



SUPPLEMENT
TO THE
NEW ZEALAND GAZETTE

OF
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Regulations for Ordnance Services, New Zealand Defence Forces.

LIVERPOOL, Governor.

IN 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