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Ministry
of Defence

**THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL
JSP 886**

**VOLUME 4
MATERIEL ACCOUNTING**

**PART 102
TRANSFERS AND EXTERNAL LOANS**

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CHAPTER 1: GENERAL

0501 INTRODUCTION

1. The regulations governing Transfers and External Loans of materiel to or from Units or other sources are detailed in the following Articles which also include details of “payment” as appropriate.

Points of Contact

2. Formulation of policy on Materiel Accounting – Transfers and External Loans lies with the Deputy Head Support Chain Management – Support Chain Management Policy (Dep Hd DES JSC SCM-SCPol) and is ratified by the Defence Logistic Working Group (DLWG). Enquiries concerning this document should be addressed to:

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0502 AUTHORITY FOR TRANSFER

1. **Non-Repayment Services.** Transfers may be made to other RN Units without prior approval, except when the transfer would result in the receiving service holding stocks in excess of allowance (see Part 3 Article 0506). Approval is to be obtained prior to any transfer to other non-repayment services, except in an emergency, when the circumstances justifying the transfer are to be reported with Forms S549. When the item being transferred between Units is one that has originally been received on Temporary Issue basis, a receipted copy of the transfer voucher, Form S549, suitably annotated with the original Form S130 authority for the Temporary Issue (see Part 3 Article 0138), is to be forwarded to the original Supply Source. The receiving Unit should obtain prior approval (except in an emergency) by raising a Form S130 in accordance with Part III Article 0138 and ensure that the Form S549 transfer details are cross-referenced to the approved Form S130.

2. Repayment Services:

a. The general principles laid down in BR 2 (QRRN) Chapter 85 are to be used by Commanding Officers for guidance before authorising any repayment issues, other than supplies made during Military Aid to the Civil Community in the United Kingdom (MACC-UK), which are covered in BR 2 (QRRN) Chapter 48 Sec II-IV Annexes 48A-48E and DINs.

b. Whenever possible, supplies to Commonwealth and Foreign Governments and Private Individuals should consist of items in new condition. Material Pricing and Stores Overheads (MPSO) and JSP 368.

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- c. When the supply consists of items subject to limited in-use or shelf life, they must be in-date on receipt by the purchaser.

0503 AUTHORITY FOR LOAN

1. **Non-Repayment Services.** Loans may be made to RN Units and other non-repayment services within the same terms as stated for transfers except where those additional conditions given for specific items elsewhere in this Chapter apply. Stores supplied to RN Units (other than temporary transfers) and to ships chartered by HM Government (see Part 3 Article 0520) are not to be dealt with as loan transactions but are to be treated as outright transfers.
2. **Repayment Services.** The conditions laid down for transfers in Part 3 Article 0502 and Material Pricing and Stores Overheads (MPSO) should be applied before authorising any loan. Additional instructions to be taken into account are given for specific items elsewhere in this Chapter.

0504 SECURITY CLASSIFIED AND UID STORES

1. Particular attention is to be paid to security classified and UID stores when they are received issued or transferred and receipts are to be obtained on the spot for all transactions.
2. The serial and registered numbers of guns, classified and UID stores are to be shown on all vouchers and documents.

0505 REPAYMENT SERVICES

1. Payment is to be obtained for all items supplied to customers outside the Ministry of Defence organisation.
2. Repayment customers fall within the following two groups for pricing purposes:
 - a. **Other Exchequer Departments.** , These are other departments of the Home Government which are financed in the ordinary way from the Exchequer; among these are the Department of Scientific and Industrial Research, The National Maritime Museum, Greenwich, the Experimental Establishment, Shoeburyness, and the Research Department, Woolwich, but not the Post Office.
 - b. **Non-Exchequer Customers.** Although it is not practicable to specify in detail an extensive list of all these customers, among them are:

Civil Aviation Authority (CAA)
Commonwealth and Foreign Governments.
Crown Agent for Overseas Governments and Administrations.
Merchant Ships (for ships chartered by United Kingdom Government (see Part 3 Article 0520).

Officers' Messes.
Post Office.
Nationalised Industries and Public Corporations.
Private Individuals.
Ships' Laundries.
Trinity House.

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United Kingdom Atomic Energy Authority.

- c. A more extensive list of Exchequer and Non-Exchequer departments is contained in JSP 368. Where any doubt exists, enquiry should be made to GF1c before transfer.

0506 TRANSFERS IN EXCESS OF ALLOWANCE

1. If the receiving Unit would, as a result of a transfer from other Units, hold stocks of Accountable items in excess of allowance, the prior approval of the Administrative Authority is to be obtained (except in emergency). Covering approval for the transfer of prototype equipment to Units for trials purposes or maintenance of new types of aircraft need not be obtained.

0507 METHOD OF TRANSFER

1. All transfers and loans are to be made on Form S549. Special procedures or conditions of transfer apply in certain instances, eg, issues of aircraft fuels and lubricants on repayment or prepayment terms, and in other transfers, the differing distribution of, and number of, copies raised.
2. Except for transfers on occasions where a general purchase of items has been made for all Ships in company by one ship (see Part 3 Article 0208), all instructions are within this Chapter.

0508 PREPARATION OF VOUCHERS

1. Except for items sent to MOD Contractors for Repair and Modification (see Part 3 Article 0523), Forms S549 are to be prepared by the supplying Unit, except where items are purchased by one Ship for a number of Ships (see Part 3 Article 0208) as follows:
- a. Separate forms are to be prepared for items held on different accounts and non Public Fund items (see Part 2 Article 0603).
 - b. All forms are to be given an Issue Voucher number and registered within the Voucher Register System.
 - c. Forms are to be numbered sequentially within a separate non-repayment or repayment series.
 - d. Forms for transfers to other RN Units and non-repayment services, eg, Army or RAF Units, are to be in a separate series to forms for transfers to repayment services (see Part 3 Article 0505).
 - e. Forms for loans are to be registered in a separate series to outright transfers and, additionally, forms for loans to non-repayment services are to be in a separate series to those for loans to repayment services.
 - f. Forms for non-repayment loans are to be endorsed 'TEMPORARY TRANSFER'. Forms for repayment loans are to be endorsed 'REPAYMENT LOAN' and the letter 'R' is to be used as a prefix to the issue voucher number.
 - g. All forms for prepayment or repayment transfers within the repayment series are to be stamped 'REPAYMENT' and the letter R is to be used as a prefix to the issue

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voucher number in the series to further distinguish between repayment vouchers and those for non-repayment transfers.

h. Forms which relate to temporary transfers, which are applicable to, other, non-repayment services only, should be endorsed 'TEMPORARY TRANSFER' and dealt with as a loan.

i. All forms in both the non-repayment and repayment series are to show:

- (1) Full details of the consignee. For issues to RN, Army or RAF units the consignee must always be the Logistic Officer/QM of the unit to ensure the correct receipting of supply vouchers and the correct accounting for the items transferred.
- (2) Name of block capitals below the signature of the person receipting the Form S549. The initials, or other abbreviation, of the recipient as an alternative to a signature is not to be accepted.
- (3) The authority for the loan, where appropriate (Part 3 Article 0503).
- (4) Where duty is recoverable, the fact that such payment has been made (see Part 3 Article 0514) and the Cash Account Voucher number.

j. Forms for transfers/loans to repayment services only are to show the following information which is required by WSA to facilitate recovery action in the event of disputed claims or to verify details of payment made locally, etc, viz:

- (1) Full details of the circumstances and authority under which supply has been made.
- (2) Customer's order or request for loan reference number.
- (3) For merchant ships and other authorities, name and address of the owners (ie, when the authority for making payment is other than the direct recipient of the items).
- (4) For loans where claims in respect of the loan are to be initiated by MOD and not by the Logistic Officer:
 - (a) The values of any items obtained locally (to be shown on Copies 3 and 4 only).
 - (b) The name and address of the customer when the authority for making payment is other than the direct recipient of the items.
- (5) When local recovery has been effected:
 - (a) The forms are to be endorsed 'Payment Recovered Locally' and the Cash Account Voucher number quoted.
 - (b) The cost of loan is to be shown in those details and on those copies of the form only as instructed in Part 3 Article 0512 (see Part 3 Article 0513 for basis of computing claim).

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(6) The price in those details and on those copies only of the forms, as instructed in Part 3 Article 0512.

(7) The Cash Account Voucher number for payment made locally (see Part 3 Article 0515).

(8) Reference to this Article and the Order to do so when, on occasions such as Combined Exercises with Foreign or Commonwealth Navies, a prior Order is issued to the effect that cross-fuelling of furnace fuel oil and diesel fuel are subsequently to be repaid in kind and, therefore, not subject to a repayment claim.

(9) For supplies of aircraft fuels and oils, the information in Part 2 Article 0916.

2. The information required by paragraph 1 should be shown on all copies of Form S549 unless specifically instructed otherwise (see Part 3 Article 0512).

0509 REPAYMENT CLAIMS / TRANSFERS

1. Payment is to be obtained, as in paragraphs 2, 3 and 4 below for all items supplied to customers outside the Ministry of Defence (but see Part 3 Article 0508.1k(8)).

2. Claims to be forwarded to the WSA for settlement

a. Supply of items (but see a. above) to Exchequer Departments where the customer does not desire the local rendering or settlement of claims.

b. Supply of items to Commonwealth Governments:

(1) Supplies from Home Stations. (Supplying Units are not to arrange claims or settlement).

(2) Supplies (but see c. below) from overseas stations where the customer does not desire the local rendering or settlement of claims.

(3) Claims to be forwarded to the DFG for settlement.

c. POL products for marine services supplied to any repayment customer. (Supplying Units are not to arrange local claims or settlement).

3. Claims to be settled by Units. Claims (other than those at Paragraph 2) on repayment customers for the supply of items are to be rendered, where practicable, by supplying Units, and payment is required at the time of supply (but see Paragraph 4).

4. Claims on Repayment Services accommodated in RN Units for longer term service for which WSA guidance is to be sought. When it is known that items will be required over a period by a Commonwealth or Foreign warship or air squadron, eg when an air squadron is accommodated at a Royal Naval Air Station, the facts are to be reported to WSA FC4 for special instructions about raising claims.

0510 REPAYMENT CLAIMS / LOANS

1. Loan charges are to be initiated locally on the same basis as claims for transfers (see Part 3 Article 0509). Where any doubt exists, it should be established whether payment

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should be made locally or otherwise at the time of obtaining approval for the loan (see Part 3 Article 0503).

0511 NOT TAKEN UP

0512 ASSESSMENT OF REPAYMENT COSTS - TRANSFERS

1. **Claims to be settled by MOD Headquarters (see Part 3 Article 0509).** Forms S549 are to remain unvalued. Exceptionally, for items obtained locally of non-standard type, the basic value is to be inserted on Copies 3 and 4 by the supplying Unit; on costs and surcharges are to be omitted because they will be calculated by MOD, (basic value should be VAT exclusive).
2. **Claims to be settled locally (see Part 3 Article 0509).** The values to be shown on the vouchers are to be computed from the current Catalogue (NAVCAT, JSP 307 etc), DINs, or local purchase prices as appropriate, inclusive of percentage prices, surcharges and Value Added Tax, where applicable, as per Instructions distributed by Command Finance departments.
 - a. **For Other Exchequer Department Customers.** The composition of the charge is to be shown separately on the vouchers. An example is shown below:

Value of item.
Sub Total.
On costs (as notified by Fleet).
Sub Total.
VAT at current rate.

Total £.
 - b. **For Non-Exchequer Customers.** The composition of the charge is not to be shown on the vouchers sent to the customer, but only the gross charge for the quantity of each item supplied. The basic Catalogue price is never to be disclosed. HQ copies of all repayment vouchers are to show the detailed composition of the price.
3. Charges levied against repayment customers are not to be waived or reduced without the prior approval of MOD (JSP 368 refers).

0513 ASSESSMENT OF LOAN CHARGES

1. The current Catalogue price (Material Pricing and Stores Overheads (MPSO), JSP 307 etc) or local purchase price, where appropriate, is to be used as the basis from which loan charges are to be assessed in accordance with the instructions in BR 2 (QRRN) Chapter 85 and Command Finance departments (but see Part 3 Article 0551).

0514 CUSTOMS - RATES OF DUTY ON TRANSFER ITEMS

1. Duty on dutiable items supplied in the United Kingdom, or in Home Waters, to authorities or individuals outside the MOD must also be recovered at the time at the rates published in DINs. Duty so recovered is to be paid direct to the local Collector of Customs and Excise (see Part 3 Article 0508). When payment is not obtained by the Ship, a full report of the circumstances is to be forwarded to HQ.

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2. Issues to Services not entitled to duty-free supplies should normally be authorised by the MOD. Should it be necessary in an emergency to make issues not already covered by MOD approval, full particulars are to be furnished to the local Collector of Customs and Excise and to WSA or DFG as appropriate, as soon as possible.
3. When payment of duty is made to the Collector of Customs and Excise, a statement is to be provided showing:
 - a. The services to which duty paid issues were made.
 - b. The quantity of each dutiable item issued on which duty has been recovered during the period of account.
 - c. The rates of duty charged.
 - d. The amount of duty payable in respect of each item.
 - e. A certificate by the Logistic Officer that the statement is a correct and complete statement of the duty to be paid.

This statement is to be prepared in triplicate. The first copy is for retention by the Collector of Customs and Excise, the second for return to the Logistic Officer endorsed with the official stamp of the Collector and accompanied by an official form of receipt, and the third is for the duplicate cash account.

4. If a seagoing Ship in Home Waters issues dutiable items on repayment at duty paid prices, a similar procedure should be followed. If local payment to a Collector of Customs and Excise is not practicable, the amount of duty will be paid to the Board of Customs and Excise by the MOD. In this event, a note should be made on the bring on charge voucher in the Ship's Cash Account that local payment of the duty to the Customs has not been made and the statement referred to in paragraph 3 should be attached to the voucher.

0515 METHOD OF LOCAL PAYMENT

1. When local payment is appropriate, this is normally to be obtained by the Logistic Officer at the time of supply. The Cash Account Voucher is to show as separate items:
 - a. The basic price charged, ie Catalogue or Local Purchase or Loan Charges as appropriate.
 - b. The percentage charges as detailed by Command Finance departments.
 - c. Surcharges as detailed by Command Finance departments.
 - d. Value Added Tax.
 - e. Any additional charges made for labour as detailed by Command Finance departments.
 - f. Customs duty, where applicable (see Part 3 Article 0514).
 - g. Transportation costs (see Part 3 Article 1245).
2. Extra information for Loan Transactions only

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- a. Costs for Service or Civilian personnel employed by the MOD or transportation in connection with the issue, use or return of the items on loan are to be treated as outright transfer transactions at capitation rates shown in current DCIs (RN) and as notified by Command Finance departments. For costs of commercial transport see Part 3 Article 1232.
- b. Details of deposits to cover the full value of the items loaned or, exceptionally, insurance policies to cover the value, required in the circumstances and conditions detailed by Command Finance departments and which are to be deposited with the Logistic Officer (Cash) before items leave the Ship / Unit, are not to be included on the Form S549.

0516 NOT TAKEN UP

0517 TRANSFERS TO NATO NAVIES

1. All demands from and issues to NATO nations are to be vouched. These vouchers are required by DFG in support of HM Ships and RFA issues of Dieso, F76, Avcat F44, Lubricating Oils and MT Fuels to NATO Navies, in order for repayment action to be taken. In the case of RFA/HM Ships issue of Dieso F76 and Avcat F44 to the United States of America, Netherlands and Australian Navies, arrangements will be made to record the issues in accordance with the terms of the appropriate Fuel Exchange Agreements that MOD has with these 3 navies. Such issues are to be reported to DFG (Marine Fuels Section).
2. Issue to NATO Navies from OFDs will be reported/vouched in the same manner. Repayment action, however, will be initiated by the Finance area (repayment cell) of the relevant Naval Base.

0518 USE AND DISTRIBUTION OF FORMS S549

1. Following preparation of the vouchers, local recovery of loan charges and deposit where applicable and prepayment by repayment customers where applicable in accordance with Part 3 Article 0508-0514, Copies 1 to 3 are to be handed to the receiving Ship's, loaner or customer's representative or sent to the receiving Ship or customer. For repayment issues, Copies 2 and 3 are always to be receipted by the customer at the time of issue and payment, where prepayment is required before issue is made. The action to be taken with the copies on all occasions is then as follows (but sees 2 and 3 in Table 1 for additional requirements):

Table 1: Use and Distribution of Forms

Copy	Action By Supplying Ship	Action By Receiving Service
1	Issue Copy. Following a check to see that the form has been correctly completed, it is to be signed before despatch to the receiving Ship or other customer by either a Logistic Officer or Senior Rating of the Stores Accountant Branch.	<ol style="list-style-type: none"> a. Check correctness of items supplied with details on the form. b. Allocate form a Receipt Voucher number in the appropriate series and enter details in Voucher Register System, this is a mandatory requirement from all Naval, Army and RAF Units. Other Government departments and civilian companies may not provide a RV number, in such circumstances the official stamp of the organisation must be annotated on the voucher.

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Copy	Action By Supplying Ship	Action By Receiving Service
		<p>c. For transfers of Accountable items, take items on charge in the Main Store Account. Receipts for PLR/ALRs are to be Direct Posted with a signature of receipt obtained from the custodian.</p> <p>d. For transfers of Non-accountable items, record receipt in the Stock Record.</p> <p>e. For loans, all items to be taken on charge in the 'Receipt Section' of the Loan Repair Account. (see Part 2 Article 0121).</p> <p>f. File</p>
<p>2</p> <p>Extra Copy</p> <p>Extra Copy</p>	<p>Received Unit's Copy</p> <p>a. to be receipted by customer. On return from the receiving Service:</p> <p>(1) Check signature and printed name (see Part 3 Article 0508.1j (2)).</p> <p>(2) Compare with entry in account made from Copy 5 (for supplies to Non-Repayment Services only where RV No is not given at the time of collection).</p> <p>(3) For all Accountable items. Used to remove from the Main Store Account but see para 4 below. Issues from PLR/ALRs are to be Direct Posted with a signature of receipt obtained from the custodian.</p> <p>(4) For all loan items: To be taken on charge in the 'Issues Section' of the Loan Repair Account, item is not to be removed from Main Account (see Part 2 Article 0121).</p> <p>b. Enter details of Receipt Voucher number (where appropriate) in the Voucher Register System and clear record of despatch of vouchers to receiving service etc.</p> <p>c. File with Copy 5.</p> <p>REPAYMENT TRANSFERS ONLY</p> <p>To be raised for all repayment transfers</p> <p>a. As for action at a.(1) for Copy 2.</p> <p>b. Enter despatch details in the Voucher Register System and forward as soon as possible (but see paragraph 3):</p> <p>(1) For Fuels only</p> <p>a. All receipts and issues of fuel afloat, excluding Marine Gas Oil Spot Bunkers, are to be reported to the Defence Fuels Group (for the attention of Marine Fuels Section), by signal and supported by appropriate documentation in due course.</p>	<p>a. Following action at a. above for Copy 1, compare with Copy 1 and endorse voucher with Receipt Voucher number.</p> <p>b. Form then signed by either a Logistic Officer or Senior Rating of the Stores Accountant Branch or recipient when other than MOD(N). (See Part 3 Article 0508.1j(2)).</p> <p>c. Return receipted Form to the supplying Unit.</p>

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Copy	Action By Supplying Ship	Action By Receiving Service
3	<p>b. Marine Gas Oil spot bunker requirements should be demanded through Contracts Branch DFG (Signal Address DEFPETCEN Marked for DFG HQ, SIC - OZM). Bunker should be receipted using the S551 procedure. It is imperative that this document is completed as the oil refineries providing the fuel will not be able to claim payment. Copies 1 and 2 should be forwarded to the contractor, Copy 3 is for retention by the vessel and Copy 4 should be submitted to the Defence Fuel Group, Marine Fuels Section, West Moors, Wimborne, Dorset.</p> <p>c. Documentation relating to issues of fuel to repayment customers is to be distributed as follows: (1) Issues/ Receipts to/from USN, RNLN or RAN vessels to be forwarded to DFG (Marine Fuels Section) for appropriate Fuel Exchange Agreements to be updated. (2). Repayment issues are to be recorded in cargo accounts and forwarded to DFG (Marine Fuels Section) for repayment action to be initiated.</p> <p>LOANS ONLY Receipted MOD(N) HQ Copy a. As for action at a.(1) for Copy 2. b. Non-Repayment Loans Only File with Copy 5 (but see paragraph 2)</p> <p>MOD(N) HQ Repayment Copy a. Prepared only for repayment transfers/loans when the costs are to be recovered by MOD. b. As for action at a.(1) for Copy 2. c. Enter despatch details in Voucher Register System. Ship's Copy a. To be used to post the Main Store Account for Accountable items for transfers. Issues from PLR/ALRs are to be Direct Posted against the appropriate Loan Record. b. To be used to post the Main Store Account and Loan Repair Account (see action at (2), (3) and (4) for Copy 2) for loans. c. Re-demand action to be taken (see Part III Chapter 1). d. File in Issue Voucher Number Order (see Copy 2).</p> <p>FOR ITEMS, TRANSFERRED BETWEEN HM SHIPS AND/OR FLEET ESTABLISHMENTS, WHICH WERE INITIALLY RECEIVED ON A TEMPORARY ISSUE BASIS</p>	<p>a. As for Copy 2.</p> <p>a. Only received for flying clothing provided to passengers in aircraft, for which the receiving service is the final destination of the passenger (see Part 2 Article 0942). Action then as Copy 3.</p> <p>a. Endorse voucher with Receipt Voucher No. b. Form then signed by either a Logistic Officer or Senior Rating of the Stores Accountant Branch.</p>

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Copy	Action By Supplying Ship	Action By Receiving Service
	<p>To be raised in all instances of this type of transfer and handed to receiving Ship/Establishment representative.</p> <p>a. On return from receiving service:</p> <p>(1) Check signature and printed name.</p> <p>(2) Forward receipted copy of Form S549 to original supply source, suitably annotated with the original Form S130 authority.</p>	<p>c. Return receipted form to the supplying Ship/Establishment.</p>

2. Conversion of loan transactions into permanent transfers for non-repayment services when agreed, require separate Forms S549 to be raised in accordance with Part 3 Article 0508. They are to be distributed in accordance with Paragraph 1 above, except that:

- a. **Copy 1:** To be used by the receiving Unit to relieve the Receipt Section of Loan Repair Account before taking account to bring on charge in the Main Store Account.
- b. **Copy 2:** To be used by the supplying Unit to relieve the Issue Section of Loan Repair Account only.
- c. **Copy 3 Extra Copy:** To be attached to Copy 3 of the original loan transaction (see Paragraph 1).

3. Occasions of requirement by MOD for additional copies of Forms S549 and other vouchers supporting transfers to Repayment Services. Additional copies of Forms S549 are to be prepared and forwarded with Copies 3 and 4 when claims against the following Governments are to be raised by MOD:

Table 2: Additional Copies of Forms

		No of Extra Copies
All Commonwealth)	
and Colonial)	
Governments)	1
UAR)	
Sweden)	
Portugal		3
United States		4
Israel		2
Turkey		2

Notes:

1. No additional copies are required for supplies to other countries paid for under USA aid programmes.
2. In the case of gratuitous issues of kit to individuals, the cost of which is recoverable from Commonwealth or Foreign Governments, Copy 1 of Form S549 should, after signature by the recipient, be used with Copies 3 and 4 to support Form DAB1 (Repayment request) in accordance with the separate instructions provided to relevant Establishments. (DC CSO (RN) should be contacted in case of query).
3. Repayment transfers other than when claims are settled locally. For claims when local payment is not effected, vouchers are to be sent to DFG (Marine Fuels Section) (for fuels only) as soon as possible. When such transactions are frequent, the vouchers may be forwarded in monthly batches (see Part 3 Article 0512.1).

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0519 NOT TAKEN UP

0520 ITEMS SUPPLIED BY HM SHIPS TO VESSELS CHARTERED BY HM GOVERNMENT

1. Forms S549 are to show, in addition to all other requirements under Part 3 Article 0508, whether supplies are for:
 - a. Maintenance of the chartered vessel, stating on whose requisition the items has been supplied. (Whether the value of such supplies is recoverable from the owners or not will depend on the terms of the charter).
 - b. Naval Purposes.
 - c. Army, RAF, etc.
2. Details of authority for the supply are also to be given for issues of Accountable items.
3. When the value of supplies under paragraph 1a. or c. is recoverable from the owners, the forms are to be registered in the Repayment series and the procedure in Part 3 Article 0518.4 or 0515 is to be followed depending on whether claims are to be rendered to MOD or settled locally.

0521 TRANSFERS BETWEEN HM SHIPS BUILDING AT CONTRACTORS' YARDS

1. When it is necessary to transfer items, ie, those entered in the Main Store Account, between HM Ships building at contractors' yards, Naval Constructor Overseers and other Overseers are to prepare Forms S549 and distribute copies as follows:

Table 3: Distribution of Copies – Contractor's Yards

Copy	Distribution And Use
1	To the Supply Office of the receiving Ship (ie, the Ship to which the items have been transferred) or to the Naval Constructor Overseer or other overseer, if the Logistic Officer has not been appointed.
2	To the Logistic Officer or Naval Constructor Overseer of the receiving Ship for receipt and return to the Logistic Officer of the issuing Ship.
3	To WSA/FC4 for information and forwarding to WSA Storing Base/Depot or SO of Ship whichever is responsible for the Main Stores Account, for action to remove from charge from the supplying Ship's Main Store account.
4	To WSA/FC4 for action to suppress a further supply and forwarding (as for Copy 3) for action to bring on charge in the receiving Ship's Main Store Account.
5	To be held by the Logistic Officer of the issuing Ship until return of Copy 2, then destroyed.

2. **Replacement of items by the Supplying Ship.** Naval Constructor Overseers and other Overseers are to forward Forms D501 to WSA to replace Sea Store items issued by the Supplying Ship.

0522 NOT TAKEN UP

0523 ITEMS SENT TO MOD CONTRACTORS FOR REPAIR AND MODIFICATION

1. **For return to Unit.** Items sent to a contractor for repair or modification under a MOD contract or instruction and which, after repair, are to be returned by the contractor direct to

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the Unit and the issue and return are to be entered in the Unit's Loan Repair Account (see Part 2 Article 0121). On issue, the items are to be vouched on Forms S549 which are to be prepared in accordance with Part 3 Article 0508, endorsed with the contract number or instruction reference. The manufacturer's serial number of item being transferred must be included on all documentation; this will assist units and contractors in instances of disputed receipt. Distribution of copies is as follows:

Table 4: Distribution of Copies - Repairs

Copy	Distribution And Use	
1	Supply Note.	Sent to the contractor with the items.
2	Receipt Note.	Sent to the contractor by post with a request for it to be receipted and returned.
3	Headquarter's Copy.	Not required.
4	Base Copy	Sent to WSA. Unit named
5	Ship's Copy.	Item to remain on Main Account charge, but also brought to Loan Repair Account charge. Held pending the return of Copy 2 and then filed with it.

Notes:

1. On return from loan, the repaired items will be invoiced on MOD Forms 640 (see Part 3 Article 0328), the Unit accounting copy of which should be used to remove from charge in the Loan Repair Account.
2. The expected period of the loan is to be recorded and hastening action taken in accordance with Part 2 Article 0121.
3. OASIS users see relevant User Guide.
4. For returns to a Base or Store Depot see Part 3 Chapter 7.

0524 NOT TAKEN UP

0525 RETURNS FROM LOAN

1. Except for returns from RN units (see paragraph 2 below) and returns from repair and modification by MOD, ES (Air) or MOD Contractors, Forms S549 are to be raised by the Unit to which the items are returned and cross-referred to the Issue Voucher Number of the original supply voucher. For returns from ES (Sea), ES (Land) or ES (Air) services, all copies of Form 549 are to be endorsed 'ex NON-REPAYMENT LOAN'. For returns from all other Services, all copies of Form S549 are to be endorsed 'ex REPAYMENT LOAN'. The copies are to be dealt with and disposed of as follows:

Table 5: Distribution of Copies – 'Repayment Loan'

Copy	Distribution And Use
1 and 5	Not used (but see paragraph 2 below).
2	a. Following a check to confirm the correctness of the items returned, to be given a Receipt Voucher number and registered in Voucher Register System.
	b. Use for all items to remove from charge in the Loan Repair Account.
	c. File in Receipt Voucher number order with Ship's copy of receipt given to the customer (but see paragraph 2 below).
3	Returns from Repayment Loans. Forward to WSA FC4 or CTC1 as soon as possible (see Note).
4	Returns from Non-Repayment Loans (e.g. ES (Land), ES (Air)). Retained by the consignor, after receipt by the consignee and filed with Copy No 1 (see paragraph 2 below).
	a. To be prepared only when costs are recovered by MOD.
	b. To be cross-referred to the original Form S549 supply voucher.
	c. To be forwarded to WSA/FC4 or CTG1 as appropriate with Copy 3 (see Note).

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Note: Loan charges recovered by MOD will continue to be made (except for Exchequer departments) until the equipment is returned. Copy 4 (together with Copy 3) should be forwarded as soon as possible and not held until the end of the Calendar Month.

2. For loans to other RN units, the returning Unit is to raise Forms S549 as in Paragraph 1 above. The normal distribution and receipting of Copies 1 to 3 for non-repayment transfers applies (see Part 3 Article 0518). Accounting action is to be taken as follows:

Table 6: Store Account Action

Copy	Store Account Action
1	Unit Returning Items.
	a. Remove from charge in the Receipt Section of Loan Repair Account for all items.
2	Unit to Whom Items are Returned.
	a. Remove from charge in the Issue Section of Loan Repair Account for all items.

0526 GIFTS AND BARTER

1. The free gift of items requires prior MOD approval whether the items are new or used and irrespective of value, however trifling.

2. In exceptional circumstances, the supply of items to inhabitants of remote islands may be made on the basis of barter. Full details of such exchanges are to be recorded in the accounts. On occasions when items are exchanged on a basis of barter, separate Forms S549 should be prepared for the items issued and those received in accordance with Part 3 Article 0508 and Part 3 Article 0330 respectively, the two sets of vouchers being cross-referred. Issue vouchers should be in the Repayment series.

0527 DISCREPANCIES, LOSSES AND DAMAGE IN TRANSIT OF STORES TRANSFERRED TO OTHER RN UNITS OR CUSTOMERS

1. The procedure at Part 3 Article 0335-0342 is to be followed, except that MOD Form 445 and MOD Form 658/659, if raised, are to be forwarded to the Supplying Unit.

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CHAPTER 2: NAVAL AND WEAPON ENGINEERING STORES

0528 - 0534 NOT TAKEN UP

0535 RETURNS (TRANSFERS) TO OIL COMPANIES

1. When fuels are returned direct to commercial oil companies, Forms S549 (five copies) are to be raised in the Repayment series showing the following information on each copy:

- a. Name of commercial oil company.
- b. Grade and quantity of oil.
- c. Method of delivery.
- d. Date and time of commencement and completion of de-fuelling.

Table 7: The five copies are to be disposed of as follows:

Copy	Use And Disposal
1	To be given to the Oil Company for retention.
2, 3 and 4	All to be receipted by a representative of the Oil Company. Copies 3 and 4 are then to be sent to DFG (Marine Fuels Section) without delay. Copy 2 is used to remove from charge in the Main Store Account and retained by the Logistic Officer. (For fuels and oils mentioned in Part 2 Art 0153.3, entries in the Main Store Account are not required. Copy 2 is to be retained by the Logistic Officer).
5	Ship's copy (to be filed with Copy 2 in repayment Issue Voucher No order).

2. See Part 3 Article 0738-0739 for the occasions when fuels and oils are to be returned and details of prior notice required.

0536 RETURNS (TRANSFERS) OF USED OR DIRTY LUBRICATING OILS DIRECT FROM ESTABLISHMENTS TO OIL COMPANIES

1. Where arrangements are made locally for the collection of oil direct from an Establishment, five copies of Form S549 are to be prepared for the agreed quantity and disposed of as follows:

Table 8: Collection of oil from Establishments

Copy	To Be Marked	Accounting Action	Final Disposal
1	Supply Note		Retained by oil company's representative collecting the oil.
2 and 3	Receipt Note	To be signed by the oil company's representative collecting the oil.	Retained by the Logistic Officer to support the Main Store and Cash Account respectively.
4	Receipt Note	To be signed by the oil company's representative collecting the oil.	Forwarded to DFG showing the Cash Account voucher number.
5	Receipt Note	To be signed by the oil company's representative collecting the oil.	Forwarded to the oil company endorsed with the receipt for payment.

2. Where a Ministry of Defence contract is in force for collection of used, dirty or contaminated oil direct from a Unit, four copies of an issue and receipt voucher (as in Annex A which is to be reproduced locally as required) are to be prepared and distributed as indicated on the proforma voucher.

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3. Normally contractors will remove the oil in bulk. Drums are not to be disposed of with the oil.
4. See Part 3 Art 0739 for general arrangements.

0537 ISSUE OF FUEL TO FOREIGN GOVERNMENTS' VESSELS

1. Issues to non - approved foreign government navies ie those without NATO and fuel Exchange Agreements should be referred to DFG (Marine Fuels Section) for prior approval.

0538-0541 NOT TAKEN UP

0542 PURCHASE OF MATERIAL FOR AND OF ARTICLES MADE DURING TRAINING COURSES IN TRAINING UNITS

1. See Part 2 Article 0128 for accounting action.

0543 TRANSFER OF POWER BOATS

1. The permanent transfer of power boats is not to be made without the approval of CED. If a temporary reallocation is necessary, a report of the transfer is to be made at once, by letter, to CED. The following particulars are to be shown on such reports, and also on Forms S549:

- a. Reason for transfer.
- b. A statement that the portable fittings and spare gear, together with lists thereof, and drawings have also been transferred.

0544-0550 NOT TAKEN UP

0551 REPAYMENT CHARGES FOR HIRE OF DIVING EQUIPMENT

1. The regulations for the deployment of Navy and MOD Civilian Divers are contained in current DCIs RN.
2. Diving equipment is not normally loaned on repayment without a Navy/MOD Civilian diver, should the need arise for a loan without a diver; a charge is to be made for handling where equipment is hired the rates shown in DCI or repayment accounting notices.

3. Cost of Personnel Employed:

- a. **Naval.** Capitation rates and Special Service Pay as appropriate as promulgated in current repayment accounting notices for the whole of the period the personnel are diverted from RN duties.
- b. **Civilian Divers.** Wages and allowances of the divers plus the appropriate overhead additions.

Note: The handling charges in Col 2 should also be applied to each fresh pair of equipments issued during the performance of the service.

4. The authority for the deployment of Divers on repayment work (notwithstanding the requirements of the reference) should be sought in the first instance as follows:

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- a. **Naval Divers.** Superintendent of Diving, HQ Fleet Diving Group, Reclaim Building, Horsea Island, Cosham, Portsmouth PO6 4TT.
 - b. **Civilian Divers.** For Salvage and Engineering Work – CSALMO, Block F, Enleigh, Bath.
 - c. **For General Work.** RMAS Pembroke Dock, Pembroke Dock, Pembrokeshire, S Wales.
5. **Associated Equipments.** The basis of charges for the loan of other items of equipment for use in connection with diving operations is set out in JSP368.
6. **Associated Work and Incidental Expenses.** Charges for work such as raising objects from the sea bed are to be levied at full cost.
7. **Decompression Services.** The policy regarding the use of Decompression Chambers is set out in BR 2806.

0552 PUBLIC ADDRESS EQUIPMENT

1. PA equipment may be issued on loan only with the permission of the Commanding Officer. When loaned for ceremonial parades or receptions, loan charges are to be made in accordance with repayment instructions. Additional conditions under which this equipment may be loaned to committees organising Naval social functions, etc on shore are as follows:
 - a. These social functions, etc are to be organised solely by Naval Officers / Ratings.
 - b. The equipment is to remain in the sole charge of the personnel accustomed to operating it.
 - c. The proceeds of hire are to be taken on charge in the Logistic Officer's Cash Account, or, if no loan charges are made, an insurance policy covering the full value in the event of loss or damage is to be deposited with the Commanding Officer before the equipment is issued on loan.
 - d. The committee concerned undertakes the responsibility and financial liability for the safe transport of the equipment from and back to the Unit.
 - e. The equipment is not required for Service purposes during such period of hire.

0553 FLAGS, ENSIGNS AND BUNTING

1. Serviceable flags and bunting are not to be lent for decorative or for any private purpose and all applications for their loan are to be refused.
2. Unserviceable flags and bunting. Except for Union flags, British and Foreign ensigns and National flags which may not be lent under any circumstances, unserviceable flags and bunting may be lent with the written permission of the Commanding Officer. They are not to be issued until an insurance policy, covering their full value in the event of their being lost, damaged, by fire or any other causes, has been taken out by the borrowers and deposited with the Commanding Officer.

0554-0569 NOT TAKEN UP.

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CHAPTER 3: MARINE ENGINEERING

0570 TRANSFER OF MARINE ENGINEERING STORES (MES) BETWEEN RN UNITS

1. MES is MOD controlled, and transfers are not to be made without the prior approval of the appropriate WSA / PT. If it becomes necessary to transfer MES due to emergency or operational circumstances without prior approval, the appropriate WSA / PT is to be informed as soon as possible after transfer. All STOROB action involving MES is to be reported to WSA / PT, who will advise on the return of the defective equipment involved (see Part 3 Article 0123).

0571 TRANSFER OF MARINE ENGINEERING STORES (MES) TO NON - RN UNITS

1. MES is not to be transferred to non RN Units without the prior approval of WSA / PT, MEE must not be transferred from HM ships to Dockyard Departments to complete Dockyard work without the prior approval of WSA / PT.

0572 LOANS OF MARINE ENGINEERING STORES (MES)

1. Requests for loans of MES are to be referred to WSA/PT.

0573-0579 NOT TAKEN UP

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CHAPTER 4: ACCOMMODATION STORES

0580 REPAYMENT ISSUES

1. Requests for repayment issues of accommodation stores are to be referred to NPPO (DAS) for authority.
2. Funds recovered from such transfers made on repayment to civilian authorities, other Government departments or foreign governments are to be credited to Defence Vote 5BZ1000.

0581 TRANSFERS OF NAAFI CLUB FURNISHINGS

1. Club furnishings may be transferred between Units within the financial limits imposed, with the agreement of the Units concerned and the NAAFI Furnishing Inspector. Normal accounting action is to be taken in accordance with Part 3 Article 0505 and 0518.

0582-0585 NOT TAKEN UP

0586 LOAN OF ACCOMMODATION STORES TO NON-SERVICE ORGANISATIONS (SEE JSP 384 1404)

1. Loans of Defence Accommodation Stores (DAS) to public bodies or private persons outside the service are to be authorised by the Logistic Officer. If the loan is novel or contentious then NPPO (DAS) are to be consulted. Each loan of DAS is subject to a hire charge which will be laid down by NPPO (DAS).

0587-0589 NOT TAKEN UP.

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CHAPTER 5: MOTOR TRANSPORT STORES

0590 TRANSFER OF MOTOR TRANSPORT VEHICLES

1. **Tools and Equipment Supplied with the Vehicle.** Care should be taken to ensure that whenever vehicles are transferred from one Unit to another, any loose tools and equipment supplied with the vehicle are, when separately accountable, also detailed on the Form S549. Non-accountable items should be listed separately and details forwarded with original copy of Form S549.
2. **Vehicle History.** The Vehicle History Card should always be forwarded with a vehicle on transfer. Care should be taken to ensure that the details entered on the card of the vehicle being transferred agree with those entered on Form S549.
3. **Report of MT Vehicle Transaction.** In addition to the normal accounting action, each Unit which has on charge vehicles bearing RN registration numbers is to report issues and receipts of such vehicles on Form S122, Report of MT Vehicle Transaction, within 24 hours of the event to WSA Transport Section. Reports on Form S122 should also be rendered when vehicles are transferred to, from or between authorised services holding vehicles on detached duty from the main MT pool. Reports from abroad are to be sent by air mail. The responsibility for this action rests with the Motor Transport Officer of the Unit.

0591-0599 NOT TAKEN UP.