officer, of unserviceable stores—such as

brushes, brooms, tinware, and galvanized articles—when such articles are not worth the cost of conveyance to an Ordnance depot (see "Regulations for the Administration and Equipment of Camp and Barrack Services").

174. If the stores are delivered from any source without the proper invoices or vouchers, an account thereof will be at once sent to the Ordnance Officer, who will take immediate steps to obtain the requisite vouchers; and if the consignor cannot be ascertained the stores will be brought on charge without delay by certificate countersigned by the Ordnance Officer, a report of the particulars being made to the D. of E. & O.S., giving the date of their delivery and specifying from what source they were delivered to the Ordnance Department.

175. When articles are returned for repairs or as unfit for service the Ordnance Officer will see that the stores agree in numbers, quantities, and condition with those authorized to be returned (see paragraph 258). He will give to the officer returning the stores an acknowledgment for the total numbers or quantities received, without reference to their condition.

176. Stores on receipt will be carefully inspected, and entered according to their condition in the store account receipt voucher. A certificate of examination will be added by receiving officer when stores are converted to produce.

177. A report will be made to the D. of E. & O.S., for the information of the superior authority, when stores returned appear to have been damaged otherwise than by fair wear; or, if returned as unserviceable, when they are considered not to be in that condition.

178. When stores are converted to produce or rubbish as a result of the Ordnance Officer's inspection he will strike the unserviceable items out of the voucher. The produce obtained from these items will be entered in produce day-book and brought on charge at the end of each month by a certificate voucher on form G. 1.

179. When stores on return to the department are brought on charge as repairable they will be repaired locally, either in departmental workshops or by contract, and placed in stock for reissue as soon as possible.

180. In case of breakage of a lens of a telescope the complete telescope will be returned for repair, whether it is a complete instrument or only part of an instrument, such as a depression range-finder, position-finder, or projector.

### III. ISSUES.

181. Issues may be divided into four classes—(1) Permanent issues, (2) temporary issues, (3) long loans, (4) temporary loans.

182. The following may be regarded as a broad definition of each class:—

#### (1.) *Permanent Issues*—

All issues other than those which fall within classes (2) and (4) made to officers or other persons directly accounting to the Ordnance Department.

All issues on payment.

All issues of material for expense.

#### (2.) *Temporary Issues*—

Issues of—

(a.) Camp equipment as in paragraphs 194 to 198.

(b.) Other stores, for temporary services, to officers or other persons directly accounting to the Ordnance Store Department.

#### (3.) *Long Loans*—

Issues to non-accountants of stores intended to be employed for services of a long-continued character. Issues of this class will only be made on special authority.

#### (4.) *Temporary Loans*—

All other loan issues.

183. Stores issued under headings (1) and (2) will be written off charge. They are the only issues which can be admitted as a final discharge from the Ordnance Department store accounts.

184. The Ordnance Officer will keep a compiled record of all issues under Class (2) (b), and take steps to secure the return of the stores immediately the reasons which necessitated their issue have ceased to exist.

185. Stores issued by authority to individual officers or other persons who are not accountants (except as provided in paragraph 194) will be considered as on loan, and a report (in form Appendix VI) to D. of E. & O.S. will be made on completion of service.

186. Stores issued on long loan (Class 3) will be transferred from general charge by transfer voucher, supported by a detailed receipt, and brought to account at the end of the appropriate ledgers, or, if more convenient, in a separate loan ledger.

187. So long as the stores remain on loan the Ordnance Officer will secure annually on G. 1 the signature of the person or responsible representative of the Government or public body to whom stores have been lent. These returns will accompany the store account for the period.

188. When the articles are returned to store on the termination of the loan they will be again transferred to general charge.

189. Stores received on temporary loan (Class 4) will not be written off charge. In the case of all issues of this class temporary receipt and issue vouchers marked "Loan" will be passed both on the issue and on the return of the stores.

190. A record of all temporary loans will be kept on form as prepared in Appendix V. Detailed entries showing the stores issued are unnecessary; the supporting vouchers will provide all information required in this connection.

191. This record, together with the supporting vouchers and the documents authorizing the issues, will be rendered for audit when required. The Ordnance Officer will bring to notice any case in which stores issued on temporary loan are not returned within reasonable time.

192. When stores are returned from temporary loan the Ordnance Officer will immediately assess the value of such charges as may be leviable against the unit or person to whom the stores have been lent. Charges will be assessed in accordance with regulations.

193. The statements of charges will be prepared in triplicate, on form M. 19, 19A, and forwarded by the Ordnance Officer for recovery and credit by the command Paymaster of the command in which the unit is permanently stationed; the duplicate and triplicate will be passed to the command Paymaster, and the original to the officer or other person from whom the money is due. The command Paymaster will retain the triplicate as his debit voucher for crediting the money to the public; he will sign the duplicate, quote upon it the voucher and account in which cash credit will appear, and return it through the D. of E. & O.S. to the Ordnance Officer, by whom it will be attached to the voucher by which the adjustment of the Ordnance account is effected.

#### IV. CAMP EQUIPMENT.

194. Issues to units or individual officers on the staff for (a) authorized manoeuvres or encampments, or (b) to supplement barrack accommodation, will be written off charge as directed in paragraph 182, sections (1) and (2), unit or officer to whom the issue is made bringing the stores to account in a camp-equipment ledger (A.F. G. 59).

195. When issues are made to supplement barrack accommodation, tents and, if necessary, tent-bottoms, bed-boards, and trestles will be supplied by the officer in charge of barracks.

196. When stores issued under paragraph 194 are returned, the camp-equipment account (G. 59), accompanied by all supporting vouchers, will be forwarded to the Ordnance Officer at the depot from which the issues were made. He will cause it to be checked and compared with the Ordnance accounts in which the issues of the stores are recorded, and will ensure that the value of all damages, other than those resulting from fair wear-and-tear, and of all deficiencies, are recovered in accordance with paragraph 192.

197. In assessing charges for deficiencies the rules laid down in the Equipment Regulations will be followed—a reduction from full Vocabulary rates only being allowed upon the certificate of the Ordnance Officer who made the issue, to the effect that the rates charged are the fair or real proportionate value of the articles deficient.

198. The Ordnance Officer will be responsible for securing, and for the examination of, camp-equipment accounts. He will cause such accounts to be transmitted with the Ordnance accounts when the latter are forwarded for audit.

#### V. MISCELLANEOUS.

199. Issues of public stores on payment to officers or other persons in the military service of the Crown or departments of the Defence Forces, unless specially authorized by regulation or by special authority, are forbidden.

200. Whenever issues of part-worn stores are made on payment, the value of the articles will be assessed by the Ordnance Officer and the rates to be charged submitted for approval to the D. of E. & O.S.

201. All issues of iron and steel (except steel rods, bright) will be vouchered to the nearest pound.

All other metals (including steel rods, bright) will be vouchered to the nearest  $\frac{1}{4}$  lb., except in the case of indents from units, when the actual quantities demanded to scales authorized by the Equipment Regulations—in many instances less than 4 oz.—will be vouchered.

#### Section VI.—Transmission and Consignment of Stores.

##### I. GENERAL INSTRUCTIONS.

202. When stores require conveyance, application will be made to the officer in charge of transport.

203. In the transmission of stores care will be taken that they are properly packed, that the packages used are of sufficient strength, that ammunition is always kept separate and entered on separate vouchers, and that ball and blank ammunition are not included in one and the same package. Keys of safes will be invariably despatched in sealed envelopes by registered post, unless they can be handed personally to the officer concerned. All valuable articles which are likely to be subject to more than ordinary risk of theft

or breakage will be placed in separate packages, and proper precautions will be taken to ensure the safety of such packages. Boxes containing instruments for observation of fire will be enclosed in an outer case, and will be packed with straw and other material.

#### Section VII.—Stock-taking, Survey, and Sale of Stores.

##### I. COMPARISON AND VERIFICATION OF STORES AND LEDGER BALANCES.

204. Stock of stores at each station will be taken in such a manner as will ensure that the whole of it is verified at least once a year.

205. The verification of stock will in all cases be carried out in the presence of an officer, and in strict accordance with the following instructions.

206. The D. of E. & O.S. will arrange for an officer to be detailed for the purpose of verifying the stock at Ordnance depots, and will prepare lists on form (see Appendix VII) of the articles in each section to be verified, and the lists will contain such a number of items only as can be readily verified, and compared with the tallies and ledgers, in one day. The items should be chosen so as to secure a surprise stock-taking as far as possible. The ledger balance will not under any circumstances be filled in, and no information concerning them or the particular items to be verified will be given prior to the stock-taking to any person employed in the depot.

The stores shown upon the stock-taking lists will be counted, measured, or weighed, and the quantities found in stock as well as the balance shown by the tallies will be at once entered in the columns provided for the purpose.

At the same time the quantities found to be in stock will be entered in the tallies, a line being drawn under all previous entries.

207. Such means only will be resorted to in ascertaining the weight, measure, or tally of the several articles of store as may be considered by the officer conducting the stock-taking sufficient for determining the actual stock in possession, it being requisite that no unnecessary details should be allowed to impede the speedy completion of the service. The officer will note at the end of his lists any instance in which the actual tally, weight, or measurement of any articles has not been taken, will include a full explanation in his report, and will state the actual method adopted in all such instances for arriving at the quantities returned in the stock-taking lists.

208. The stock-taking report (Appendix IV) will be signed by the officer by whom the stock is taken, and also by the Ordnance Officer or foreman in charge of the stores. The ledger charge at the date of stock-taking of each item of which stock is taken will then be inserted by the stock-taker; the report will be completed and passed to the D. of E. & O.S.

209. When discrepancies are found to exist between the actual stock and the ledger charge the D. of E. & O.S. will order them to be provisionally adjusted by means of certificate receipt or issue vouchers, and will call for explanations from the person in charge of the stores. The ledgers will then be balanced, and the "actual stock" entered in the ledger in place of the "remain."

210. The stock-taking report, accompanied by the explanations of the discrepancies, will be forwarded to the D. of E. & O.S., who, should it disclose surpluses or deficiencies which cannot be satisfactorily explained by the person in charge of the stores or the officer under whom he is placed, will take such measures of a disciplinary nature as the circumstances of the case demand. All clear deficiencies of stores will be brought to the notice of the G.O.C. with a view of their being dealt with in the manner prescribed by the King's Regulations.

211. The date of the last two stock-takings will be recorded above each ledger-heading.

212. When an officer is placed in charge of an Ordnance depot he will at the time take steps to test the accuracy of the stock of such items of stores as have not been recently verified, and will furnish a certificate that he has done so and has no reason to doubt the general agreement of the stock with the ledger balance.

213. When a charge of stores is transferred from one storeholder or foreman to another, the whole of the books and tallies of the charge will be handed over in the presence of an officer to the relieving storeholder. The storeholder or foreman taking over the charge should, if possible, have previously satisfied himself by stock-taking that the stores were correct prior to the transfer of the tallies and books referred to. If, however, circumstances prevent stock-taking prior to the transfer of the books and tallies above referred to, the verification will be made immediately after such transfer, and the Ordnance Officer will be held responsible that this is carried out and reported to D. of E. & O.S.

##### II. BOARDS OF SURVEY ON UNSERVICEABLE STORES.

214. Before the half-yearly balance of the ledgers is struck a survey will be held at each Ordnance depot on all stores which may be considered unfit for service, including those worn out as "articles in use"; those which, on return from the troops as repairable, have been found on further examination to be not worth or capable of repair; articles of minor value or importance which have become damaged or deteriorated while in store; and such



stores (vehicles, &c.) as are specially noted in these regulations as not to be condemned without being brought before this Survey Board. If the accumulation of stores for service should become so great as to render their disposal necessary before the usual period expires, application for a special interim Board may be made.

215. The half-yearly survey of stores will be conducted by a Board of officers composed of an officer of the Artillery, the Engineers, and of the Infantry, in addition to the Ordnance Officer. With a view of avoiding unnecessary expense for travelling, the convening officer will exercise his discretion in modifying the constitution of the Board if the above-named officers are not available at the station.

216. The result of each survey will be shown in a report on G. 65. When the columns of the report do not allow sufficient space for explanation, memoranda containing the fullest possible information relating to the stores will be annexed. The form will be signed by all the members of the Board. Any articles ordered by the Board to be destroyed will be destroyed on the spot in the presence of the members, who will furnish a certificate at the end of the proceedings that this has been done.

217. The proceedings of the Board will then be forwarded to the D. of E. & O.S., who will, after approval of the superior authority, cause the recommendations to be acted upon. The original copy of the proceedings will be the only document required in support of the transactions in the ledger, and will be forwarded with the other transfer vouchers in support of the accounts.

218. No stores will be condemned on account of being an obsolete pattern unless orders have been received to that effect, either in the monthly list of changes in war material or other special instructions; but when stores have been declared obsolete steps will be taken for their disposal.

219. In the examination of tentage, neither knives nor any sharp instruments are to be used in testing the canvas; a strong pressure of the hand or thumb is sufficient to ascertain its condition, and any undue ripping of seams or gores will be avoided. A tear of a few inches is quite sufficient to test the quality of the material.

220. Condemned saddle or bedding blankets and condemned horse-rugs will be retained on charge by numbers, and not by weight, until they are actually sold out of the service, in which case they will be torn into four pieces and sold by weight. The voucher writing them off charge will state quantity and actual weight.

221. Unserviceable waterproof sheets and saddle-covers will be held on charge by numbers, and not by weight, until they are sold out of the service.

222. When these articles are put up for sale either by tender or auction the following points will be observed:—

- (i.) The approximate weight of each lot, in addition to the numbers for sale in each lot, will be quoted.
- (ii.) Each article will be stamped with the "condemned" mark in several places on the fabric side.

In all cases articles to be torn up will be divided as nearly as possible into pieces of equal size.

223. Bedding, clothing, or tentage which is in a dirty state will be cleaned before being sold, or will be burnt if cleaning be not practicable or if the articles are not worth the cost of cleaning.

224. All condemned stores will, when practicable, be marked with the "condemned" mark or be broken up or torn to pieces. Where disposal of stores without breaking up or tearing them is proposed the reasons will be given in the survey report.

### III. DISPOSAL OF CONDEMNED, SURPLUS, AND OBSOLETE STORES.

225. The superior authority will decide how such stores are to be disposed of, and the reserve prices which are to be placed on stores offered for sale locally, and his approval recorded on the form will be authority for the sale.

226. When it is considered desirable, a running contract for the disposal of these stores may be entered into, provided the prices offered are advantageous.

227. No officer or other person in the military service of the Crown, or in the departments of the Military Forces, will under any circumstances be permitted to purchase stores disposed of at public sales.

228. If the D. of E. & O.S. considers it preferable to dispose of the stores by public tender he will apply to the superior authority for approval. The forms of tender must be prepared in accordance with Appendix III.

229. When stores are sold by contract or public tender the D. of E. & O.S. will certify on the cash debit voucher that the best price obtainable was realized.

### Section VIII.—Receiving, Issuing, and Accounting.

#### I. RECEIVING STORES.

230. Receipts for articles received into store will be signed by the accounting officer or by an officer on his behalf.

231. Vouchers for articles returned to store by the troops or departments must in all cases be made out in triplicate by carbon process (form G. 1). When stores in more than one section (as shown by the Vocabulary of Stores) have to be returned, each

separate section will commence on a separate sheet. Each complete voucher need only be headed on the first page and signed on the last page, but the portion relating to each separate section will bear the regimental or corps office stamp.

232. The original and triplicate copies of the voucher will be divided into parts according to the grouping of the sections of the Vocabulary, under storeholders or foreman at the station. Each part will be given a voucher number, so that each group of store sections will have its own series of vouchers, and will be passed from the office to the storeholder or foreman who will receive the stores. The duplicate copy to be returned to the corps or department will be left intact, the numbers of the corresponding receipt vouchers being quoted upon each sheet.

233. Packages will as far as possible be charged upon the same sheet of the voucher as the stores that are contained in them. In the event of a package containing stores in more than one section a reference will be given in each instance to the section under which the package is shown upon the voucher.

234. Upon the receipt and verification of stores the storeholder or foreman will attach a receiving-ticket to the voucher showing the numbers and condition ("Serviceable," "Repairable," "Unserviceable," "Doubtful"), or any other information necessary—this refers only to Ordnance depots at Wellington, Palmerston North, Christchurch, Auckland, and Dunedin, officers in charge of which will, in case of goods received from contractors, insert prices of articles on receiving-ticket, also state date of examination and verification of stores. The stores will then be posted upon the tallies from the vouchers, the date quoted upon the tally being that given by the storeholder or foreman under his initials. The posting upon the tallies will be checked by the storeholder or foreman, and the vouchers returned to the office for the receipt to be given, upon the duplicate copy of the voucher, to the officer who returned the stores.

All other accounting officers will give receipts or vouchers, a record being kept in the unit receipt ticket-book.

The original vouchers will be submitted in support of the accounts.

#### II. ISSUING STORES.

235. Indents and stores from regiments, camps, or departments will be rendered in duplicate on the authorized forms direct to the Ordnance Officer of the district as early as possible. They will specify the purpose for which the stores are demanded, and the regulations which sanction the supply; and, when stores are required to be exchanged, the periods during which the old articles have been in use will be stated as far as practicable. The Ordnance Officer will see that the indent is complete in every detail which the form of indent may require.

236. Indents will, on receipt by the Ordnance Officer, be given an identification number and registered. Appendix VII will be used for this purpose, and three or four lines allowed for each indent. Any correspondence that may be necessary on checking an indent will be entered under the indent number in the register, and not in the register for general correspondence. When the indents have been checked and corrected they will be approved by the A.Q.M.G. of district. Any correspondence which may have accompanied them or taken place on them will be attached for reference, and the indents passed to the Ordnance Office concerned for the issue of the stores. No further depot number will be given the indent by the Ordnance Department.

237. The original indent will be divided according to the grouping of the sections at each station, and will be passed to the storeholder or foreman to execute or retain, the issues being marked off thereon in the blank columns provided for that purpose. The duplicate indents will be retained in the Ordnance Office, and will be used for checking the storeholder's or foreman's reports when the stores are ready for issue and for marking off the issues as they occur.

238. A reference will be given on every issue and receipt voucher to the number and date of the approved indent or authority upon which the transaction is carried out.

239. When a report or issue voucher contains stores under several indents or orders they will be shown separately under each indent or order, instead of being mixed up and having all the orders quoted together.

240. The stores will be written off the tally-boards at the time they are taken from the bins or bays; in any case tally-boards are to be written up before the stores are removed for packing. Issues (and receipts) of stores on temporary loan will be posted on tally-boards within the line.

241. All entries upon tally-boards will be made in indelible pencil. Only indelible pencils supplied through the Stationery Office will be used.

242. When the stores have been collected and laid out, the quantities shown in the report or issue vouchers, after being verified by the storeholder, will be marked off upon the indent.

243. When the stores are packed, such particulars as may be necessary as to packages, measurement, weight, &c., will also be filled in upon the issue voucher. In filling in these columns all information of which it is necessary to keep a record will be inserted. A packing-note detailing the articles will be placed in

each package, which will be signed by the packer and also, if practicable, by the person who witnessed the packing. A copy of each, taken by the carbon process, will be retained in the book for future reference.

244. Packages will be charged or mentioned on the same voucher as the stores that are contained in them; and in the event of stores on two or more separate vouchers being contained in one package the voucher on which the package is mentioned, but not charged, will always give a reference to that on which the package is charged.

245. Three copies of the issue voucher will ordinarily be taken by the carbon process, and in all cases the original voucher will become the consignee's receipt voucher, the duplicate the consignor's issue voucher, and the last copy will be retained in the storehouse for reference.

246. A voucher number will be given in the storehouse to each form of report or issue voucher, in the space provided in the left-hand top corner. This number will be quoted against each entry on the tally-boards, and upon the indent. These numbers must show the station group to which they belong, and will be written thus:—

$$\frac{A}{12} \quad \frac{A}{13} \quad \frac{B}{47} \quad \frac{B}{48} \quad \&c.$$

247. Officers or other persons in charge of stores will invariably insert on the voucher returned to the consignor the date and number of the voucher by which the stores are brought on charge in their ledgers.

248. Any difficulty or delay in obtaining receipts for stores issued will be reported by the issuing officer to the D. of E. & O.S., who will take the necessary steps for obtaining the receipts.

### III. ACCOUNTING FOR STORES.

249. The store ledgers will be kept in the office under the immediate supervision of the Ordnance Officer, and will act as a record perfectly independent of that kept in the storehouse upon the tallies. They will include every article of public property in the storehouses or on the premises of the Ordnance Department, and will show separately the stores that are in a "serviceable," "repairable," "unserviceable," or "doubtful" condition. Every transaction recorded will be supported by proper vouchers.

Storeholders and foremen will not be allowed to have access to the ledgers.

250. The stores will be described in the vouchers and ledgers in strict accordance with the nomenclature and classification of the authorized Vocabulary of Stores, and great care will be taken that the stores described in the vouchers are those actually issued. Special stores not named in the Vocabulary, and new stores the introduction of which is announced in the monthly list of changes in war material, will be entered in the ledgers and other documents in alphabetical order.

251. Receipts will be posted in the ledgers from the original receipt vouchers, the date to be quoted against each entry being that given under the storeholder's initials.

252. The Ordnance Officer will make such arrangements as will ensure that each receipt and issue is invariably posted in the ledger, and the entry checked by a competent person daily, as the documents are received from the storeholder, so that at the end of each day the balance of any item in the ledger will show the correct amount of stock unappropriated in the storehouse on the previous day.

253. Vouchers on G. 34 recording the transfer and conversion of stores will be prepared as required, and the portion relating to each storeholder or foreman's unit of the charge will be numbered as a separate voucher. These vouchers will contain a complete statement of the transfer and conversion transactions, and will show on the receipt side the stores received, and on the other the numbers and dates of the vouchers upon which the material expended has been written off charge.

254. Materials required by departmental artificers for repair or conversion will be demanded on G. 10 in duplicate. These indents will be signed by the artificer in charge of workshops, and sent direct to the Ordnance office concerned, separate sheets being used for each store group. The original will be retained by the storeholder as his authority for issue, the duplicate being used to inform the artificer in charge of the action taken.

255. Issues will be made at once if all the material required for a service is available; if not, the storeholder will mark up on the duplicate indent those items which are available, and take steps to procure the balance.

256. Vouchers for material issued for expense will be prepared by the storeholders on G. 34, in duplicate. The number of the transfer voucher by which manufactured articles are brought on charge, or by which repaired articles are brought on as "serviceable," will, when possible, be inserted in the last column.

257. Expenditure of material in the storehouses for cleaning, packing, or other purposes will be carried out in a similar manner. The same form of indent will be used, but will be prepared by the storeholder by whom the stores are required.

258. Stores received for alteration or repair only will not be brought on charge in the store accounts, but will be shown in the body of the expense vouchers on which the materials expended in the repair are written off charge.

259. The Ordnance Officer will be responsible that all stores written off charge as expended, converted, or transferred have been duly and satisfactorily disposed of in the public service.

260. Stores expended in examination and proof of warlike stores will be written off charge on an issue voucher, duly certified by the inspecting officer and approved by the D. of E. & O.S., showing precisely for what purpose the stores were expended.

261. Stores taken into use will be written off charge in the general store account, and brought on a separate account of stores in use.

262. No stores will be issued for use unless and until actually required. They will be described as concisely as possible in the ledger-headings, in one alphabetical series, without reference to store units of the vocabulary.

263. Officers will take care that the ledgers and vouchers are not ticked or altered with coloured ink or coloured pencils, that no correspondence is carried on upon them, and that no erasures are made. No entry in black-lead pencil will be shown either in the ledgers or on the vouchers. Any necessary corrections will be made in black ink or indelible pencil, and will be duly initialled in the case of vouchers by the person who signs the vouchers, and in the case of ledgers by the responsible accounting officer, but the original entries will remain legible.

264. By means of the register of issue vouchers the issue section of the office will ascertain that no numbers of storeholders' or foremen's copies are missing, and the ledger section will ascertain that the numbers of both receipt and issue vouchers run consecutively and that none are missing.

265. No stores on Ordnance ledger charge, excepting those referred to in paragraphs 170 to 192, will be converted to an inferior condition without the authority of a Board of officers.

266. Gas-checks which are not permanently attached to their projectiles will be separately demanded, charged, and accounted for. Gas-checks which are permanently attached to their projectiles when manufactured will be treated as components of their shells, and will not be separately demanded, charged, or accounted for.

## APPENDICES.

### Appendix I.

(Referred to in para. 20.)

FORM OF REPORT FROM OFFICER IN CHARGE OF STORE ON BEING RELIEVED OF HIS DUTIES.

SIR,—

On my relief at this station by the officer named in the margin in accordance with order . . . . ., 1916, I have the honour to attach statements as follows, viz.:—

- (1.) Detail of reserves of stores or equipment directed to be maintained at . . . . .
- (2.) Showing various points regarding state of work at this station.

I further certify that the station copies of General Orders, lists of changes, Vocabulary, and various books of regulations have been amended as ordered from time to time, and that stock-taking has been carried on with regularity as the Regulations admit.

To D. of E. & O.S.

### Appendix II.

(Referred to in para. 20.)

FORM OF STATEMENT OF OFFICER IN CHARGE OF STORES ON BEING RELIEVED OF HIS DUTIES.

Station: . . . . . Date: . . . . .

The reserves ordered to be kept for . . . . . were last inspected and verified by . . . . . on . . . . .

The station ledgers of the department were posted and checked up to . . . . .

Regarding the establishments I have to make the following remarks: [*Any remarks on this head to be enclosed and, if desired, marked "Confidential"*].

.....  
Officer in Charge of Stores.

To D. of E. & O.S.

### Appendix III.

FORMS of tender will be issued to likely contractors. This will provide for—

- (a.) Facility to firms tendering to inspect goods for sale.
- (b.) Sale by lots if the quantities offered for sale at one tendering are large.
- (c.) Payment before removal—the officer to whom payment is to be made and mode of payment to be stated; security for fulfilment of contract.
- (d.) Removal within fixed time; any article not so removed to be forfeited and resold, and security forfeited; loss, if any, to be recovered from first buyer.
- (e.) Goods to be taken with all faults and errors of description, and without question on part of buyer.
- (f.) Goods to remain at buyer's risk until removal, and no expense to be borne by Government.

**Appendix IV.**

DAILY STOCK-TAKING REPORT.

Station : . . . . . Date : . . . . .

Section.	Articles.	Number.		Difference.		Ledge Charge.	Remarks.
		In Store.	On Tally.	Surplus.	Deficient.		

**Appendix V.**

LOCK-UP BOOK.

WE certify that the buildings in our charge were left in a safe condition, locked and secured, all fires and lights extinguished, gas and electric light turned off at the meters, and keys deposited in the key-press.

District : . . . . .

Date.	Initials of Foreman in Charge of Key-press.	Hour.	Store or Workshop.		Remarks.
			Foreman's Initials.	Hour.	

**Appendix VI.**

RECORD OF TEMPORARY LOANS.  
(Referred to in paras. 182 (4) to 192.)

District : . . . . . Date : . . . . .

Reference No.	Corps or Person.	Date Stores were		Remarks showing Condition on Return, and, if Charge has been made, Reference to Credit.
		Issued.	Returned.	

**Appendix VII**

PRO FORMA OF REGISTER OF INDENTS.

District : . . . . . Date : . . . . .

Date.	Store Issue No.	Units No.	Unit.	Station.	Passed to Foreman.		Date of Completion.	Remarks.
					Date.	Initials.		

As witness the hand of His Excellency the Governor, this fifth day of January, one thousand nine hundred and seventeen, in the presence of—

J. ALLEN,  
Minister of Defence.