

106. O.C.s will be responsible that suitable regimental or local arrangements are made to govern these temporary loans, and that divided responsibility for any damage that may occur to the arms be prevented.

107. In all reports relating to rifles, the number of the arm, which will be found stamped on the butt, must be stated.

*B. Arms, Accoutrements, Ammunition, and Stores for Troops and Animals on Board Ship.*

108. When the D. of M. & Q. is notified by the superior authority of the numbers of men and animals to be embarked for service abroad in a vessel from a port in the Dominion, he will cause full details to be immediately furnished to the D. of E. & O.S.

109. The Ordnance Officer will, on indent from permanent Ship's Quartermaster, cause arms, accoutrements, ammunition, and the stores in accordance with instructions issued in para. 108 (also Appendix 5, Schedules 1, 2, and 3) to be placed on board for the whole of the troops and animals to be embarked, regardless of whether they all join the vessel at the port from which it commences its voyage or are subsequently embarked at other ports, and irrespective of the stations at which they may be located when detailed for embarkation.

110. Before the vessel leaves the initial port of embarkation the O.C. Troops will satisfy himself that the authorized proportions of ammunition, arms, equipment, clothing, and stores have been placed on board, and that the ammunition has been properly secured in the magazine.

111. The permanent Ship's Quartermaster will be responsible for the care and custody of such stores during the voyage, and will ensure that they are duly accounted for in accordance with the following:—

- (a.) When a Quartermaster or Acting-Quartermaster is appointed to the ship, the stores, ammunition, clothing, and other equipment will be under his charge, and be entered by him in ledger (150 folio) in the form of an Equipment Ledger.

On the termination of the voyage the ledger will be balanced and forwarded to the D. of E. & O.S., who will issue instructions as to the disposal of stores remaining on charge, issue vouchers being passed.

- (b.) When an Acting-Quartermaster is not appointed, the O.O. at the issuing station will forward a list of stores issued to the O.C. Troops on board, who will in all cases give a receipt to the issuing officer for the articles, and will account for stores on the termination of the voyage.

- (c.) In either (a) or (b) case the O.C. will, when ammunition or other stores has been expended during the voyage, give a certificate that such expenditure has been necessary, detailing the circumstances.

Deficiencies will be dealt with as laid down in the King's Regulations.

Certificates relating to expended stores, and correspondence respecting deficiencies, will be attached to the voucher, bringing the remainder of the stores on charge in the Ordnance store accounts.

If any stores are disposed of *en route* at intermediate ports the O.C. will obtain temporary receipts and attach them to the original vouchers.

- (d.) Replacement of clothing and necessaries: The Ship's Quartermaster will be guided by section 12, "Clothing, &c." of Standing Orders, H.M.N.Z. Transports, 1917.

*C. Supply of Articles for Musketry Instruction.*

112. Articles for musketry instruction will be supplied as hereafter laid down in the several schedules (*vide* Appendices 6, 6A, and 6B). They will be accounted for as equipment in permanent camps; and for drill-halls, groups, and areas, under para. 70 *et seq.* of Regulations, Camp and Barrack Services, 1916.

*D. Supply of Arm-chests.*

113. Arm chests or cases with hinges or locks suitable for the packing of articles of musketry equipment are issued by Ordnance Department as ordinary equipment, at the rate of one chest or two cases for each company of Garrison Artillery, Engineer unit, or Infantry company, and two chests or four cases for each squadron of Mounted Rifles, battery of Field Artillery, or company A.S.C.

SECTION IV.—MACHINE GUNS.

114. Machine guns will be issued to units in proportions to be decided upon by the superior authority.

115. Machine guns in possession of units as part of their regimental equipments will be provided with one drill-purpose barrel for drill purposes or for firing blank only.

116. To ensure that machine guns are kept in readiness for immediate service they will be examined periodically by the armourer or armament artificer who has been through a machine-gun course, and any necessary repairs which can be done locally will be carried out.

117. A memorandum of examination, or history-sheet, will be issued with each gun.

118. It will be carefully preserved, and will be handed over with the gun to which it relates whenever the latter is transferred from the charge of one officer to that of another.

An immediate record will be made thereon of any accident which may occur to the gun, and the result of each official examination which it may undergo.

On every occasion on which the gun is fired the number of rounds will be inserted, the number of barrel being shown.

119. Spare parts and tools are issued (in a box) with each gun. The parts issued with the gun will be used until actually unserviceable, when the spare articles will be taken into use and the unserviceable returned to store, demands being at once put forward to replace them.