

APPENDIX 4

(Referred to in paras. 23, 24, 30).

INSTRUCTIONS GOVERNING RENDERING OF INDENTS FOR CLOTHING, STORES, AND EQUIPMENT OR ORDNANCE STORES.

1. All indents for clothing, stores, and equipment (except as hereunder mentioned) will be rendered to Ordnance Officers on the prescribed form G 10 (new). This form is printed on thin paper in pads. The indent will specify the purpose for which stores are demanded, and the regulations (if any) which govern their supply. Forms G 12, G 13, and G 25 will, however, continue to be used for demands for Territorial, Cadet, and officers' clothing respectively, and Form F and S I, for stationery.

2. Indents will be made out in triplicate by carbon process. The indenting officer retains one copy and forwards two copies to the Ordnance Officer. Three copies are, however, retained by the D. of E. & O.S. of all indents for stores under group A. (See attached schedule.)

3. Every indent must bear the indenting officer's distinctive number. This facilitates reference in any subsequent correspondence or inquiry *re* same.

4. The various stores demanded will be grouped together on separate sheets, under Vocabulary sections, according to the groups from which the issue will be made. A schedule showing the grouping of the articles and the distinctive group-letters is shown in Vocabulary.

Where an indent is made out on two or more separate sheets, one number only will be given to the indent, and the number of the sheets contained will be inserted in the space provided on the certificate.

5. The numbers on which the indent is based must be inserted in the columns provided for that purpose. Thus, where clothing and accoutrements are required the number of men must be shown; where leather, rivets, &c., for repairs are required, the number of sets of harness, saddles, &c.; where wagon-repair articles are required, the number of wagens; component parts of rifles, machine guns, flannelette, rifle-oil, the number of rifles, machine guns, &c., on hand.

6. The number on hand (serviceable or unserviceable) of the articles demanded on the indent must be shown in the columns provided for the purpose. Where articles are shown in "Unserviceable" column, a statement will appear in the "Remarks" column showing whether the articles (a) are awaiting Board of Survey, or (b) have been condemned by Board of Survey.

7. In demanding stores, care must be taken to insert specified quantities. Indents are received for articles such as "One case of lamp-glasses," "One drum of paint," &c. The actual number of lamp-glasses and the number of pounds of paint, &c., must be stated. If paint is required in special-size tins the requisition will be worded as follows: "28 lb. of brown paint in 7 lb. tins." In the event of oils and paints demanded not being stocked in the quantities asked for, the nearest size of drum or tin stocked will be sent.

8. Full description of articles required, and dimensions where necessary, must be shown on the indent. Vaguely worded indents for stores, such as "One voltmeter," "One motor despatch," "Three flue-brushes" (no size given, although these brushes vary from 3 ft. to 12 ft. in length), "Two vices, 6 in. jaw" (kind not stated), 1 dozen lamp-glasses (size and description not given), &c., will not be accepted.

Where the provisions of paragraphs 7 and 8 are not complied with the items will be struck off the indent and the indenting officer notified to indent again, inserting full particulars. Form G 92 (in duplicate) will be used for this purpose. The indenting officer will be held responsible for any inconvenience or delay caused through neglect of these instructions.

9. Indents for stores required by units or groups will be forwarded to the Ordnance Officer of the district. On no account must such indents be forwarded direct to the Director of Equipment and Ordnance Stores.

10. *Repair Indents.*—Repair indents will be rendered on form G 10 marked in red ink "Repairs." The columns "Serviceable," "Repairable," and "Unserviceable" will be completed in Ordnance Department. If articles are condemned in Ordnance Department the unit will, on notification, forward receipt and delivery voucher for same, and, if article is to be replaced at same time, submit indent for article.

Schedule.

SCHEDULE showing grouping of articles under group headings referred to in para. 4 of Instructions governing Rendering of Indents for Clothing, Stores, and Equipment or Ordnance Stores:—

Group A: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 28, and 29 of N.Z. Vocabulary of Stores.

Group B: All books and forms.

Group C: All uniform clothing, chevrons, titles, worsted badges, under-clothing, jerseys, socks, blankets, towels, palliasses, hospital clothing, knives, forks, spoons, plates, mugs, identity-discs.

Group E: All small-arms, S.A. parts, machine guns and parts, and other armourer's appurtenances.

Group F: Boots and shoes.

Group G: Cadet and officers' clothing.

Group H: Ammunition—Section 22, 23, 24, 25, 26, and 27.