ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,
28th October, 1943.

The following Orders having been approved by My Lords Commissioners of the Admiralty are hereby promulgated for information and guidance and necessary action.

By Command of Their Lordships,

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels, including Landing Ships, Major Landing Craft, also Flotilla Officers of Minor Landing Craft and Barges, and Superintendents or Officers in Charge of H.M. Naval Establishments concerned.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order 1941, Instructions, paragraph 10, and A.F.O. 3011/43.

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5166. — Major Landing Craft and Barges — Hard-Lying Money

(C.W./N. 14312/43.—28 Oct. 1943.)

Hard-lying money may be paid, both in harbour and at sea, at full rates to the officers and ratings of all major landing craft and landing barges under the following conditions:

1. The allowance is payable for each day on which the personnel live and sleep on board. On other days Combined Operations allowance is payable under A.F.O. 448/43.

2. In order to ensure that the correct amounts are paid, it is essential that particulars of the entry and discharge of personnel should be correctly recorded on Form S.1072, and the form rendered promptly direct to H.M.S. "Copra" in accordance with A.F.O. 5170/43.

3. This Order is to take effect from 1st January, 1944, in respect of major landing craft, and from 1st November, 1943, in respect of landing barges. Any payments of hard-lying money already credited to personnel subsequent to 1st September, 1943, may be allowed to stand.

4. Paragraph 4 of A.F.O. 448/43 is to be amended accordingly.

A.F.O. 448/43, 5170/43

5167. — Landing Barges — Payment of Combined Operations Allowance

(C.W./N. 14312/43.—28 Oct. 1943.)

Ex-S.C.O. Personnel.—Ex-S.C.O. personnel transferred to H.O. engagements, e.g., A.B. (L.C.) are to be credited with C.O. allowance as from the date of transfer.

2. Stoker Drivers.—These ratings are to be considered C.O. ratings and are to be credited with C.O. allowance as from 1st February, 1943, if they joined the barge organisation before 31st December, 1942, or under the conditions laid down in A.F.O. 448/43 if they joined subsequently.

3. Officers.—C.O. allowance is to be credited as from 1st February, 1943, under the general conditions laid down in A.F.O. 448/43, to officers on naval scales of pay.

4. The necessary back credits are to be made to comply with these instructions.

5. A.F.O. 448/43 is to be read as including landing barges within the meaning of landing craft.

A.F.O. 448/43

5168. — Landing Barge Crews — Port Division

(N. 14312/43.—28 Oct. 1943.)

Ex-S.C.O. ratings in landing barges who were entered under special arrangements for service and transferred to "H.O." engagements as A.B. (L.C.) are allocated to Portsmouth Port Division.

2. Service certificates are to be noted accordingly.

5169. — Combined Operations Ratings

(N.—28 Oct. 1943.)

Annual Assessment of Character and Efficiency on 31st December, 1943

The character and efficiency assessment awarded to combined operations ratings on 31st December, 1943, is to be noted in the remarks column of Forms S.1039 used for the payments made on or about 31st December, 1943, and 14th January, 1944.

2. Accountant Officers from whom money is drawn for those payments are to bring this Order to the notice of Combined Operations concerned.

5170. — Major Landing Craft and Barges — Victualling Arrangements

(V.—28 Oct. 1943.)

The detailed messing arrangements for major landing craft and landing barges are set out below. The arrangements with major landing craft are divided into two categories according to whether the normal complement of the vessel is over 25 or 25 or under. The arrangements for landing barges are intended to apply only where it is necessary for the crews to live on board.

1. Craft with Complement of over 25.—Victualling allowance at ordinary rates is to be credited to the personnel, provisions being taken upon repayment from stocks on board and other items purchased from N.A.A.F.I. following normal arrangements. Accounts are to be kept on Forms S.461, S.462, Part I and S.1072 (see paragraphs 12 and 16a below). Extra issues are to be allowed when at sea as shown in paragraph 6 below.

2. Craft with Complement of 25 or under and all Landing Barges.—In view of the number of vessels in this category and the fact that members of the crew are liable to change from one craft to another, the usual arrangements under which victualling allowance is credited to the mess and settlement made monthly is not appropriate as it would be difficult to distribute savings or collect mess debts. Victualling allowance is, therefore, to be credited on the ledger and will normally be paid fortnightly in advance with the fortnightly payments and all purchases by the crew. Including those from service sources and from N.A.A.F.I. are to be paid for at the time of purchase. When it is necessary for stocks of provisions to be embarked for use on long passages, additional advances of victualling allowance should be arranged as necessary. A special addition of approximately £6d. a day will be made to the ordinary rates of victualling allowance in order to cover the cost of purchase of extra rations corresponding to the extra issues authorised in other major landing craft when at sea, and to cover extra expense on occasions when it may be necessary for the crew to buy provisions from other than service sources. For purposes of payment and crediting on ledger, the current rates of victualling allowance, including the special addition are to be taken as:

   Home and Mediterranean (Zones A and B) ..... 2s. 6d.
   East Indies (Zone E) ..... 2s. 1d.

Revised rates will be promulgated in future as necessary whenever victualling allowances are altered. If, when engaged on operations, it is found necessary for these craft or barges to be supplied with special rations in kind (e.g. Army 48-hour mess tin ration) for a day or two owing to the difficulty of making cash purchases, issues may be written off by the supplying authority without charge against the victualling allowance.

3. Stocks of Provisions.—These are to be regulated as follows:

   a) Craft with Complements of over 25.—Stocks are to be completed by the Accountant Officer should take such action as may be appropriate to effect local recovery or report the circumstances to the Admiralty.

   b) Craft with Complements of 25 or under.—Apart from such quantities as may be purchased by crews, a stock of emergency provisions representing two weeks’ requirements for the whole crew to be kept and used when supplies cannot be obtained by purchase in the normal way and when any are used they must be replaced at the earliest opportunity. The replacements are to be paid for in cash by the crew at the time of supply except when the provisions have been used to feed troops, survivors, or passengers. When the cost is not chargeable against the crew the Commanding Officer should furnish to the local Accountant Officer a certificate detailing the circumstances and quantities expended; replacements should then be issued without charge, the certificate being forwarded with the Provision Account; if the expenditure is not such as should be borne by the Crown, the Accountant Officer should take such action as may be appropriate to effect local recovery or report the circumstances to the Admiralty.

5170 (V. 28 Oct. 1943).
8. Officers' Mess Traps and Seamen's Mess Utensils.—Mess traps and mess utensils will be issued in accordance with the scales shown in A.F.Os. 1488/43, 2069/43, 4223/43 and 5138/43. Replacements are to be obtained from the local Accountant Officer to whom all losses by neglect are to be reported. The local Accountant Officer will be guided by the arrangements laid down in A.F.O. 1445/42.

9. Cash and Loan Clothing.—No stocks are to be carried ; personnel are provided with C.O. kits of protective clothing on personal loan.

10. Duty-free mess and canteen stores.—Major landing craft are eligible to receive duty-free mess and canteen stores under precisely the same conditions as other H.M. commissioned seagoing ships, but landing barges cannot be regarded as "regularly going out" and are not entitled to these privileges.

11. Accounting procedure.—The accounting procedure has been simplified as much as possible to meet conditions in landing craft and barges, and it is incumbent upon Commanding Officers to see that it is correctly carried out. If this is not done both promptly and accurately, one result will be that wrong amounts of money may be credited to the personnel concerned on the ledgers of H.M.S. "Copra".

12. Provision accounts—craft with complements of over 25.—Accounts are to be kept on board on Forms S.461 and S.462, Part I, which are to be forwarded at the end of each month to the local accountant officer who will be guided by the instructions laid down in A.F.O. 2179/42. These accounts are not to be sent to H.M.S. "Copra", nor to H.M.S. "Dinosaur" except in the case of craft based locally at Troon.

13. Rum.—(a) Craft with complement of over 25 are to account for rum in the provision account as at paragraph 12 above.

(b) Craft with complement of 25 or under.—An account of the receipt, issue and return of rum is to be kept on Forms S.1072, columns H, J and K (see paragraph 16). Whenever rum is supplied by a base or returned from a craft, the amount and the name of the base are to be entered at the appropriate line of column H or K, and the entry verified by the signature of the local accountant officer. Issues to craft are to be removed from charge in the provision account of the base by receipt of the Commanding Officer on Form S.549. Responsibility for checking the accounts of rum on Forms S.1072 will rest with the Accountant Officer, H.M.S. "Copra", or other organisation where the pay accounts of the craft are carried.

(c) Landing barges.—The accounts for rum in barges are to be kept as described at clause (b) above with the following modifications, i.e., Form S.1072 is to be transmitted through the local accountant officer who is to arrange that the account is examined and shows correctly the proper expenditure of rum according to the victualling recorded. He should certify the account accordingly after any local investigations and adjustments which may be considered necessary. Forms S.1072 are to be dealt with and despatched promptly by the local accountant officer concerned to the Accountant Officer, H.M.S. "Copra", see paragraph 16(6).

14. Emergency provisions, mess traps and mess utensils.—The accounts of these stores are to be kept on inventory forms—

(i) Emergency provisions—Form S.1071A
(ii) Officers' mess traps—Form S.1071C
(iii) Seamen's mess utensils—Form S.1071D

A copy of each of the inventories is to be held on board. Provisions and permanent items of mess gear shown in the inventories should be mustered as follows—

(a) Monthly if possible, but at not longer intervals than six weeks by the Commanding Officer, or an officer detailed by him who is to furnish a certificate that the stores have been mustered, found correct or, in the event of any differences, the matter should be reported immediately to the local account officer.

(b) On change of the Commanding Officer, the officer taking over command is to certify that the stores shown in the inventories have been mustered and found correct at transfer to his custody. In the event of any differences, the matter is to be reported immediately to the local accountant officer. The local accountant officer will be guided by the arrangements laid down in A.F.O. 1445/42.
15. Inventory accounts of victualling stores.—The following instructions for the use and disposal of inventories referred to at paragraph 14 above are in amplification of those contained in A.F.O. 1445/42:—

(i) The local accountant officer will hold the base copies of the inventories with which all relative vouchers are to be filed.

(ii) Transfer of base copies of inventories.—Whenever a flotilla or an individual vessel is transferred from one base to another either permanently, or temporarily for a period anticipated to exceed two months, the base copies of inventories are to be transferred to the accountant officer of the vessel's new base. Local administrative authorities are responsible for the issue of directions to transfer inventories and that such instructions are received by—

(a) The base to which vessels are attached when the movement is ordered.

(b) The base to which they are being transferred.

(c) The Flotilla or Commanding Officers of the vessels concerned.

(iii) To facilitate reference to former bases on store matters the names of the bases and the inclusive period of attachment should be noted as a continuous record on the cover Form S.1071. The names of former bases from which vessels have been transferred should not be obliterated.

(iv) In order that base copies of inventories may reach a new base as soon as possible, every endeavour should be made to despatch them in charge of the Flotilla or Commanding Officer of vessels concerned; this procedure will ensure that the base copies are available for delivery to the responsible accountant officer should there be a temporary or permanent alteration in the programme of movement of the vessels.

(v) Inventories should not be retained at a base when vessels are being permanently transferred and the new base cannot be immediately given. The inventories should be despatched as in clause (iv) above under cover addressed to the "Accountant Officer at port of arrival".

(vi) Bases are to acknowledge receipt of inventories on Form S.549.

16. Victualling records.—Vitualling and check sheets will not be used by landing craft and barges, which are to keep a record of personnel on Form S.1072 in duplicate as described at (a) above. Accountant Officers of ships and bases are to report the following particulars to H.M.S. "Copra" for landing craft and barge personnel while victualled in the ship or base in order that the resulting credits or debits may be correctly made on H.M.S. "Copra"’s ledgers:

(i) By nominal list—G, T and U.A. grog changes and allowances are affected, e.g., hospital, absence, leave, sickness, etc.

(a) All major landing craft are to keep Form S.1072 in duplicate as a record of the victualling of all officers and ratings. One copy is to be retained on board for record purposes and the other is to be certified by the Commanding Officer and sent without delay at the end of each month, or on the crew ceasing to be accommodated on board, direct to the Accountant Officer, H.M.S. "Copra".

(b) Landing barges.—Forms S.1072 are to be kept as described at clause (a) above by the Flotilla Officer or, in the case of detached barges, the officer or rating in command. These forms are to be examined and countersigned by the local Accountant Officer and returned to the Flotilla Officer for onward transmission without delay to the Accountant Officer, H.M.S. "Copra" (see paragraph 13, clause (c) above). For extended periods of embarkation Form S.1072 should be rendered on the last day of the month, Form S.1072 should be extended to cover the total period and rendered immediately on the crew being discharged ashore or to other accommodation.

(c) Forms S.1072—Amendments.—The instructions on the form are to be amended as follows:—

Healing: For "parent ship", read "shore base to which attached".

Instructions:

Clause (2), last line. Delete "and forward victualling sheet to base at once".

Clause (3), last line. Delete "and forward check sheet to base at once".

Clause (4). Add: "Write over the crosses the reason, e.g., leave, sick, L. & P.A. victualled in H.M.S. "Copra", travelling on duty, or as the case may be."

Clause (5). Amend last sentence to read: "This will enable Grog Money to be paid to the man."

Clause (6). Add: "Not applicable to landing craft keeping accounts on Forms S.461 and S.462, Part I."

Clause (7). Add: After "Vitualling Office" in line 1—"At the supplying base."

Add: "Not applicable to landing craft keeping accounts on Forms S.461 and S.462, Part I."

Clause (8) (a) Delete.

Clause (8) (b) Add: Amendment to read: "Sign the form at the bottom of page 3 and post it to the Accountant Officer, H.M.S. "Copra", or the organisation where pay accounts are kept. In the case of barges, the form is first to be countersigned by the local accountant officer."

Add: "When commencing a new Form S.1072 on the first day of each month the quantity of rum shown as remaining on the previous account is to be entered on the first line of column (K)."

17. Bringing arrangements into force.—These arrangements are to be brought into force in all major landing craft on 1st January, 1944, and in all landing barges on 1st November, 1943.

(A.F.Os. 1445/42, 1488/43, 2069/43, 4223/43 and 5138/43.)

5170—Minor Landing Craft—Vitualling Arrangements

(V.—28 Oct. 1943.)

Personnel of minor landing craft will normally be victualled and accommodated by shore bases or landing ships. For periods of operations or exercises which involve personnel living on board the craft, special feeding arrangements will be notified separately.

2. Victualling Records.—(i) Victualling and check sheets will not be used by minor landing craft except as indicated at clause (iii) below.

(ii) Accountant Officers of ships and bases are to report the following particulars to H.M.S. "Copra" for minor landing craft personnel while victualled in the ship or base in order that the resulting credits or debits may be correctly made on "Copra"’s ledgers:

(a) By nominal list—G, T and U.A. grog changes and allowances are affected, e.g., hospital, absence, leave, sickness, etc.

(b) By victualling and check sheet—any movement by which pay and allowances are affected, e.g., hospital, absence, leave, sickness, etc.

(iii) Flotilla Officers are to render to "Copra" the returns indicated at clause (ii) above for personnel during periods when not accommodated in bases, H.M. ships or White Ensign carriers, e.g. when accommodated in Red Ensign carriers or on detached service. Flotilla Officers are also to report to "Copra" the inclusive dates of any periods during which rum may not be available for issue or during which the issue has been suspended by order.
The organisation for the supply of Naval stores to landing craft, and the accounting system for stores supplied have been under review, and it has been decided to summarise the approved procedure for general guidance of all concerned.

2. A new storing system for minor landing craft has been adopted; this system will come into effect immediately. Its object is to reduce the quantity of stores normally on board these small craft to the minimum.

3. In order to apply the revised procedure, it has been necessary to prepare a new set of store accounts which includes "minimum" and "operational" allowances of stores (these terms are explained in Appendix "A"), for all minor landing craft (both U.S. built and U.K. built). The revised establishment has been distributed separately.

4. Establishments of stores for U.S. built major landing craft (L.C.T.(S) and L.C.V.(S)) are in course of preparation. Establishments of stores for U.K. built major landing craft have been prepared and distributed; each of these craft should be in possession of a copy of the establishment, which should be kept with the naval store account (S.1099D).

5. New naval store accounts (see blank specimen copies attached) for minor landing craft will be required under the new system of storing, and these are being printed. The accounts for the minimum outfit for craft already delivered should be completed by carriers or base authorities for craft already delivered (see also Appendix E, Section 2, paragraph (b) (i)). The new style of account, i.e. one for the minimum outfit and one for the operational outfit, will be printed with the allowances of permanent stores and the first supply quantities of consumable stores for each of the various types of minor landing craft, so that each craft will be in possession of details of the equipment it should have and maintain (in this connection it will be necessary for non-applicable descriptions and quantities to be deleted where alternatives are shown).

6. A suitable waterproof wallet should be provided by bases to contain the new naval store accounts for minor landing craft.

7. With a view to assisting base authorities in exercising a stricter control over the supply of consumable stores to major landing craft and landing barges, new forms have been printed for the purpose of showing the date to which the vessels have been completed with consumable stores. These forms are to be affixed to the inside of the covers of the S.1099D naval store accounts for permanent stores and will require certification after each storing of the craft.

8. The new accounts and the form referred to in paragraphs 5 and 7 above have been assigned "S" serial numbers, details of which are shown in Appendix "F". Demands for quantities required by authorities at home should be kept to a minimum and forwarded to the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, London, N.W.10, for compliance upon receipt of deliveries from the printers. Quantities for use by authorities abroad will be supplied without demand.

9. Pending receipt of the new accounts, manuscript copies may be prepared if desired on the lines of the blank specimen copies. The size and lay-out of the accounts must be adhered to and good quality paper used if possible.

10. Attached is a procedure in which the procedure for the supply of and the accounting for naval stores required by bases, landing ships, landing craft and landing barges is set out, as follows:—

Appendix A.—Method for supply of stores.
Appendix B.—Method of accounting for stores supplied to Combined Operations bases, landing ships, landing craft and landing barges.
(d) Operational outfit.—(i) The operational outfit consists of an outfit for each craft (inclusive of the minimum outfit) and a reserve pool of stores (group store allowance) for every six craft. This reserve provides for the replacement of deficiencies and losses sustained in operational outfits.

(ii) When craft are allocated to an operational force or unit the requisite operational outfits and group stores are to be provided by the base to which the force or unit is attached. Oufits for boats which are allocated to landing craft and Red Ensign carriers should normally be supplied direct to the ship from the base concerned and placed aboard the craft when required for use.

(iii) Operational outfits for newly completed craft in U.K. (less the minimum outfit already placed on board) will be despatched to bases by storing dockyards in accordance with instructions furnished from time to time by Admiralty letter.

(c) Replenishments.—(i) If any replenishments are required in the minimum outfits, the stores required should be obtained by the Boat or Flotilla Officer from the base to which craft are attached.

(ii) Stores to replace articles used in the operational outfit should be obtained by the Flotilla Officer from the Accountant Officer of the nearest base in the case of shore-based flotillas and flotillas on board Red Ensign carriers, and from the Accountant Officer or the Storekeeping Officer (if other than the Accountant Officer) of the ship in the case of flotillas on board commissioned landing ships, except during operations, or in the absence of other sources of supply, when group stores may be drawn upon.

(iii) Operational outfits for newly completed craft in U.K. (less the minimum outfit) are to be set aside and made up into operational outfits (less minimum outfit), the stores required should be obtained by the Boat or Flotilla Officer from bases to which craft are attached.

(iv) Any consumable items included in the lists of stores for after-action repair may be drawn from Naval store depots by bases to meet maintenance needs; quantities and descriptions demanded must be based on actual experience, wherever practicable.

4. Transfers of landing craft and barges between ships and bases.—(a) Minor landing craft transferred from one station to another.—(i) Craft sent from one station to another are invariably to be accompanied by complete operational outfits of stores, group stores, and sets of stores for maintenance and after-action repair (except when sent from U.S.A., see sub-paragraph (iii) below). Operational outfits and group stores should be obtained from bases to which craft are attached prior to departure; sets of stores for maintenance and after-action repair, if not already available, should be demanded from the nearest Naval store depot, except in the case of craft leaving the U.K. in which case demands should be forwarded direct to Admiralty (D. of S.).

(ii) Craft sent from one station to another as freight on board merchant ships (i.e., when not despatched as part of an operational force) will be accompanied by stores as detailed in sub-paragraph (i) above (except for craft sent from U.S.A.), but in these circumstances the stores are to be securely packed for shipment with the craft and are to be left on board only if the craft are part of an operational force. Craft will be completely de-stored in the circumstances outlined in Section 5 below.

(b) Major landing craft transferred between bases and ships on the same station.—(i) When non-operational minor landing craft are moved from one port to another by road, rail, or ship, they will normally be accompanied by the minimum outfit only and a corresponding number of operational outfits will not be transferred from the old base or ship to the new, unless the latter specifically requests transfer. If operational outfits are so transferred they will be packed and despatched separately from the craft.

(ii) If craft are sent by inland transport the minimum outfit should be taken off, packed, and despatched separately to the receiving ship or base.

(iii) If craft are moved under their own power, any stores required beyond the minimum outfit will be provided by the ferrying party for the journey and removed when the craft have been delivered to the destination.

(c) Craft and barges transferred between bases on the same or different stations.—(i) Major landing craft and barges transferred between any two bases are to be fully equipped, and, in the case of major landing craft formed into flotillas, are to be accompanied by flotilla stores. Sets of stores for after-action repair of major landing craft on foreign stations, if not already available, should be demanded from the nearest Naval store depot prior to departure. Demands for after-action repair stores to equip craft leaving the U.K. should be forwarded direct to Admiralty (D. of S.).

(ii) Before sailing for an overseas station, craft should store to capacity of storeroom accommodation of stores allowed by establishment and embark any stores so required for ocean passage.

(iii) Craft leaving U.S.A. will not be equipped to British standards and receiving bases must accumulate stores required (see Section 2, paragraph (a) above). No action to accumulate sets of stores for after-action repair is to be taken by receiving bases for craft sent to U.K. For other craft the requisite sets should be demanded from the nearest Naval store depot unless special arrangements for supply from U.K. are made (in which case Administrative Authorities will be informed) and if no supplies are received from U.S.A.

5. Craft laid up or under repair.—(a) Minor landing craft laid up.—When laid up minor landing craft are to be completely de-stored unless the safe custody of the minimum outfit, if left on board, can be assured. In all cases, however, the complete magnetic compass equipment should be removed to storage ashore and labelled with the number of the craft to which it belongs. When the craft is again moved its magnetic compass equipment must be re-shipped.

(b) Major landing craft and barges laid up.—Major landing craft and landing barges, when laid up, will not normally be de-stored but valuable and perishable articles should be removed and placed in store at the base. Flotilla stores should be held at the base.

(c) Craft and barges under repair.—(i) Major landing craft and barges taken in hand for large repair are first to be de-stored, by arrangement with the nearest base, wherever practicable.

(ii) In no circumstances will a minor landing craft under repair have on board more than the minimum outfit, and wherever practicable such a craft should be completely de-stored before being taken in hand.

6. Base Stocks. (a) Maintenance.—(i) Bases should hold sufficient stocks to meet the replenishment and reparation requirements of as many craft as are likely to be attached.

(ii) Any items included in the lists of stores for after-action repair may be drawn from Naval store depots by bases to meet maintenance needs; quantities and descriptions demanded must be based on actual experience wherever practicable.

(b) Training (Minor landing craft only).—Requirements of training stores for minor landing craft should normally be met out of base stocks, except for minimum outfits (which are already on board) and important items of permanent stores (which should be withdrawn temporarily from operational outfits).

(c) Operational Stores (minor landing craft only).—(i) De-storing of completed minor landing craft (Section 3, paragraph (b) (iii) above) and of craft received from America (Section 3, paragraph (b) (ii) will make available quantities of stores which can be set aside for new construction craft (see Section 3, paragraph (d) (iii) above).
(i) Operational outfits referred to in the preceding paragraph are not to be regarded as attached to individual craft, but as interchangeable between all craft of the same design. Minor discrepancies between an outfit, say, for one L.C.M. (3) and another, due to differences in the make of engine fitted or to the craft's voltage are to be rectified when craft are operationally equipped.

(ii) Operational outfits referred to in the preceding paragraph are not to be regarded as attached to individual craft, but as interchangeable between all craft of the same design. Minor discrepancies between an outfit, say, for one L.C.M. (3) and another, due to differences in the make of engine fitted or to the craft's voltage are to be rectified when craft are operationally equipped.

(iii) Stores required to make up the number of operational sets (including group stores) approved to be held will be obtained for the present from the quantities of stores taken off craft, those already held in base stocks, and in the case of surplus of number of outfits received from a storing yard in respect of new craft. Normally bases will be required to hold and maintain adequate operational outfits including group stores, to equip all craft attached which could be used on operational duty in the manner. It will be necessary for bases to which American-built craft are allocated on arrival to demand from the nearest dockyard or naval store depot sufficient stocks to make up the number of operational outfits required.

7. Stores supplied from U.S.A. (a) Supplies to U.K.—(i) Stores sent from U.S. to U.K. (other than stores actually on board craft) are despatched to L.C.M.S.O., Building 111, Staines. These consignments comprise stores not available at the time of shipment of craft, and group stores. Instructions regarding dispatch and handling are contained in pamphlet Appendix A. (ii) The Naval Store Accounts, as described in paragraphs 3(6) and 5 of the Naval Storekeeping Manual, are to be kept up-to-date. It is necessary, therefore, that the vessel's copy of the Naval Store Account is presented to the Superintending Naval Store Officer, R.N. Drain Depot, 307, Elveden Road, Park Royal, London, N.W.10.

8. Craft based overseas.—The supply procedure outlined in the preceding sections is intended to apply to all craft on all stations but special circumstances may necessitate local variations which may therefore be put in force at the discretion of the Administrative Authority concerned, if considered by him to be unavoidable.

APPENDIX B

Combined Operations Bases and Landing Ships (Craft Carriers). Instructions as to Supply, Accounting, etc. for Naval Stores

1. Naval store accounts.—(a) Combined operations bases.—The Accountant Officer is to account, as laid down in the Naval Storekeeping Manual (B.R.4), for all naval stores held by the base, including all stores supplied for maintenance of landing craft and barges, and for issue as "Group" and "Repair" stores. In instances where the Accountant Officer is responsible for stocks at more than one base a common naval store account may be kept but if separate ledger pages should be used to account for the stocks at each base, and all pages for one description of stores to each craft or flotilla to ensure that no waste or extravagance occurs. They will be regarded as expended on issue and no further accounting by the craft will be necessary, on return of the equipment into store, should be rendered by the Officer-in-Charge of the Beach Commandos on conclusion of the operation.

(b) Supplies to other stations.—Quantities of group stores for U.S. built minor landing craft sent direct to destinations other than U.K. are consigned by B.A.D. to the main landing craft base of the station concerned.

2. Craft based overseas.—The supply procedure outlined in the preceding sections is intended to apply to all craft on all stations but special circumstances may necessitate local variations which may therefore be put in force at the discretion of the Administrative Authority concerned, if considered by him to be unavoidable.

APPENDIX B

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APPENDIX B

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2. Craft based overseas.—The supply procedure outlined in the preceding sections is intended to apply to all craft on all stations but special circumstances may necessitate local variations which may therefore be put in force at the discretion of the Administrative Authority concerned, if considered by him to be unavoidable.
On complete de-storing of all craft and barges, or on reduction from operational to minimum equipment of minor landing craft, the vessel's naval store accounts should be closed, suitably certified and retained for record purposes by the Accountant Officer receiving the stores.

Canoes and craft of a similar type should be regarded as permanent store items complete with equipment and accounted for as such. Form S.127 "Conversion Voucher" should be raised to bring to account the paddles, boat hooks, etc., necessary to complete the craft.

Combined operations training bases.—Arrangements should be made for a suitable officer to ensure, as far as possible, that all operational items are accounted for prior to ships commissioning in America and on being taken over by the Royal Navy.

Special attention is drawn to the necessity for posting into the accounts details of the "First supply" quantities from the U.S. Navy Invoices, supplemented where necessary by a muster of the equipment.

2. British built ships (new construction and converted merchant ships).—(a) Naval stores accounts as decided by Admiralty will be provided by the H.M. dockyard or dockyard, when demanding serviceable articles in replacement.

(b) Converted merchant ships.—The instructions as to the supply, accounting, etc., for naval stores for guidance prior to ships commissioning in America and on being taken over by the Royal Navy.

3. American built ships.—(a) Naval store accounts will be provided by the Deputy Director of Stores, Washington, D.C., who will also supply to Commanding Officers a pamphlet, containing "notes" on the supply, accounting, etc., for permanent stores for guidance prior to ships commissioning in America and on being taken over by the Royal Navy.

(b) Special attention is drawn to the necessity for posting into the accounts details of the "First supply" quantities from the U.S. Navy Invoices, supplemented where necessary by a muster of the equipment.

4. New construction.—(i) The original copies of the accounts will be held by the Accountant Officer of the base to which the craft is allocated for service. These original copies are to be retained on board the craft by the Commanding or Flotilla Officers.*

(ii) If ships supplied with ledger accounts, the normal procedure contained in the Naval Storekeeping Manual (B.R.4) should be followed.

(iii) For ships supplied with inventory accounts, the procedure contained in the Naval Storekeeping Manual (B.R.4) will be applicable, except as modified below, viz.:

5. Combined operations training bases.—Arrangements should be made for a suitable officer to ensure, as far as possible, that all operational items are accounted for prior to ships commissioning in America and on being taken over by the Royal Navy.

(c) Change of accounting officers—musterling of stores, the completion of the certificate inside the cover of the accounts, and preparation of stock-taking Forms S.148.

(d) Losses of stores by accident or neglect—see K.R. & A.I., Articles 1130 and 1996.

(e) Thefts of stores—see K.R. & A.I., Article 1938.

(f) Arisings (e.g. worn cordage, scrap metal of all kinds arising from work done in a barge) are to be collected and returned to a base or dockyard as opportunity offers.

(g) Unserviceable permanent stores—to be kept for return to a base or dockyard, when demanding serviceable articles in replacement.

APPENDIX "D"

Combined Operations Major Landing Craft and Landing Barges. Instructions as to supply, accounting, etc., for Naval Stores

1. Permanent and Consumable Stores—definitions.—(a) Permanent Stores are those which may be expected to last for an indefinite period until worn out, broken or lost. Certain other stores of an attractive and/or expensive character are also to be dealt with under this category.

(b) Consumable Stores are those which are generally consumed or used to destination within a limited period, and certain other articles of low value.

2. Accounting for Permanent Stores.—(a) Permanent stores are to be accounted for in a naval store account prepared on Forms S.1099D (inside) and S.1099D (outside) for permanent stores, and Forms F.A.23 for consumable stores.

(b) Consumable stores are those which are generally consumed or used to destination within a limited period, and certain other articles of low value.

3. Accounting for Consumable stores.—(a) A separate account of the expenditure of consumable stores is not required to be kept. Details, showing the descriptions and quantities of consumable stores supplied as a first outfit will, however, be included in the S.1099D permanent store accounts for guidance only in replenishing supplies.

(iv) Special attention is drawn to the procedure in B.R.4 to be followed in respect of the following:

(a) Change of accounting officers—musterling of stores, the completion of the certificate inside the cover of the accounts, and preparation of stock-taking Forms S.148.

(b) Losses of stores by accident or neglect—see K.R. & A.I., Articles 1130 and 1996.

(c) Thefts of stores—see K.R. & A.I., Article 1938.

(d) Arisings (e.g. worn cordage, scrap metal of all kinds arising from work done in a barge) are to be collected and returned to a base or dockyard as opportunity offers.

(e) Unserviceable permanent stores—to be kept for return to a base or dockyard, when demanding serviceable articles in replacement.
(b) The Accountant Officer of the base will normally control the issue of consumable stores to each craft or flotilla to ensure that no waste or extravagance occurs. The Commanding or Flotilla Officers are responsible for ensuring that expenses incurred are compatible with the efficient running of the craft, and that the quantities of consumable stores demanded from time to time are reasonable.

(c) The Accountant Officer is authorised to restrict the supply of certain items of consumable stores, which, from their nature, could be utilised for other than authorised services. The following are examples of the items concerned—Flags, tools, damask skins, torch cases, W/T valves, etc. Such stores will be regarded as of a quasi-permanent character and it will be necessary, therefore, that an approximately equal quantity of the broken or used articles is returned when replacement is required. After the first supply of these particular stores to landing craft and barges, only issues in lieu should normally be necessary.

(d) A Form S.1650 to show the date to which vessels have been completed with consumable stores, is to be affixed inside the cover of the S.1099D account for permanent stores. This form must be completed on each occasion of periodical storing, but not for casual supplies of consumable stores.

(e) Forms S.549 will be used for the return of consumable stores in the same circumstances stated in section 2, paragraph (f) above.

4. Arisings.—Any arisings, e.g., worn cordage, scrap metal of all kinds arising from work done on board, old India rubber, electric cable, copper wire, etc., are to be collected and returned to the base as opportunity offers.

5. Stores lost by accident or neglect.—Losses of stores are to be investigated by the Commanding or Flotilla Officer, who is to inform the Accountant Officer of the base, in writing whether the loss is considered to be due to unavoidable accident or to the neglect of an officer or rating named; in the latter case the amount to be charged should be indicated. Forms S.1096 or S.126 as applicable are to be raised by the base, the Accountant Officer being responsible that in case of doubt the matter is referred to superior authority.

6. Thefts of stores.—All losses of stores known or believed to be due to theft are to be notified, if practicable, to the police at once and reported, through the Base Accountant Officer or other responsible officer, to the Administrative Authority as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points:

(a) The circumstances in which the articles were stolen or believed to have been stolen, together with the date of loss and their value.

(b) In whose custody the articles were at the time of the actual or supposed theft.

(c) Whether any enquiry was held and with what result.

(d) Whether the articles were recovered, and if not, what steps have been taken to recover them.

(e) Whether the local police were informed, and if so, with what result.

(f) Whether any persons are considered to have caused, permitted or condoned to the theft of the stores through their misconduct or negligence. If so, the names of the persons concerned are to be reported.

(g) Whether local disciplinary action has been taken. If so, full particulars should be furnished.

7. Commanding and Flotilla Officers—responsibilities.—(a) Consumable stores—see section 3, paragraph (d) above.

(b) Permanent stores—Commanding and Flotilla Officers are responsible for the safe custody and proper use of the articles on charge in the S.1099D naval store account.

(c) Flotilla Officers are similarly responsible for all flotilla stores. These stores will be issued by a base on Forms S.549 (in duplicate), and a record of the disposal of the permanent store articles is to be kept by Flotilla Officers. If the stores are transferred in bulk to another authority, a receipt should be obtained on one copy of the Form S.549, and retained in support of the transfer. The other copy should be handed over to the receiving authority with the stores. These responsibilities may be delegated as may be found necessary to other responsible officers (e.g., to the Engineer Officer for flotilla repair and maintenance stores).

(d) Craft and flotilla stores are to be mustered and accounts signed on each occasion of transfer of responsibility.

(e) All differences found at transfer of responsibility for the stores on inventory charge or at any other muster are to be reported forthwith to the Accountant Officer of the Base, who is to take appropriate action and raise Forms S.1096 (losses by accident), Form S.126 (losses by neglect), or Form S.148 for adjustment of the naval store account.

(f) Commanding and Flotilla Officers are also responsible for accounting to the Accountant Officer when a muster, other than the six-monthly musters arranged by the latter, is considered essential.

APPENDIX E

Combined Operations Minor Landing Craft

Instructions as to supply, accounting, etc., for Naval Stores

1. Permanent and consumable stores—definitions.—(a) Permanent stores are those which may be expected to last for indefinite period until worn out, broken or lost. The amount of an attractive and/or expensive character are also to be dealt with under this category.

(b) Consumable stores are those which are generally consumed or used to destruction within a limited period, and certain other articles of low value.

2. Accounting for permanent stores of craft outfits.—(a) Permanent stores are to be accounted for in the following manner:

(i) On Forms S.1651 to S.1662 for the minimum equipment of stores for individual craft of the various types.

(ii) On Forms S.1663 to S.1674 for the full equipment of stores supplied to individual craft of the various types at operational standard.

(b) (i) The accounts for the minimum equipment of stores will be completed and supplied by a dockyard or R.N. store depot for British-built new construction craft. In the event of an account not being received on arrival of the craft at a base, the Accountant Officer of the base concerned will arrange for a muster of the stores on board, for the removal of any stores in excess of or the supply of any stores required to complete the established allowance, and for the preparation of an account.

(ii) The accounts for the operational equipment, will be completed and supplied by the base to which the craft is attached.

(c) The original copies of the accounts will be held at the base or by the carrier to which the craft is allocated for service. The duplicate copies are to be held by the Flotilla Officers and the triplicate copies are to be kept in the craft for the information of the crew.

3. Accounting for Consumable Stores of Craft outfits.—(a) A separate account of the expenditure of consumable stores by craft is not required to be kept. Details showing the descriptions and quantities of consumable stores necessary as a first outfit will, however, be included in the naval store accounts for guidance only in replenishing supplies.

(b) The Accountant Officer will normally control the issue of consumable stores to each craft or flotilla to ensure that no waste or extravagance occurs. The Flotilla Officers are also responsible for ensuring that expenditure is kept to a minimum compatible with the efficient running of the craft, and that the quantities of consumable stores demanded from time to time are reasonable.

(c) The Accountant Officer is also authorised to restrict the supply of certain items of consumable stores, which, from their nature, could be utilised for other than authorised services. The following are examples of the items concerned: Flags, tools, torch cases, etc. Such stores will be regarded as of a quasi-permanent...
character and it will be necessary, therefore, that an approximately equal quantity of the broken or used articles is returned when replacement is required. After the first supply of these particular stores to craft, only issues "in lieu" should normally be necessary.

4. Arisings.—Any arisings, e.g., worn cordage, scrap metal of all kinds arising from work done on board, old india rubber, electric cable, copper wire, etc., are to be collected and returned to the base as opportunity offers.

5. Stores lost by accident or neglect.—Losses of stores are to be investigated by the Flotilla Officer, who is to inform the Accountant Officer of the Base in writing whether the loss is considered to be due to unavoidable accident or to the neglect of an officer or rating named; in the latter case the amount to be charged should be indicated. Forms S.1096 or S.126 as applicable are to be raised by the base, the Accountant Officer being responsible that in case of doubt the matter is referred to superior authority.

6. Thefts of stores.—All losses of stores known or believed to be due to theft are to be notified, if practicable, to the police at once, and reported, through the Base Accountant Officer or other responsible Officer, to the Administrative Authority as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points:

(a) The circumstances in which the articles were stolen or believed to have been stolen, together with the date of loss and their value.

(b) In whose custody the articles were at the time of the actual or supposed theft.

(c) Whether any enquiry was held and with what result.

(d) Whether the articles were recovered, and if not, what steps have been taken to recover them.

(e) Whether the local police were informed, and if so, with what result. Copies of police statements should be forwarded.

(f) Whether any persons are considered to have caused, permitted or conducted to the theft of the stores through their misconduct or negligence. If so, the names of the persons concerned are to be reported.

(g) Whether local disciplinary action has been taken. If so, full particulars should be furnished.

7. Flotilla Officers—responsibilities. (a) Consumable stores—see Section 3 paragraphs (b) above.

(b) Permanent stores.—Flotilla Officers are responsible for the safe custody and proper use of these stores supplied for craft.

(c) Group stores and stores for maintenance and after-action repair—Flotilla Officers are similarly responsible for these stores which will be issued by the base on Forms S.549 (in duplicate), and a record of the disposal of the permanent store articles is to be kept. If stores are transferred in bulk to another authority, a receipt should be obtained on one copy of the Form S.549 and retained in support of the transfer. The other copy should be handed over to the receiving authority with the stores.

(d) Responsibilities may be delegated as may be found necessary to other responsible officers or ratings (e.g., to the Engineer Officer for flotilla, "Group", repair and maintenance stores and to Coxswains for craft stores).

(e) Stores are to be mustered and accounts signed on each occasion of transfer of responsibility.

(f) All differences found at transfer of responsibility for the stores on inventory charge or at any other muster are to be reported forthwith to the Accountant Officer of the base, who will take appropriate action and raise Forms S.1096 (losses by accident), Form S.126 (losses by neglect), or Form S.148 for adjustment of the naval store account.

APPENDIX "F"

Details of new forms required in connection with the naval storekeeping arrangements in major and minor landing craft and landing barges.

<table>
<thead>
<tr>
<th>Form No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.1650</td>
<td>Certificate of periodical replenishment of consumable naval stores by major landing craft and landing barges.</td>
</tr>
<tr>
<td>S.1651</td>
<td>Naval store account (minimum outfit for minor landing craft, type L.C.A.</td>
</tr>
<tr>
<td>S.1652</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.S.(M).</td>
</tr>
<tr>
<td>S.1653</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.S.(L)(1).</td>
</tr>
<tr>
<td>S.1654</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.M.(L).</td>
</tr>
<tr>
<td>S.1655</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.M.(S).</td>
</tr>
<tr>
<td>S.1656</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.P.(L).</td>
</tr>
<tr>
<td>S.1657</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.P.(M).</td>
</tr>
<tr>
<td>S.1658</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.P.(R).</td>
</tr>
<tr>
<td>S.1659</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.P.(S).</td>
</tr>
<tr>
<td>S.1660</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.V.</td>
</tr>
<tr>
<td>S.1661</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.V.(P).</td>
</tr>
<tr>
<td>S.1662</td>
<td>Naval store account (minimum outfit) for minor landing craft, type L.C.E.</td>
</tr>
<tr>
<td>S.1663</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.A.</td>
</tr>
<tr>
<td>S.1664</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.S.(M).</td>
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<tr>
<td>S.1665</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.S.(L)(1).</td>
</tr>
<tr>
<td>S.1666</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.M.(1).</td>
</tr>
<tr>
<td>S.1667</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.M.(3).</td>
</tr>
<tr>
<td>S.1668</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.P.(L).</td>
</tr>
<tr>
<td>S.1669</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.P.(M).</td>
</tr>
<tr>
<td>S.1670</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.P.(R).</td>
</tr>
<tr>
<td>S.1671</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.P.(S).</td>
</tr>
<tr>
<td>S.1672</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.V.</td>
</tr>
<tr>
<td>S.1673</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.V.(P).</td>
</tr>
<tr>
<td>S.1674</td>
<td>Naval store account (operational outfit) for minor landing craft, type L.C.E.</td>
</tr>
</tbody>
</table>

(A.F.O. 1971/40 and C.A.F.O. 93/43.)
**NAVAL STORE ACCOUNT (MINIMUM OUTFIT) for MINOR LANDING CRAFT, TYPE: "L.C."**

**CRAFT No. "L.C."**

**Parent Base or Ship, H.M.S. "Martha."**

**CERTIFICATE ON OPENING THE ACCOUNT.**

All permanent and consumable naval stores shown hereon have been supplied to the above-mentioned craft.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Rank</th>
<th>H.M.S. &quot;Martha.&quot;</th>
</tr>
</thead>
</table>

**CERTIFICATE ON TRANSFER OF CUSTODY OF STORES.**
The permanent stores shown hereon have been mustered and transferred to my custody. All discrepancies have been reported.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature and rank or rating of incoming officer or rating</th>
</tr>
</thead>
</table>

**CERTIFICATE OF MUSTER OF STORES and INSPECTION OF ACCOUNTS**
The Parent Base (or Ship) and Craft copies of this account have been inspected, stores on board mustered and adjustments made as necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature and Rank of Accountant Officer</th>
<th>Name of Base or Ship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H.M.S. &quot;Martha.&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H.M.S. &quot;Martha.&quot;</td>
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<tr>
<td></td>
<td>H.M.S. &quot;Martha.&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**PERMANENT STORES**

<table>
<thead>
<tr>
<th>Sub-head</th>
<th>Pattern No.</th>
<th>Description</th>
<th>First supply (a)</th>
<th>(b)</th>
<th>(a)</th>
<th>(b)</th>
<th>(a)</th>
<th>(b)</th>
<th>(a)</th>
<th>(b)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Sub-head</th>
<th>Pattern No.</th>
<th>Description</th>
<th>Qty.</th>
</tr>
</thead>
</table>

**CONSUMABLE STORES (First Supply)**

<table>
<thead>
<tr>
<th>Sub-head</th>
<th>Pattern No.</th>
<th>Description</th>
<th>Qty.</th>
</tr>
</thead>
</table>

**Note.**—When an article is returned to store, or lost, and is not replaced or an authorised additional quantity is supplied, the previous figure is to be struck through and the revised figure inserted in the column marked (a). The alteration is to be made and initialled by the Storing Authority in column (b). No entry should be made when an article is returned to store, or lost, and is replaced.
**NAVAL STORE ACCOUNT (OPERATIONAL OUTFIT) for MINOR LANDING CRAFT, TYPE.................................**

**CRAFT No. "L.C.............................................."**

**Parent Base or Ship, H.M.S. ".........................."**

---

**CERTIFICATE ON OPENING THE ACCOUNT.**

All permanent and consumable naval stores shown hereon have been supplied to the above-mentioned craft.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Rank</th>
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Accountant Officer:

H.M.S. ".........................."

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**CERTIFICATE ON TRANSFER OF CUSTODY OF STORES.**

The permanent stores shown hereon have been mustered and transferred to my custody. All discrepancies have been reported.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature and rank or rating of incoming officer or rating</th>
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Accountant Officer:

H.M.S. ".........................."

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**CERTIFICATE OF INSPECTION OF ACCOUNT.**

The Parent Base (or Ship) and Craft copies of this account have been inspected and compared. Adjustments have been made as necessary.

<table>
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<tr>
<th>Date</th>
<th>Signature and rank of Accountant Officer</th>
<th>Name of Base or Ship</th>
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**CONSUMABLE STORES (First Supply)**

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### Note

When an article is returned to store, or is lost, and is not replaced, or an authorised additional quantity is supplied, the previous figure is to be struck through and the revised figure inserted in the column marked (a).

The alteration is to be made and initialled in column (b) by the Accountant Officer. No entry should be made when an article is returned to store, or lost, and is replaced.