

AWM4

**Australian Imperial Force unit war diaries,
1914-18 War**

Flying Corps

Item number: 8/2/18

Title: 1st Wing Headquarters, Australian
Flying Corps

February - October 1918



AWM4-8/2/18

HEADQUARTERS 1ST WING,
AUSTRALIAN FLYING CORPS,
TETBURY,
GLOUCESTERSHIRE.

.....Capt. & E.O.
1st WING H. QRS. A.F.C.

[8/2/18]



ooooooooooooooooooooooooooooo-0-ooooooooooooooooooooooooooooo
1st WING A.F.C.
----- Q BRANCH -----
STANDING ORDERS.
ooooooooooooooooooooooooooooo-0-ooooooooooooooooooooooooooooo

Headquarters,
Training Division,
Royal Flying Corps.

Headquarters,
Western Group Command,
Royal Flying Corps.

A.S.I. Forms.

If in future any Contractors should send A.S.I. forms to a unit the Unit will at once forward them, untouched to the Store Depot concerned, with an intimation that the stores have been received. The Depot will then pass the usual voucher to the Unit. (Authority) 2/A.S.Gen./9678 (A.F.I.) 26/5/17.

This procedure will in the main affect complete machines and engines and will very seldom arise in the case of spares.

Masons' Yard,
Duke Street.. S.W.1.

sgd. C.W. Hogg Lieut.
for Major General
Commanding Training
/Division.
Royal Flying Corps.

(2)

CRWG/1637/E

Headquarters,
Western Group Command,
Royal Flying Corps.

A.S.I. Forms.

The attached letter on A.S.I. Forms for your information. In the case of engines the forms of which six copies are sent to Regents Park, in the case of machines complete with engines or without engines, to Officer Commanding Aircraft Park, Ascot.

Please ~~ae~~ obtain an acknowledgement from all Equipment Officers that they understand the contents of this letter.

sgd. J. Bryci Curtis, E.O.
for Officer Commanding.
Western Group Command. R.F.C.

Sandyford,
Augustus Road,
Edgbaston. Birmingham.

February 11th 1918.

COPIES TO ALL
SQUADRONS

Copies sent.....

Headquarters,
Western Group Command,
R.F.C.

A.S.I. Forms.

If in future and contractor should send any A.S.I. forms to a Unit the Unit will at once forward them, untouched to the Stores Depot concerned with an intimation that the Stores have been received. The Depot will then pass the usual voucher to the Unit (Authority) 2/A S. Gen/ 9678 (A.F.I.) 62.5.17.

This procedure will in the main affect machines and engines and will very seldom arise in the case of spares.

Mason's Yard.
Juke Street S.W.1

sd. G.W.Hogg. Lt.
for Major General Commanding Training
/ Division. R.F.C.

2.

CWRG/1637 /B

Headquarters,
Western Group Command,
R.F.C.

A.S.I. Forms.

The attached letter on A.S.I. Forms for your information. In the case of Engines, the forms of which six copies are sent to Regent's Park, in the case of machines complete with Engines or without engines, to Officer Commanding Aircraft Park, Ascot.

Please obtain an acknowledgment ⁱⁿ ~~from~~ all Equipment Officers that they understand the contents of this letter.

Edgbaston.
Feb 11th 1918.

sd, J. Bryce Curtis,
for O.C. Western Group Command R.F.C.

CLASSIFICATION OF REPAIRS PERFORMED BY A.R.S.

Repairs performed in A.R.S. are classified as under:-

- Class "A" :- Erections of new machines.
" " "B" :- Small repair such as undercarriage, new fuselage struts, small repairs to planes, or the fixing of one or two planes.
" " "C" :- One or two longerons, fuselage struts, new undercarriage and plane repairs.
" " "D" :- Rebuild up to 50%.

o-o-o-o-o-o-o-o-o-o-o-o-o-o-o-o

CRWG/1637/E.

Officer Commanding.

Lst Wing A.F.C.

Copy
Headquarters,

Western Group Command,
R.F.C.

A.S.1 Forms.

With further reference to my letter of above reference dated 11.2.18. enclosing copy of T.D./1104/261 dated 9.2.18 please note that A.S.1 forms for complete machines and engines should be sent to No. 6 Stores Depot. R.F.C. Ascot.

Edgbaston.
16.3.18.
DCS/CG.

sd. D. Sutherland, E.O.
for Officer Commanding,
Western Group Command, R.F.C.

CRWG/1535/7/B

Headquarters,
Western Group Command,
Royal Air Force.

Officer Commanding,
~~21st Wing, R.A.F.~~
~~25th Wing, R.A.F.~~
~~29th Wing, R.A.F.~~
~~37th Wing, R.A.F.~~
1st Wing, A.F.C. Tetbury.



A.F.C. SALVAGE RETURNS.

In view of the new procedure now being adopted, the rendering of the Monthly Salvage Turnover will be discontinued, but copies of G.1049 will still be forwarded to this office with the monthly output return.

Bruce Curtis

Captain.
Equipment Officer.
for Officer Commanding.
Western Group Command. R.A.F.

Sandyford,
Augustus Road,
Edgbaston,
Birmingham.
6th April 1918.
JSC/LJ.

CRWG/1535/7/E.

Headquarters,
Western Group Command,
Royal Air Force.

Officer Commanding,
1st Wing A.F.C. Tetbury.

A.F.C. SALVAGE RETURNS.

In view of the new procedure now being adopted, the rendering of the Monthly Salvage Turnover will be discontinued, but copies of G.1049 will still be forwarded to this office with the monthly output return.

(Sgd) J. Bryce Carter. Captain,
Equipment Officer,
for Officer Commanding,
Western Group Command. R.A.F.

Sandyford,
Augustus Road,
Edgbaston,
Birmingham,
6th April 1918.
JBC/IJ.



Headquarters,
1st Wing,
Australian Flying Corps.

Officer Commanding,
Aeroplane Repair Section.

Above please find copy of CRWG/1535/7/E dated 6th April 1918 for your information and necessary action.

Ernest Holt Captain, E.O.
for Lieut. Colonel,
Officer Commanding,
1st Wing,
Australian Flying Corps.

TETBURY.
7.4.1918.

1.
VOUCHERS.

Without exception all Vouchers will be passed to Officer i/c Central Stores without alteration.

2.
METHOD OF DEALING
WITH RECEIPT VOUCHERS.

Arrangements having been made with the Financial Authorities of the Imperial Forces, Vide letters, Enc. 3. to 87/allotments/143.I.S.D. dated 5/1/18 and TD/797/38 dated 9/1/18 they have issued instructions to the effect that all Units in the A.F.C. are to receive (3) three copies of each voucher in lieu of the usual (2) copies forwarded to R.A.F. Units.

Vouchers, on receipt will be carefully checked and if found correct, each copy will be signed by Officer i/c Central Stores, certifying "Received in good condition", the original copy only will be stamped "Entered on Tally Card"

3.
RETURN OF VOUCHERS.

All vouchers for stores Etc, must be completed and returned to Officer i/c Central Accountancy, 1st Wing, within (2) two days of receipt.

4.
ALTERATIONS ON
VOUCHERS FOR THE
TOTAL No. or QUANTITY.

If any of the undermentioned stores are received, the ORIGINAL COPY ONLY of the receipt voucher will be amended marked in RED INK beside the "Total quantity or number" already stated i.e., if one sheet of aluminium is received, it will be weighed, and the weight will be marked IN RED INK beside the 1. sheet as already stated in the "Total quantity or number column".

In all cases where this occurs the stores must be issued according to the Tally Card, i.e., if paint received by liquid measure, having been weighed, is-brought-on-Tally-Card-charge and the weight marked with red ink on the original copy of the Receipt Voucher, is brought on Tally Card charge, the A.B.43 must agree.

Great care must be taken in this respect as the "RED INK ALTERATION" will be brought to ledger charge, and in all cases TALLY CARDS, A.B.43's, and the LEDGER must agree.

SECTION No.	HOW TO MARK & ISSUE	STORE
3.A.	BY WEIGHT	PAINT.
3.A.	" "	SOAP SOFT
3.A.	BARS	SOAP YELLOW
29	BY NUMBERS	Rivets copper, hose, tinned, G. 7. $\frac{1}{2}$ ".
29	BY WEIGHT	Washers for screws bolts, or rivets.
29	BY WEIGHT	Washers alumn or brass.
30	BY WEIGHT	ALL WIRE excepting Bowden in feet.
30	"	BRASS SHEET
		COPPER SHEET
		SOLDER, ALL.
		ALL STEEL
		ZINC ALLOY

INSTRUCTIONS RE RECEIPT VOUCHERS

PAGE

2

4
CONTINUED.

SECTION NO.	STORES	HOW TO MARK & ISSUE
30---	Wire-Ord-Copper	
30	PHOSPHOR BRONZE	BY WEIGHT $\frac{\text{lb}}{\text{ft}}$
30	GUNMETAL	BY " $\frac{\text{lb}}{\text{ft}}$
30	ALUMINIUM SHEET	" "v X
30	GAUZE COPPER	LENGTH X BREADTH $\frac{\text{lb}}{\text{ft}}$

3L	ALL TIMBER.	Feet Running.

32	ALL ASBESTOS	WEIGHT
32	CORDAGE-HAWSER-&-YARN--	
	spun yarn,hemp,tarred 3-Thread,	BY WEIGHT.
32	CORDAGE hemp hawser	
	3-strand white 3"	BY FEET

33	ACETONES and DOPES	BY LIQUID MEASURE
33	ALL PAINTS	BY WEIGHT.X

- § If received by length the weight must be stated on vouchers before despatch to this office.
- X If received in gallons,it is to be weighed,and the weight stated on voucher before despatch to this office
- Ø If received the measurement in Sq Inches must be stated
-

SECTION No

1-A

GROUP

B

2

B

3-D

D

5

W

7

I

9

A

11

X

13

X

15

X

17

C

23-B

A

23-D

A

29

D

31-32- & 33

D

38 & 39

A

42

C

SECTION No

1-B

3-A

4

6

8

10

12

14

16

23-A

23-C

24

30

35 & 36

41

43

GROUP

B

D

D

W

B

W

X

W

P

A

A

A

D

E

I

A



8k

1.
INDENT
REGISTER.

An indent register will be kept by Officer i/c Central Stores, which will give the following details:-

No.	DATE	SQUADRON	DATE Recd	No of S.O.S.	& DATE	I.V.No.	Recd from STORES
M/1	26.10.18	O i/c Wkshop.Pt	29.10.18	E/1606	27.10.18	E/42	No.7.SDP
M/2	26.10.18	O.C. A.R.S	30.10.18	----	-----	A/48	No.7.SDP
M/3	30.10.18	O.C. 7.T.S. part	2.11.18	Indented on Depot		E/80	No.7.SDP

2.
NUMBER
OF COPIES
REQUIRED.

Seven copies will be handed to Officer i/c Central Stores, who will give same a number according to his register, if for Minchinhampton the letter M/- will be prefixed to the No. and for Leighterton the letter L/-.

He will then, if indent is in order, and found correct, forward (5) five copies to Officer i/c Central Accountancy, 1st Wing Headquarters, 1 copy to party indenting, and (1) one copy for his own file.

3.
METHOD FOR
INDENTING

(a) A. Telegram (b) Telephone (c) Express Letter.
In the case of (a) no covering indent is required, excepting for M.T. who will forward and state that indent No. ----- dated ----- is being forwarded, but 3 copies of the telegram are to be handed to Officer i/c Central Stores, who will give it the next No. indent No. and forward to Wing (2) copies.

3.
METHOD OF
INDENTING.

(a) A. Telegram (b) Telephone (c) Express Letter.
In the case of (a) no covering indent is required, but (3) three copies of the telegram are to be handed to Officer i/c Central Stores, who will give it the next indent No. (as it is taking the place of an indent) and he will forward (2) two copies to Wing.

This does not apply to M.T. who will state on the Telegram that Indent No. ----- dated ----- is being forwarded (2) copies of the telegram and (5) five copies of the indent to be forwarded to Wing by Officer i/c Central Stores.

In the case of (b) the indent No. following must be stated and (5) five copies despatched to Wing on the same day.

As regards (c) (3) three copies will go direct to O.C. No. 7.S.D.P. Westbury, and (2) two copies forwarded to Wing.

4. It is necessary that all demands should be perfectly clear in all ALL DEMANDS respects, in order to avoid any delay in the despatch of the spares TO BE CLEAR required. Any indents forwarded to this Wing contrary to this AND LEDGIBLE will be returned to the Unit for amendment.

5. The group of each Section must be written on the first line of GROUPING. each indent in block letters as under.



6.
IDENTIFICATION
OF INDENTS.

Officer indenting will write in the top right hand corner of the indent the Unit to which he belongs, Viz., (7.T.S) (5.T.S.) (A.R.S) (OFFICER i/c WORKSHOPS) Etc.

7.
SEPARATE INDENTS
FOR FOR EACH
SECTION.

Separate indents will be submitted for each Store Section and Sub-Section. Indents relating to different Sections must not bear the same number. The sheets of each indent will be numbered consecutively and the number of sheets comprising one indent must, without fail, be stated in the space provided.. Separate indents must be submitted for spares for each type of machine, engine or M.T. vehicle.

8.
AEROPLANE
INDENTS.

As certain spares for aeroplanes vary according to the type of engine fitted, the make of engine should be quoted in all cases as well as the machine.

9.
DEMANDS FOR "SETS"

Demands must not be submitted for "sets" of spares unless it is known that they are stocked in "sets" i.e., when requiring a set of Avro undercarriage sockets, the sockets should be demanded separately quoting part numbers.

10.
AUTHORITY FOR
INDENT.
PART Nos TO BE USED.

The exact "Establishment" of F.S. Publication 29, or Schedule nomenclature and part numbers must be used throughout. In the event of an aeroplane or engine part being required, for which no schedule is in existence detailed particulars must be given, and, if necessary, a sketch attached so as to leave no doubt as to the part required. In the case of A.G.S. stores, the A.G.S. No must always be quoted.

If the authority is by letter, the number, date, and from whom received, must be stated in the "Remarks Column" of the indent. For example Headquarters, No. 7. Group. R.A.F. letter, No. S/EO/1952 dated 29.11.18.

If taken from any of the I of T Schedules it must be clearly stated, Viz., as per I of T Schedule "A" for Leyland Heavy Tender, giving part No. Etc.

11.
INDENTING FOR
UNSERVICEABLE
"A" STORES..

All indents for "A" stores required to replace unserviceable "A" stores, will, if being returned, have the number of the Issue Voucher referring them to them entered in the "remarks column", also stating that unserviceable stores are being returned on Issue Voucher No. (here leaving a space for O i/c Central Accountancy to give the Issue Voucher No.). The reason for the demand being clearly shown on the indent.

12.
INDENTS FOR STOCK.

Indents for stock will be submitted to reach Officer i/c Central Accountancy, 1st Wing Headquarters, on the 1st and 15th day of each month.

INSTRUCTIONS RE INDENTING

PAGE 3.



13.
INDENTS TO MAKE
SERVICEABLE.

Indents for spares to make aeroplanes, engines, or M.T. serviceable may be submitted at any time.

14.
HASTENING OUT-
STANDING INDENTS.

Units will not hasten spares outstanding direct, but will do so through Officer i/c Central Accountancy Stores, who will, if he has not received them, pass on to Officer i/c Central Accountancy, 1st Wing, who will take necessary action.

15.
CANCELLING OF
INDENTS.

If any spares demanded are not immediately available and are later obtained by Units from another source, immediate action must be taken to cancel the demand through O i/c Central Stores, who will pass on to Officer i/c Central Accountancy, 1st Wing.

All indents and demands will be cancelled automatically after 2 calendar months, i.e., Indents dated 9th August will be cancelled on October the 9th.

16.
S.O.S. INDENTS.

In cases where spares, required to make aeroplanes or engines serviceable are not available at the Stores Distributing Park, S.O.S. action will be taken by the Park on the Stores Depot. (By S.O.S. action it is understood that if the spares are available unavailable at Stores Depot, the demand will be referred to the Air Ministry).

All S.O.S. demands from Distributing Parks will be cancelled on the 15th day of the month, subsequent to that in which the demands have been submitted.

In order to bring the procedure between units and Stores Distributing Parks into line, all items on which S.O.S. action has been taken by Stores Dis Parks will be similarly cancelled, and indents will be submitted by units to reach the Stores Distributing Parks on the 15th of each month for any items which are still required, quoting the reference of the previous demand.

The date to be taken into account is not the date of the demand on which S.O.S. action has been taken by the S.D.P., i.e., an indent dated 31/1/18 on which S.O.S. action has been taken 1/2/18, will not be cancelled until 15/3/18.

S.O.S. action is always shown on the copy of the indent returned to the unit, or in the case of a telegraphic demand, in the reply thereto.

17.
COLUMNS ON INDENT
TO BE FILLED.

The stock both serviceable and unserviceable must without exception be shown. This applies to indents for "replacements" and "Covering indents", an indent for "replacement" must show parts as unserviceable.

The quantity of stores actually in stock for which a demand is made should always be quoted in the columns provided for that purpose.



18.
REMARKS COLUMN
OF INDENT ...

The "Remarks column" must always state what has become of the spares, or tools, if the unserviceable ones are not held. For example "Lost, being charged for on A.F.P. 1925 No. --- (left blank for O i/c Central Accountancy to fill in) or "Being returned serviceable but unsuitable".

The reason for the demand MUST ALWAYS BE STATED in the remarks column.

19.
CORRECT
NOMENCLATURE.

Great care must be taken that store bins, Tally Cards, and A.B. 43's correspond with the nomenclature, which will be advisable to go by the Issue Voucher.

20.
M.T. INDENTS.

M.T. indents will be treated the same as in Para. 3. with the exception of express post indents which will not be carried out.

21.
RESPONSIBILITY OF
O i/c CENTRAL STORES.

Officer i/c Central Stores will be responsible for indenting for all stores given in the F.S. Publication 29., as required to keep up the Central Stores Establishment.

OILS.

All lubricating oils will be indented for by Officer i/c Central Stores.

22.
INDENTING FOR
REPLACEMENT OF TOOLS
LOST & CHARGED TO MEN

Indenting for replacement for tools lost and charged to men on A.F.P. 1925. Indent must be forwarded complete with "Kit Shortage Notes" and A.F.P. 1925 duly signed.

Method of Procedure in dealing with lost tools will be found under Para. -----

23.
SPARES TO MAKE
SERVICEABLE...

Before indenting for spares to make machines serviceable application must be made to O.C. Aeroplane Repair Section for the particular spare required. If unavailable the procedure as laid down in Para. 3. must be carried out

24.
ALTERATIONS.

All alterations must be initialled by an Officer. This applies to items which have been crossed out of indents.

25.
INSTRUMENTS.

Indents will be submitted to O i/c C. Stores, through Wing Headquarters direct to D.A.E. (E.2) Air Ministry, Strand, W.C.2 for the following items :-
Aneroids. Aneroids Wrist.. Bulbs for lighting Sets.
Drives Flexible. Gauges pressure. Gradometers.
Holders Aluminium. Indicators Airspeed.
Indicators Revolution. Gear Boxes for Indicators Rev.
Lighting Sets. Pitot Tubes. Tubing Aluminium.
Tubing I.R. for Pitot Tubing. Watches Aeroplane.
The type and number of machine must be stated.

INSTRUCTIONS RE INDENTING

PAGE

5



26.
MAGNETOS.

Units requiring aeroplane engine magnetos for replacement or for an engine under repair will indent through Officer i/c Central Stores, who will pass to Wing, when it will be despatched direct to No.2. Stores Depot, R.A.F. Regent's Park, N.W.1., when the issue will be made forthwith, if available.

In cases where a magneto is very urgently required and cannot be obtained from the Stores Depot, a telegram should be sent by Wing Headquarters to :-

Air Ministry,
(E.1.b.) London.

or a telephone request to :-

Air Ministry (E.1.b.)
Regent 8000, Ext. 766.

when if possible, the magneto will be despatched provided an indent has been submitted. The indent must be quoted in each case. Units

All magnetos requiring repair or becoming surplus to requirements must be advised on the same day on which they become unserviceable or surplus to :-

The Secretary,
Air Ministry, D.A.E. (E.1.b.),
Strand, W.C.2.

on Form F.S.123.

On receipt of form F.S.123, D.A.E. (E.1.b.) will advise the unit of the destination to which the magnetos should be despatched, using A.M. Form 50, and the magnetos must be despatched on the same day on which these instructions are received.

27. TIMBER.
TIMBER.

All indents for timber (not including Ash Spruce or 3-Ply) will be confined to workshop requirements and be accompanied by a certificate in the form below :-

I certify :-

1. That the timber required on the attached indent No. Dated is required for the purpose of
.....
.....

2. That this purpose is essentially necessary for carrying on the war.

3. That I have considered the possibility of using substitutes and find them unsuitable but

"A" Home grown timber may be supplied.

"B" o/o of home-grown timber may be supplied.

4. That the amount of timber asked for is the indispensable minimum for the purpose in hand.

28.
TIMBER 3-Ply.

3-Ply wood is not to be used for any purpose other than the erection and repair of aircraft, and must be indented for in the smallest sizes necessary to meet requirements in all thicknesses, stating the machines for which it is required. In exceptional cases, where large boards are absolutely necessary, the purpose for which they are intended to be used must be stated.



29.
STORES NOT IN
SCHEDULE.

Demands for stores in excess of, or in addition to a Unit's "Establishment of Stores" or other authorised schedules, will be forwarded through the usual channels to the Secretary, Air Ministry, D.A.E. for consideration. Such demands must be accompanied by a report, which will show clearly :-

- (A) Why such item is required.
- (B) The cost involved.
- (C) What item, if any, on the establishment can in consequence be dispensed with.
- (D) Whether the addition is proposed as special to the particular unit or should be extended generally to similar units.

30.
DIRECT SUPPLIES
FROM DEPOTS.

No.1. Stores Depot, Kidbrooke, S.E.3. Telephone, Lee Green 1920. Telegraphic Address, "Skyish London".

Ammunition.	Armament.	Bombs.	Electrical.	1
Electrical generators and motors.			Engines-Steam.gas.oil	
Guns, and gun mountings.		Interrupter Gears.		
Compasses.	M.T.Spares.	Photographic.	Telephonic.	
Telegraphic	Tools, machine.	Wireless.		
Workshop machinery.				

No.2. Stores Depot, Regent's Park, Telephone No. Mayfair 6793; Telegraphic; address. "issuing London".

Ball Bearings for Aircraft. and Magnetos.

No.5. Stores Depot, Earls Court, West Kensington, Telephone No. Western 3381; Telegraphic Address; "Balstorfly" London.

Kite Balloons. Kite Balloon spares. and Winches, etc.

No.6. Stores Depot, Ascot, Berks. Telephone No. Ascot. 372
Telegraphic Address; Aeronautics Ascot.

R.E. and R.A.F. hangars and spares.

Procedure to be followed ~~in central stores~~
standing order 1st Aug



Books for accounting

1. The following books will be kept for

- a - Goods received
- B - Indent register
- C - 108 Register
- D - Schedules for "A" Lally Cards
- E - " " "B"

2 Goods received books will show
Date Recd - from - condition - PN No - Case No - Stores Recd.

3 Indent Register will show

No - Date - ^{WHOM} INDENTING - DATE RECD

ACTION TAKEN - DATE FORWARDED
FROM RETURNED TO WING
MARKED UP COPIES
OF INDENTS

4 108 Register.

No To Whom ISSUED - DATE FORWARDED TO WING - DESCRIPTION OF STORE

INDENTING - make out 7 copies of all indents
trial stores.
to his

INSTRUCTIONS RE INDENTING



1.
INDENT
REGISTER.

An indent register will be kept by Officer i/c Central Stores, which will give the following details:-

No.	DATE	SQUADRON	DATE Recd	No of S.O.S.	& DATE	I.V.No.	Recd from STORES
M/1	26.10.18	O i/c Wkshop.Pt	29.10.18	E/1606	27.10.18	E/42	No.7.SDP
M/2	26.10.18	O.C. A.R.S	30.10.18	----	-----	A/48	No.7.SDP
M/3	30.10.18	O.C. 7.T.S. part	2.11.18	Indented on Depot		E/80	No.7.SDP

2.
NUMBER
OF COPIES
REQUIRED.

Seven copies will be handed to Officer i/c Central Stores, who will give same a number according to his register, if for Minchinhampton the letter M/- will be prefixed to the No. and for Leighterton the letter L/-.

He will then, if indent is in order, and found correct, forward (3) five copies to Officer i/c Central Accountancy, 1st Wing Headquarters, 1 copy to party indenting, and (1) one copy for his own file.

3.
METHOD FOR
INDENTING

(a) A. Telegram (b) Telephone (c) Express Letter.
In the case of (a) no covering indent is required, excepting for M.T. who will forward state that indent No. ----- dated ----- is being forwarded, but 3 copies of the telegram are to be handed to Officer i/c Central Stores, who will give it the next No. indent No. and forward to Wing (2) copies.

3.
METHOD OF
INDENTING.

(a) A. Telegram (b) Telephone (c) Express Letter.

In the case of (a) no covering indent is required, but (3) three copies of the telegram are to be handed to Officer i/c Central Stores, who will give it the next indent No. (as it is taking the place of an indent) and he will forward (2) two copies to Wing.

This does not apply to M.T. who will state on the Telegram that Indent No ----- dated ----- is being forwarded (2) copies of the telegram and (5) five copies of the indent to be forwarded to Wing by Officer i/c Central Stores.

In the case of (b) the indent No. following must be stated and (5) five copies despatched to Wing on the same day.

As regards (c) (3) three copies will go direct to O.C. No. 7. S.D.P. Westbury, and (2) two copies forwarded to Wing.

4. It is necessary that all demands should be perfectly clear in all ALL DEMANDS respects, in order to avoid any delay in the despatch of the spare TO BE CLEAR required. Any indents forwarded to this Wing contrary to this AND LEDGIBLE will be returned to the Unit for amendment.

5. The group of each Section must be written on the first line of GROUPING. each indent in block letters as under.



6.
IDENTIFICATION
OF INDENTS.

Officer indenting will write in the top right hand corner of the indent the Unit to which he belongs, Viz., (7.T.S) (5.T.S.) (A.R.S) (OFFICER i/c WORKSHOPS) Etc.

7.
SEPARATE INDENTS
FOR EACH
SECTION.

Separate indents will be submitted for each Store Section and Sub-Section. Indents relating to different Sections must not bear the same number. The sheets of each indent will be numbered consecutively and the number of sheets comprising one indent must, without fail be stated in the space provided.. Separate indents must be submitted for spares for each type of machine, engine or M.T.vehicle.

8.
AEROPLANE
INDENTS.

As certain spares for aeroplanes vary according to the type of engine fitted, the make of engine should be quoted in all cases as well as the machine.

9.
DEMANDS FOR "SETS"

Demands must not be submitted for "sets" of spares unless it is known that they are stocked in "sets" i.e., when requiring a set of Avro undercarriage sockets, the socket should be demanded separately quoting part numbers.

10.
AUTHORITY FOR
INDENT.
PART Nos TO BE USED.

The exact "Establishment" of F.S.Publication 29, or Schedule nomenclature and part numbers must be used throughout. In the event of an aeroplane or engine part being required, for which no schedule is in existence, detailed particulars must be given, and, if necessary, a sketch attached so as to leave no doubt as to the part required. In the case of A.G.S.stores, the A.G.S.No must always be quoted.

If the authority is by letter, the number, date, and from whom received, must be stated in the "Remarks Column" of the indent. For example Headquarters, No.7.Group. R.A.F. letter, No.S/EO/1952 dated 29.11.18.

If taken from any of the I of T Schedules it must be clearly stated, Viz., as per I of T Schedule "A" for Leyland Heavy Tender, giving part No.Etc.

11.
INDENTING FOR
UNSERVICEABLE
"A" STORES..

All indents for "A" stores required to replace unserviceable "A" stores, will, if being returned, have the number of the Issue Voucher referring them to them entered in the "remarks column", also stating that unserviceable stores are being returned on Issue Voucher No. (here leaving a space for O i/c Central Accountancy to give the Issue Voucher No.). The reason for the demand being clearly shown on the indent.

12.
INDENTS FOR STOCK.

Indents for stock will be submitted to reach Officer i/c Central Accountancy, 1st Wing Headquarters, on the 1 and 15th day of each month.

INSTRUCTIONS RE INDENTING

PAGE 3.



13.
INDENTS TO MAKE
SERVICEABLE.

Indents for spares to make aeroplanes, engines, or M.T. serviceable may be submitted at any time.

14.
HASTENING OUT-
STANDING INDENTS.

Units will not hasten spares outstanding direct, but will do so through Officer i/c Central ~~Accountancy~~ Stores, who will, if he has not received them, pass on to Officer i/c Central Accountancy, 1st Wing, who will take necessary action.

15.
CANCELLING OF
INDENTS.

If any spares demanded are not immediately available and are later obtained by Units from another source, immediate action must be taken to cancel the demand through O i/c Central Stores, who will pass on to Officer i/c Central Accountant, 1st Wing.

All indents and demands will be cancelled automatically after 2 calendar months, i.e., Indents dated 9th August will be cancelled on October the 9th.

16.
S.O.S. INDENTS.

In cases where spares, required to make aeroplanes or engines serviceable are not available at the Stores Distributing Park, S.O.S. action will be taken by the Park on the Stores Depot. (By S.O.S. action it is understood that if the spares are ~~available~~ unavailable at Stores Depot, the demand will be referred to the Air Ministry).

All S.O.S. demands from Distributing Park will be cancelled on the 15th day of the month, subsequent to that in which the demands have been submitted.

In order to bring the procedure between units and Stores Distributing Parks into line, all items on which S.O.S. action has been taken by Stores Dis Parks will be similarly cancelled, and indents will be submitted by units to reach the Stores Distributing Parks on the 15th of each month for any items which are still required quoting the reference of the previous demand.

The date to be taken into account is not the date of the demand on which S.O.S. action has been taken by the S.D.P., i.e., an indent dated 31/1/18 on which S.O.S. action has been taken 1/2/18, will not be cancelled until 15/3/18.

S.O.S. action is always shown on the copy of the indent returned to the unit, or in the case of a telegraphic demand, in the reply thereto.

17.
COLUMNS ON INDENT
TO BE FILLED.

The stock both serviceable and unserviceable must without exception be shown. This applies to indents for "replacements" and "Covering indents", an indent for "replacement" must show parts as unserviceable.

The quantity of stores actually in stock for which a demand is made should always be quoted in columns provided for that purpose.



8.
REMARKS COLUMN
OF INDENT ...

The "Remarks column" must always state what has become of the spares, or tools, if the unserviceable ones are not held. For example "Lost, being charged for on A.F.P. 1925 No. --- (left blank for O i/c Central Accountancy to fill in) or "Being returned serviceable but unsuitable".

The reason for the demand MUST ALWAYS BE STATED in the remarks column.

19.
CORRECT
NOMENCLATURE.

Great care must be taken that store bins, Tally Cards, and A.B.43's correspond with the nomenclature, which will be advisable to go by the Issue Voucher.

20.
M.T. INDENTS.

M.T. indents will be treated the same as in Para. 3. with the exception of express post indents which will not be carried out.

21.
RESPONSIBILITY OF
O i/c CENTRAL STORES.

Officer i/c Central Stores will be responsible for indenting for all stores given in the F.S. Publication 29., as required to keep up the Central Stores Establishment.

OILS.

All lubricating oils will be indented for by Officer i/c Central Stores.

22.
INDENTING FOR
REPLACEMENT OF TOOLS
LOST & CHARGED TO MEN

Indenting for replacement for tools lost and charged to men on A.F.P. 1925. Indent must be forwarded complete with "Kit Shortage Notes" and A.F.P. 1925 duly signed.

Method of Procedure in dealing with lost tools will be found under Para.-----

23.
SPARES TO MAKE
SERVICEABLE...

Before indenting for spares to make machines serviceable application must be made to O.C. Aeroplane Repair Section for the particular spare required. If unavailable the procedure as laid down in Para. 3. must be carried out.

24.
ALTERATIONS.

All alterations must be initialled by an Officer. This applies to items which have been crossed out of indents.

25.
INSTRUMENTS.

Indents will be submitted to O i/c C. Stores, through Wing Headquarters direct to D.A.E. (E.2) Air Ministry, Strand, W.C.2 for the following items :-
Anereids. Anereids Wrist.. Bulbs for lighting Sets.
Drives Flexible. Gauges pressure. Gradometers.
Holders Aluminium. Indicators Airspeed.
Indicators Revolution. Gear Boxes for Indicators Rev.
Lighting Sets. Pitot Tubes. Tubing Aluminium.
Tubing I.R. for Pitot Tubing. Watches Aeroplane.
The type and number of machine must be stated.



6.
MAGNETOS.

Units requiring aeroplane engine magnetos for replacement or for an engine under repair will indent through Officer i/c Central Stores, who will pass to Wing, when it will be despatched direct to No. 2 Stores Depot, R.A.F. Regent's Park, N.W.1., when the issue will be made forthwith, if available.

In cases where a magneto is very urgently required and cannot be obtained from the Stores Depot, a telegram should be sent by Wing Headquarters to :-

Air Ministry,
(E.l.b.) London.

or a telephone request to :-

Air Ministry (E.l.b.)
Regent 8000, Ext. 766.

when if possible, the magneto will be despatched provided an indent has been submitted. The indent must be quoted in each case. ~~Units~~

All magnetos requiring repair or becoming surplus to requirements must be advised on the same day on which they become unserviceable or surplus to :-

The Secretary,
Air Ministry, D.A.E. (E.l.b.),
Strand, W.C.2.

on Form F.S.123.

On receipt of form F.S.123, D.A.E. (E.l.b.) will advise the unit of the destination to which the magnetos should be despatched, using A.M. Form 50, and the magnetos must be despatched on the same day on which these instructions are received.

27. ~~TIMBER.~~
TIMBER.

All indents for timber (not including Ash Spruce or 3-Ply) will be confined to workshop requirements and be accompanied by a certificate in the form below :-

I certify :-

1. That the timber required on the attached indent No. Dated. is required for the purpose of.

2. That this purpose is essentially necessary for carrying on the war.

3. That I have considered the possibility of using substitutes and find them unsuitable but

"A" Home grown timber may be supplied.

"B" o/o of home-grown timber may be supplied.

4. That the amount of timber asked for is the indispensable minimum for the purpose in hand.

28.
TIMBER 3-Ply.

3-Ply wood is not to be used for any purpose other than the erection and repair of aircraft, and must be indented for in the smallest sizes necessary to meet requirements in all thicknesses, stating the machines for which it is required. In exceptional cases, where large boards are absolutely necessary, the purpose for which they are intended to be used must be stated.



ORES NOT IN
CHEDULE.

Demands for stores in excess of, or in addition to a Unit's "Establishment of Stores" or other authorised schedules, will be forwarded through the usual channels to the Secretary, Air Ministry, D.A.E. for consideration. Such demands must be accompanied by a report, which will show clearly :-

- (A) Why such item is required.
- (B) The cost involved.
- (C) What item, if any, on the establishment can in consequence be dispensed with.
- (D) Whether the addition is proposed as special to the particular unit or should be extended generally to similar units.

30.
DIRECT SUPPLIES
FROM DEPOTS.

No.1. Stores Depot, Kidbrooke, S.E.3. Telephone, Lee Green 1920. Telegraphic Address, "Skyish London".

Ammunition.	Armament.	Bombs.	Electrical.	1
Electrical generators and motors.			Engines-Steam.gas.of	
Guns, and gun mountings.		Interrupter Gears.		
Compasses.	M.T.Spares.	Photographic.	Telephonic.	
Telegraphic	Tools, machine.	Wireless.		
Workshop machinery.				

No.2. Stores Depot, Regent's Park, Telephone No. Mayfair 6793; Telegraphic address. "issuing London".

Ball Bearings for Aircraft. and Magnetos.

No.5. Stores Depot, Earls Court, West Kensington, Telephone No. Western 3381; Telegraphic Address; "Balstorfly" London

Kite Balloons. Kite Balloon spares. and Winches, etc.

No.6. Stores Depot, Ascot, Berks. Telephone No. Ascot. 372
Telegraphic Address; Aeronautics Ascot.

R.E. and R.A.F. hangars and spares.

INSTRUCTIONS RE RECEIPT VOUCHERS

PAGE

1.

1. VOUCHERS.

Without exception all Vouchers will be passed to Officer i/c Central Stores without alteration.

2. METHOD OF DEALING WITH RECEIPT VOUCHERS.

Arrangements having been made with the Financial Authorities of the Imperial Forces, Vide letters, Enc. 3. to 87/allotments/143.I.S.D. dated 5/1/18 and TD/797/38 dated 9/1/18 they have issued instructions to the effect that all Units in the A.F.C. are to receive (3) three copies of each voucher in lieu of the usual (2) copies forwarded to R.A.F. Units.

Vouchers, on receipt will be carefully checked and if found correct, each copy will be signed by Officer i/c Central Stores, certifying "Received in good condition", the original copy only will be stamped "Entered on Tally Card".

3. RETURN OF VOUCHERS.

All vouchers for stores Etc, must be completed and returned to Officer i/c Central Accountancy, 1st Wing, within (2) two days of receipt.

4. ALTERATIONS ON VOUCHERS FOR THE TOTAL No. or QUANTITY.

If any of the undermentioned stores are received, the ORIGINAL COPY ONLY of the receipt voucher will be ~~amended~~ marked in RED INK beside the "Total quantity or number" already stated i.e., if one sheet of aluminium is received, it will be weighed, and the weight will be marked IN RED INK beside the 1. sheet as already stated in the "Total quantity or number column".

In all cases where this occurs the stores must be issued according to the Tally Card, i.e., if paint received by liquid measure, having been weighed, is brought on Tally Card charge and the weight marked with red ink on the original copy of the Receipt Voucher, is brought on Tally Card charge, the A.B. 43 must agree.

Great care must be taken in this respect as the "RED INK ALTERATION" will be brought to ledger charge, and in all cases TALLY CARDS, A.B. 43's, and the LEDGER must agree.

SECTION No.	HOW TO MARK & ISSUE	STORE
3.A.	BY WEIGHT	PAINT.
3.A.	" "	SOAP SOFT
3.A.	BARS	SOAP YELLOW
29	BY NUMBERS	Rivets copper, hose tinned, G. 7. 1/2".
29	BY WEIGHT	Washers for screw bolts, or rivets.
29	BY WEIGHT	Washers alum or brass.
30	BY WEIGHT	ALL WIRE excepting Bowden in feet.
30	"	BRASS SHEET COPPER SHEET SOLDER, ALL. ALL STEEL ZINC ALLOY

INSTRUCTIONS RE RECEIPT VOUCHERS

PAGE

2

4
CONTINUED.

SECTION NO.	STORES	HOW TO MARK & ISSUE
30----	Wire-Crd-Copper	
30	PHOSPHOR BRONZE	BY WEIGHT $\frac{\$}{\#}$
30	GUNMETAL	BY " $\frac{\$}{\#}$
30	ALUMINIUM SHEET	" " $\frac{\$}{\#}$
30	GAUZE COPPER	LENGTH X BREADTH $\frac{\$}{\#}$

3L	ALL TIMBER.	Feet Running.

32	ALL ASBESTOS	WEIGHT
32	CORDAGE-HAWSER-&-YARN---	
	spun yarn,hemp,tarred 3-Thread,	BY WEIGHT.
32	CORDAGE hemp hawser	
	3-strand white 3"	BY FEET

33	ACETONES and DOPES	BY LIQUID MEASURE
33	ALL PAINTS	BY WEIGHT.X

$\frac{\$}{\#}$ If received by length the weight must be stated on vouchers before despatch to this office.

X If received in gallons,it is to be weighed,and the weight stated on voucher before despatch to this office

$\frac{\$}{\#}$ If received the measurement in Sq Inches must be stated

Instructions re Issue Vouchers

Page



1

1
Issue Vouchers

H.F. G.1033.

FS.2

When stores are issued by one unit to another, form FS.2 (Issue & Receipt Voucher) will be used. (in lieu of H.F.G.1033)

2.
Unit
Issuing
Stores

all issued vouchers will be made out by Officer 1/2 central stores with the exception of ~~the~~ Aeroplanes and Engines (which will be done by the unit despatching) and Salvage stores (by OC ARS)

3
No. of copies
required

Issue vouchers will be made out in ^{duplicate} quadruplicate, 5 copies being forwarded to Officer 1/2 Central Accountancy, 1st Wing Headquarters.

The original and quadruplicate copies will be signed by Officer 1/2 Central Stores but the Issue No will be left Blank, which will be filled in by O/C A. and the 5th copy will be returned to O/C S. who will use the Issue No to mark off his Tally Card change.

4
Internal
Issue
Voucher

When stores are issued between stations only 4 copies are required by being. but each copy must bear the signature of the Officer Issuing. and are to be forwarded to being in the usual way. When received by being, they will be treated the same as external vouchers, one copy being returned to issuer for record purposes.



5/
Issue Vouchers
Salvage.

Spares will be vouchered off by means of
AFSZ. to stations within the King
FSZ will be made out in quadruplicate
by OC ARS.

The ^{3rd} duplicate and 4th copy
will be signed by OC ARS and the
original and duplicate will be signed by
Officer's Central Stores concerned.

All 4 copies will then be
forwarded to the Officer's Central
Accounting Office. who will give the
voucher a number and return the 4th
copy to OC ARS and the 3rd copy to O/C
Central Stores.

Top Right and Left Hand corners
of the voucher must be left blank.

6/
Return of
Instruments

Compasses and Safety Belts go to Kidbrooke
all other ~~air instrument~~ dashboards
Instruments go to Farnborough.

7/
Issue Vouchers for
~~airplanes~~
and engines

Issue Vouchers for engines deposited
must accompany the confirmation
telegram to W.E.O.
5 copies will be required which
will be dealt with as in
para 3.

8/
"A" & "B"
Stores

All "A" Stores cannot be
vouchered on the same voucher
as "B" Stores.



If Possible when a "A" Stone are being
vouchered away the case containing
stones should be on the same
voucher giving Case No. but if
"B" Stones are being despatched, a
separate voucher must be made
out. The voucher for the stones

must state for Case No. of 73 see
F.V. No. (leaving a space which will be
filled in by O.K. C.A.) and the
voucher for the case, must state
for goods the No. and for goods
contained in above case see F.V.
No. (leaving a blank space which will
be filled in by O.K. C.A.).

In all cases this must
be carried out in all cases.

If any of the above rules are
not carried out the voucher will
be returned for correction.

GENERAL EQUIPMENT INSTRUCTIONS.

I N D E X .

<u>SUBJECT.</u>	<u>PAGE</u>
<u>DAILY STATES & RETURNS.</u> General	1.
<u>STORES</u> , Indenting for,	3.
<u>PETROL</u> , Instructions re issuing of	6.
<u>OIL & GREASE</u> , Instructions issuing of	6A.
<u>STORES.</u> Procedure, Centralization of at <u>Multi-Squadron Stations</u>	7.
<u>E.O.'S INSTRUCTIONS</u> , No. 1 Scrap Metal	12.
<u>E.O.'S INSTRUCTIONS</u> , No. 2 Machine "Write Off's" and Repairs	13.
<u>TELEGRAMS.</u> Proformas of Machine & Engine Arrival Advices,	14.
<u>CRASHES</u> , Suggestions re attending of	18.
<u>TOOLS</u> , Procedure re accounting for	19.

DAILY STATES.

These will be made up to 4 p.m. each day and must reach Wing Headquarters by last runner.

All Aeroplanes and Aero Engines will be shown on this return.

Machines shown as unserviceable must show time when same will be serviceable, or approximate time, and if awaiting spares, the indent number, date, and spares required must be shown.

If the spares arrive before the states leave the Squadron, the machine will be shown as per example ("U" fitting R.H.B. plane "S" 6 a.m. 12.3.18).

All Engines will be shown opposite to the machine to which they are fitted.

Spare engines will be shown on the back of the state and marked "S" or "U" Engines shown as unserviceable must show time when same will be serviceable, or approximate time, and if awaiting spares the indent No. date and spares required must be shown.

Changes in machines or engines since previous daily state will also be shown on back

LISTS OF RETURNS TO BE RENDERED BY SQUADRONS
to 1st WING HEADQUARTERS AUSTRALIAN FLYING CORPS.

NATURE of RETURN	FORM No.	HOW and WHEN DESPATCHED	No. of COPIES.
DAILY			
Unserviceable engines	A.F.C. 2121.	10.30 a.m. daily tolograph and confirm by post.	One
Mayfly	do	5.30 P.M. daily & confirm by post (tolograph)	One
Movements of Machines & Engines	do	When necessary Tolograph & confirm by post	One
Notice of all Machine Conversions	M.S.	6-45 1.30 P.M. per Runner	Two
Report on Aircraft & Engines	"	6-45 1.30 P.M. per Runner	One
Return of Engine changes in Machines	M.S.	When necessary per Runner	One
WEEKLY:-			
Return of all Machines awaiting spares over 7 days	"	7 P.M. Tuesdays per runner	Two /
Return of Aero Engines on Charge.	M.S.	7 P.M. Thursdays per runner	One

LISTS OF RETURNS TO BE RENDERED BY SQUADRONS
TO 1st WING HEADQUARTERS, AUSTRALIAN FLYING CORPS.

NATURE of RETURN	FORM NO	WHEN & HOW RECEIVED.	No. of COPIES

FORT- NIGHTLY			
Machines written off charge	H.S.	16th & 1st day of month, 1st runner	Nine
Certificate of Tools	H.S.	14th & last day of month 1st runner	One

MONTHLY:-			
Engine Return	H.S.	7 p.m. last day of month per runner	One
Aeroplanes & Engines on charge	"	1st day of month, 1st runner.	Eight
Hours flown by all types of engines	"	7 p.m. last day of month per runner	One
X Aviation Petrol	"	7 p.m. last day of month per runner.	Four
Certificate of Log Books	"	7 p.m. last day of month per runner	One
Return of Machines & Engines (Taken on Strength & from whom allotted, struck off strength and to whom allotted)	"	7 p.m. last day of month per runner	Two
Engine Cases on charge	"	7 p.m. 2nd last day of month, per runner	One
Return Scrap Metal despatched to Centralisation Station.	"	1st day of each month 1st runner.	One
X Rendered to Station Q.M. who consolidates and passes on to Wing Q.M.			

INDENTING FOR STORES:

INDENTING FOR STORES.

- (1) Indents for stores shown in section 1 to 13 inclusive of G. 1098 and in sections 19, 20, 27 will be submitted on the first and fifteenth day of each month. Sections 29 and 30 and Stationary are a Quartermaster's supply and should be indented for through the Wing Q.M.
- (2) Indents for stores shown in sections 51 to 58 and in sections 60 to 65, 65 will be submitted on the 7th and 21st day of each month.
- (3) Mechanical Transport spares will be indented for on the 1st and 15th day of each month.
- (4) Indents for spares to make machines, engines or M.T. serviceable may be submitted at any time.
- (5) Vouchers and Indents to have series numbers first sheet showing number of follow on sheets i.e. 1/11 etc.
- (6) Propellor cases are not to be converted to timber without authority from Wing E.O.
- (7) ENGINE CASES.

All engines issued to O. i/c Workshops for Squadrons will be in cases. All engines returned to repair Depots or other Units by Squadrons must be in cases. ~~If Squadrons do not possess one, it must be made.~~ Responsibility of packing engines rests with O. i/c Workshops who will enter and sign certificate in the log book that packing is correct.
- (8) All unserviceable instruments, watches, tools, magnetos, M.T. spares (A stores) are to be returned to the Central Stores.
- (9) Urgent indents are to be submitted as laid down in "Instructions to Equipment Officers".
- (10) Before indenting for spares to make machines serviceable application must first be made to O.C., A.R.S. for the particular spare required, if unavailable, then an urgent indent must be submitted.
- (11) ~~G. 1098~~ ^{F.S. 29}'s must be kept up-to-date with amendments.
- (12) Any item demanded which is laid down in ~~G. 1098~~ ^{F.S. 29} must have the correct nomenclature and detail in full.
- (13) ^{To store} All unserviceable stores returned must be labelled showing from whom returned, why returned and signed by the Equipment Officer of the Squadron.
- (14) The greatest possible care must be taken in transporting[&]/packing planes for transport and care must be taken in coiling the end of Pitot tubing.
- (15) Unserviceable transport spares must be returned to Central Stores in a clean condition and properly labelled, and defects stated.
- (16) All M.T. indents must be rendered to this office in quintuple.
- (17) All indents for ordinary stores must be rendered to this office in sextuple.
All indents for "A" ordnance stores must be rendered to this office in seven copies.
All indents for "B" ordnance (being a Park supply) stores must be rendered to this office in sextuple
All indents for instruments must be rendered to this office in seven copies.

INDENTING FOR STORES Contd.

- (18) The number of sheets comprising one indent must without fail be stated in the space provided in the certificate on the indent and the sheets numbered, sheet 1, sheet 2 etc., in the same space on the right hand side of the Unit. The Group must be shown on the left hand side of the indent number and the section number must be shown in the space provided. F.S. 29
- (19) The items demanded must be in the same order as in the G.1098 and must be described in full.
- (20) The establishment or authorised proportion and the stock both serviceable and unserviceable must without exception be shown. This applied to indents for "replacements" and "covering indents". An indent for "replacement" spares must show parts as unserviceable.
- (21) The remarks column must always state what has become of the spares, or tools, if the unserviceable ones are not held. For example "Lost being charged for on P.1925", "Being returned serviceable but unsuitable".
- (22) The reason for the demand must always be stated in the remarks column.
- All sheets for any one section must be kept together as one indent.
- (23) Leyland, Crossley & P. & M. spares must not be on the same indent.
- All part numbers, catalogue numbers and A.G.S. numbers, also dimensions, gauges etc., and in the case of propellers the drawing number and type of engine must always be quoted.
- (24) No two sections may be placed on the same indent, even though they may belong to the same group.
- (25) Covering indents must quote the issue voucher number and all special indents must quote authority on which they are submitted.
- (26) All alterations must be initialled by an officer. This applies to items which have been crossed out of indents.
- (27) Establishments taken from lists other than G.1098 must state from which list they are taken or the letter on which they are authorised. For example as per Schedule "A" I of T. for Leyland Lorry spares or "Authority C.R.E.G./1952/E dated 29.3.18. F.S. 29
- (28) All indents for spares for replacements, or special tools for use on Aircraft, aero engines or M.T. spares must quote the aeroplane, engine or vehicle number.
- (29) Items not in G.1098 must not be on the same indent as authorised items. F.S. 29
- (30) When a Machine or Engine is out of Commission (1) a telegram, (2) a telephone message or (3) an express post indent is to be submitted direct to the Stores Park.
- In the case of (1) no covering indent is required but three copies of the Telegram is to be forwarded to Wing Headquarters. In the case of (2) the indent No. following must be stated and is to be forwarded to the Stores Park the same day, three copies being forwarded to Wing Headquarters. As regards (3) three copies of the indent is to be forwarded to Wing Headquarters.

Contd.

- (30) In all cases of telephone indents a reference number must be given Contd. and this reference number shown in the remarks column of the covering indent.
- (31) Without exception all Technical, Gunnery, Bombing, Wireless and Photographic stores are to be delivered to O.I/c Central Stores & O.I/c Transport will be held responsible that this is done in so far as it affects the transport.
- (32) All indents are to be passed through Central Stores as laid down in "Centralization of Stores for a Multi-Squadron Station".
- (33) All indents not complying with the above rules will be returned for correction.

P E T R O L .

1. Petrol will be drawn from the station Q.M.S. at a stated time each day.

Flights and M.T. may hold a reserve of not more than 100 Gals. over and above the day's supply.
2. All petrol is to be issued to the Flights on signature .
Flight bins are to be made outside Petrol store to receive the empty petrol tins from each Flight. This will enable the S.C.M.S. to see which Flight returns damaged tins or tins minus stoppers. Stoppers are an important item as each tin minus a stopper means a loss of sixpence when returned to Depots. The present waste is enormous, and must be rigidly watched and prevented.
3. After the first issue to Flights and M.T., petrol will be issued only, equivalent to the number of empty tins, returned, irrespective of the demand by Flights.

This rule is to be strictly enforced.
4. No-one but the authorised storeroom is to be allowed to issue petrol.
5. A man will be told off from each Flight to draw petrol from the Station store.
6. Squadron F.O.S and O/C. M.T. will render a monthly return to the Q.M. through the station Q.M.S., showing :-
 - (a) Petrol drawn
 - (b) Petrol consumed
 - (c) Petrol remaining on hand.
7. Complaints with regard to Petrol will be forwarded to Wing Headquarters in duplicate.

O I L & G R E A S E .

1. Oils will be drawn at a stated time each day from Central Stores and a reserve of 25 gals. over and above the day's supply by Flights and H.T.
2. No-one but the authorised Storeman is to be allowed to issue oil.
3. The oil storeman will keep a separate book for each description of oil. Each book will give the following information :-

S P E C I M E N

Date	Squadron & Flight	AMOUNT DRAWN.	AMOUNT Received.	AMOUNT on HAND	REMARKS
17.6.18.	8 T.S. A	100 gals.	500 gals.	-	
17.6.18.	A.R.S.	50 "	Nil	350 gals.	
18.6.18.	8 T.S. B	50 "	Nil	300 "	

The books will be kept in the Technical Store and entered up from the B.43's by the oil storeman immediately after the daily issue.

4. A.F. B.43 will be dealt with as laid down for other Stores.
5. Lubricating Grease will be issued direct from the Technical Stores.
6. EMPTY OIL TINS, CASES & DRUMS.

Owing to the present shortage of material necessary for the manufacture of tins and packing cases, it has been found absolutely necessary that as many used tins and drums as possible be returned to contractors for refilling purposes.

All serviceable oil tins, packing cases and drums, are therefore to be returned to the nearest R.A.F. Salvage Depot. In connection with the matter it has been observed that the practice of puncturing the tins has been adopted, evidently to facilitate the flow of oil when emptying; but now that the tins are required for refilling this practice must be discontinued, and all possible care taken that the tins are not damaged in any way. After they are emptied the tin washer, screw top or stopper must be replaced and the tins returned to store.

The O. i/c Central Stores will be responsible for the despatch of the empty oil tins when a convenient quantity has been accumulated.

PROCEDURE TO BE FOLLOWED IN CENTRALIZATION OF STORES.INDENTING.ON MULTI-SQUADRON STATIONS.

(1)

All A & E Group indents will be made out by squadron E.O.'s as at present (7 copies of G.997) except that the indent will be passed to O. i/c Stores, who in turn will retain one copy and pass six on to Wing.

Squadron E.O.'s will continue to indent by (i) telegram (ii) telephone (iii) Express letter, for spares to make machines and engines serviceable, as at present, except that in all cases they must hand a copy of the telegram, telephone message or copy of Express indent to O. i/c Central Stores in addition to the 3 copies sent to Wing. O. i/c Central Stores will be responsible for the hastening of these and all other indents.

O. i/c Central Stores will be responsible for indenting for all stores given in provisional list for a Training Squadron and A.R.S. as required, to keep up the Central Stores establishment.

Lubricating Oils will be indented for by the ~~Wing~~ *Central Stores* Q.M.

RECEIVING STORES.

(11)

O. i/c Central Stores must keep in touch with the Railway Authorities and arrange for the early collection of all Stores arriving by rail.

Without exception all stores are to be delivered to Central Stores. the O. i/c Central Stores is to arrange to check and pass on all stores without delay.

Bins are to be arranged so that when "A" or "E" Group spares arrive they may be set apart. Immediately and "A" or "E" Group indent is handed to O. i/c Central Stores he is to have one of those bins marked showing the indent No. Machine No. or Engine No. and Squadron No. and when the spares arrive off this indent they are to be placed in this particular bin.

The O. i/c Stores will keep an inward and outward Store Book and will enter therein all Stores received and issued during the day.

He will check off stores carefully and retain all packing notes in his possession.

B.43.

"B" STORES will be requisitioned by Squadrons over the signature of Flight Commander or their authorised representative. On presentation of the requisition, Central Stores will make out B.43 in duplicate for the stores supplied and obtain the signature of the person actually receiving the stores, in the space provided. The O. i/c Central Stores will himself sign at the bottom right hand corner in the space provided. The completed (original) B. 43 will then be despatched to Central accounting office.

A separate A.F. B. 43 must be used for each article and each one posted on Tally cards.

Squadron E.O's and A.R.S. will hand into Central Stores all unserviceable "A" Stores accompanied by Issue & Receipt Vouchers.

VOUCHERS. Without exception all vouchers will be passed to O.i/c Central Stores without alteration. If the vouchers are correct he will sign the original copy as a certificate of same and stamp "Entered on Tally Card" when the Tally cards are entered up. He will then despatch all three copies of the Voucher to Central accounting office.

He must clear all Vouchers within two days of the receipt of same and pass to Accounting office.

PROCEDURE TO BE FOLLOWED IN CENTRALIZATION OF STORES
ON MULTI-SQUADRON STATIONS. Contd.

WRITE OFFS. Wrecked machines will be sent to the A.R.S. for "Write Off" or repair, the Wing Commander deciding on the report of O.C. A.R.S. whether a "Write Off" is to be submitted or the machine to be repaired.

(VI.) Pilot's Report, Investigation Report and Log Books, correctly completed must be handed to O.C. A.R.S. with machines.

O.C. A.R.S. will be responsible for the despatch of instruments to the Depots concerned. He will make out the necessary voucher and despatch same to Central accounting office in quadruplicate, signing the fourth copy as a certificate of correctness.

The top right and left hand corner must not be filled in.

Serviceable parts will be sent to Central Stores accompanied in all cases by A.F. G.1049 in duplicate. O. i/c Central Stores will sign duplicate copy as a certificate of correctness and will stamp same, "Entered on Tally Cards". One copy will then be forwarded to Central accounting office.

UNSERVICE-
ABLE
INSTRUMENTS

(VII)

The Squadron requiring replacement of a unserviceable instrument will hand the instrument into Central Stores with a ticket securely attached stating (i) why unserviceable (ii) the Machine and type from which it was taken; at the same time an Indent for the Instrument (seven copies of A.F. G.997) and an Issue Voucher (4 copies of A.F. G.1033) will be handed into Central Stores. A receipt will be given for the Instrument by Central Stores in a book kept for the purpose. O. i/c Central Stores will sign fourth copy of issue voucher as certificate of correctness, and despatch the four copies to Central accounting office the same day as the unserviceable instrument is despatched. He will retain one copy of the Indent and despatch 6 copies to Wing.

The Indent must show the I.V. number in the remarks column.

MAGNETOS.
(VIII)

Will be dealt with in the same way as instruments.

FORM V.

(IX)

Form V. will be submitted by Squadrons E.O's as at present, except that the O. i/c Central Workshops will decide whether a Form V. is to be submitted. His decision will be given on a special form and he is responsible that no delay occurs between the time that the engine comes under his control and the notifications of the course to be taken. If spares are to be indented for he will supply a complete list of the spares required on a form provided for the purpose to the E.O. concerned.

Officer i/c Workshops will be responsible for the correct packing and addressing of the engine, the address being supplied by the E.O. concerned on notification from Wing. The E.O. concerned will make out A.F. G.1033 in quadruplicate signing the fourth copy as certificate of correctness and despatch all four copies to Central accounting office the same day as the Engine is despatched.

TOOL DIS-
CREPANCIES.

(X).

Squadron E.O's will as heretofore hold Tools inspections and indent for replacements through Central Stores; they will make out "Kit shortage" debit notes in triplicate and summarise the articles charged on the debit notes on A.F. P.1925 also in triplicate, and despatch to the Central Accounting office.

PROCEDURE TO BE FOLLOWED IN CENTRALISATION OF STORESON MULTI-SQUADRON STATIONS.

Contd.

MACHINES

Machines and engines will be on Station Charge and will be held on Inventory by Squadrons and be "accounted" for by Central Accounting office.

(X1)

MECHANICAL TRANSPORT.

All Indents for Mechanical Transport will pass through O.i/c Central Stores and will be made out by O.i/c Station Transport (6 copies of G.997) one copy will be retained by Central Stores and 5 copies passed to Wing.

(X11)

The spares when received will be handled by O.i/c Central Stores in the same way as laid down for "A" and "E" spares.

Unserviceable "A" M.T. Stores will be returned in the same way as laid down for other unserviceable stores.

O. i/c Transport will be responsible for the hastening of his own Indents and will indent for all Stores required by him for the proper and efficient running of the Station Transport.

Accounting will be the same as laid down for all other stores.

STATION PROPERTY.

The station Commander will hold all Station property on Inventory. Accounting will be done by Central Accounting Office.

CENTRAL ACCOUNTING OFFICE.

The Central Accounting Office will be at Wing Headquarters.

(X111)

The O. i/c will be responsible to the Wing Equipment Officer for the correct keeping of all Ledgers and filing of all vouchers and records in connection with the Equipment accounts of the Wing.

He will be responsible that all Vouchers and Receipts, A.F.B.43's and A.F.108's are correctly made out and passed to him by the D.i/c Central Stores.

He will receive all Indents from Central Stores, check same, and pass to Wing E.O. for signature, afterwards despatching same to the Depots and Parks concerned.

He will be responsible for the completion and returning of all Vouchers to and from Depots and Parks. He may, through Wing E.O., order a Stocktaking at any time; but all Stores held on charge or Inventory by Units in the Wing will be checked every six weeks, and the "Certificates of Stocktaking" will be passed to Accounting Office.

Officer i/c accounts will be responsible for the correct keeping of the Station and Squadron "Inventories".

LEDGERS. Separate Ledgers will be kept for each station and for Wing Headquarters and such accounts as may be ordered from time to time by Wing E.O.

LEDGERS Separate Ledgers will be kept for each Station and for Wing Headquarters and such other accounts as may be ordered from time to time by Wing E.O.

PROCEDURE TO BE FOLLOWED IN CENTRALIZATION OF STORES
ON MULTI-SQUADRON STATIONS. Contd.

STAFFS. The personnel of the various staffs will be as follows :-

(XIV)	<u>Central Stores</u>	E.O.	1	0	
		Sgt.		1	
		Tally Card Clerks		2	
		Indent Clerks		2	
		Storemen		4	
		Officer	1.	9	O.R.
	<u>2nd Squadron.</u>	E.O.	1.	0	
		Cpl.		1	
		Clerks		2	one for H.T.
		Officer	1.	3	O.R.
(XV)	<u>A.R.S.</u>	E.O.	1.	0	
		Sgt.		1	
		Clerks		3	
		Officer	1.	4	O.R.
	<u>Central Accounting Office.</u>	E.O.	1.	0	
		Sgt.		1	
		Ledger Clerks		3	
		Indent Clerk		1	
		File Clerk		1	File clerk will assist generally.
		Officer	1.	6	O.R.

RETURNS

All returns will be rendered by Squadron E.O.'s as heretofore.

Station Returns will be rendered by O. i/c Accounting Office.

(XV) O. i/c Central Stores will render a weekly return of all indents outstanding, more than three days to make Machines and Engines serviceable; to Wing Equipment Officer.

The necessary wires advising the receipt or despatch of Aeroplanes and Engines will be despatched as heretofore.

MOBOLIZING.

(XVI) When a Squadron mobilizes, the Mobilization Stores will be kept complete and separate, the Squadron drawing actual requirements from Station Stores.

NUCLEUS FLIGHT.

(XVII) If a Nucleus flight is formed at one station and afterwards moves to another station; it will take only the personal equipment, all tools etc. will be provided by the station to which it moves.

SQUADRONS MOVING.

(XVIII) Squadrons moving as a whole will take all fitters' and riggers' boxes which have been issued to individual men, with them, and they will be vouchered from one station to another, through Central Accounting office, forwarding the receipts from the individual at the same time and be brought on charge of the new Station. All other tools on loan will be returned by the Station that has them on charge, and the E.O. of the Central Stores must satisfy himself that there are no outstanding B 108's against the departing Squadron.

EQUIPMENT OFFICE INSTRUCTIONS NO. 1.

SCRAP METAL

The following procedure is to come into force immediately for the disposal of Scrap Metal.

1. A Centralizing Station will be formed forthwith at the Aero-plane Repair Section. *Leigherton*
2. The Centralising Station will take steps to set aside sufficient space for the storage of the metal, and care must be taken that the site chosen is reasonably secure from theft,
3. Squadrons and Workshops will forward their scrap material every fortnight, commencing from 10.5.18. to the Central Depot.
4. All scrap metal must be properly sorted before being despatched by Squadrons & Workshops. Strongly made boxes are to be made to receive the various descriptions of metal and plainly marked. When the period for despatch becomes due, these boxes are to be taken to the Central Depot, emptied and returned to the Store, or Workshop concerned.
5. No paper transaction need take place between Units and the Centralizing Station, but Units must keep a record of the weight of each class of produce delivered to the Centralizing Station on each occasion. A monthly return being submitted to Wing showing the total weight of each class of produce despatched. The Centralizing Station will check the weights handed in and will submit a return at the end of each month showing the total weight of each class of produce received and despatched.
6. Fabric and rubber are to be dealt with in the same way as scrap metal.
7. ~~A Station collecting centre will be formed at the A.R.S. detachment at Hinchinhampton, and the O.i/c of this Section will be responsible for the despatch of the produce from Hinchinhampton station to the main Centralizing Station at Leigherton. Units at Leigherton Station will deliver direct to the Central Depot.~~
8. On no account are Units of this Wing to hold scrap metal or unserviceable parts and hangars and workshops are to be kept clear of such.
9. The O.i/c Central Depot will notify these Headquarters as soon as approximately a ton of any particular class of produce has been accumulated, when instructions will be issued with regard to disposal.
10. Serviceable empty oil tins are to be returned to the ~~Quarter-~~ *Central Store* master complete with screw caps.
Unserviceable empty oil tins are to be treated as scrap except when required for workshop use.
11. The serviceable empty oil tins will be replaced in cases, and when sufficient quantity has been accumulated, they will be despatched to ~~Wilton~~ *Yate* Salvage Centralizing Station, application first being made to ~~Wilton~~ *Yate* for authority to return the tins and cases. The ~~Quartermaster~~ *Yate* will be responsible for the carrying out of these instructions.

EQUIPMENT OFFICE INSTRUCTIONS NO. 2.

"WRITE OFFS" & REPAIRS TO MACHINES.

With reference to application for "Write Off" of Aeroplanes or repairs the following procedure is to come into force, from and including the 13th May, and to be strictly adhered to :-

1. The following repairs may be carried out by Squadrons: -
 - (a) Fitting a complete set of Main planes provided the fuselage fittings and interplane struts are undamaged.
 - (b) Fitting new tail plane, elevators, rudder and fin.
 - (c) Fitting a complete undercarriage, provided the fuselage fittings are undamaged.
 - (d) Fitting a new spider or cowling or both.

A machine damaged to the extent of more than one of the above cases, or its equivalent must be handed to the A.R.S. for repair.

As a general guide repairs requiring more than 36 hours to complete after the receipt of spares are not to be undertaken by Squadrons without authority from Wing Headquarters.

2. Not more than two machines per flight are to be under repair at the same time. If more than this number are unserviceable at the same time, the balance must be handed to the A.R.S. for repair.
3. If a machine is damaged beyond/repair of a Squadron, as laid down, a wire is to be despatched to Wing Headquarters as per specimen :-

Squadron Ref. No. Date AAA Mono Avro B/999 wrecked to-day
beyond repair of Squadron AAA
Applying for repair at A.R.S.

The Squadron will at the same time salve the machine and hand it complete to the A.R.S., first notifying the O.C., A.R.S. On receipt of the machine the O.C. A.R.S. will wire Wing to that effect giving summary of extent of damage.

4. (a) If, after examination, the O.C., A.R.S. consider the machine to be beyond repair, he will immediately wire the Wing as per specimen :-

Ref. No, Date AAA
Mono Avro B/999 from 6 T.S. ~~Ritoff~~ AAA repeated ~~"Wrathfully"~~
and ~~"Group Aeronautics"~~ AAA

The wires to ~~Group Aeronautics~~, Salisbury, and ~~"Wrathfully"~~, London, must be sent at the same time.

(b) He will then immediately make application to the Squadron Commander for the necessary Court of Enquiry to be held on the machine and for the Pilot's report; and will complete the application for "Write Off", and forward all documents and the Log Book to the Wing without delay.

(c) ~~The Squadron concerned is to forward the Investigation Report to the Wing.~~ A.R.S. is to complete and forward all other documents and the log book.

EQUIPMENT OFFICE INSTRUCTIONS NO. 2. Contd.

"WRITE OFF" & REPAIRS TO MACHINES:

5. WRITE OFF.

(a) If a machine crashes and is obviously a "Write Off"; the O.C. A.R.S. is to be advised immediately, and is to take immediate steps to carry out the procedure laid down in (a) & (b) above. In this case the Squadron will wire Wing as follows:-

Squadron Ref. No. Date AAA Hono Avro B/999 wrecked handed A.R.S. for "Write Off" (The code word must not be used here).

(b) The A.R.S. on receipt of the machine will wire Wing as follows:-

Ref. No. Date AAA Hono Avro B/999 ~~received~~ from 6 T.S. ~~for~~ ~~Riteff~~ AAA Repeated ~~"Unathfully"~~ and ~~"Group Aeronautics"~~ AAA

(c) The wires to ~~Group Aeronautics~~, Salisbury and ~~"Unathfully"~~, London, must be despatched at the same time as the wire to Wing.

WIRES.

(a) The wires previously sent to the various Departments, outside the Wing advising "Write Offs" by Squadrons are to be discontinued from and including 15.5.18.

The O.C. A.R.S. will be responsible for sending these wires on and after 10.5.18.

6. It must be clearly understood that machines for either repair or "Write Off" must without exception be handed to A.R.S. complete and Squadrons are not to remove any serviceable parts without first making application to O.C. A.R.S.

This Officer will be held responsible that all cases of disobedience to these orders are reported to Wing Headquarters without delay.

7. Squadrons are to hand over to A.R.S. all damaged fabric parts taken from machines being repaired by them, and care must be taken that additional damage is not caused by rough handling etc.

8. Engines will be removed from "Write Off" machines by Squadrons before handing over to A.R.S.

9. When a machine under repair in A.R.S. is ready for the engine, the O.C. A.R.S. will advise Squadron concerned, the Squadron will then supply the engine without delay at the same time detailing a party of fitters to fit the engine into the machine.

10. Log Books must always accompany machines and engines when handed to A.R.S.

11. Instruments must always be removed from a crashed machine and packed carefully before the machine is loaded for transport to the Aerodrome.

NOTIFICATION OF ARRIVAL & DESPATCH OF MACHINES & ENGINES.

The following tables shows the various wires Squadrons and the A.R.S. will send.

AEROPLANES.

On despatch by Air, road or rail, outside the Wing :-

- I. Wing Headquarters. ** For ~~despatch~~ Group Aeronautics in all cases read "Aer group."*
~~Group Aeronautics, Salisbury.~~
Wing Headquarters to which the machine is despatched.

On despatch or receipt by air, road, or rail from inside the Wing

- II. Wing Headquarters.

On arrival by air, Road, or rail from outside the Wing:-

- III. Wing Headquarters.
Group Aeronautics, Salisbury. *
The Wing Headquarters from whom the machine has been received.

On arrival by air, road or rail from Contractors. *MAAP's*

- IV. Wing Headquarters.
Group Aeronautics, Salisbury. *
~~Mile Aeronaut 2.~~

- V. Aeroplanes wrecked beyond repair.

Squadrons will wire Wing Headquarters only.

A.R.S. will wire on receipt of machine to:-

Wing Headquarters
Group Aeronautics, Salisbury. *
~~E.O. Wrathfully, London.~~

ENGINES.

- VI. On receipt or despatch by road, rail or air to or from places outside the Wing :-

Wing Headquarters.
Group Aeronautics, Salisbury. *

- VII. On receipt or despatch within the Wing:-

Wing Headquarters only.

In all cases when an engine is received with or despatched with an aeroplane full particulars of the engine -
Type, Makers No. T.D. number - must be given.

On receipt of or dispatch by air or road within the Wing:-

Wing Headquarters

N.B. All wires to places outside the Wing the wire to the Wing will state

Addressed Repeated.....

See specimen copies of wires.

NOTIFICATION OF ARRIVAL & DESPATCH OF MACHINES & ENGINES.

1.

TO/ Austwing, Tetbury.

E.O./7/10 23.5.18.

Mono Avro D/793 with 100 Mono Engine M. 4113 W.D. 5562 despair today
38 T.S. AAA Repeated Group and 21st Wing AAA

AEROFIVEAUS

11.

TO/ Austwing Tetbury.

E.O./30/5 23.5.18.

Repair today from A.R.S. Mono Avro D/6 with 100 Mono Engine N.2983
W.D. 4142 AAA

AEROSIXAUS

11.

TO/ Austwing Tetbury.

E.O./40/5 23.5.18.

Dispair today to 6 T.S. Mono Avro D/6 with 100 Mono Engine M.2983
W.D. 4142 AAA

AUSTREPAIR

111.

Austwing Tetbury.

E.O./10/20 23.5.18.

Repair to-day from 38 T.S. Mono Avro D/796 with 100 Mono Engine M.4113
W.D. 5562 AAA Repeated ~~Group~~ and 21st Wing AAA

** Repair*

AEROFIVEAUS

1v.

Austwing Tetbury.

E.O./9/5 23.5.18.

Repair to-day from Roe Hamble Mono Avro D.8259 with 100 Mono Engine
M.40963 W.D. 4591 AAA Repeated ~~Group~~ and ~~Milaironaut 2~~ AAA

** **
AEROEIGHTAS

v.

Austwing Tetbury.

E.O./90/5 23.5.18.

Le Rhone Avro D/7590 from 5 T.S. Ritoff AAA Repeated ~~Group~~ and ~~E.O.~~
~~Wraithfully~~ AAA ** **

AUSTREPAIR

v.

Austwing Tetbury.

E.O./40/5 23.5.18.

Le Rhone Avro D.7590 wrecked beyond repair to-day AAA
For Write Off AAA

Handed A.R.S.

AEROFIVEAUS

Contd.

NOTIFICATION OF ARRIVAL & DESPATCH OF MACHINES & ENGINES.

Aust Wing, Tetbury.

V1.

E.O./70/5 23.5.18.

Recall today from Gordon Watney 80 Le Rhone Engine M. 58761 W.D.3309 AAA
Repeated Group AAA

X

AEROEIGHTAS

V1.

Austwing Tetbury.

E.O./E/61 24.5.18.

Despail today to Hyrbengine Reading 100 Mono Engine 30045 W.D. 8011 AAA
Repeated Group AAA.

Any group X

AEROSEVAUS

V11.

Austwing Tetbury.

E.O./55/5 23.5.18.

Despoad to 4 T.S. today 100 Mono Engine M.2083 W.D. 3316 AAA

AEROSIXAUS

V11.

Austwing Tetbury.

E.O.85/5 23.5.18.

Recoad today from 6 T.S. 100 Mono Engine M.2083 W.D. 3318 AAA

AEROEIGHTAS

SUGGESTIONS FOR ATTENDING CRASHES.

The Lorry or Tender should be filled up with Petrol and Water, and lamps ready for use. Chains for skids. On no account is Aviation Spirit to be used by Transport.

- (1) Engine Fitters' and Riggers' Boxes
- (2) Engine Stand
- (3) Lashings & Webbing Braid
- (4) Petrol Tins equal to carry the Petrol which the Machine would carry, assuming same to be full.
- (5) Castor Oil Tins.
- (6) Packing for Planes and Engine.
- (7) Engine Extractor, Prop Extractor, Prop Spanner.

On arrival at Crash, draw off Petrol and Oil as this lightens the weight of the fuselage and eliminates any unnecessary strain on the longerons when riding on the Trailer.

PLANES.

Salve the good planes, and place them under the lee of a hedge, if there is not a hedge near, lay them flat on the ground. Leading edge to the wind, avoid anything which might penetrate the fabric.

WIRES. Coil up and tie all wires, except R.A.F. Wires. Do not fold these, lay them flat in the bottom of the Lorry.

UNDERCARRIAGE.

This, as a rule is damaged, and the machine needs to be lifted up to facilitate the removal of the Engine. After the removal of the undercarriage, fasten this last of all on to the rear of the trailer under the tail.

EMPENAGE

It is always advisable to remove this, as it eliminates any danger when turning corners, and is generally found to be intact.

ENGINE.

After removal from the Machine, place on Stand and by placing the Riggers' and Fitters' boxes at the rear of the Lorry, it can easily be placed on board for transport, secure it to avoid it being thrown over during transit.

FUSELAGE.

The front portion of the Fuselage is heaviest and by placing this on the trailer at end nearest the link pole it can be swung round quite easily - again using the boxes to step up on, especially in heavy machines like, Sopwith Bombers, de Havilland Vs, etc., do not let any portion of the fuselage protrude beyond the front of the trailer, as it may over-ride.

Secure the planes to the brackets on either side of the Lorry last of all; good planes on the inside, damaged ones on the outside.

Prevent any pilfering of parts by the public, this is often done to get souvenirs.

Avoid damaging property, either fences or land.

PROCEDURE FOR ACCOUNTING FOR TOOLS.

- i. All "boxes, tools complete" are to be written off charge and brought on charge separately by Certificate Voucher.
- ii. The tools will then be entered in Ledger on separate sheets according to description.
- iii. The tools and box will be issued on inventory in quadruplicate to the men through the Squadron E.O.
The inventories must be given serial numbers and one copy is to be posted on the inside of the lid of the tool box, one copy is to be retained by the O. 1/c Central Stores, and the original copy which must bear the signature of the squadron E.O. concerned is to be despatched to the Central Accounting office by the O. 1/c Central Stores.
The original, duplicate and triplicate copies to be signed by the squadron E.O. drawing the tools, the fourth copy is to be signed by the man to whom the tools are finally issued, and retained by the Squadron E.O. concerned,
- iv. Additional tools issued from time to time must be entered on the inventories concerned. A.B. 108 for the tools issued being despatched to O. 1/c Central accounting office as authority for entry on the copy of the inventory held by him.
- v. Without exception all unserviceable tools are to be handed in to Central Stores for replacement. A Board of Enquiry is then to be held on all unserviceable tools at least once a month, and the proceedings will be authority for writing the tools off Ledger charge.
- vi. In cases where tools are received separately from Stores Park the Receipt Voucher No. will be authority for bringing on Ledger charge, and in the case of conversion Voucher, the Conversion Voucher No. will be used.

Officer forwarding :-

.....

[illegible]

.....Capt & J.C
Officer i/c Central Accountancy
for Lieut Colonel, Commanding.

MONTHLY RETURN OF OUTPUT AND SALVAGE TO BE RENDERED BY ALL

A.R.S.'s and $\frac{1}{2}$ A.R.S.'s.

MONTHLY OUTPUT RETURN.

This Return is to be rendered on the Form (see Appendix H) through the usual channels to reach these Headquarters by the first of each month for the month preceding.

Repairs in A.R.S. are classified as under :-

- Class A - Erections of new Machines.
- " B - Small repair such as undercarriage, new fuselage struts, small repairs to planes, or the fixing of one or two planes.
- " C - One to two longerons, Fuselage struts, new undercarriage and plane repairs.
- " D - Rebuild up to 50%.

Care should be taken in compiling this Return, as Returns in the past have been rendered on other than the required form, and in some cases even with the use of the form, information asked for has not been given. All columns must be correctly filled in, and all particulars asked for must be given.

MONTHLY SALVAGE RETURN.

This Return has also to be rendered (see Appendix I) through the usual channels, to reach these Headquarters by the first of each month for the month preceding. The required form for the compiling of this return is attached.

Salvage in A.R.S. to be classified as under :-

- FITTINGS "A" - Axles, Engine Bearers, Tail Skids, Wheels, Struts M.P., Struts U/C, Cowls etc.
- do "B" - Sockets, Lugs, Metal fittings etc.
- MISCELLANEOUS - Seats, Controls, Pumps, Windcreens, Switches etc..

The same remarks apply to this return as to the Monthly Output Return mentioned above, and it should also be noted that the term "Serviceable", as used in this Return, implies that the spares are absolutely fit for immediate issue and service.

NOTIFICATION OF ARRIVAL & DESPATCH OF MACHINES & ENGINES.

The following tables shows the various wires Squadrons and the A.R.S. will send.

AEROPLANES.

On despatch by Air, road or rail, outside the Wing :-

- I. Wing Headquarters.
Group Aeronautics, Salisbury.
Wing Headquarters to which the machine is despatched.

" On despatch or receipt by air, road, or rail from inside the Wing

- II. Wing Headquarters.

" On arrival by air, Road, or rail from outside the Wing:-

- III. Wing Headquarters.
Group Aeronautics, Salisbury.
The Wing Headquarters from whom the machine has been received.

" On arrival by air, road or rail from Contractors.

- IV. Wing Headquarters.
Group Aeronautics, Salisbury.
Miscronaut 2.

- V. Aeroplanes wrecked beyond repair.

Squadrons will wire Wing Headquarters only.

A.R.S. will wire on receipt of machine to:-

Wing Headquarters
Group Aeronautics, Salisbury,
E.O. Wrathfully, London.

ENGINES.

- VI. On receipt or despatch by road, rail or air to or from places outside the Wing :-

Wing Headquarters.
Group Aeronautics, Salisbury.

- VII. On receipt or despatch within the Wing:-

Wing Headquarters only.

In all cases when an engine is received with or despatched with an aeroplane full particulars of the engine -
Type, Makers No. T.D. number - must be given.

On receipt of or dispatch by air or road within the Wing:-

Wing Headquarters

N.B. All wires to places outside the Wing the wire to the Wing will state

Addressed Repeated.....

See specimen copies of wires.

NOTIFICATION OF ARRIVAL & DESPATCH OF MACHINES & ENGINES.

1.

TO/ Austwing, Tetbury.

E.O./7/10 23.5.18.

Mono Avro D/793 with 100 Mono Engine M. 4113 W.D. 5562 despair today
38 T.S. AAA Repeated Group and 21st Wing AAA

AEROFIVEAUS

11.

TO/ Austwing Tetbury.

E.O./30/5 23.5.18.

Recair today from A.R.S. Mono Avro D/6 with 100 Mono Engine M.2983
W.D. 4142 AAA

AEROSIXAUS

11.

TO/ Austwing Tetbury.

E.O./40/5 23.5.18.

Dispair today to 6 T.S. Mono Avro D/6 with 100 Mono Engine M.2983
W.D. 4142 AAA

AUSTREPAIR

111.

Austwing Tetbury.

E.O./10/20 23.5.18.

Recair to-day from 38 T.S. Mono Avro D/796 with 100 Mono Engine M.4113
W.D. 5562 AAA Repeated Group and 21st Wing AAA

AEROFIVEAUS

1V.

Austwing Tetbury.

E.O./9/5 23.5.18.

Recair to-day from Roe Hamble Mono Avro D.8259 with 100 Mono Engine
M.40963 W.D. 4591 AAA Repeated Group and Milaironaut 2 AAA

AEROEIGHTAS

V.

Austwing Tetbury.

E.O./90/5 23.5.18.

Le Rhone Avro D/7590 from 5 T.S. Ritoff AAA Repeated Group and E.O.
Wrathfully AAA

AUSTREPAIR

V.

Austwing Tetbury.

E.O./40/5 23.5.18.

Le Rhone Avro D.7590 wrecked beyond repair to-day AAA
For Write Off AAA

Handed A.R.S.

AEROFIVEAUS

Contd.

NOTIFICATION OF ARRIVAL & DESPATCH OF MACHINES & ENGINES.

Aust Wing, Tetbury. V1.

E.O./70/5 23.5.18.

Recail today from Gordon Watney 80 Le Rhone Engine M. 58761 W.D.3309 AAA
Repeated Group AAA

AEROEIGHTAS

V1.

Austwing Tetbury.

E.O./E/61 24.5.18.

Despail today to Hyrbengine Reading 100 Mono Engine 30045 W.D. 8011 AAA
Repeated Group AAA.

AEROSEVAUS

V11.

Austwing Tetbury.

E.O./55/5 23.5.18.

Despoad to 3 T.S. today 100 Mono Engine M.2883 W.D. 3316 AAA

AEROSIXAUS

V11.

Austwing Tetbury.

E.O.85/5 23.5.18.

Recoad today from 6 T.S. 100 Mono Engine M.2883 W.D. 3318 AAA

AEROEIGHTAS

PROCEDURE TO BE FOLLOWED IN CENTRALIZATION OF
STORES ON MULTI-SQUADRON STATIONS.

INDENTING. All A. & E. Group Indents will be made out by Squadron E.O's as at present (6 copies of G.997) except that the Indent will be
(1) passed to Officer i/c Stores who in turn will retain one copy and pass five on to Wing.

Squadron E.O's will continue to Indent by (i) Telegram, (ii) Telephone (iii) Express letter, for spares to make Machines and Engines serviceable, as at present, except that in all cases they must hand a copy of the telegram, telephone message or copy of express Indent to O i/c Central Stores in addition to the copies sent to Wing. O i/c Central Stores will be responsible for the hastening of these and all other indents.

Central

O i/c Stores will be responsible for indenting for all Stores given in Provisional List for a Training Squadron and A.R.S. as required, to keep up the Central Stores Establishment.

Lubricating Oils will be indented for by the Wing Q.M.

RECEIVING STORES. O i/c Central Stores must keep in touch with the Railway Authorities and arrange for the early collection of all Stores arriving by rail.

(11)

Without exception all Stores are to be delivered to Central Stores. The O i/c Central Stores is to arrange to check and pass on all Stores without delay.

Bins are to be arranged so that when "A" or "E" Group Spares arrive they may be set apart. Immediately an "A" or "E" Group Indent is handed to O i/c Central Stores he is to have one of these bins marked showing the Indent No. Machine No. or Engine No. and Squadron No. and when the spares arrive off this indent they are to be placed in this particular Bin.

The O i/c Stores will keep an inward and outwards Store Book and will enter therein all Stores received and issued during the day.

He will check off Stores carefully and retain all packing notes in his possession.

VOUCHERS. Without exception all Vouchers will be passed to O i/c Central Stores without alteration. If the Vouchers are correct he will sign the original copy as a certificate of same and stamp "Entered on tally card" when the tally Cards are entered up. He will then despatch all three copies of the Voucher to Central Accounting Office.

He must clear all Vouchers within two days of the receipt of same and pass to Accounting Office.

DISCREPANCY REPORT. These will be made out in duplicate, and attached to the Voucher concerned, and passed to Accounting Office. In this case the Vouchers will not be signed by the O i/c Stores nor will the figures given on the Voucher be altered in any way.

RETURNING
UNSERVICE
ABLE "A"
STORES.
(111)

Squadron E.O. and A.R.S. will hand into Central Stores all unserviceable "A" Stores accompanied by Issue and Receipt Vouchers in quadruplicate. O i/c Stores will retain one copy and pass the remaining three copies to Central Accounting Office with a certificate of correctness the same day as the Stores are despatched.

ENGINES.
(1V)

Spare Engines will be received by Central Stores and issued to O i/c Central Workshop for the Squadron to whom the Engine is allotted. He (Stores) will, immediately on arrival of an engine notify the Squadron concerned giving the type, H.P. Maker's No. and W.D. No.

The Log Books will accompany Engine in every case.

(Contd)

ENGINES
CONTD.
(IV)

The Vouchers for the Engine will be passed to Central Stores certified by O i/c Stores and passed on to Central Accounting Office.

Engines will be held on "Inventory" by Squadrons.

The wires notifying arrival will be acknowledged as receipt and the Machine entered on the Squadron Inventory.

AEROPLANES. Aeroplanes received by air will be handed direct to the Squadron to whom they are allotted. The procedure in accounting will be the same as laid down for Engines.
(V)

Aeroplanes received by road or rail will be delivered direct to A.R.S. on "Inventory". The wires advising arrival being taken as receipt for delivery and the Machine entered on A.R.S. "Inventory" accordingly. The Accounting will be the same as laid down for Engines.

INTERNAL ALLOTMENTS. When Aeroplanes and Engines are allotted from one Unit to another in the Wing: the wires advising despatch and Receipt will automatically transfer the Machine and Engine or Engine to the Inventories concerned.

Log Book will accompany the Machine in all cases.

If a Machine or Engine or both are allotted out of the Wing the necessary vouchers will be made out by the Central Accounting Office; and despatched to the Unit concerned on receipt of the wire advising the despatch of the Machine, at the same time writing off the Machine from the Inventory of the Squadron concerned.

WRITE OFFS. Wrecked Machines will be sent to the A.R.S. for write off or repair, the Wing Commander deciding on the report of O/C A.R.S. whether a Write Off is to be submitted or the Machines to be repaired.
(VI)

Pilot's Report, Investigation Report and Log Books, correctly completed must be handed to O/C A.R.S. with Machines.

O/C A.R.S. will be responsible for the despatch of instrument to the Depots concerned. He will make out the necessary Voucher and despatch same to Central Accounting Office in quadruplicate, signing the fourth copy as a certificate of correctness.

Serviceable parts will be sent to Central Stores accompanied in all cases by A.F. G.1049 in duplicate. O i/c Central Stores will sign duplicate copy as a certificate of correctness and will stamp same, "Entered on Tally Cards". Both copies will then be forwarded to Central Accounting Office.

UNSERVICEABLE INSTRUMENTS The Squadron requiring replacement of an unserviceable instrument will hand the Instrument into Central Stores with a stickot securely attached stating (i) why unserviceable (ii) the Machine and type from which it was taken; at the same time an Indent for the Instrument (six copies of A.F. G.997) and an Issue Voucher (4 copies of A.F.G.1035) will be handed into Central Stores. A receipt will be given for the Instrument by Central Stores in a book kept for the purpose, O i/c Central Stores will sign fourth copy of issue Voucher as certificate of correctness, and despatch the four copies to Central Accounting Office the same day as the unserviceable Instrument is despatched.
(VII)

He will retain one copy of the Indent and despatch 5 copies to Wing.

The Indent must show the I.V. number in the remarks column.

MAGNETOS.
(VIII)
FORM V.
(IX)

Will be dealt with in the same way as instruments.

Form V will be submitted by Squadron E.O's as at present, except that the O i/c Central Workshops will decide whether a Form V is to be submitted. His decision will be given on a special form and he is responsible that no delay occurs between the time that the engine comes under his control and the

(Contd)

FORM V
CONTD.

notification of the course to be taken. If spares are to be indented for he will supply a complete list of the spares required on a form provided for the purpose to the E.O. concerned.

O i/c Workshops will be responsible for the correct packing and addressing of the Engine, the address being supplied by the E.O. concerned on notification from Wing. The E.O. concerned will make out A.F. G.1033 in quadruplicate signing the fourth copy as certificate of correctness and despatch, all four copies to Central Accounting Office the same day as the Engine is despatched.

TOOL

DISCREPANCIES.

Squadron E.O's will as heretofore hold Tool Inspections and indent for replacements through Central Stores. They will make out A.F. F.1925 and R.1963 and when completed pass to Central Accounting Office.

(X)

MACHINE &
ENGINES

(XI)

Machines and Engines will be on Station Charge and will be held on Inventory by Squadrons and be "accounted" for by Central Accounting Office.

MECHANICAL
TRANSPORT.

(XII)

All Indents for Mechanical Transport spares will pass through O i/c Central Stores and will be made out by O i/c Station Transport (5 copies of G.997) one copy will be returned by Central Stores and 4 copies passed to Wing.

The spares when received will be handled by O i/c Central Stores in the same way as laid down for "A" and "E" spares.

Unserviceable "A" M.T. Stores will be returned in the same way as laid down for other unserviceable stores.

O i/c Transport will be responsible for the hastening of his own indents and will indent for all Stores required by him for the proper and efficient running of the Station Transport.

Accounting will be the same as laid down for all other Stores.

STATION
PROPERTY

The Station Commander will hold all Station property on Inventory. Accounting will be done by Central Accounting Office.

CENTRAL
ACCOUNTING
OFFICE.

(XIII)

The Central Accounting Office will be at Wing Headquarters.

The O i/c will be responsible to the Wing Equipment Officer for the correct keeping of all ledgers and filing of all Vouchers and records in connection with the Equipment accounts of the Wing.

He will be responsible that all Vouchers and Receipts, A.F.B. 43's and A.F.108's are correctly made out and passed to him by the O i/c Central Stores.

He will receive all Indents from Central Stores, check same and pass to Wing E.O. for signature, afterwards despatching same to the Depots and Parks concerned.

He will be responsible for the completion and returning of all Vouchers to and from Depots and Parks. He may, through Wing E.O. order a Stocktaking at any time; but all Stores held on charge or Inventory by Units in the Wing will be checked every 6 weeks and the "certificates of Stocktaking" will be passed to accounting office.

O i/c Accounts will be responsible for the correct keeping of the Station and Squadron "Inventories".

(Contd)

EQUIPMENT OFFICE INSTRUCTIONS NO. 2.

"WRITE OFFS" & REPAIRS TO MACHINES.

With reference to application for "Write Off" of Aeroplanes or repairs the following procedure is to come into force, from and including the 13th May, and to be strictly adhered to :--

1. The following repairs may be carried out by Squadrons: -
 - (a) Fitting a complete set of Main planes provided the fusilage fittings and interplane struts are undamaged.
 - (b) Fitting new tail plane, elevators, rudder and fin.
 - (c) Fitting a complete undercarriage, provided the fusilage fittings are undamaged.
 - (d) Fitting a new spider or cowling or both.

A machine damaged to the extent of more than one of the above cases, or its equivalent must be handed to the A.R.S. for repair.

As a general guide repairs requiring more than 36 hours to complete after the receipt of spares are not to be undertaken by Squadrons without authority from Wing Headquarters.

2. Not more than two machines per flight are to be under repair at the same time. If more than this number are unserviceable at the same time, the balance must be handed to the A.R.S. for repair.
3. If a machine is damaged beyond the repair of a Squadron, as laid down, a wire is to be despatched to Wing Headquarters as per specimen:-

Squadron Ref. No. Date AAA Mono Avro B/999 wrecked today
beyond repair of Squadron AAA
Applying for repair at A.R.S.

The Squadron will at the same time salve the machine and hand it complete to the A.R.S., first notifying the O.C. A.R.S. On receipt of the machine the O.C. A.R.S. will wire Wing to that effect giving summary of extent of damage.

4. (a) If, after examination, the O.C. A.R.S. considers the machine to be beyond repair, he will immediately wire the Wing as per specimen

Ref. No. Date AAA
Mono Avro B/999 from 6 T.S. Ritoff AAA repeated "rathfully"
and "Group Aeronautics" AAA

The wires to Group Aeronautics, Salisbury, and "rathfully" London, must be sent at the same time.

(b) He will then immediately make application to the Squadron Commander for the necessary Court of Enquiry to be held on the machine and for the Pilot's report; and will complete the application for "Write Off", and forward all Documents and the Log Book to the Wing, without delay.

(c) The Squadron concerned is to forward the Investigation Report to the Wing. A.R.S. is to complete and forward all other documents and the Log Book.

EQUIPMENT OFFICE INSTRUCTIONS NO. 2. Contd.

"WRITE OFFS" & REPAIRS TO MACHINES.

5. WRITE OFF

(a) If a machine crashes and is obviously a "write off"; the O.C. A.R.S. is to be advised immediately, and is to take immediate steps to carry out the procedure laid down in (a) & (b) above. In this case the Squadron will wire Wing as follows:-

Squadron Ref. No. Date AAA Mono Avro B/999 wrecked handed A.R.S. for "write off" (The code word must not be used here).

(b) The A.R.S. on receipt of the machine will wire Wing as follows:-

Ref. No. Date AAA Mono Avro B/999 received from 6 T.S. for Ritoff AAA Repeated "rathfully" and "Group Aeronautics" AAA

(c) The wires to Group Aeronautics, Salisbury and "rathfully", London, must be despatched at the same time as the wire to Wing.

WIRES.

(d) The wires previously sent to the various Departments, outside the Wing, advising "write offs" by Squadrons are to be discontinued from and including 13.5.18.

The O.C. A.R.S. will be responsible for sending these wires on and after 10.5.18.

6. It must be clearly understood that machines for either repair or "write off" must without exception be handed to A.R.S. complete and Squadrons are not to remove any serviceable parts without first making application to O.C. A.R.S. This Officer will be held responsible that all cases of disobedience to these orders are reported to Wing Headquarters without delay.

7. Squadrons are to hand over to A.R.S. all damaged fabric parts taken from machines being repaired by them, and care must be taken that additional damage is not caused by rough handling etc.

8. Engines will be removed from "write off" machines by Squadrons before handing over to A.R.S.

9. When a machine under repair in A.R.S. is ready for the engine, the O.C. A.R.S. will advise Squadron concerned, the Squadron will then supply the engine without delay at the same time detailing a party of fitters to fit the engine into the machine.

10. Log Books must always accompany machines and engines when handed to A.R.S.

11. Instruments must always be removed from a crashed machine and packed carefully before the machine is loaded for transport to the Aerodrome.

CENTRAL
ACCOUNTING
Contd.

LEDGERS Separate Ledgers will be kept for each Station and for Wing Headquarters and such other accounts as may be ordered from time to time by Wing E.O.

STAFFS

The personnel of the various staffs will be as follows:-

(XIV)

Central Stores.

E.O.	1	0	} Squadron Equipment Office Staff included.
Sgt.		1	
Tally Card Clerks		3	
Indent Clerks		2	
Storemen		4	
Corporals		1	
Officer	1	11	O.R.

2nd Squadron.

E.O.	1	0	
Cpls.		1	
Clerks		2	one for M.T.
Officer	1	3	O.R.

A.R.S.

E.O.	1	0	
Sgt.		1	
Clerks		3	
Officer	1	4	O.R.

Central Accounting
Office.

E.O.	1	0	
Sgt.		1	
Ledger Clerks		3	
Indent Clerks		1	
File Clerk.		1	File Clerk will assist generally.
Officer	1	6	O.R.

RETURNS

All returns will be rendered by Squadron E.O's as heretofore.

Station Returns will be rendered by O i/c Accounting Office.

(XV)

The E.O. i/c Transport will supply any information with regard to Station returns that may be required by Wing H.Q.

O i/c Central Stores will render a weekly return of all indents outstanding, more than three days, to make machines and Engines serviceable; to Wing Equipment Officer.

The necessary wires advising the receipt or despatch of Aeroplanes and Engines will be despatched as heretofore.

MOBOLIZING

(XVI)

When a Squadron mobilizes, the mobilization stores will be kept complete and separate, the Squadron drawing actual requirements from Station Stores.

NUCLEUS
FLIGHT
(XVII)

If a Nucleus flight is formed at one station and afterwards moves to another station; it will take only the personal equipment, all tools etc, will be provided by the Station to which it moves.

SQUADRONS
MOVING.

(XVIII)

Squadrons moving as a whole will take all fitters and riggers boxes which have been issued to individual men, with them, and they will be vouchered from one Station to another, through Central Accounting Office, forwarding the receipts from the individual at the same time and be brought on charge of the new Station. All other tools on loan will be returned by the Station that has them on charge and the E.O. of the Central Stores must satisfy himself that there are no outstanding B 108's against the departing Squadron.

EQUIPMENT OFFICE INSTRUCTIONS NO. 1.

SCRAP METAL

The following procedure is to come into force immediately for the disposal of Scrap Metal.

1. A Centralizing Station will be formed forthwith at the Aero-plane Repair Section.
2. The Centralising Station will take steps to set aside sufficient space for the storage of the metal, and care must be taken that the site chosen is reasonably secure from theft,
3. Squadrons and Workshops will forward their scrap material every fortnight, commencing from 10.5.18. to the Central Depot.
4. All scrap metal must be properly sorted before being despatched by Squadrons & Workshops. Strongly made boxes are to be made to receive the various descriptions of metal and plainly marked. When the period for despatch becomes due, these boxes are to be taken to the Central Depot, emptied and returned to the Store, or Workshop concerned.
5. No paper transaction need take place between Units and the Centralizing Station, but Units must keep a record of the weight of each class of produce delivered to the Centralizing Station on each occasion. A monthly return being submitted to Wing showing the total weight of each class of produce despatched. The Centralizing Station will check the weights handed in and will submit a return at the end of each month showing the total weight of each class of produce received and despatched.
6. Fabric and rubber are to be dealt with in the same way as scrap metal.
7. A Station collecting centre will be formed at the A.R.S. detachment at Minchinhampton, and the O.i/c of this Section will be responsible for the despatch of the produce from Minchinhampton station to the main Centralizing Station at Leighterton. Units at Leighterton Station will deliver direct to the Central Depot.
8. On no account are Units of this Wing to hold scrap metal or unserviceable parts and hangars and workshops are to be kept clear of such.
9. The O.i/c Central Depot will notify these Headquarters as soon as approximately a ton of any particular class of produce has been accumulated, when instructions will be issued with regard to disposal.
10. Serviceable empty oil tins are to be returned to the Quartermaster complete with screw caps.
Unserviceable empty oil tins are to be treated as scrap except when required for workshop use.
11. The serviceable empty oil tins will be replaced in cases, and when sufficient quantity has been accumulated, they will be despatched to Milton Salvage Centralizing Station, application first being made to Milton for authority to return the tins and cases. The Quartermaster will be responsible for the carrying out of these instructions.

S/EO/34

COPY.

Headquarters,
No 7. T. Group,
R.A.F.

Officer Commanding,

1st Wing.

Procedure for Indenting for Instruments.

The following letter from Air Ministry is forwarded for your attention :-

Indents intended for the Air Ministry, will be forwarded, in all cases through the usual channels.

"With reference to the Procedure governing the submission of indents, I am to request that the attention of all Wings and Squadrons under your Command may again be drawn to the following points :-

- (1). Indents for Dashboard Instruments are to be submitted to D.A.E., E.2.D. Air Ministry.
- (2). Indents are not to be forwarded to Instrument Stores, Farnborough direct, as this causes a considerable delay in issue.
- (3) Attention must be paid to the instructions appearing on the Ministry of Munitions Advice Notes as to how these are to be circulated. Copies to Farnborough are repeatedly sent to C.S.D. and vice versa.
- (4) It is quite unnecessary for Units to write to Farnborough for permission to return unserviceable Instruments for repair as all Units have definite instructions to do so.
- (5) Compasses should be sent to Kidbrooke.
Safety Belts " " " " " "

The compliance of Units with the above procedure will greatly facilitate the allotment and issue of instruments and save a lot of unnecessary work at Farnborough forwarding indents and Aeroplane Fittings to the proper quarter."

sd. A.E.Snape Major.
for G.O.C. No. 7 T. Group,
R.A.F.

Salisbury.
1st Oct. 1918.
AES/plh

Account

PROCEDURE FOR ACCOUNTING FOR TOOLS.

- I. All "boxes, tools complete" are to be written off charge and brought on charge separately by Certificate Voucher.
- II. The tools will then be entered in Ledger on separate sheets according to description.
- III. The tools and box will be issued on inventory in quadruplicate to the men through the squadron E.O. The inventories must be given serial numbers and one copy is to be posted on the inside of the lid of the tool box, one copy is to be retained by the O.i/c Central Stores and the original copy which must bear the signature of the squadron E.O. concerned, is to be despatched to the Central accounting office by the O. i/c Central Stores.

The original, duplicate and triplicate copies to be signed by the squadron E.O. drawing the tools, the fourth copy is to be signed by the man to whom the tools are finally issued and retained by the squadron E.O. concerned.
- IV. Additional tools issued from time to time must be entered on the inventories concerned. A.B. 108 for the tools issued being despatched to O. i/c Central accounting office as authority for entry on the copy of the inventory held by him.
- V. Without exception all unserviceable tools are to be handed in to Central stores for replacement. A Board of enquiry is then to be held on all unserviceable tools at least once a month, and the proceedings will be authority for writing the tools off Ledger charge.
- VI. In cases where tools are received separately from Stores Park. The Receipt Voucher No. will be authority for bringing on Ledger charge, and in the case of Conversion Voucher, the Conversion Voucher No. will be used.

Room 7

C.R.T.D./797/8.

COPY.

Headquarters,
Training Division,
Royal Flying Corps.

DISCREPANCIES.

When a discrepancy is found to exist in a consignment of Stores, a discrepancy report on A.F. G.985 in duplicate must be made out forthwith. A note is then made on both copies of the receipt voucher opposite the item concerned, that only the actual number received is brought on charge, with a reference to the D.R. for same, but the original figures must not be altered. The Consignor's copy can then be signed and returned with D.R. to Consignor and the actual Stores received by the Consignee brought on charge. On receipt of the D.R. the Consignor will at once cause enquiries to be made, by verification of stock or any other steps which is deemed necessary to trace the discrepancy and a reply will be sent to the consignee within seven days. If the discrepancy be admitted the original copy of D.R. is returned to Consignee, endorsed to that effect and is attached to the receipt voucher. The Consignor will retain the duplicate copy adjusting his account by certificate voucher.

When the consignor cannot admit the discrepancy and only after a very careful investigation has been made ^{by} with both parties the cause of the discrepancy cannot be traced the matter must be submitted by the Consignor with all the relative correspondence accompanied by A.F. G.998, in duplicate, to the Inspector of Store Depots for his decision. The Cost Column is to be left blank and will be completed by the Inspector of Store Depots. Schools and Stores Distributing Parks will communicate direct with the Inspector of Store Depots; Wings and Squadrons through Brigade Headquarters.

If the matter is referred to the Inspector of Store Depots the original copy of D.R. will be returned to the Consignee, quoting letter reference and date on which it was submitted and will be attached to the receipt voucher.

Stores Distributing Parks must in every instance comply with paragraph 40 Regulations for the Equipment of the Army Part 1. 1912.

Losses or damage of Stores in transit must be dealt with under Army Council Instruction No. 68, 1917.

Contd..

DISCREPANCIES Contd. 2.

IMPORTANT.

Officers Commanding Units of the Training Division have not the power to authorise "the write off" of discrepancies, no matter how trifling.

Mason's Yard,
Duke Street,
ST. JAMES'S S.W.1.
13.th September 1917.
GDH/AJH.

sd. G.D.Hannay Major,
for Major General,
Commanding Training Division,
Royal Flying Corps..

No. 1235. Australian Flying Corps. The nomenclature of ranks (Warrant and Non-commissioned Officers and men) shown in Column II, of the schedule hereunder will be adopted in the Australian Flying Corps. The rates of pay for the various ranks are shown in Column III.

I. Old Nomenclature.	II. New Nomenclature.			III. Pay including De-ferred Pay per diem.
	Tech-nical.	Non-Tech-nical.	Clerks and Storemen.	
Warrant Officers	Chief Master -			14/-
Technical Sgt. Major.	Mechanic.			
Disciplinary W.O.	-	Sgt. Major	-	
Superintending Clerk.	-	Class 1.	Master Clerk)	
Quartermaster Sergt.	Master	Sgt. Major	-	12/-
Flight Sergeant.	Mechanic.	Class 11.		
	Chief			
	Mechanic.	Flt. Sgt.	-	12/-
Sergeant.	Sgt. "	Sergeant.	Sgt. Clerk.	11/6.
Corporal.	Cpl. "	Corporal.	Cpl. Clerk.	10/-
Air Mechanic, 1st Class.	1/A.M.	-	-	9/-
Air Mechanic 2nd Class.	2/A.M.	-	-	8/-
Air Mechanic. 3rd Class.	3/A.M.	-	-	8/-
			Private. Clerk Storeman.	6/-

Chief Master Mechanics, Sergeants-Major Class 1 and Master Clerks will be graded as Warrant Officers Class 1. Master Mechanics Chief Mechanics and Sergeants-Major (Class 11) will be graded as Warrant Officers Class 11. The rank of Master Mechanic will be senior in grade to Chief Mechanic.

2. Warrant Officers, N.C.O's and men of the Australian Flying Corps will be remustered forthwith in accordance with the new nomenclature of ranks.

3. Should any Warrant Officer, N.C.O or man be in receipt of a higher rate of pay than that provided for his equivalent grade to which he will be appointed on being remustered, he will retain such higher rate of pay.

4. The badges of rank to be worn by Warrant and N.C.O's of the A.F.C. when re-mustered in their new nomenclature will be the same as those at present authorized for the various ranks of the old nomenclature except that when the re-mustering involves the granting of a higher relative grading the badge of rank of the equivalent higher grading of the old nomenclature will be worn.

(Authority: D.A.G., A.I.F., 25/191 of 10.5.18)

Lightton Accounts

Ledgers

1. A. Ledger
2. B. Ledger

Station op, Wireless op
Bombing op, Photo op

Inventory, Station, Fuel, Spare parts & A.R.S.

Inventory. (A+E) 1 for each squadron & A.R.S. ruled and headed as per specimens.

Station. showing all ~~the~~ Aerodrome stores

Register.

Correspondence

Indent

Issue & ~~Receipt~~ Voucher

Receipt Voucher

Conversion Voucher Register

Files

Indent file

Issue Voucher

Receipt Voucher

Conversion Voucher

B. File for 108" (box to be made by Carpenter)

" " B. 43" (" " " ")

Correspondence

Accounts

Station stores

Gunners.

Bombing

Wireless

Photography.

Aerodrome (i.e. upkeep of aerodrome & aeroplane accommodation)

Murchamhampton Station

similar to above except that there will be no Photography op.

Specimen

Indraw Register (by Groups.)

No.	Date	Description of Items.	Remarks.
		(Two or three items only)	Two or three items

Specimen

Receipt Voucher Register

No.	Date Received	Sender No	From Whom.	Date Delivered	Description of stones
					(Two or three items only)

Specimen

Issue Voucher Register

No.	Date Sent	Receiver No.	To Whom Sent.	Date Returned	Description
		Complete on return of voucher		Complete on return of voucher	

Specimen

Conversion Voucher (1049) Register

No.	Date	Article	Converted to	Remarks

