



# Ministry of Defence

## JSP 886 THE DEFENCE LOGISTIC SUPPORT CHAIN MANUAL

### VOLUME 6 COMMODITY SUPPLY MANAGEMENT

### PART 5 CLOTHING

**THE MASTER VERSION OF JSP 886 IS PUBLISHED ON  
THE DEFENCE INTRANET.**

**FOR TECHNICAL REASONS, EXTERNAL LINKS ON THIS  
INTERNET VERSION HAVE BEEN REMOVED.**

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## **SECTION 1 – INTRODUCTION TO CLOTHING**

### **PURPOSE**

1. This instruction harmonises single-Service Supply Chain related Policy and Processes and documentation in a joint instruction to enable the efficient and effective management of Clothing, including Aircrew Protection and Survival Clothing<sup>1</sup>. Certain legacy procedures are retained in the interim.
2. The method of managing and disseminating information on clothing, associated dress regulations, clothing scales and Policy and Processes, has changed. It is now possible to provide links to most documents, and the use of electronic search facilities enables navigation direct to many information sources.
3. Some single-Service clothing regulations contained a variety of information such as Policy and Processes, scales and in some cases dress regulations. This information is now presented in a more logical structure for use by units and establishments. It will act as a management tool, such as for the development of a clothing scales database for use by users and the Defence Clothing Project Team (DC Team). These elements are located at:
  - a. **Policy and Processes.** The Defence Logistics Support Chain Manual (JSP 886) - this document.
  - b. **Clothing Scales.** Ownership of clothing scales is inextricably linked to finance and therefore belongs to Front Line Commands (FLC) and civilian organisations and agencies, e.g MOD Police and Guarding Service Agency, Defence Fire Risk Management Organisation (DFRMO). The clothing scales are used by the DC Team for procurement purposes, by Logistics Officers, Quartermasters, Supply Officers and Business Partner Stores Managers to confirm Clothing entitlement, and for accounting and audit purposes. The clothing scales are managed by the DC Team on behalf of FLCs. Scales of entitlement for Aircrew Protection and Survival equipment are managed by the Aircrew Equipment and Survival (AES) Team. The Clothing Scales Databases can be found as follows:
    - (1) Sea. [BR3 Part 6](#) – Naval Service Uniform Regulations. Includes Royal Marines and Royal Fleet Auxiliary.
    - (2) Land. [Scales for the Army and Army Supported Civilians](#).
    - (3) Air. [Scales of RAF Equipment and Clothing](#).
  - c. **Dress Regulations.** Dress regulations are owned by the Service Dress and Clothing Committees and published separately as follows:
    - (1) **BR3 Part 6.** [Naval Service Uniform Regulations](#). Includes Royal Marines and Royal Fleet Auxiliary.
    - (2) **Dress Regulations for the Army.** [Dress Regulations for the Army](#). After using this link go to G1 – Personnel and Administration, and select 'Army Dress Regulations (All Ranks)'. This Reference also covers the Regulations for the wearing of the Insignia of Orders, Decorations and Medals.

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<sup>1</sup> Eg – Aircrew Protection and Survival Clothing. The control of 'Protective Clothing' is dealt with in JSPs [437](#) and [569](#).  
JSP 886 Volume 6 Part 5 Clothing, Section 1  
Version 2.7 dated 24 Aug 12

- (3) Uniform Dress and Appearance Regulations for the Royal Air Force. [AP 1358](#).
- (4) **The Initial Supply of Environmental Clothing and NBC IPE for Contingency and Non Contingency Operations.** Instructions on operational clothing are at [Section 9](#).
- (5) **Requirements Process for Changes to the Ground Clothing Inventory.** The requirements process for proposed changes to the ground clothing inventory is at [Section 13](#) of this instruction.
- (6) **Requirements Process for Changes to Aircrew Equipment Assemblies and Survival Equipment (AEA&SE).** The requirements process, including UOR & USR procedures for new equipment, enhancements or changes to the aircrew clothing inventory is at [Section 14](#) of this instruction.
- (7) **Aircrew Equipment Assemblies and Survival Equipment.** The regulations governing existing and new AEA&SE are in the appropriate Technical Publications managed by AEST.

#### **OWNERSHIP AND POINT OF CONTACT**

- 4. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) is owned by Director Joint Support Chain (D-JSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC.
- 5. This instruction is sponsored on a Single Service basis. Enquiries about the content of this instruction should therefore be addressed to the Single Service sponsors as follows:

- a. **Royal Navy:**

Logs Spt Commodities SO1, C in C Fleet Headquarters,  
NCHQ MP 4.4, Leach Building, Whale Island, Portsmouth, PO2 8BY  
Tel: Mil: 93832 Ext 5884. Civ: 0239262 5884  
Email: [FLEET-CAPLOGSPTCMSO1@mod.uk](mailto:FLEET-CAPLOGSPTCMSO1@mod.uk)

- b. **Army:**

SO2 Materiel Support, Logistics Support Branch, HQ Land Forces, Zone 2, IDL 13,  
Blenheim Building, Marlborough Lines, Monxton Road, Andover, SP11 8HT.  
Tel: Mil: 94393 Ext 6525. Civ: 01264 886525.  
Email: [LF-Log-Sp-SO2-MatSp@mod.uk](mailto:LF-Log-Sp-SO2-MatSp@mod.uk)

- c. **Royal Air Force:**

AIR A4 SO1 UCPSM, Room S15, Kestrel Court, Waterwells Drive,  
Quedgeley, Gloucester, GL2 2AT.  
Tel: Civ Only: 01452 886301 or 01452 886402.  
Email: [ucpsms01@lyneham.raf.mod.uk](mailto:ucpsms01@lyneham.raf.mod.uk)

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6. Enquiries concerning the accessibility and presentation of this instruction should be addressed to:

DES SCM (P&C) JSP 886 Editorial Team  
Cedar 2b, #3246, MOD Abbey Wood, BRISTOL, BS 34 8JH  
Tel: Mil: 9679 Ext: 80955. Civ: 030679 80955  
Email: [DESSCM-PolComp-JSP886@mod.uk](mailto:DESSCM-PolComp-JSP886@mod.uk)

### GLOSSARY

7. A Glossary of JSC Terms is available at JSP 886 Volume 1, Part 1A.

### LINKED PUBLICATIONS

8. The following publications are linked to this instruction:

- a. [AP 1358 – Uniform Dress and Appearance for the RAF.](#)
- b. AP108B - 0001 – 1. Aircrew Equipment Assemblies. Note: This publication for 'Platform Specific Equipment Safety Clearance' information and 'AEA&SE Equipment Scaling' for all AEA&SE managed equipment ranges is not available electronically.
- c. [BR 3 Part 6 - Naval Service Uniform Regulations.](#)
- d. [JSP 313 – Combined Cadet Force Manual.](#)
- e. [JSP 340 – Regulations for Medical and Dental Accounting.](#)
- f. [JSP 437 – Personal Protective Equipment Catalogue.](#)
- g. [JSP 529 – UK Operational Clothing Catalogue.](#)
- h. [JSP 569 – Working at Height – Protective Equipment.](#)
- i. [JSP 754 - Tri-Service Regulations For Pay And Charges.](#)
- j. [JSP 768 – Defence Clothing Catalogue.](#) This includes JSP 437 – Personal Protective Equipment Catalogue and JSP 529 – UK Operational Clothing Catalogue.
- k. [JSP 886 Volume 4 Part 4 – Equipment Procured under Urgent Operational Requirement Arrangements.](#)
- l. Royal Navy Temporary Memoranda (RNTM) 71/07 – Policy for Access to Podiatry and Specialist Footwear Services.

### SUPERSEDED PUBLICATIONS

9. The following publications are superseded by this instruction:

- a. JSP 886, Volume 11, Part 2 Chapter 8 and Part 5 Chapter 18.
- b. JSP 886, Volume 12, Part 3.
- c. JSP 886, Volume 13, UD leaflets.



## **SECTION 2 - GENERAL INSTRUCTIONS**

### **RESPONSIBILITY OF COMMANDING OFFICERS**

1. **Clothing Scales.** Commanding Officers (or civilian equivalent manager) are to ensure that the individuals under their command are properly clothed to the relevant scale.

### **CATEGORIES**

2. **Clothing Categories.** Clothing is divided into 4 categories:
  - a. **Personal Public Clothing (Uniform Clothing).** All clothing items which are issued in accordance with the various scales of entitlement and related single Service dress regulations, further sub divided into major and minor items:
    - (1) Major Items are those which have been given a life expectancy and would normally only be exchanged when that life has expired. The issue and exchange of major items are to be recorded on the personal clothing record.
    - (2) Minor Items are those that have no given life and will be exchanged when necessary, given fair wear and tear.
  - b. **Unit Public Clothing.** All clothing items, including specialist clothing and Personal Protective Equipment (PPE) loaned from the unit's equipment scale of entitlement which must be returned before the individual leaves the unit.
  - c. **Pool Clothing.** All clothing items loaned or temporarily issued to units from regional loan pools for training, ceremonial or other purposes.
  - d. **Aircrew Protection and Survival Equipment.**

### **SAFEGUARD, STORAGE AND CONDITIONING**

3. **Safeguard.** All clothing is to be obtained through the Joint Supply Chain (JSC) in accordance with the procedures set out in this manual unless other instructions have been issued. Personnel must take reasonable steps to safeguard items of clothing issued or loaned to them, and are required to pay for any loss, damage or repair (including laundry or dry cleaning) caused by their own misuse or negligence.
4. **New Items.** When new items of clothing are introduced on a maintenance basis, all stocks of the item to be superseded are to be exhausted before issues of the replacement items are made. An exception to this restriction may be expressly ordered by Front Line Commands (FLC) in conjunction with Defence Clothing Team (DC Team) for specially deployed items of new design, which may be taken into use before old pattern stocks are exhausted.
5. **Unserviceable Stock.** Items of clothing, received in the store, following a one-for-one exchange, are to be kept separately and securely from serviceable stock items. Strict physical control of the unserviceable items must be exercised to ensure they are not re-presented for further issue. In cases where storeroom layout precludes strict physical segregation, units are to consider marking unserviceable items to prevent further exchange.



6. **Conditioning.** Items of unserviceable clothing, which must be clean when returned to store, are to be surveyed, conditioned and disposed of as described in [Section 7](#) of this instruction.

## **INDIVIDUALS TRANSFERRED TO THE RESERVE**

7. **Retained Items.** Items which may be retained by an individual when transferred to the reserves are detailed in the appropriate scales. Items which individuals are not permitted to retain are to be withdrawn and returned to store and conditioned in accordance with [Section 7](#) of these instructions.

8. **Items of Specialist Clothing.** Items of specialist clothing ie flying clothing recorded on the personal clothing record, which will continue to be required by the individual for the performance of their duties in the reserve, is not to be withdrawn.

## **ALTERATIONS AND REPAIRS**

9. **Clothing and Footwear.** Alterations and repairs to clothing and footwear may be carried out as follows:

a. **By Service Operated Tailors Facility.** Where a unit tailor is on the establishment. A record of items sent for alteration / repair and their subsequent return is to be kept by the unit.

b. **By Civilian Contracts.** Contracts are normally arranged by formation Contracts branch and include attached schedules of clothing items that may be tailored. Most tailoring contracts form part of a Multi Activity Contract (MAC).

c. **By Locally Arranged Contracts.** Units are to seek advice from formation contracts branches and must ensure that Statement of Requirement and contractual terms and conditions clearly state the work that is to be carried out and pricing.

d. **Officers.** Items of clothing, including footwear, initially issued on commissioning may be altered at public expense when included in the contracts arranged at Paragraphs 9a to 9c. Subsequent alterations and repairs are to be on repayment.

## **SECTION 3 - ACCOUNTING PROCEDURES**

### **GENERAL**

1. Clothing is always to be subject to accounting procedures set out in single Service Annexes to this section unless directed by Permanent Joint Headquarters (PJHQ) or Front Line Commands (FLC) in accordance with [JSP 886 Volume 4, Part 3](#).
2. The clothing account should primarily be maintained on MOD accredited IT systems such as Onboard Automatic Data Processing System in Ships (OASIS), Unit Computing (UNICOM) and Management of the Joint Deployed Inventory (MJDI). The account may also be maintained using manual systems as detailed in these instructions.

### **ELECTRONIC ACCOUNTING**

3. When IT systems are used for the management of clothing:
  - a. The System User Guide defines the procedure for processing transactions.
  - b. The author of the System User Guide is to ensure that the spirit and intent of these instructions, and other accounting instructions within this publication are complied with and there is no reduction in accounting control.

### **MANUAL ACCOUNTING AND GENERAL INSTRUCTIONS APPLICABLE TO THE SINGLE SERVICES**

4. The clothing account may be maintained using a manual system in the following circumstances:
  - a. When electronic accounting is not available as the primary method.
  - b. As a fallback procedure during temporary loss of the primary electronic method in use, other than where a specific system procedure is to be followed.
  - c. Single Service accounting and general instructions are shown at:
    - (1) [Annex A](#) – Accounting and General instructions applicable to the Royal Navy / Royal Marines.
    - (2) [Annex B](#) – Accounting and General Instructions applicable to the Army.
    - (3) [Annex C](#) – Accounting and General Instructions applicable to the RAF.

### **CLOTHING DEMANDS**

5. Instructions for the submission of demands are at [JSP 886 Volume 3, Part 1](#).

### **CLOTHING RETURNS**

6. The return of clothing is to be in accordance with [JSP 886 Volume 3, Part 8](#).

**ANNEX A - ACCOUNTING AND GENERAL INSTRUCTIONS APPLICABLE TO THE ROYAL NAVY (RN) AND ROYAL MARINES (RM)**

[Introduced in Paragraph 5](#)

**PERSONS ENTITLED TO PURCHASE UNIFORM CLOTHING**

1. Officers and ratings of the regular Royal Navy, Royal Marine, QARNNS, RFA Officers and Ratings, RFA based STO(N) staff, Reservists, MOD(N) Industrial Civilians, Combined Cadet Force, Sea Cadet Corps and NAAFI personnel may purchase Uniform Clothing at Fleet Issue Prices, within the relevant scales. RNA / RMA personnel may purchase berets, badges and corps belts.

**FORM S1318 - REQUEST FORM**

2. Form S1318 is the authority to draw items of clothing (except initial kitting up and flying clothing) for personal or individual use subject to published scales. Individuals are to insert their requirements on Form S1318, which is to be signed and verified by the Divisional Officer and endorsed with the unit's stamp. The Clothing Store is to confirm the individual's entitlement and that the items requested comply with relevant authority / scales.

**FORM S2910 - KIT RECORD BOOK**

3. The S2910 is held by individuals as a record of clothing issued / exchanged or returned and any deficiencies. As such it is an accountable document and all transactions are to be recorded by Clothing Store Staff in the Form S2910.

4. If the Form S2910 is lost the Divisional Officer is to verify the individuals holdings, notify the Logistics Officer<sup>2</sup> who is to ensure that items held and remaining life of major items are checked. On completion, a replacement Form S2910 clearly marked 'DUPLICATE' is to be raised, detailing items held and life remaining on major items. Details of any kit not issued when entitled are to be recorded in Section C of the Form S2910.

**ACTIONING KIT DEFICIENCIES**

5. Any deficiency of kit is to be recorded in Section C of Form S2910. The last line entry on the left hand side of the book is to be closed with the Unit's date stamp and signature / rank of the person making the entry.

6. Issues to correct kit deficiencies are to be made on Form S105 and entered on the right hand page of Section C and Form S2910 in addition to being recorded in Sections A and B. Where part issues are made, the quantities outstanding are to be recorded by a new entry in Section C of Form S2910.

7. Additional pages required for Section C of Form S2910 are to be reproduced locally.

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<sup>2</sup> The term 'Logistics Officer' refers to the Royal Naval, Royal Marine, RFA or Civilian (MOD or Business Partner) officer, or their respective delegated representative, who is responsible for the management of the Clothing Store and Accounts in Fleet units, DE&S and Naval Training Command Shore Establishments.

## **STOCKTAKING**

8. Stocktaking is to be carried out in accordance with [JSP 886 Volume 4, Part 2](#).

## **UNIFORM AND SPECIALIST CLOTHING - ALLOWANCES**

9. There are no formal allowances of uniform clothing for authorised units. Stocks of items of Uniform Clothing provided for loan purposes should, however, be used to meet the requirements of Establishment Allowance Lists (EAL).

10. In units, other than in Destroyers (DD) and Frigates, (FF) which are normally restricted to cap ribbons, the range and quantities held are at Logistics Officer discretion based on unit role, deployment duration and relevant personal scales and consumption patterns.

11. Units wishing to hold or extend stocks held are to submit application on MOD Form 1948 to DC Team EAM CSO (RN) copied to FLEET HQ Logistics Support (Commodities).

12. Details of loan clothing to be held for issue at Action Stations are contained in On Board Documentation (OBD). In ships carrying Uniform Clothing, sufficient quantities to cover these needs are to be included in working stocks.

13. Ships requiring tropical uniform clothing are to ensure stocks are demanded for storing prior to deployment.

14. The Base Logistics Commander Portsmouth (NELSON Clothing Store) is responsible for authorising and accounting for issues / returns to / from loan of Palace, Board and Staff type aiguillettes and fittings and Flag Rank sword belts.

## **UNIFORM CLOTHING - STOCK LEVELS**

15. Clothing is only to be stocked for the Officers, Ratings and specialisations borne and for those of other Units for which a Uniform Clothing service is provided.

## **SPECIALIST CLOTHING - STOCK LEVELS**

16. Stocks of Specialist Clothing are to be held, where facilities permit, to the levels given as follows:

- a. **Establishments.** As identified by PPE Regulations, Risk Assessment, Manufacturers Instructions or Consumption Data.
- b. **Ships.** As authorised in Ships 'On Board Documentation of Scales and Allowances'.

17. Ships' stocks are to be maintained to full allowance to ensure operational readiness. Stocks of Specialist Clothing may be adjusted based on past consumption data when subject to periodic review. With the exception of the clothing ranges listed at Sub Paragraphs a to g below which should be maintained to scale, stocks of specialist clothing may be adjusted based on past consumption data when subject to periodic review:

- a. Cold Weather Clothing.
- b. NBCD Clothing.

- c. Anti-flash Clothing.
- d. Clothing for Fire Parties.
- e. Armlets, Red Cross.
- f. Action Coveralls.
- g. Survival Suits.

## **ISSUES**

18. **Separation from kit.** When personnel have, for Service reasons, become separated from their kit:

- a. Essential items of kit (part-worn if available) are to be issued on individual loan to the individual pending receipt of their original kit.
- b. If, after six months, the original kit is not received and is assumed to be lost, the balance of kit is to be issued. (Managed by DC Team in conjunction with Fleet HQ Logs Support Commodities)
- c. If any original kit is later received, the replacement items are to be withdrawn.
- d. The procedure for Officers separated from their uniform outfits is in JSP 754.

19. **Issues for Adventurous Training.** Adventurous training issues are to be accounted for on Permanent Loan Record (PLR).

20. **Issues of Uniform for Volunteer Ships Bands.** In units where issues of uniform for volunteer Ship's bands are authorised, the Class II uniform suits required are to be transferred from the Unit Clothing Account to the Specialist Clothing Account. The uniforms are to be withdrawn from individuals before they leave the Ship, for re-issue as required.

## **UNIFORM CLOTHING - CAP RIBBONS**

21. Prior to commissioning, ships should demand a first issue of cap ribbons from DC Team. No further authorisation is necessary. Demands for cap ribbons should be restricted to the minimum quantities required for initial issues and 10% maintenance stocks. A 6-month delivery time should be allowed when demanding these items.

22. All other requests for new cap ribbons should be forwarded to FLEET ML OPS SPT for approval :

- a. For units (including Joint Service Establishments) bearing significant numbers of junior ratings (20 plus), it is appropriate that they have their own cap ribbons to promote unit identity and esprit de corps.
- b. Units with less than 20 junior ratings should generally conform to the established custom of using the cap ribbon of their paying unit. Exceptions may be allowed when a strong case for individual unit identity exists.
- c. The use of non-standard abbreviations on cap ribbons is to be avoided wherever possible.

## **GENERAL ACCOUNTING ARRANGEMENTS**

23. **Uniform Clothing.** All items are to be brought to account using individual NATO Stock Numbers; items of the same description may have the size range converted to a generic number. The same arrangements may be applied to items of the same price i.e. Badges. For units operating bulk stores the procedures at Paragraph 33 to 42 below are to be applied. Ships (e.g. DD / FF) with only cap ribbons or a limited range of Uniform Clothing, may keep the stock records with the Specialist Clothing account. For all Units, all supply vouchers are to be entered in the Uniform Clothing account within 24 hours of receipt of supplies.

24. **Specialist Clothing.** All items are to be brought to account using individual stock reference numbers; size range items may be converted to generic numbers. Specialist Clothing may be issued on personal loan, individual loan or outright issue as appropriate.

25. In both cases, where items are converted to a new 'generic stock record header', the highest catalogue price within the size range is to be used. This price is to be used when administering stocktaking reports.

## **UNIFORM CLOTHING TRANSFERS BETWEEN BULK STORE AND CLOTHING SHOP**

26. Where Bulk storerooms are maintained, it is necessary to convert size range items to block stock reference numbers on transfer to the Clothing Shop.

27. A stock card is to be maintained for each item / size held in the Clothing Shop and passed to the Bulk store when Clothing Shop stock is reduced.

28. All available items are to be assembled in the Bulk store, noting unavailable items with a view to stockholding adjustment.

29. A locally produced Form S127 – Conversion Form, is to be prepared, converting all size range items to block stock reference numbers. The items, together with the stock cards, are then transferred to the Clothing Shop. The stock cards for items not available are to be retained in the Bulk store pending subsequent issue on receipt of stock.

30. The Form S127 is to be passed to the Clothing Accounts Office for registration and action as follows:

- a. The quantities are removed from charge using individual stock reference numbers.
- b. The quantities are brought on charge using block stock reference numbers.

31. On completion the Form S127 is to be filed in registered number order and retained for audit purposes.

32. A locally produced Form S127 is to be raised showing the block vocab number and quantity, and the individual stock reference number and quantity.

33. The Form S127 and items are to be passed to the Bulk Store for restowing / return as appropriate.

34. The Form S127 is to be passed to the Clothing Accounts Office for registration and action as follows:

## INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET

- a. The quantities are to be removed from charge using block stock reference number.
- b. The quantities are to be brought on charge using individual stock reference numbers.

35. On completion the Form S127 is to be filed in registered number order and retained for audit purposes.

### UNIFORM CLOTHING - EXCHANGE PROCEDURE

36. Only RN and QARNNS ratings, RM WOs, NCOs and other ranks are entitled to exchange items of uniform clothing on a one for one basis. Where possible, items of uniform clothing being exchanged are to be clearly marked showing the individual's name. No person is to be allowed to exchange items on behalf of another without the Logistics Officer's authorisation. The final decision whether an item requires replacement is the responsibility of the Logistics Officer or his representative. Replacement issues are to be made as follows:

- a. **Fair Wear and Tear - All items.** Check individual entitlement against scales in accordance with BR 3 Part 6 (to be e linked when available). Check date of discharge.
- b. **Unserviceable Items.** Unserviceable items to be withdrawn and replacement items issued.
- c. **Replacement Issues.** All replacement issues to be recorded in Sections A and B, as appropriate, of rating's Form S2910.
- d. **Major Items.** In normal circumstances major items of kit will not be exchanged for personnel within 12 months of discharge.
- e. **Loss or Damage by Other than Fair Wear or Tear:**
  - (1) Where items of Uniform Clothing are lost or damaged beyond repair, they are to be replaced at the individual's own expense at the full Fleet Issue Price (FIP).
  - (2) Where the loss or damage cannot be attributed to the fault of the individual concerned, Form E126 action is to be taken in accordance with JSP 886 Volume 4, Part 6 and a replacement item issued or repair undertaken as appropriate.
  - (3) Form S2910 is to be updated and any unserviceable items withdrawn on completion of the transaction.
- f. **Low Cost Replacement.** The following low cost items of uniform clothing are not part of the one for one system. They will be replaced at no cost on an as required basis to entitled persons. Requirements in excess of normal replacement issues are to be actioned on a repayment basis:
  - (1) All Types of Badges (except RM special cap badges).
  - (2) White Tape.
  - (3) Cap Ribbon.



- (4) RN Class II Lanyards.
- (5) Buttons.
- (6) Ties.
- (7) Socks / Stockings.
- (8) Mugs.

## **ALTERATIONS AND REPAIRS**

37. Alterations and Repairs may be carried out as follows:

- a. **Tailoring Services.** Funds for the provision of Tailoring Services, including uniform alterations and sewing on of badges and medal ribbons, are delegated to units by Fleet Finance from RAC PAA003. Unit Clothing Stores are responsible for authorising all tailoring transactions. However, no transactions may be authorised in units that have no delegated funding. Expenditure against RAC PAA003 is to be reported to Fleet Finance on a monthly basis. Tailoring services must be provided only by traders contracted by Fleet (or DE&S) Commercial Branch.
- b. **Footwear.** Parade boots and service court shoes may be repaired at public expense where the cost to do so is less than the 'off the shelf' replacement. Units are to charge costs to their UIN, RAC PAA005.

## **UNIFORM CLOTHING - SALES PROCEDURE**

38. All entitled Officers, Ratings and other Ranks will be debited for the sale of Uniform Clothing from their pay account. The procedure detailed below is to be followed:

- a. Check individual's entitlement – BR 3 Part 6.
- b. Prepare combined Forms C24B / Form S105 in duplicate. Separate forms are required for the following:
  - (1) VAT / Non-VAT. Tick appropriate box.
  - (2) Officers / Ratings.
- c. Form C24B / Form S105 is to be completed in duplicate with Uniform Clothing sale details including the price and information shown on the Service ID Card, namely: Name, Rank / Rate and Service number. Form C24B / S105, which is to be signed by the individual, is to show the total amount to be debited inclusive of VAT where appropriate.
- d. Forms C24B / S105 are to be given a registered number.

39. Sales to other entitled personnel:

- a. Prepare a separate C24B / Form S105, stamped 'Not for debit from pay account'.
- b. A cheque for the full amount of the sale is to be obtained from the individual and the cheque number inserted on Form C24B / S105 in the box provided (in lieu of signature).

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- c. Details from the individual's cheque guarantee card are to be annotated on the back of the cheque.
  - d. In exceptional circumstances where cash sales are the only means of supplying Uniform Clothing to entitled personnel a separate Form C24B / S105 is to be raised.
40. A receipt is to be provided for the customer if requested.
41. On completion of daily sales, Forms C24B / S105 are to be closed and cheques totalled and passed to the Logistics Officer (Cash Pay and Records) for action.
42. The distribution of Forms C24B / S105 after sale is as follows:
- a. Both copies to UPO for recovery from pay (signature is to be given on the second copy to certify that pay account action is complete).
  - b. Both copies to Cash Office with cheques (signature is to be given for cheques on the 2nd copy).
  - c. On completion of action at sub Paragraphs a and b above, 2nd Copy used to remove Uniform Clothing from charge in the Stores Account then filed for audit.

### **ACCOUNTING FOR CUSTODY OF CHEQUES**

43. Only persons authorised by the Commanding Officer in writing may receive cheques for sales of clothing. The authority is to be displayed prominently at the issue point.
44. Authorised personnel receiving cheques are to ensure that they are reconciled systematically with the value of the items sold.
45. The following regulations in connection with the receipt and custody of cheques are to be strictly observed:
- a. Persons Authorised to Receive Cheques are to be limited to those laid down in JSP 754, 0207J and QRRN Chapter 8, Article 0863.
  - b. Current turn over makes it impractical to pay in cheques / cash received from sales daily. Therefore, arrangements are to be made for the safe keeping of monies until the weeks issues are completed, the cheques are then to be handed over to an Officer who has the use of a money safe, and is to give a receipt for the cheques on Form C24B / S105.
  - c. Cheques received by the Logistics Officer are to be taken on charge forthwith in the cash account. Cheques received by another Officer of the Logistics Specialisation are to be taken on charge in the main cash account or in a sub account at the discretion of the Logistics Officer. Sales of clothing are to be taken on charge in the main cash account weekly if circumstances permit.

### **UNIFORM CLOTHING - REFUND PROCEDURE**

46. A refund for Uniform Clothing will only be authorised if proof of purchase ie a receipt is presented and the item has not been worn or washed.
47. When a refund is authorised, the Uniform Clothing Store is to raise Forms S549 (3 copies). Distribution is as follows:

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- a. Where pay account has been debited by C24B / S105:
  - (1) Copy 1. Action Main Account.
  - (2) Copy 2. Forward to UPO for C23 action.
  - (3) Copy 3. Forward to UPO for C23 action.
- b. When purchased by cheque:
  - (1) Copy 1. Action Main Account.
  - (2) Copy 2. Forward to Cash Office for MOD 891 action.
  - (3) Copy 3. Forward to Cash Office for MOD 891 action.

### OVERSEAS PERSONNEL

48. BLC Portsmouth (Clothing Store HMS NELSON) operates a mail order system for personnel serving ashore, abroad on detached duty in Embassies, or Naval Missions where service facilities are not available:

- a. **Officers / Ratings Overseas Sales.** Entitled personnel are to forward separate signed Form C24B / S105 or cheque for payment with covering letter containing requirements.
- b. **One for One - Major Items.** Kit is to be surveyed locally by an authorised Clothing Survey Officer. Details, together with Form S105, are to be forwarded with Form S2910 to the Clothing Store HMS NELSON. Form S105 is to be annotated 'Items surveyed and disposed of locally' and signed and stamped by the Local Surveying Officer.
- c. **One for One - Minor Items.** Kit is to be surveyed locally by the authorised Clothing Survey Officer. Details and signed Form S105 are to be forwarded to the Clothing Store HMS NELSON. Form S105 is to be annotated 'Items surveyed and disposed of locally', and signed and stamped by the Local Surveying Officer.

### REPAYMENT ISSUES OF KIT TO PERSONNEL OF FOREIGN OR COMMONWEALTH GOVERNMENTS

49. Repayment issues of kit to personnel of Foreign or Commonwealth governments, the cost of which is recoverable from the appropriate government, are only to be made on receipt of MOD (N) approval normally provided by the relevant DC Team Supply Manager. Issues are to be made in the normal manner on Form C24B / S105.

50. In addition, Forms S549 should be raised in the repayment series and all copies distributed in the normal manner, except that Copy 1 should additionally be forwarded with Copies 3 and 4 to the relevant DC Team Supply Manager. A copy of Form C24B / S105 should be attached to Copies 1, 2 and 4 of Form S549. The authority for the issue is to be quoted on all copies of Form C24B / S105 and S549.

51. Accounting action is to be taken on Form C24B / S105, Form S105 being endorsed 'NOT FOR STORES ACCOUNT'.

## **SURVIVORS' KIT**

52. Survivors Kits are now obsolete. Details are at [RNTM 048/10](#).

## **ACTION COVERALLS**

53. Action Coveralls are only to be issued on individual loan when entering a theatre of operations where they may be required. They are to be withdrawn immediately on leaving the theatre for the last time. In all other cases they are to be retained in the custody of the Logistics Officer.

54. When issued, the ships company are to be reminded that the coveralls are only to be removed from their vacuum packaging when authorised by the Command, which should be immediately prior to use. E126 action is to be taken against individuals whose coveralls are returned with packaging breached in any way when Command authorisation for their use has not been given.

55. Action Coveralls are only to be used for the purpose for which they were procured. Any other use, e.g providing a corporate image on the upper deck during high profile visits is expressly forbidden.

56. Action Coveralls are not to be transferred to another unit, returned, or in any way disposed of without the prior consent of FLEET HQ Logistics Support (Commodities).

## **PERSONAL LOAN ISSUES**

57. **Personal Loan Issue.** Personal loan issue is adopted for:

- a. Uniform clothing.
- b. Certain items of Specialist Clothing, e.g Boots DMS, Overalls.
- c. CS 95 to all Fleet Air Arm personnel on first joining Front Line Squadrons.

58. **Terms of Issue.** The terms of issue are that:

- a. Entitlement is given in BR 3 Part 6 or current DIN / FLEET N4 Supply Chain Circular.
- b. All items may remain on loan so long as the recipient remains qualified and serving and / or performing the duties for which the loan items are required.
- c. Issues are free of charge and replaced free of charge when worn out or unserviceable through fair wear and tear, provided that the worn out or unserviceable item is returned.
- d. There are minimum periods for free replacement of certain items as defined in Annex A.
- e. Items are not to be defaced; for identification purposes, the recipient's name may be marked on the inside of the garment only.

59. **Initial Issue.** The Clothing Store Staff are to:

- a. Check the Form S1318 presented as the authority for issue.

- b. Prepare Form S105.
- c. Enter full details of the issue in the individual's Form S2910 as appropriate including Serial or Registered numbers of items where applicable. Any items not immediately available in stock are also to be recorded in Section C of Form S2910.

60. **Replacement Issues.** All items of clothing for exchange are to be returned clean and the following procedures are to apply:

a. **Fair Wear and Tear:**

- (1) Items of Uniform and Specialist clothing are to be exchanged on a one-for-one basis.
- (2) Form E126 / E126A action is to be taken as appropriate to replace items of Specialist Clothing lost or damaged other than by fair wear and tear. Damaged items are to be withdrawn; care is to be taken that Survey-on-Board action is not taken for items replaced from stock by Form E126 action.
- (3) Replacements of damaged accountable items are to be made on a one-for-one basis.
- (4) Details of replacements issued, together with the date of issue, are to be recorded in individuals' Forms S2910 as appropriate.

b. Items are to be exchanged on a one-for-one basis, with the unserviceable items being disposed of.

c. Form S105 should be closed when the page is full, prior to stocktaking or after 7 days have elapsed from the date of the first entry. Additionally, in the case of Uniform sales, the form is to be closed daily.

d. Forms S105, with Forms S1318 attached, are to be passed to the Senior Rate or equivalent civilian grade who is to give covering approval to the issues by signing Forms S105, after which Forms S1318 are to be destroyed.

61. **Final Withdrawal from Personal Loan.** Return of the items is to be recorded in Sections A and B of the individual's Form S2910 and the items are to be accounted for using Form S1091.

## **INDIVIDUAL LOAN ISSUES**

62. Full instructions for accounting for individual loan issues are at JSP 886 Volume 4.

## **GRATUITOUS ISSUES**

63. Gratuitous issues of material are made to personnel in accordance with BR 3 Part 6, DIN or other instructions. Normally, these issues are made once only.

64. Examples of gratuitous issues are:

- a. Initial uniform Outfits and Kit.
- b. Badges on being advanced.

- c. Tropical clothing to Ratings on their first overseas draft.
- d. Free replacement (to entitled persons).

65. The following Forms should be used:

- a. Ratings and Royal Marines initial clothing kits - Forms S105.
- b. Officer Cadets - Special procedures are in force at BRNC Dartmouth.
- c. Officer's Initial Outfits - Form S1088A or S1088B.
- d. All other gratuitous issues - Form S105.
- e. Free replacement - Form S105.

66. Any item not available is to be entered in the appropriate section of Form S2910. This form is the authority to draw the items in any Unit where they may be available.

67. **Gratuitous Issues to a Group.** Particulars of the names of the individuals and of items and quantities issued are to be listed on, or attached to, the appropriate form. When issues are made to groups of individuals at the same time (e.g., training classes or to the Ship's company on commissioning) who are entitled to a similar issue, the form is to be certified by the Officer witnessing the issue and also by the Supply Department representative making the issue; the signatures of individual recipients are not required. Exceptions to these general arrangements are as follows:

- a. **Officers Outfits.**
- b. **Cap Ribbons.** The names of individual recipients are not required when the initial issue is made to the Ship's Company on commissioning.
- c. **Closing of Abstracts and Posting Main Store Account.** After the issue for each intake or group, the abstract forms are to be closed by a horizontal and diagonal line drawn to the foot of the form.

68. **Recording of Gratuitous Issue in Personal Records.** Each gratuitous issue is to be recorded in the Officer's or Rating's Form S2910. The notation is to include details of the item, quantity and the date and place of issue and purpose of issue. Particular care is to be taken to check the dates of earlier issues recorded in Form S2910 to ensure that no further free issues are made within the time limits stipulated. Items and dates of last issue are to be transferred to any new form S2910 made out for those concerned. All entries are to be initialised by the person making the issue.

## **INITIAL UNIFORM OUTFITS**

69. Initial Uniform Outfits procedures are as follows:

- a. **To Officers.** Form S1088 is to be used as the authority for gratuitous issues of initial outfits to Officers. In certain cases, this form is sent direct to officers by MOD (Navy), for presentation to the appropriate supplying authority. In other cases the form is to be authorised by, or on behalf of, the commanding officer on receipt of the relevant Officer's Appointment List and presented by the Officer concerned to the nearest clothing store.

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b. **To RM WO1.** On promotion to RM WO1, a grant is made to cover the purchase of uniform clothing not available from Service sources. In the event of these items requiring replacement due to fair wear and tear, replacement will be at Crown expense charged to IAC 1G1 1500.

70. **Use of Form S1088.** When Form S1088 is issued in Units, the following applies:

- a. The form is to be issued in original only.
- b. Quantities are to be inserted IAW the appropriate scale shown in BR 3 Part 6.
- c. Separate forms are to be used for ready-made and made-to-measure garments.
- d. The Officer authorising the issue is to certify that he has examined the recipients Form S2910 for previous issues.

71. **Issues.** Form S1088 issued by, or on behalf of, MOD (Navy), showing details of items and quantities of clothing in accordance with the scales in BR 3 Part 6, is to be used as the issue voucher. The form is to be examined to ensure that it has been authorised by a proper authority and conforms to the relevant scale.

72. Items are to be issued and the recipient is to sign acknowledging receipt of the issue. Any items not immediately available are to be entered in Section C of form S2910. A notation should be made on the relevant Form S1088 to the effect that the item is not immediately available. The Senior Stores Accountant Rating in charge of the store is to note in the Officer's Form S2910 the issue of the initial outfit, as: 'Initial Uniform Outfit issued (insert date and place)'.

73. Form S1088: to be posted in the Main Store Account and filed to support the account.

74. Subsequent gratuitous issues are to be made on Form S105.

75. Replacements of items issued gratuitously or required for new uniforms, etc are normally to be taken up on repayment by the Officer unless free replacements are permitted.

76. **Issues to Ratings and Other Ranks.** These Issues are made as follows:

- a. Free issue of kit on first entry is to be made on a separate Form S105).
- b. Any item not immediately available is to be entered in Section C of Form S2910.
- c. Subsequent exchanges' are made on Form S105, supported by Form S2910.



**ANNEX B - ACCOUNTING AND GENERAL INSTRUCTIONS APPLICABLE TO THE ARMY**

[Introduced in Paragraph 5](#)

**RESPONSIBILITY OF LAND FORCES**

1. Land Forces are to ensure that units maintain authorised stocks of clothing and that accounting for these stocks is correctly carried out. These accounting procedures will be thoroughly checked during visits by Log Sp staff and on Logistic Support Inspections (LSI).
2. **Management Snapchecks.** COs / OCs are to arrange for regular surprise snapchecks of clothing held in stock which are to be made by an independent officer; the frequency and number of items checked are to be decided by management. The results of these checks are to be maintained in a separate written record (ie in a file or SO Book) which is to be made available to COs / OCs, visiting Officers and Defence Auditors. The record is to refer to this paragraph and is to include dates of checks, items examined, results, action taken, additional comments and signatures of officers (eg Orderly Officer) carrying out the checks.

**ACCOUNTING INSTRUCTIONS**

3. Manual accounting of the categories of clothing detailed in [Section 2 Paragraph 2](#) of this instruction is to be as follows:
  - a. Personal public clothing - in accordance with this section.
  - b. Unit public clothing and pool clothing – IAW JSP 886 Volume 4 Part 201.
4. The following documents are used in accounting for personal public clothing:
  - a. Binder - Stationery Office supplied binder.
  - b. AB 595 - Unit Demand Book.
  - c. AF B6539A - Schedule of Vouchers.
  - d. AF G1033 - Issue and Receipt Voucher.
  - e. AF H1157 - Personal Clothing Record (see Paragraph 5 below).
  - f. AF H1179 - Personal Clothing Voucher.
  - g. AF H8500 - Clothing Account Sheet.
  - h. AF O1680 - Debit Voucher for Miscellaneous Services.
  - i. AF P1954 - Recoveries in respect of clothing and equipment charges (Soldiers).
  - j. AF P9728 - Recoveries in respect of clothing and equipment charges (Reservists Retention Scale).
  - k. Various issue and receipt vouchers.

## **UNIT CLOTHING ACCOUNT**

5. **Terminology.** The term AF H1157 is used throughout this annex to indicate the appropriate Personal Clothing Record (unless otherwise stated). These forms are:

- a. AF H1157 - for use in respect of all male ranks of the Regular Army, TA and entitled male civilian personnel.
- b. AF H1157A - for use in respect of all female ranks of the Regular Army, TA, and entitled female civilian personnel.
- c. AF H1157C - for use in respect of male and female reservists.

6. **Clothing Account Sheet (AF H8500).** Units are to account for personal public clothing on AF H8500; an example worked account sheet is at [Appendix 1](#) to this Annex. The clothing account is maintained on a continuous basis, each biennial accounting period being ruled off on the account sheet when a new voucher series is taken into use.

7. **Documentation Standards.** AFs H8500 are to be held in separate sections by Domestic Management Codes (DMC), with each account sheet collated in alphabetical item name order, within each section. A consecutive folio number is to be allotted to each sheet within an account section, and any sheets inserted later are to be sub-numbered, eg DMC CD: Boots Knee (leather black) Folio CD1, Boots Knee (rubber black) Folio CD 2, Boots motor cyclist Folio CD 3.

8. **Prices.** The prices are to be entered in pencil at the top of each account sheet. Prices are to be obtained from the vouchers accompanying the stores, if less than 6 months old or by updating each time stock is received. Price update may also be obtained by submitting MOD Form 446 (Price enquiry form) to Defence Supply Chain Operations Centre (DSC Ops) Bicester, Oxon, OX25 1LP or by interrogating the Micromated Master Parts Index (MMPI).

9. **Supporting Vouchers.** All entries on the account sheet are to be made as soon as possible after the transaction occurs. The stock column is to be adjusted and the entry supported by the appropriate voucher. Exchange transactions involving the issue of clothing and receipt of unserviceable items are to be entered on the same line of the account sheet; a separate receipt voucher is not necessary.

10. **Serviceable Part Worn Clothing.** Articles of clothing exchanged or withdrawn from individuals who have been classified as serviceable, are to be receipted into the serviceable stock column of AF H8500 (see Note 7 of [Appendix 1](#) to this Annex). The supporting voucher in these cases is to be AF H1179, identified in the 'Received from / issued to' column of AF H8500 by an entry 'AF H1179 (FR)' for exchanges, or 'AF H1179 (W)' for withdrawals.

11. **Closure of Clothing Account Sheets.** When no further entries can be made on the account sheet, the last stock balance is to be inserted, and the figure carried forward as the first entry on a new sheet. The accounting officer is to initial the opening and closing stock figures.

## **CONTROL OF VOUCHERS**

12. AF B6539A (Schedule of Vouchers) is to be used for the control of all receipt and issue associated with the clothing account as for any other fixed period account.

### **Receipt**

13. Receipts are to be brought to account using the voucher accompanying the stores. When items are received from individuals, action is to be taken in accordance with Paragraph 21 below.

### **Issues**

14. **Initial Issues.** Initial Issues of personal clothing are free and are to be recorded on AF H1157, and AF H1179, as appropriate, and signed for by the individual concerned. A horizontal line must be ruled through all blank spaces on the AF H1179 before the individual signs for the clothing received. AF H1179 is to be clearly marked 'Initial issues' and show the authority for each issue. An issue voucher control number, obtained from the AF B6539A, is to be entered on the AF H1179 when first taken into use. The AF H1179 is to be used as authority for striking the items off the unit clothing account.

15. **Free Replacement Issues.** Free replacement is authorised for all items of soldiers' personal clothing and equipment and specific items of officers' personal clothing and equipment, as held on AFs H1157 when it has been deemed unserviceable by fair wear and tear by a nominated representative of the unit QM department. The unserviceable item is to be withdrawn into the store pending conditioning by the QM. An AF H1179 is to be opened, marked 'Free Replacement', and an issue vouchers control number from AF B6539A entered in the appropriate space. All blank spaces are to be ruled through before being signed by the recipient. The AF H1179 is to be closed down at the end of each month and is the authority for striking serviceable items off the unit clothing account and simultaneously bringing unserviceable items to account. The transaction is recorded on the AF H8500 as an AF H1179 (FR) (See Paragraph 7 above).

16. **Payment Issues.** The accounting action in sub Paragraphs a and b below is to be followed when an individual is found financially responsible for the loss, or damage beyond repair, of an article on his / her personal charge. Individuals are not to be issued with items on repayment unless an entitlement exists in the applicable scales:

a. **Officers and Civilians.** Issues on repayment to officers and civilians are to be recorded on AF O1680A. The unit copy is to be used to support the issue until the cleared copy is returned by the imprest holder / paymaster. When received, the cleared copy is to be used as an issue voucher to the account.

b. **Soldiers.** Issues on payment to soldiers are to be recorded on AF P1954 (in accordance with the current Personal Administration Manual)), and summarised each month on AF G1033 and struck off account. One copy of AF P1954, duly certified by the Regimental Administrative Officer (RAO), is to be attached to the AF G1033 to support the transaction.

17. **Assessment of Value.** The assessment of value for articles issued on payment is as follows:

a. **Recovery Charge.** The Supply Materiel Price is to be recovered from all ranks to cover the replacement of articles issued and maintained free, which are lost or

damaged beyond repair due to neglect or wilful action. This price may be reduced to reflect the condition of the item at the time of loss or damage, or condition of the item issued in replacement, by applying a 50% reduction for part-worn or in-use clothing. Input VAT, where paid by MOD, should also be recovered at the current rate.

b. **Repayment Issues.** The costs of the items purchased under the following rules are to be charged at the Target Price of the item, plus VAT.

(1) **Officers.** Officers who wish to obtain Service supplied clothing for which no free issue is authorised, or when the items are shown in Clothing Scales as 'maintained on repayment' may receive a repayment issue through service sources.

(2) **WOs 1.** WOs 1 may wear officer pattern items (according to regimental custom) at the discretion of Colonels or Colonels Commandant of regiments or corps, these items may be purchased through service sources.

## **ACCOUNTING IN RELATION TO CONDITIONING AND DISPOSAL OF CLOTHING**

18. The procedures for conditioning and disposal are detailed in [Section 7](#) of this pamphlet. For accounting purposes, clothing which requires conditioning prior to disposal and examination by the unit QM, or nominated representative, is divided as follows:

- a. Clothing on unit account.
- b. Clothing received from individuals in the course of free replacement issues.
- c. Clothing withdrawn from non-effectives and other withdrawals where no replacement is issued.

19. **Disposal of Clothing Conditioned by QMs.** Unit clothing which has been conditioned by unit QMs is to be disposed of in accordance with Volume 9 of these instructions. See also Paragraph 29 of this Annex regarding A1 Stock / Items.

20. **Withdrawn Items.** Items withdrawn from an individual, without replacement, are to be recorded on the appropriate AF H1179 marked 'Withdrawn items'. The voucher concerned is to be entered in the receipt voucher series, and conditioning and disposal effected in accordance with Volume 9 of these instructions. The RV No from AF B6539A is entered on closing down the AF H1179. Serviceable items are to be brought to account and taken into stock. Any subsequent replacement issues are to be regarded as initial issues. In all cases AF H1157 is to be amended accordingly.

## **PERSONAL CLOTHING RECORD (AF H1157)**

21. **General.** AF H1157 is to be used to record issues of personal public clothing to and withdrawal of personal public clothing from, individual officers, soldiers and entitled civilian personnel.

22. **Categories of Personnel.** AF H1157 is used for 2 categories of personnel:

- a. **Effective.** For individuals serving under direct military supervision:

## INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET

(1) As a permanent record of personal public clothing issued to, and withdrawn from individuals, during military service, including entitled civilian personnel.

(2) As a statement of personal public clothing in the possession of an Individual on posting, transfer, hospitalisation or absence.

b. **Non-Effective.** AF H1157 is an administrative record of articles in possession of Individuals and retained on the direction from the unit RAO (SPS).

23. **Completion Instructions.** The instructions are contained in AF H1157 and are to be followed in conjunction with these regulations. Particular attention is to be paid to the following points:

a. Temporary issues are to be recorded as a loan in a Loan Book / AF G1033, as applicable, and not entered on the AF H1157. These issues are to be kept to a minimum, personally authorised by the QM, and the need to retain the items reviewed on a monthly basis.

b. Items of unit public clothing, and pool clothing, are not to be entered on the AF H1157 but are to be issued as loans.

24. **Recording of Issues of Hearing Protectors.** The 6 monthly management check of hearing protectors is to be recorded on the AF H1157.

25. **Disposal of AFs H1157.** AFs H1157 are to be retained to support the AF H1179 but may be disposed of together with the AF H1179 when due for disposal.

### Authorised Stock Levels

26. Authorised Stock Levels (ASLs) are determined through Provision Reviews. These should be carried out annually on a rolling basis to avoid demand spikes in the JSC and the date of the review entered on the account sheet in pencil.

### ACCOUNTING

27. All NSNs are brought to account on separate Clothing Account Sheets (AF H8500).

### RE-ORDER LEVELS

28. The Re-Order Levels (ROL) is 50% of the ASL. This should give one Maintenance Period (MP) of stock on the shelf, one Lead Time Quantity (LTQ) (LTQ equals 1 X MP) on demand.

### STOCK BALANCES

29. When annual Provision Reviews have been completed and if ASLs have increased, demands should be placed on the system. Where ASLs have decreased, holdings are subject to the Test of Requirement procedure. This procedure results in the production of AF G8621 – Application for Disposal. At no time are A1 stock / items to be directly disposed of to the Regional Marketing Agreements (RMA) for surplus clothing without prior Staff authority from HQ Land Forces.

## **SPECIAL REQUIREMENTS**

30. When an individual requires a special size garment of clothing the unit should take practical precautions to demand a number / total depending on the item cost. (See [Section 4](#) - Fitting of Clothing).

## **TEMPORARY ABSENCE FROM UNIT**

31. When an individual is temporarily absent the following action is to be taken for items left at the unit.

- a. Regardless of reason for absence an individual may hand in issue items for safekeeping.
- b. The OC may direct that items left insecure in barrack accommodation, for example in an unlocked container, are taken into unit store.
- c. When a living-in soldier is hospitalised, the OC may direct that personal possessions and any items held on charge may be taken into unit stores.
- d. The withdrawn items are to be recorded on AF B253 - Record of kit handed into store, in triplicate. The record is to include the following information and the form signed by an officer or SNCO in the presence of a witness:
  - (1) Full details of damaged items handed into store to facilitate correct assessment in the event of charges being raised.
  - (2) The date items are taken into unit maintenance stock (hospitalisation only).

32. AF B253 is distributed as follows:

- a. One copy to the individual or, in the case of absence, to the individual's unit documents.
- b. One copy retained with the items in store.
- c. One copy held separately to serve as a check in the event of loss or damage whilst the kit is in store.

33. Any items not handed into store and lost whilst the individual is absent from the unit are to be replaced on repayment. Items handed into or taken into unit store are to be checked, cleaned if dirty and protected against damage by damp, moth and infestation, as necessary. After 6 months, serviceable items are to be taken into stock and used for unit maintenance.

## **ABSENT WITHOUT LEAVE (AWOL)**

34. When it becomes apparent that a soldier is Absent Without Leave (AWOL), all personal and issued items are to be withdrawn into store for safekeeping and recorded on AF B253 (see Paragraphs 31, 32 and 33 above).



## **CARE AND MAINTENANCE OF CLOTHING**

35. **Preservation of Stocks.** The following is to be carried out to prevent the deterioration of items in store:

- a. All items are to be clean and dry.
- b. No item should be in contact with the ground or walls.
- c. All items are to be stored on suitable shelving or in appropriate bins; advice, if required, should be sought from formation Log Sp / Supply staff.
- d. Storage areas, shelving and bins are to be emptied and cleaned as often as necessary to prevent the accumulation of dust and dirt. They are to be sprayed with an appropriate insecticide.
- e. A good circulation of air round each bin, shelf or stack should be ensured.
- f. Baled items are to remain in bales as long as possible.
- g. Loose items of clothing are to be wrapped where possible.
- h. Items containing wool should be treated with a proprietary moth repellent in accordance with the manufacturer's instructions and noting any H&S advice given with the product.
- i. Items containing natural fibres are subject to insect / mould attack and should be inspected each month.

Note: Advice on preservation of specific items can be obtained from DC Team.

## **MARKING OF CLOTHING**

36. **Position of Marks.** Items of public clothing are normally fitted with a label which gives details of the NATO stock number and other information such as care instructions. Where these labels are fitted they should be used as the location for identification marks. Where an item has no label it should be marked in a convenient position which is inconspicuous during wear (e.g inside the sole of shoes fitness training).

37. **Marks.** Items are to be marked with indelible marking ink unless the item is such that the use of steel stamps is required. Articles of clothing are to be marked with the following information:

- a. Personal issue items are to be marked with the authorised abbreviated title of the unit / organisation, with the individual's Service number and, where space is provided on the label, the individual's name.
- b. Unit clothing is to be marked with the authorised abbreviated title of the unit.

## **LAUNDERING**

38. All laundering is to be in accordance with the care label. Additional instructions on laundering and dry cleaning are at [Section 5](#).



39. **Trousers, Man's Lightweight and Slacks, Woman's Lightweight.** Trousers, man's lightweight and slacks woman's lightweight are designed for clean fatigue and routine duty wear. They may be worn for light training in and around barracks. All persons issued with these items must be made aware that these garments are not flame retardant (FR). The garments will burn and as they have a man made component they have the potential to cause damage by melting products. Any person likely to be in a situation where they could be exposed to naked flame, very hot metal surfaces or weapon flash should be issued with FR clothing (e.g coveralls).

40. **Drying of Boots and Shoes.** Under no circumstances are boots or shoes to be dried before a fire or placed near a radiator or cooking range or tumble dried as this will result in permanent damage. They can be effectively dried by being stuffed with crumpled paper and placed in a current of air.

41. **Peaked Caps.** Special attention is to be paid to the following:

- a. The crown of the cap is to be brushed straight back from front to rear.
- b. The band of the cap brushes either from left to right or vice versa. If carried out correctly the nap of the material lays flat.
- c. Neither the front support nor the crown support is to be removed.
- d. Wet caps are to be dried naturally and not heated in any way.
- e. Bent or crushed peaks are to be gently bent back into shape.

42. **Swords and Associated Equipment.** Care and maintenance of ceremonial equipment is the responsibility of the 'user'. The Quartermaster / OC Logistics Squadron / Supply Manager is to ensure that all the requirements have been observed. The following guidelines for the care and maintenance of swords and associated equipment are to be adhered to at all times:

- a. **Swords.** Gloves are always to be worn when removing swords from the carrying cases and at all times when handling is necessary. When not in use, swords are to be kept out of their scabbards, to avoid moisture building up within. As a further safeguard against loss or damage, they are to be securely stored, preferably in racks within a cupboard, either standing on, or suspended by, their hilts. Swords are to be inspected periodically and immediately after use to prevent damage from dampness or corrosion. After use in inclement weather the blade is to be wiped dry at the first available opportunity and the scabbard allowed to dry before the sword is again returned. They are not, in any circumstances, to be cleaned with any type of abrasive cleaner or metal polish but are to be carefully wiped with a soft cloth or chamois leather. A light coating of petroleum jelly eg Vaseline is to be applied to the blade. When swords are carried to and from a place of duty the issue pattern of protective carrying case should be used, which, being padded offers protection to the sword and scabbard. Wherever possible, practice swords are to be used for training purposes.
- b. **Belts and Slings.** Gold embroidered belts and slings are to be inspected immediately after use to ensure they are thoroughly dry and clean. If they are found to be damp, they are to be dried with a clean soft cloth. They are then to be replaced in the plastic envelopes and cardboard cartons provided. Great care is to be exercised when adjusting the sword belt to prevent damage to the gold wire; the

buckle must not be allowed to come into contact with the gold wire during adjustment. Canvas belts are to be used when the sword is worn in the slung position.

c. **Scabbards.** Gloves are to be worn when cleaning scabbards. If wet, scabbards are to be wiped dry and cleaned with a soft cloth. Boot-black and other cleaning agents are not be used.

d. **White Cotton Gloves.** When soiled should be washed on the hands using warm soapy water and rinsed until soap free and gently towel dried before carefully removing them from the hands and putting them aside to dry naturally.

## **FULL DRESS UNIFORMS**

43. **Scope.** The following paragraphs deal with the measures and procedures required in units for the care and maintenance of full dress uniform items.

44. **Unit Responsibilities.** The high cost to the public of full dress clothing calls for special care in its treatment to ensure the longest possible service life. Repairs and the removal of stains are to be carried out by the regimental or local tailor only. Under no circumstances are sailors, soldiers or airmen to attempt to do so.

### **Full Dress Uniforms - Precautions against Damage**

45. **Damage by Moths.** Articles of uniform likely to be eaten by moths (ie those containing wool) should be treated with a proprietary moth repellent in accordance with the manufacturer's instructions noting the H&S advice given with the product. Items should be unfolded at frequent intervals, beaten well and brushed in open air, and re-treated if necessary before further storage.

46. **Damage by Weapons.** Care must be taken to prevent the point of the bayonet causing damage to the front shoulders and sleeves of greatcoats and tunics. Parts of the rifle which come into contact with cloth should be made free from oil and polishing agents. The SA80 SUSAT sight and hand guard covers must be fitted to the rifle.

47. **Bearskin Caps.** The refurbishing of bearskin caps is extremely costly and the following precautions should be taken in caring for them:

- a. When not in use the bearskin cap is to be kept on the stand provided and only returned to the plastic container when it is dry and aired. The container should be used when transporting the bearskin cap and for long term storage.
- b. On no account should any preparation or chemical be applied to a bearskin cap. The use of hair lacquers, boot polish, liquid paraffin or other substances is forbidden. The trimming of bearskin caps is also forbidden.

48. **Busbies.** Grooming with a soft brush or a damp towel is sufficient; the application of any lacquers, polish or other substances is forbidden.

49. **Buttons.** Buttons are to be maintained as follows:

- a. Anodized buttons require no cleaning other than an occasional wipe over with a clean piece of rag. On no account may a brush be used on them. Heavy and vigorous rubbing will remove the anodic film and expose the aluminium underneath.

b. Gilded metal buttons are plated with a fine film of gold and therefore require no cleaning beyond an occasional wipe with a soft cloth. Excessive rubbing may wear away the gold plating and will sometimes reveal nickel underneath, which is often used as a method of giving the gold better adhesion. Where buttons are 'plugged' a button stick should be used carefully to avoid pulling the button away from the garment.

50. **Leather Gloves and Gauntlets.** The following precautions are to be taken:

a. The fit of leather gloves and gauntlets should be reasonably easy for comfort during wear, care being taken to ensure there is no undue strain on the seams.

b. Leather gloves should never be subjected to excessive heat, when dirty they should be washed with soap and cold or warm water. Dye or grease cannot be removed as it penetrates the leather.

c. When gauntlets are whitened the solution should be applied smoothly and evenly; if used too lavishly the whitener will peel off. Surplus white powder is to be brushed off so that other garments are not soiled.

51. **Precious Metal Lace.** Ensure that the item is completely dry before it is cleaned. Tarnished gold lace, braid and cord can be cleaned by lightly brushing with a soft brush.

52. **Precious Metal and Synthetic Lace.** When not in use, gold and silver lace and embroidered items should be dried then wrapped in Acid Free Paper Tissue Wrapping (Available through the Stationery Catalogue for MOD). They should be stored in a self-sealed plastic bag with the air removed. Such items should never be stored damp or kept near rubber items e.g rubber bands. The articles should be kept in airtight conditions when possible and stored in a dry place.

53. **White Piping.** Where the collar and other piping become soiled it can be improved by brushing lightly. It may also be improved by sponging with a damp cloth and mild detergent solution, preferably specialist wool cleaner.

54. **Tunics.** After use any perspiration damp should be sponged off with a damp cloth and mild detergent solution (preferably specialist wool cleaner). The tunic should then be allowed to dry until all moisture has evaporated when it should be beaten lightly and brushed free of whitener. It should then be encased in the tunic bag and hung in a locker.

55. **Trousers.** Striped trousers should be folded to protect the stripes; the condition of stripes reflects on the appearance of the trousers. Economy should be exercised by turning or renewing the stripes, at unit level, as soon as the stripes become dirty.

56. **Footwear.** Footwear should be cared for in the following manner:

a. When not in use, footwear should be kept on boot / shoe trees which should be the same size, shape and measurement as the footwear was made on.

b. Wet footwear should be dried slowly, never in front of a hot fire or on a hot radiator, and without trees being inserted to allow the linings to dry naturally.

**CARE OF SCARLET, BLUE AND BLUE GREY CLOTHING**

57. **Pressing.** Caution is required; a very hot iron or the use of a dirty pressing cloth will darken the shade of scarlet. Whenever possible, pressing should be undertaken by a trained Hoffman Press operator.

58. **Stains.** The removal of stains is only to be undertaken by the regimental tailor. The following should be adhered to:

- a. Oxalic acid should never be used on scarlet clothing.
- b. Do not rub the cloth as this will spoil the appearance of the fabric.
- c. Always follow the nap of the cloth when brushing a garment.
- d. A proprietary dry cleaning fluid can be used in accordance with the manufacturer's instructions and noting the H&S advice given with the product to spot clean oil and grease stains. Using a white cotton cloth or a piece of scarlet cloth, dampened with the fluid, press the stained area using firm pressure to move the stain onto the absorbent pad. When dry the affected part should be brushed.
- e. Stains caused by jam, sugar etc should first be sponged with warm (not hot) water. When dry treat as for oil and grease stains, if necessary.

59. **Care of Blue or Blue Grey Clothing.** Treat in a similar manner to scarlet clothing.

## APPENDIX 1 - CLOTHING ACCOUNT SHEET - WORKED EXAMPLE

(Note 8) Basic Price ..... Supply Price ..... Target Price .....

### CLOTHING ACCOUNT SHEET

AF H8500

Item Name Jacket DPM Combat Lightweight

Folio CG 20

COSA Sec CS NATO Stock No 8415-99-869-2131

Authorised Stock Level 78

Average Monthly Usage (AMU)	26
Re-Order Level (ROL)	39

Note 1

Voucher No	Date	Received from / issued to / AF No	Serviceable			Unserviceable			Demand No	Quantity	Cumulative total
			Receipts	Issues	Stock	Receipts	Issues	Stock			
	28.2.02	Stock balances brought forward			50			Nil			15
IV 0219	31.3.02	AF H1179 (FR)	-	10	40	10	-	10	3521	10	25
IV 0220	31.3.02	Repay EX	-	3	37	3	-	13			
RV 0101	31.3.02	AF H1179 (W)	3	-	40	2	-	15			
IV 0221	31.3.02	CMA	-	-	40	-	15	Nil			
Account Voucher Series Closed for Year April 2000 – March 2002											
New Voucher Series for Year April 2002 – March 2004											
	01.4.02	B / F	-	-	40	-	-	Nil			
RV 001	10.4.02	Bicester	15	-	55	-	-	Nil			10
RV 002	20.4.02	Bicester	10	-	65	-	-	Nil			Nil
IV 0001	30.4.02	AF H1179 (FR)	-	4	61	4	-	4			
IV 0002	30.4.02	Offr Repay	-	2	59	-	-	4	3001	5	5
IV 0003	30.4.02	Repay EX	-	4	55	4	-	8	3002	10	15
IV 0004	30.4.02	Repay Loss	-	6	49	-	-	8	3003	10	25
RV 003	30.4.02	AF H1179 (W)	-	-	49	2	-	10			
IV 0005	6.5.02	CMA	-	-	49	-	10	Nil			
RV 004	20.5.02	Bicester	5	-	54	-	-	Nil			20
RV 005	20.5.02	Bicester	10	-	64	-	-	Nil			10
RV 006	20.5.02	Bicester	10	-	74	-	-	Nil			Nil
IV 0006	30.5.02	AF H1179 (INT)	-	4	70	-	-	Nil	3008	5	5
IV 0007	30.5.02	AF H1179 (FR)	-	3	67	3	-	3	3008	5	10
IV 0008	30.5.02	Repay EX	-	1	66	1	-	4			
IV 0009	30.5.02	Repay Loss	-	3	63	-	-	4			
IV 0010	01.6.02	CMA	-	-	63	-	4	Nil			
IV 0011	30.6.02	AF H1179 (FR)	-	3	60	3	-	3			
IV 0012	30.6.02	Offr Repay	-	2	58	-	-	3			
IV 0013	30.6.02	Repay EX	-	3	55	3	-	6			
		Stock Balances carried forward									

Note 2

Note 3

Note 7

Note 5

Note 4

Note 5

Note 6

Note 5

#### Notes:

1. Average Monthly Usage (AMU) / Re-Order Level (ROL) - calculated in accordance with Section 6.
2. Cumulative Total - quantity outstanding on demand from previous account sheet.
3. Accumulative Total - all demands recorded, added to cumulative total.
4. Receipts - reduce cumulative total by quantity received.
5. CMA - Commodity Marketing Agreement - Disposal route for unserviceable clothing and textiles in accordance with Volume 9 of these instructions.
6. AF H1179 (INT) - Initial issues not counted against Authorised Stock Figures.
7. Part Worn Clothing - conditioned serviceable following receipt of clothing withdrawn or exchanged, and indicated as AF H1179 (W) or AF H1179 (FR).
8. Prices - enter in pencil and update via later receipt vouchers.

**ANNEX C - ACCOUNTING AND GENERAL INSTRUCTIONS APPLICABLE TO THE RAF**

[Introduced in Paragraph 5](#)

**CLOTHING AND ACCOUTREMENTS FOR RAF OFFICERS INCLUDING RESERVISTS**

1. **Initial Kitting - RAF Officers.** On appointment to a commission, Officers will be kitted initially free of charge, with certain items of their clothing outfit, in accordance with current authorised scales. Alterations to items of uniform issued free from Service sources, including the supply and sewing on of ranking braid, and the sewing of ribbons and badges, will be carried out at public expense under Station tailoring contracts. For appointments to restricted commission Class CC alterations to uniforms and the sewing on of ranking braid, medal ribbons and badges are not carried out at public expense as the outfit allowance includes an element to cover this service.
2. **Initial Kitting - RAF Reserve Officers including RAF Volunteer Ex-Regular Reserve (RAF VRR).** Apart from Officers of the Reserve Forces appointed to full time commissions, Officers who are granted commissions within a year of the termination of previous commissioned service in the RAF or Princess Mary's Royal Air Force Nursing Service (PMRAFNS) will not be entitled to free issues or outfit allowance, except for any additions to the old scale. Officers granted a commission of one year or more, but less than 4 years after the conclusion of previous commissioned service, will also not be entitled to any free issues, but will be paid an allowance instead based on 50% of the value of the items which would otherwise be issued, plus 50% of the allowance appropriate to the new commission. Such Officers may purchase these items from store. On appointment of a Reserve commission a letter will be issued by the Reserve Forces Management Cell informing the Officer of their entitlement to clothing and clothing allowance if appropriate.
3. **Initial Kitting - Royal Auxiliary Air Force Volunteer Reserve (R Aux AF VR).** Officers of the Royal Auxiliary Air Force Volunteer Reserve, who are granted commissions in the regular RAF, are entitled to a free issue of any items in their new scales which are in excess of those in the old scale and which are normally issued free from stores, plus an outfit allowance based on the difference between the allowance for the old and the new commission.
4. **Clothing Issues on Repayment and Prepayment - RAF Officers, Reserve and R Aux AF VR.** Officers are permitted to purchase from service sources articles of clothing, as specified in current DINs, subject to the following conditions:
  - a. The quantities purchased are not in excess of the officer's personal needs.
  - b. The price to be charged for each item is as detailed in the latest DIN 'Prepayment Purchases of Clothing from Store'.
  - c. Only items which are part of, or are required to be worn with, the uniform of the particular Force to which the Officer belongs are purchased.
5. **Change of Branch or Flying Duty – RAF Officers, Reserve and R Aux AF VR.** When, due to a change of branch, change of flying duty to be performed, or on a formal written instruction from the relevant authority, a change in scale of entitlement occurs, the Flight or Section Commander is to ensure that the individual concerned takes the necessary action to adjust the scale of kit accordingly. Items of equipment rendered redundant as a result of such a change are to be returned to store.



6. **New Items to Service - RAF Officers, Reserve and R Aux AF VR.** Introduction of new items to Service and entitlement for officers to receive free issues will be notified by DINs or issue of a dress policy instruction and will be entered in AP 830 Volume 3 Clothing Scales. Such free issues are to be recorded in the Form 667A (Personal Loan Record).

7. **Movement of RAF Aircrew Personal Flying Clothing and CBRN Equipment.**

Aircrew can elect for their personal flying clothing and aircrew NBC equipment to be moved by Service means when posted to another unit. Consignments of this nature are to be treated as Government Freight. Specific responsibilities and procedures are as follows:

- a. **OC Logistics Squadron.** The OC Logistics Squadron is responsible for providing the owner with packing materials as required, weighing and labelling the consignment, and is to arrange for its despatch as Routine issue in accordance with the [Standard Priority System](#) using the MOD freight forwarding contractor. Consignments of aircrew personal flying clothing despatched via the freight movement contract are to be documented in accordance with current regulations. Movement Priority 1 may be authorised by OC Logistics Squadron in specific cases of urgency and, when this involves movement by air, the owner will be required to sign the safety certificate on the Form 1380 (Air Waybill).
- b. **The Aircrew Owner.** The owner is responsible for packing his own equipment and for marking and addressing the consignment. He is to ensure that all dangerous articles are removed and that only authorised equipment is included in the consignment. Furthermore, he is responsible for delivering the sealed consignment to the Station supply organisation for onward shipment. The owner will be required to sign the safety certificate on the Form 1380 (Air Waybill) when movement by air is authorised.
- c. **Consignee Unit.** At the consignee unit the receipt of the consignment is to be documented as appropriate and the owner notified of the arrival of the consignment. The owner will be responsible for arranging collection of the sealed container(s) from the Logistic Squadron and is to sign as receiving.
- d. **The Consignee OC Logistic Squadron.** The consignee OC Logistic Squadron will be responsible for investigating any loss of or damage to a consignment of personal flying clothing. After full investigation of the circumstances of any loss of or damage to a consignment of personal flying clothing the consignee Logistic Squadron is to take write-off action in accordance current regulations. The subsequent Form 34 is to be used to clear relevant entries in the individual's Form 667A as appropriate.

**INITIAL ISSUE AND REPLACEMENT OF CLOTHING AND ACCOUTREMENTS TO RAF OTHER RANKS**

8. **RAF Clothing Parades.** Initial issues of clothing are to be made at formal clothing parades, the dates and times of which are to be promulgated in Station Routine Orders. Issues are to be witnessed by an officer appointed by the Commanding Officer. Witnessing Officers are to be fully instructed in their duties by the Supply Officer in accordance with details given at [Paragraph 9, Annex B to Section 4](#).

9. **Initial Kitting – RAF Other Ranks.** All items issued at initial kitting are to be new and unused. All articles of uniform clothing are to be fitted to the satisfaction of the Witnessing Officer. Any tailoring alterations necessary are to be recorded on the RAF



Form 350 (Alterations and Repairs to Clothing). No alterations are to be made at public expense subsequent to the initial kitting, unless the garments are outgrown. The Initial Issue Certificate in the Form 667A is to be signed by the Supply Officer and stamped with the unit Clothing Stores date stamp to certify that all clothing has been issued to scale and any shortfalls supported by a Form 1383 'Deficiency of Kit',

**10. Initial Kitting Deficiencies – RAF Other Ranks.** When it is not possible to complete the issue of items at initial kitting, details of deficiencies are to be recorded on Form 1383, completed under the supervision of the Witnessing Officer for each individual concerned. Entries on Form 1383 are to be made in ink and all unused lines ruled through in red. The Form 1383 is to be stamped with the Unit stamp, signed by the Supply Officer and handed to the person for his / her retention. Demands to satisfy deficiencies are to be placed. The Form 1383 is to be surrendered when the deficient kit is subsequently issued at the initial kitting unit or at his / her subsequent parent unit.

**11. Initial Issue of Insignia and Medal Ribbons to RAF Other Ranks.** Insignia and medal ribbons supplied to other ranks on initial kitting, re-mustering, reclassification, appointment, award, promotion or reduction are to be supplied and sewn on at public expense. Entitlement to wear official insignia is detailed in AP 1358 Uniform Dress & Appearance for the RAF, RAF Clothing Scales and latest DIN for wearing of medals. Unofficial, privately funded insignia such as formation badges, which must be regulated by the RAF Clothing & Dress Policy Committee, are not to be sewn on at public expense. A Proforma Issue Voucher for free issue of insignia is at Appendix 1.

**12. Special Allowances for RAF Women.** Details of special allowances for women to purchase, tights and petticoats are contained in DINs and [QRs](#).

**13. Issue of Uniform on Promotion to RAF Acting or Substantive Warrant Officer.** On promotion to the acting or substantive rank of Warrant Officer he / she is to be issued with the WO type No 1 uniform. PWS uniforms can be utilised if available for acting rank and / or short notice promotions, to be replaced with new on gaining substantive rank or when available. The lower rank type uniform and / or PWS uniform is to be withdrawn and returned to Store on cessation of acting rank or upon issue of the new uniform. The issue and withdrawal of major items of No 1 uniforms are to be recorded on Form 667A.

**14. Maintenance Issues of Uniform to RAF Other Ranks.** All items of scaled uniform clothing are to be replaced free when they become unserviceable through fair wear and tear. Replacements, other than for fair wear and tear are to be made on a repayment basis in accordance with current regulations, unless circumstances associated with the loss or damage dictates otherwise.

**15. Retention of Clothing on Discharge or Transfer to Reserve – RAF Other Ranks.** To avoid the uneconomical exchange of clothing, the replacement of uniforms, footwear and necessities of those who are due for discharge or transfer to the Reserve is to be continued only for those items which are to be retained by the airmen for use during Reserve service. Replacement of deficient or unserviceable garments held in excess of those required for Reserve service is to be made only when health or hygiene would otherwise be adversely affected.

**16. Clothing Major Items – Exchanges for RAF Other Ranks.** Exchanges of major items are not to be effected whenever the life span of a garment can be reasonably extended, especially in the case of personnel who are within 18 months of date of discharge from the Service, to whom major items are to be issued only in exceptional

circumstances. If for any reason, including occasions when personnel are ordered to replace clothing which is considered by a superior officer to be unfit for wear, an individual needs to replace a major item within the stated life of the garment, the OC Logistics Squadron or equivalent is to assess the rate to be charged in accordance with current regulations. If, the damage or deterioration is assessed and certified by the individual's Flt or Squadron Cdr, OC Logistics Squadron or equivalent to be due to causes outside the control of the individual, having regard to the age of the garment and the individual's employment, the item may be replaced free of charge.

**17. Clothing Minor Items – Exchanges for RAF Other Ranks.** Exchanges of minor items are not to be effected whenever the life-span of a garment can be reasonably extended, especially in the case of personnel who are within 6 months of discharge from the Service. When loss, damage or deterioration necessitating replacement is considered to be other than due to fair wear and tear, financial recovery action is to be taken in accordance with current regulations.

**18. Issues of Clothing to RAF Other Ranks on Attachment.** Replacement issues of major items of uniform clothing should not normally be made on attachment before the receipt of Forms 667A. In exceptional circumstances OC Logistic Squadron or equivalent may authorise such issues.

**19. Garments Outgrown – RAF Other Ranks.** Personnel who have outgrown any articles of uniform or footwear following initial issue at recruit training may have them replaced. Subsequent requests for exchange due to weight loss / gain are to be treated as premature exchange. Replacement items are not to be issued if it would prove more economical to have the outgrown garment altered at public expense.

**20. Part Worn Serviceable Clothing at RAF Units.** Returned clothing items other than next-to-skin items (See Section 6, Paragraph 6) may be categorised as Part Worn Serviceable (PWS) and retained in stock for further use. Stocks of PWS clothing are to be clearly and indelibly marked 'PWS'. These stocks are to be stored and accounted for separately from new items. PWS clothing is not to be issued as initial kitting or on change of scale unless specified in RAF clothing scales or as authorised by Air Command UCPSM. Life expectancy of individual garments is to be reduced to a reasonable period in accordance with condition.

**21. Alterations to Clothing Scales for RAF Other Ranks.** When alterations to Scale are notified, the Supply Officer is to obtain sufficient stock to meet requirements (other than for Task Issues from Depot), and is to advise Flight and Section Commanders of availability and / or arrange for promulgation in Station Routine Orders as necessary. Items of clothing and accoutrements issued as additions to Scales subsequent to initial kitting, are to be supplied free of charge. If the items are issued in replacement of other items in the Scale, the replaced items are to be returned in exchange. Issues as a result of an increase in scale are to be recorded on Forms 667A. If a person is deficient of the item to be replaced, but possesses a Form 1383 to support the deficiency, the Form 1383 is to be surrendered in lieu of the item to be returned. On reduction of scale, items surplus to the revised scale are to be withdrawn and the return recorded in Form 667A.

**22. Change of Clothing Scale on Trade Qualification – RAF Other Ranks.** The issue of clothing, other than flying clothing, to which an individual becomes entitled by reason of a Trade Qualification, is to be made at the Station at which the qualification is promulgated.

## **RAF KHAKI DRESS WARM WEATHER CLOTHING**

23. **Issue of Khaki Dress Warm Weather Clothing to RAF Officers.** The regulations governing the issue of Khaki Dress (KD) Warm Weather Clothing for RAF officers are contained in GAI1022. Air Command A4 Support UCPSM2 authority is to be sought before free initial issues of Warm Weather Clothing can be made to officers. Initial issues must be recorded in the individual's Form 667A. Details of initial issues of KD Warm Weather clothing to officers will also be recorded and maintained by UCPSM2.
24. **Maintenance and Replacement Khaki Dress Warm Weather Clothing for RAF Officers.** Maintenance or replacement issues to officers of KD Warm Weather Clothing are to be made on pre-payment or repayment terms in accordance with the latest DIN; 'Prepayment Purchases of Clothing from Store'.
25. **Issue of No 6A Uniforms to RAF Officers.** No 6A uniforms may be issued on loan to officers taking up appointments as listed in GAI1022. Requests for loan of No 6A uniforms are to be made direct to Air Command A4 Support. The loan of No 6A uniforms is to be recorded in the Form 667A and the uniform is to be withdrawn from the individual on cessation of the relevant duty.
26. **Issue of Khaki Dress Warm Weather Clothing to RAF Other Ranks.** Initial issues of KD Warm Weather Clothing are to be made to ORs who have been drafted for, or are to be detached in excess of 4 months overseas other than to Operational locations, in accordance with the RAF Clothing Scales and recorded in the individual's Form 667A. KD Warm Weather Clothing can be fitted by the Station tailor and alterations made as necessary.
27. **Issue of KD No 6 Uniform to Other Ranks.** ORs drafted overseas, other than to JLU Gibraltar, CSSU and Operational locations will be issued a No 6 uniform on loan from the Command pool at RAF Brize Norton on authority of Air Command A4 Support UCPSM2. ORs drafted to Gibraltar and CSSU will be issued a No 6 uniform on loan from the relevant pool in Theatre. The uniform is to be recovered from the individual on cessation of the relevant tour of duty by the parent unit and returned to the pool from which it was drawn.
28. **Maintenance and Replacement Khaki Dress Warm Weather Clothing for RAF Other Ranks.** All items of Warm Weather Clothing are to be replaced free, when they become unserviceable through fair wear and tear.
29. **Part Worn Serviceable Khaki Dress Warm Weather RAF Clothing.** PWS KD clothing is not to be issued to Officers or ORs; however it can be retained for issue to ATC on authority of Air Command A4 Support UCPSM3. Under no circumstances should PWS KD Clothing be issued to ATC organisations without having first obtained authority from UCPSM3 or HQ Log 1b at RAF Cranwell.

## **RAF CLOTHING TRANSACTION PROCEDURES**

30. **Personal Issue.** Where practicable, issues of clothing are to be transacted directly into the Management of the Joint Deployed Inventory (MJDI). Alternatively, where it is more suitable, for example the internal issue of clothing may be affected using a locally produced Proforma Issue Voucher (PIV). An example of a workable format is at Appendix 2. The PIV is not to be registered but is to be sequentially numbered for each day and processed in the following manner:

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- a. Check and annotate authority for Initial Issues.
- b. Obtain a signature of receipt on the PIV for minor items of clothing.
- c. Enter the issue details and obtain a signature of receipt directly into the individuals Personal Loan Record card (Form 667A), in addition to entry onto the PIV.
- d. On completion of PIV check all entries have been correctly completed.
- e. Check and amend unit and / or site Establishment Variation Factors (EVF) if necessary.
- f. Post PIV transactions to MJDI.
- g. Retain completed PIVs for a minimum period of 3 months, other than individual PIVs which are to be attached to the person's Form 667A.

31. **Issues to Inventories.** The procedure for issuing ground clothing to inventories is to be as for issues of technical equipment in accordance with current regulations. Manually raised vouchers should not be used, although where it is more suitable, issues may be consolidated using locally designed Proforma.

32. **Monthly Snap Checks of Proforma Issue Vouchers.** A monthly snap check is to be carried out by a Supply Officer on the accuracy of postings on not less than 5 PIVs raised in the preceding month against the Unit Transaction History File. A record of the monthly checks, their results and any follow up action is to be maintained in a register, which is to be retained for audit purposes.

33. **Requirements not Available from Stock.** Where stock is not available to meet an internal issue request, a Clothing Store Demand Proforma is to be raised to initiate demand action and placed together with PIVs which relate to the same item. The PIVs are to be posted before the demand is input. An example of a Clothing Store Demand Proforma is at Appendix 3.

34. **Issues to Satisfy Demands.** The issue voucher automatically produced by MJDI on receipt of stock is to be linked with the garment for issue and the individual notified of availability for collection. At the time of issue after receipt, Form 667A action is to be taken for major items of clothing and a signature of receipt obtained in the Form 667A. A PIV is not to be used for issues following receipts in satisfaction of external demands.

35. **Issues on Payment.** Issues of clothing on payment are to be made using a Form 664D, which are to be registered in the Form 612G series prefixed 'COP' and raised in duplicate. The duplicate copy of the Form 612G is to be sent independently to the Accountant Officer as an advice copy. The finalised Form 664D is to be passed to Voucher Progress for filing with the Accounts Flt copy of the Form 664D.

36. **Payment for Clothing at RAF Clothing Stores.** Payment may be made in cash or by cheques at Clothing Stores provided that:

- a. A cash float is to be administered and secured under guidelines provided by the Station Accountant Officer and is to be controlled by the appropriate OC MMDF and named staff appointed to handle cash and cheques.

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- b. OC Logistics Squadron is satisfied with the arrangements for safeguarding the cash and cheques prior to hand-over to the Accountant Officer.
- c. The receipt of such moneys will not result in the overnight holdings of cash, excluding cheques but including a cash float, exceeding the sum of £200, or other limit within this amount, set by the Station Commander.
- d. A receipt for payment is given to the purchaser and the receipt registered in a series obtained from the Accountant Officer.
- e. Receipt signatures are obtained for all issues made using Form 664D.
- f. At a mutually agreed time, as late in the working day as possible, the cash and cheques are to be taken to the Accountant Officer together with the receipt book and the No 2 copies of Form 664D for certification by the Accountant Officer.
- g. Cheques handed in at Clothing Stores and forwarded to the Accounts Flt must be in a sealed envelope together with both No 2 copies of Form 664D certified 'cheque received', of which one copy to be returned to the individual for issue action in Clothing Stores.

**37. Payment for Clothing at RAF Accounts Flights.** Payment for clothing may be made by cash or by cheque to the Accountant Officer. Both No 2 copies of Form 664D are to be presented to the Accountant Officer by the individual making the payment. The Accountant Officer will certify amount paid on both copies, will retain one copy No 2 and hand the other No 2 copy to the individual making the purchase, who is to return it to the clothing store as proof of payment before the issue is made.

**38. Issues of Clothing at RAF Units to ATC and CCF.** The procedures for issues to ATC / CCF units are detailed in JSP 886 Volume 4.

**39. Issues of Clothing at RAF Units to Personnel of Foreign and Commonwealth Air Forces.** Instructions regarding the issue of flying, protective and personnel clothing to personnel of Commonwealth and foreign air forces are to be found in current DINs.

**40. Issue of Personal Arms to RAF Personnel.** When personal weapons are authorised to be issued to individuals and retained by them for Operational detachments or duration of tour, in accordance with instructions issued by Commanders-in-Chief or Air Officers Commanding, they are to be accounted for as issues on personal loan on Forms 667A as appropriate, in accordance with current regulations.

### FORM 667A PERSONAL CLOTHING RECORDS FOR RAF PERSONNEL

**41. Creation and Maintenance of Form 667A Personal Loan Record for RAF Officers and Other Ranks Aircrew.** Clothing, arms and accoutrements issued on long term loan to officers and Other Ranks Aircrew are to be recorded as being on their charge by means of Form 667A (Personal Loan Record). These forms are to be prepared by SCAF for each officer on appointment to a commission (unless one was raised for him as an Airman Aircrew), and for Other Ranks Aircrew. All Forms 667A are to be held in the custody of and maintained by the Supply Squadron of the unit to which the individual is posted. However, if Officers or Other Ranks Aircrew are detached to another station for periods in excess of 6 months, their Forms 667A are to be forwarded to the detachment station Supply Squadron, within 7 days of the effective date of posting. Forms 667A are to be held in the Clothing Store. In addition to recording items on loan, they are to be used to



record the 'free issue' of clothing to officers and Other Ranks Aircrew which may be authorised by the MOD and announced in DINs and / or AP 830, Volume 3 Part C (Clothing Scales).

**42. Exchanges of Flying Clothing – RAF Aircrew.** All items of flying clothing are to be replaced free when they become unserviceable through fair wear and tear. Replacements, other than for fair wear and tear, are to be made on a repayment basis in accordance with current regulations, unless circumstances associated with the loss or damage dictate otherwise. However, Aircrew clothing, e.g. cape leather gloves, soiled by body fluids during rescue operations and which cannot be readily cleaned are to be destroyed by burning, as soon after the operation as possible. Replacement issues of items destroyed are to be made on the written authority of the Squadron Commander. Other items of Service clothing, similarly soiled, which are normally cleaned / laundered are to be placed into sealed polythene bags immediately after the incident but are only to be destroyed on the written authority of the Station Medical Officer. In addition, where it is accepted that the cost of cleaning / laundering of soiled items would exceed the value of the garment's remaining life period, OC Logistics Squadron may authorise immediate destruction and replacement.

**43. Return of Flying Clothing on Transfer from Flying Appointment – RAF Aircrew.** On transfer from a flying appointment all non-personalised items are to be withdrawn to store and the Form 667A annotated to the effect that no exchanges are to be made until scale entitlement is regenerated. The non-personalised items are identified as Wristwatches, Stopwatches, Chronometers, Helmets, all Section 6B, 6BB and 6D items, Knives, Holdalls, Goggles, Sunglasses, Leg Restraints, Life-Preservers, and Navigators (NAV) Bags.

**44. Check of Scaled Entitlement on Clearance from Unit – RAF Personnel.** When an individual is posted, OC Domestic Supply Flight (OC DSF) is to check the continued entitlement to items on personal loan by reference to the posting notice of the individual, which states if the next appointment is to non-flying duties. Items surplus to entitlement are to be withdrawn before the individual proceeds on posting. Where an individual has been personally issued with arctic combat clothing, tropical combat clothing or special scale temperate combat clothing OC DSF is to check the individual's current entitlement and to withdraw items into main stock where no entitlement exists. The relevant voucher numbers are to be recorded on the Form 667A which is to be signed by OC DSF (or the NCO i/c Clothing Stores) and retained in support of the account until disposal is authorised in accordance with current instructions.

**45. Receipt of Forms 667A for RAF Personnel.** Forms 667A should be received in Clothing Stores within 7 days of an individual's date of posting (14 days for overseas units). If a Form 667A has not been received the Clothing Stores are to hasten the respective losing Supply Squadron. If not resolved locally, it is to be reported to HQ Air Command UC(PSM)2 for action. Subsequent HQ Air Command UC(PSM)2 actions are set out in Part 3 of this leaflet. If an issue of public clothing is made before an individual's Form 667A is received, the relevant issue vouchers are to be held in suspense in Clothing Stores pending receipt of the Form 667A. In no circumstances are 'temporary' Forms 667A to be prepared. When received, all Forms 667A are to be examined by OC DSF who is to ensure that:

- a. Line entries in the Form 667A have been signed by the holder; if not, action is to be taken to ensure appropriate receipt signatures are obtained at the time of the next issue.

- b. Action is taken to withdraw any holdings in excess of entitlement.
- c. Recovery action is taken in respect of any deficiencies.

**46. Maintenance of Form 667A for RAF Other Ranks.** The Form 667A is to record the issue and return of all items of equipment held on personal loan. Entries in the Form 667A are to be completed in the Clothing Store and made at the time of issue. Where issues are made of serially numbered items, the serial number is to be recorded in the Form 667A. When an item is taken off charge, the entry in the Form 667A is to be supported by the relevant voucher number. When Form 667A action is required in respect of an issue, within entitlement, to an individual on detachment whose Form 667A has been retained by the parent unit, the transaction is to be effected as follows:

- a. An External Issue Voucher (EX IV) is to be prepared issuing the equipment to the individual's parent unit.
- b. The individual is to sign clearly, giving Service number, rank and name, as receiving the equipment and the EX IV is to be despatched, under covering letter, to the parent unit.
- c. The parent unit is to Bring-on-Charge (BOC) the equipment and complete the Form 667A action using an internal issue voucher linked to the covering letter, pending the return of the individual, who is to concur the entry when the next transaction is made to the Form 667A.

**47. Clearance of Forms 667A on Posting of RAF Personnel.** Before signing the clearance certificate of an individual proceeding on posting, OC DSF is to ensure that all outstanding vouchers have been posted to the relevant Form 667A. The holder is to inspect the current entries in his Form 667A to ensure that they correctly reflect the items which remain on his personal charge. In acknowledgement of their correctness he is to sign the certificate at the back of the Form 667A. Recovery action is to be taken in respect of any deficiencies. Where there are no current entries on the Form 667A at the time of posting, OC DSF (in lieu of the holder) is to endorse the certificate to this effect. The name of the unit and the date of posting are to be recorded on the certificate and the Form 667A is then to be passed immediately to the Supply Squadron at the holder's new unit. Queries concerning the correctness of a Form 667A are to be resolved locally before the individual concerned is cleared from the station. If an individual is posted without signing the certificate referred to in the paragraph above, OC DSF is to give a partial clearance only and is to attach a report to the Form 667A giving full details of the occurrence. This report is to be forwarded to the holder's new unit Supply Squadron. The Supply Squadron of that unit becomes responsible that the Form 667A is signed at the time of the next transaction.

**48. Despatch of Forms 667A on Posting of RAF Personnel.** Forms 667A are to be despatched between units on posting. The Forms 667A are to be sent within 7 days of the posting date to the individual's parent unit. The onus for transmission of the Forms 667A from the Supply Squadron at the losing unit to the Supply Squadron at the gaining unit rests with OC DSF who is to take appropriate action to ensure that the time-scales are complied with.

**49. Creation and Maintenance of Personal Loan Record Forms 667A for RAF Other Ranks.** Issues of major items of uniform clothing, issues of trade and protective clothing, initial issue of warm weather clothing and miscellaneous loans to Other Ranks are to be



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recorded as on their charge by means of Form 667A (Personal Loan Record) or from an inventory on a loan basis (Form 668). These forms are to be prepared by the Supply Squadron of the reception unit from a nominal roll publicised by Human Resources or unit training wing. All Forms 667A are to be held in the custody of and maintained by the Supply Squadron of the unit to which the individual is posted. However, when personnel are detached for periods in excess of 6 months, Forms 667A are to be forwarded to the detachment station Supply Squadron, within 7 days of the effective date of detachment. To minimise clothing requirements during the initial period of detachment, Flight Commanders should ensure that personnel are kitted to scale before departure.

**50. Clothing and Equipment for Entry into Forms 667A.** Issues of uniform clothing are to be made in accordance with the Scales published in AP 830 (Clothing Scales). Articles of public clothing and equipment may be issued on loan to Other Ranks and are to be recorded in the Form 667A. In addition, issues of clothing which are provided free as a result of Scale increases authorised by the MOD and published in DINs and / or AP830 (Clothing Scales). are to be recorded in the Form 667A. Items issued on loan are to be withdrawn on completion of the duties for which the equipment was provided, unless MOD authority has been given for the retention of such equipment. Before signing the clearance certificate of an individual proceeding on posting, the Supply Officer is to examine the relevant Form 667A to ensure that all entries have been cleared.

**51. Review of Forms 667A – RAF Personnel.** The NCO i/c Clothing Store is to ensure that when an individual's service particulars change, eg on promotion, re-mustering or extension of service, the Form 667A is amended from the information published in Station Routine Orders.

**52. Form 667A Holder's Signature on Posting - RAF Personnel.** The requirement for a signature of the holder on posting may be waived when Other Ranks are undergoing courses of instruction of less than 6 months duration, subject to the proviso that, in the event of any issues of equipment to trainees during the course, the certificate at the back of the Form 667A is updated at the time of issue.

**53. Missing Forms 667A.** When, on posting the Form 667A Personal Loan Record Card is not received by the new unit, the matter is to be investigated. If not resolved locally, it is to be reported to HQ Air Command UC(PSM)3 who are to instruct all units to carry out a search. If these searches are negative after a period of 14 working days, the individual's new unit is to raise a duplicate Personal Loan Record Card.

**54. Resurrection of Duplicate Forms 667A.** The individual is to submit a typed list in triplicate, of all Service equipment currently held in his possession endorsed 'The list of items below is, to the best of my knowledge, all the Service equipment I have in my personal possession'. The list is to be signed and dated by the individual. OC DSF is to examine the list for correctness. A new Personal Loan Record Card is then to be raised recording the items listed and the original copy of the list is to be attached to the card. The card is to be annotated in red on the front cover with the word 'DUPLICATE'. The individual is to sign the new Personal Loan Record Card. The duplicate copy of the list is to be placed on the Logistic Squadron file and the triplicate given to the individual.

### CLOTHING RETURNED TO STORE AT RAF UNITS FOR SAFEKEEPING OR CLEARANCE OF PERSONAL LOAN RECORDS

**55. RAF Personnel Deceased, Missing, Prisoner of War or Insane.** When an individual dies, is posted as missing (other than as a deserter or an absentee without leave), becomes

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a prisoner of war or is certified insane, all clothing, necessities, accoutrements and other equipment on loan to, or in the custody of, the individual at the time of the occurrence, are to be collected under the personal supervision of an officer detailed for that duty (The Effects Officer). Those items which had been issued on temporary loan to the individual by Flights or Sections are to be returned and Form 668 (Temporary Loan Cards) cleared. The remaining items of Service kit are to be listed on Form 20.

**56. RAF Forms 20 - 'RAF Supply - Receipt for Articles Handed into Store for Safe Custody'.** The RAF Form 20 is to be prepared in duplicate and returned to the Supply Squadron for action as follows:

- a. The Form 20 is to show the management code, stock no, nomenclature and quantity of item(s) and is to bear the airmen's number, rank, name and trade / branch (all ranks). Any Forms 1383 which may be found in the kit are to be attached to the Form 20.
- b. On receipt of the kit in the Supply Squadron, the items are to be checked against the Form 20. Any effects which may have been previously handed into store by the individual for safe custody are to be sorted, and any Service kit is to be added to the Form 20. Both copies are to be signed by the Supply Officer, and the duplicate is to be handed to the Effects Officer.
- c. Items of private property are to be handed to the Effects Officer for disposal in accordance with [QRs](#) and a receipt obtained. The receipt is to be attached to the Form 20 which is to be retained for the period specified in [QRs Appendix 3](#), after which period it may be destroyed.
- d. The Supply Officer is to assess the condition of the Service kit returned, in accordance with current regulations and annotate the Form 20 with the condition of each item. The Form 20 is to be attached to a certificate receipt voucher which is to be raised to bring the item(s) on charge.
- e. Form 667A is to be cleared as far as possible by a cross-reference to the certificate receipt voucher. The items on Form 667A remaining uncleared should normally be those which the individual was wearing at the time of the casualty, and are to be cleared by the following, certificate annotated on the Form 667A and signed by the Supply Officer:

**'BALANCE OF \*FLYING / PERSONAL CLOTHING LOST IN  
ACTION / FLYING ACCIDENT, ETC. (AS NECESSARY).  
\*PERSONAL OCCURRENCE REPORT NO /  
.....CASUALTY SIGNAL NO .....**

\*Delete As Appropriate

- f. Items of Service kit not covered by Form 1383 and found to be deficient, any items found to be damaged or those items issued on temporary loan by a Flight or Section lost as a result of the casualty are to be the subject of write-off action in accordance with current regulations.

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g. After all necessary adjusting action has been taken, the certificate receipt voucher, Forms 667A and Forms 1383 are to be passed to the Supply Officer who is to scrutinise them and certify the vouchers as follows:

Certified that the difference between the above mentioned items and the appropriate scale(s) represent the clothing and equipment lost in action / flying accident or written-off on Form 34.

IV No	Casualty report on POR No
Dated	or Casualty Signal No
Dated	Signed Supply Officer

h. Forms 1383 are to be attached to the certificate receipt voucher which is to be filed as appropriate, Form 667A are to be retained for audit and thereafter disposed of in accordance with current regulations.

57. **RAF Absentees.** As soon as it is confirmed that an individual is absent without leave, his kit is to be collected under arrangements made by his Flight or Section Commander and listed on Form 20. If the absentee returns before being declared illegally absent the kit is to be re-issued to him. In such circumstances he is to give a receipt for his kit on Form 20.

58. **RAF Absentees Declared Illegally Absent.** When an individual is declared illegally absent in accordance with QR 1275 his Service kit, as listed on Form 20, is to be checked by the Supply Officer against the authorised scale appropriate to the airman's trade; a list of deficiencies not covered by Form 1383, plus damaged items is to be prepared. One copy of the Form 20, together with any Form 1383 and / or Form 667A, plus a list of deficient and damaged items are to be passed to the Accountant Officer for attachment to the absentee's Form 4074. The list is to be retained until either the absentee returns or action as follows according to the situation:

a. When an individual is still absent 3 months after the declaration of illegal absence, the Service items listed on the Form 20 are to be brought on charge by certificate receipt voucher, to which the Form 20 is to be attached, and are to be accounted for according to their condition.

b. Deficient or damaged items are to be charged to the account of the individual on Form 664B prepared in triplicate, annotated 'For pay action only' and actioned in accordance with current regulations.

c. If an individual who has been declared illegally absent re-joins before action above has been taken the kit is to be re-issued to him and Form 20 receipted accordingly.

d. If an individual who has been declared illegally absent re-joins subsequent to the action above having been taken, the minimum kit (part-worn items where

available) required until his case has been disposed of summarily, is to be issued on loan in accordance with current regulations. Any charge to the airman's account is to be adjusted accordingly if any of the deficient items on the Form 1383 become available, or if the sentence or disciplinary award does not order that the individual is to be charged for the value of lost or damaged kit.

- e. If an individual is retained in the Service after illegal absence, the items of clothing necessary to kit him to the authorised scale are to be issued without charge, other than those items including any issued on loan to replace deficient or damaged items not taken into account by a Court Martial award or other summary award which are to be on issued on repayment using Form 664B.

**59. RAF Personnel Committed To Prison, Detention Barracks Or Military Corrective Establishment.** Details of the action to be taken and information concerning the items of Service kit which an individual is to take with him when sent to a civil prison or military or RAF corrective establishment, other than a corrective training centre, are contained in QR 2233. Regulations regarding the storage and disposal of the remainder of the Service kit of such individuals are also contained in QR 2233. The procedure in QR 2229 is to be applied when individuals are discharged from the Service on release from the above establishments. Regulations regarding the Service kit etc, of individuals committed to an RAF military training establishment are contained in QR 2234.

**60. RAF Personnel Sent To Hospital.** When an individual is admitted to hospital, he is to be in possession of the items of Service kit specified in QR 1506A. The airman's Flight or Section Commander is to ensure that any of the prescribed items not taken at the time of admission are forwarded to the hospital, and is also to arrange for the remainder of the airman's kit to be stored in the Supply Squadron by means of a Form 20; the original copy of the Form 20 is to be forwarded to the individual. When, however, the Medical Officer instructs that the airman's kit is to be disinfected, the items are to be detailed on Form 20 prepared in triplicate by the airman's Flight or Section Commander, and handed to the Medical Officer who is to receipt the Form 20 and forward the original copy to the individual concerned. The remaining copies are to be retained by the Medical Officer until the kit has been inspected, when they are to be forwarded with the kit to the Supply Officer. One copy of the Form 20 is to be receipted by the Supply Officer and returned to the Medical Officer; the other copy is to be retained by the Supply Officer.

**61. RAF Personnel on Return from Hospital.** When the individual returns to his unit, the Supply Officer is to hand back, in exchange for the airman's copy of the Form 20, all the items detailed thereon, and obtain the signature of the individual on the copy of the Form 20 held by the Supply Squadron. If an individual is discharged from hospital and posted to a different unit to which his kit is held, the Supply Officer is, on advice of the posting, to forward the individual's kit to the new unit, together with 2 certified true copies of the Form 20. One copy is to be receipted by the Supply Officer of the consignee unit and returned to the consignor where it is to be filed with the copy of Form 20 already held.

**62. RAF Personnel Invalided From Abroad.** When an individual is invalided from a unit abroad, he is to be suitably kitted for the journey to the UK and is normally to be provided with the balance of his kit to take with him. Where kit is held in the Supply Squadron and time does not permit its re-issue, or if baggage restrictions (e.g travel by air) preclude re-issue, the kit so held is to be brought on main stock charge by certificate receipt voucher to which the Supply Officer's copy of the Form 20 is to be attached. A certified true copy of Form 20 is to be prepared, annotated with the certificate receipt

voucher number, signed by the Supply Officer and forwarded to the Human Resources for inclusion with the airman's documents. Action in accordance with current regulations is to be taken in respect of any loss or damage. When the individual arrives at his new unit he is to be issued with Service kit to replace the items listed on Form 20. He is to hand over his copy of Form 20 which is to be attached to the voucher on which the replacement issues are made. If, however, it is decided that the individual is to be invalided out of the

Service, he is to be issued only with such items as will enable him to be suitably kitted whilst awaiting his discharge, part-worn items being issued where possible. Such issues are to be made 'on loan' and accounted for in accordance with current regulations.

## **CLOTHING AND ACCOUTREMENTS FOR RAF RESERVISTS AND ROYAL AUXILIARY AIR FORCE**

**63. R Aux AF and RAFVR Officers – Clothing and Accoutrements for Ex-Service Officers.** Ex-RAF Regular Officers who join the R Aux AF or RAFVR, on completion of RAF service, should, when leaving the Regular Service, be in possession of kit in accordance with AP 830, Clothing Scales. As Forms 667A are retained by the unit discharging the officer, the parent RAF station should raise a new Form 667A when the officer joins the R Aux AF or RAFVR.

**64. R Aux AF and RAFVR Officers – Clothing and Accoutrements for Direct Entrants.** The initial issues of clothing for R Aux AF and RAFVR officers are to be made on 'Free Issue' terms by the Supply Squadron of the parenting RAF station. The following are the only exceptions to this rule:

a. **Officers and Warrant Officers No 1 Uniforms.** Initial free issue of No 1 uniform for R Aux AF and RAFVR officers and warrant officers is made by the designated uniform contractor at RAF College Cranwell. Procedures are as follows:

(1) Initial fitting of No 1 uniforms for officers and warrant officers will be carried out by the designated uniform contractor on 2 to 4 weekends per year. Finished uniforms will be despatched, by the contractor, to the Supply Squadron at the appropriate parent RAF station who will issue the uniform and complete further accounting action in accordance with current regulations.

(2) Officers attending the Reserve Officers Initial Training (ROIT) Course at RAF College Cranwell will receive initial fitting and issue of uniforms during the course. A copy of the voucher is to be forwarded to the parent RAF station where further accounting action is to be taken in accordance with current regulations.

b. **No 7644 (Public Relations) Flight RAFVR.** No 7644 (PR) Flt personnel do not operate from a 'home-base' unit and, as a result, are parented by RAF Northolt. Issues to No 7644 (PR) Flt personnel are to be made by the nearest suitable RAF station who are to forward copies of all relevant supply documentation to RAF Northolt for further accounting action in accordance with current regulations.

**65. R Aux AF and RAFVR – Clothing and Accoutrements for Other Ranks.** Other Ranks joining the R Aux AF direct from service in the RAFVR or joining the RAFVR direct from service in the R Aux AF should be in possession of kit to the appropriate scale in AP 830. The airman's Form 667A is to be forwarded to the appropriate R Aux AF or RAFVR unit. Forms 667A are then to be passed to the Supply Officer for retention and any

subsequent recording action. Other Ranks joining direct from other classes of the Reserve may also be in possession of kit. Ex-Service other ranks with no reserve liability or reserve commitment will not normally be in possession of RAF kit.

**66. R Aux AF and RAFVR – Clothing and Accoutrements for Direct Entry Other Ranks.** A direct entrant other ranks into the R Aux AF or RAFVR is entitled to the initial issue of uniform and clothing in accordance with AP 830, Clothing Scales, the Supply



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Squadron of the parent RAF station is responsible for providing the items required to kit the individual to scale. Where special size garments are required, the correct procedure in accordance with current regulations is to be applied. A Form 667A is to be raised by the parent unit Supply Squadron for each individual to whom issues are made and the items issued are to be recorded on the Form 667A. Subsequent issues, returns or exchanges of lifed items are to be recorded in Form 667A. Forms 667A are normally to be retained by the parent RAF station Supply Squadron but with the agreement of the Supply Officer Form 667A may be retained by the CO of the R Aux AF or RAFVR unit.

**67. R Aux AF and RAFVR – Surrender of Clothing and Accoutrements on Discharge.** No items of clothing and other equipment may be retained by R Aux AF and RAFVR personnel on discharge unless reverting to a reserve commitment. The cleared Form 667A should be retained by the unit at which the discharge took place.

**68. Clothing and Accoutrements for RAFVR Training Branch.** The procedure for the issue of clothing and equipment to officers and cadets of the RAFVR(T) is contained in AP1919 Regulations for the Air Training Corps.

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## APPENDIX 1 - PROFORMA ISSUE VOUCHER FOR FREE ISSUES OF INSIGNIA TO RAF OTHER RANKS

Unit: .....

IV No: .....

Period of Account: .....

		Man Code ( . . . . . ) Stock Number														
Last 3	Rank	Name													Signature	Issued by
Total Issued															Total Received	

Signature of Clothing Stores Manager ..... Date.....



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## APPENDIX 2 - SAMPLE PROFORMA ISSUE VOUCHER (PIV) FOR CLOTHING ISSUES AT RAF UNITS

RAF .....

PIV No .....

Date .....

Per / Acct .....

		Man Code ( ..... ) Stock Number														
Last 3	Rank	Name													Signature	Issued by
		Totals													-----	-----

Totals Checked .....
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Issues Approved .....
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Actioned to F667 .....
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Posted to S / Record .....
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Final Scrutiny .....
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Date .....
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Date .....
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Date .....
---------------

Date .....
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Date .....
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## APPENDIX 3 - CLOTHING DEMAND PROFORMA AT RAF UNITS

Date: .....

Man Code	Stock Number	Description	Qty	Inventory CDE	Type of Transaction	Voucher / Demand No	For: - No, Rank and Name
Approved by: .....			Actioned by: .....			-----	

## **SECTION 4 - FITTING OF CLOTHING**

### **CLOTHING**

1. **Scope.** This section provides instruction and guidance on the fitting of clothing.
2. **Sizes.** Details of the sizes available are obtained by reference to [JSP 768](#) - Defence Clothing Catalogue. It is important that a satisfactory fit is obtained and a tailor or other properly qualified person correctly measures servicemen and women. In some instances it is necessary to select a size other than that indicated by the wearer's measurements in order to achieve the best possible fit with the minimum of tailoring or outsize. This is particularly important with Army Numbers 2 and 4 dress.
3. **Jackets.** To find the correct size of jacket, the height and chest measurement is to be taken. For measurements or fittings the various garments worn under the jacket and appropriate to that order of dress are to be worn.
4. **Trousers.** Trouser sizes are to be obtained by taking the waist measurement of the wearer. Seat and inside leg measurements are to be taken over the top of the trousers, when appropriate.
5. **Chef's Clothing.** Chef's clothing is to be fitted over normal underwear and not over a uniform.
6. **Cloaks and Greatcoats.** Cloaks and greatcoats are to be fitted over parade dress. The bottom of the back of the garments should be the distances from the ground as stated in single-Service dress regulations. The relevant footwear is to be worn for this fitting:
  - a. Cloak Coloured 24.1 cm.
  - b. Greatcoat Blue Grey 33 cm.
  - c. Greatcoat Mounted Knee Length.
7. **Dress Gloves.** The correct method of fitting a dress glove is as follows:
  - a. A tape should be passed around the hand, just below the knuckle of the first finger and the thick of the palm, this measure in inches usually corresponds to the size of the glove. The donning of the glove is, however, the most important feature.
  - b. The four fingers should be inserted into the glove to the fullest extent, the thumb lying on the palm of the hand, then and not before, the thumb should be eased into place. The stretch in the leather will accommodate this without strain to seams.
8. **Coveralls.** Coveralls are to be sized to fit over a pair of trousers and jersey.
9. **Braces.** Braces are to fit so that the buckles are not on the collarbone.
10. **Fitting of Garments for Women.** The points detailed in the paragraphs above apply equally to males and females. In addition, the following should be observed when fitting garments for women:
  - a. **Greatcoats.** Bust size over the jacket is usually 5 cm larger than under the jacket.

- b. **Coveralls.** These should be issued according to bust and height measurements.
- c. **Trousers.** Issue should be to hip measurements.

11. **Footwear.** To avoid lower limb injury footwear should be correctly fitted, and the following points noted when fitting specific items of footwear:

a. **Combat Assault Boot (CAB).** The fitting of CAB is particularly important, as ill fitting boots will impair the wearer's mobility under operational conditions. CABs are supplied in UK sizes with 3 width fittings for each length of boot. The following fitting procedure is to be used to ensure the correct size is selected:

- (1) Kitting out programmes are to include sufficient time for CAB to be fitted properly.
- (2) The individual is to be fitted whilst wearing Socks GS.
- (3) For initial issues the individual is to stand, wherever possible, on the CAB fitting board. The length and breadth readings are to be taken by a person trained in the use of a fitting board. If there is a difference in size between feet, the larger size is to be taken.
- (4) The fitting procedure for replacement issues of CAB is to use the size information recorded on the last page of the wearer's personal clothing record, and on the sole of the pair of boots in use, as a start point for fitting.
- (5) Correctly sized boots, fitted with the correct size saran insoles, are to be tried on and laced. CAB when laced are designed to have a gap across the front, and if the sides meet the boot is probably too large.
- (6) Should the individual feel that the boots are too large / small / narrow / wide, then the next appropriate size is to be tried until a comfortable fit is achieved when standing and walking, both with and without pack.
- (7) Until the boots are fully broken in it is advisable to leave the instep pair of locking cleats unlaced, to allow extra flexibility of the foot.
- (8) CABs are not to be stretched with ring and ball-pliers, or wood stretchers.

b. **Boots DMS, GS, and Shoes.** These are all supplied in standard UK sizes, with a minimum of 2 width fittings in each size.

c. **Shoes, Fitness Training and Boots, Rubber.** These are all supplied in standard UK sizes, with one width fitting only in each size.

12. **Special Size.** When, exceptionally, it is not possible to fit an individual from the normal size range, the appropriate supply manager at DC Team is to be asked to authorise a Low Value Purchase. The supply manager must be informed of the details listed below:

- a. Who the item is for – male or female – name and rank.
- b. Reason why in-service item is unsuitable together with the NSN of the unsuitable service issue item.

- c. Identified supplier.
- d. VAT exclusive cost of item (Not the full cost).
- e. Full unit address and UIN.

## **PODIATRY AND SPECIALIST FOOTWEAR**

13. **Procedure for Obtaining Podiatry and Specialist Footwear - RN / RM.** The full extant policy for access to podiatry and specialist footwear services appears at RNTM 71 / 07. In summary Individuals who have physical problems with issued footwear are to report in the first instance to the Unit Logistics Dept to have feet re measured after which the correctly sized footwear is to be tried with the appropriate supporting ensemble e.g: warm weather socks. Re-measuring is to be undertaken during the afternoon, allowing expansion of arches. Specialist boots are not to be issued as a first line of treatment, only the Unit Medical Officer may authorise the issue of non standard scale footwear after an individual has been medically assessed, (the range of service supplied footwear is at [JSP 768 Section 7 Defence Clothing Catalogue](#)). Exceptionally, if a correct fitting cannot be achieved, Medical Officers may authorise local purchase of a suitable COTS product, submitting approval Proforma in accordance with RNTM 71 / 07.

14. In the case of abnormal or misshapen feet requiring footwear specially constructed by a surgical boot maker, local purchase may be arranged subject to the need being certified by an orthopaedic or surgical specialist. Quotations should be submitted to the relevant DC Team SM for consideration. These arrangements do not cover the provision of specially constructed footwear required as part of hospital treatment for injuries, which is provided by RN Hospital authorities (see BR 1991 Chapter 5).

15. Specially constructed footwear should conform as closely as possible with the corresponding MOD (N) pattern. Where appropriate, the issuing price for the corresponding items in the current Fleet Issuing Price List should be used.

16. When the price of footwear includes the cost of special lasts, details of the source of supply of the footwear are to be passed to the Medical Officer. This allows recording in Table 4 - Surgical Appliances, on the individual's medical envelope, Form FMed4, to enable subsequent purchases to be made from the original supplier, thereby saving the cost of lasts.

17. **Procedure for Obtaining Podiatry and Specialist Footwear - Army.** Additional instructions relating to the provision of special footwear for medical reasons may be found in Joint Service Regulations for Medical and Dental Accounting (JSP 340) and extant Primary Health Care Policy for Podiatry and Specialist Footwear. All requests for special footwear must state that they have complied with this instruction. Demands are to be made as follows:

- a. Demands for Special Fit or Special Measure footwear are to be submitted manually to DC Team in accordance with current local procedures.
- b. Normal pattern footwear requiring modification for medical reasons is to be obtained in the usual way. It is to be modified locally by civilian tradesmen. Payment is to be made from the unit imprest account using appropriate service paperwork and cleared against the unit's UIN. The payment voucher is to be supported by a medical

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certificate; this certificate is to be completed by the unit Medical Officer and comply with the following medical policies:

- (1) **United Kingdom (Including NI).** The statement must comply with the Headquarters Army Primary Health Care Services extant Policy for Podiatry and Specialist Footwear.
- (2) **British Forces Germany.** The statement must confirm compliance with the extant Headquarters United Kingdom Command (Germany) Medical Branch Administrative and Technical Instruction on the Issue of Military Boots / Footwear.
- (3) **Rest of the World.** The statement must confirm compliance with the theatre Primary Health Care lead, in podiatry matters.

c. Civilian pattern footwear required on medical grounds are to be demanded through DC Team. If necessary, authority will then be given to procure by local purchase. Payment is to be made from the unit imprest account using appropriate service paperwork and cleared against the unit's UIN. The payment voucher is to be supported by a medical certificate as per sub Paragraph 13a above. Once a boot has been made or fitted to the individual, it will be accounted for as part on individual's personal holdings records.

d. All footwear obtained by this method is to be accounted for in accordance with these regulations, compliance is to be assured during LSI inspections.

e. Medical officer's can obtain advice and technical specifications on the properties of available boots to assist prescription, from the DC Team at Caversfield.

18. Extra items demanded for an individual, but held by the QMs Dept, should be forwarded on to the individuals' next unit on posting.

### OUTSIZE CLOTHING

19. **Introduction.** The standard range of sizes provided for ground clothing is designed to meet 95 percent of the MOD population. Arrangements to meet the needs outside the standard range are satisfied by the completion and submission of Male and Female Measurement forms. Outsize clothing is subject to lead times, dependent upon the nature and complexity of the garment.

20. **Measurement Forms.** For those with access to the MOD intranet the Male and Female Measurement Forms (MOD Form 1072 and MOD Form 1114 respectively) can be downloaded from [Defence Forms Index](#). For those without electronic access the forms are available through normal channels using MOD Form 999.

21. **Completion of Forms.** If the measurements are not completed in full for the garments required, the form will be rejected and returned. DC Team will take no further action until a completed form is resubmitted. Units are to ensure that individuals are measured by a suitably qualified person, before submitting completed Measurement forms.

22. **Outsize Garments and Footwear and Supply Fit RAF Uniforms.** Instructions on the supply of outsize garments and footwear are at [Annex A](#).

23. **Clothing and Footwear Repairs and Alterations at RAF Units.** An instruction on the repair and alterations to clothing and footwear at RAF units is at [Annex B](#).

**ANNEX A - OUTSIZE GARMENTS AND FOOTWEAR AND SUPPLY FIT RAF UNIFORMS**

[Introduced in Paragraph 22](#)

1. **Submission of Outsize Clothing Demands by RAF Units.** Outsize clothing is to be demanded in accordance with Section 4 Paragraphs 19 to 21. Where possible, demands for Outsize clothing must be submitted to DC Team at least 3 months before the item is required as deadlines for different garments vary.
2. **Outsize Clothing Demands Process.** If contract cover is available, a Warrant will be raised by the DCIPT and submitted to the contractor for action. A Sup Form 103 will be forwarded to the unit, annotated with the Warrant No and containing full instructions concerning delivery dates, hastening and receipt action. Once the Form 103 has been received, the Warrant Number should be quoted in all correspondence and in all queries.
3. **Outsize Clothing Receipts from Contractor.** The Contractor is instructed by the Warrant to forward the garment direct to the unit as indicated by the UIN. On receipt of an Outsize Garment, the unit is to take receipt action as detailed on the Sup Form 103. It should be noted that the responsibility for clearing Brown Copies of the MOD Form 640 rests with DC Team; this action is taken when the Form 103 is returned to Caversfield. Any Green / Brown copies of the MOD Form 640 received by the Unit should be forwarded unstamped and unsigned to DC Team without delay. Outstanding receipts will be hastened on Form Sup Form 104.
4. **Outsize Clothing – Hastening Demands.** Hastening action for all outsize garments is to be taken in accordance with the instructions on the appropriate Sup Form 103. In cases of extreme urgency, where a garment is required for a specific date, eg and individual posted abroad or the item is required for a prestigious occasion, DC Team will ask the Contractor to provide the uniform by an early date, providing this request is made at the outset and the reasons are fully justified.
5. **Special Fit and Outsize Footwear for RAF Personnel.** A clear distinction between Special Fit and Outsize footwear must be determined by Clothing Stores staff before non-standard or un-scaled footwear can be supplied to individuals.
6. **Special Fit Footwear for RAF Personnel.** Service personnel unable to wear normal service supplied footwear for medical reasons may be eligible for non-standard locally purchased trade footwear. Recommendation of specific footwear appropriate in each case will be made by a unit Medical officer on a Form Med 566 'Medical Report' in accordance with QR 2218. Officers deemed unable to wear standard service footwear by a unit Medical Officer are to receive a premature exchange free-of-charge but subsequent maintenance or the replacement footwear is the responsibility of the Officer. Officers in receipt of alternative Service supplied or locally purchased footwear are to purchase at the prepayment price of the scaled footwear replaced (excluding operational and trade / safety footwear).
7. **Outsize Footwear for RAF Personnel.** Individuals who cannot be fitted with scaled, standard Service supplied footwear due to a comfort and fit problem are to be offered alternative Service supplied footwear to try in various sizes if necessary, before a LVP option is considered. A Service supplied foot fitting board can be used to assist with correct sizing. Officers in receipt of alternative Service supplied or locally purchased footwear are to purchase at the prepayment price of the scaled footwear replaced (excluding operational and trade / safety footwear.)



**8. Special Fit and Outsize Footwear for RAF Personnel – Ordering Process.**

Demands for Special Fit or Outsize footwear are to be submitted manually to DC Team in accordance with current local procedures, as agreed by DC Team and HQ Air Command A4 Support UCPSM.

**9. Surgical Footwear for RAF Personnel.** Surgical footwear will be obtained through the Department of Health by the unit Medical Officer and issued directly to the individual concerned. Funding will be provided from the Medical budget.

**10. Initial Issue and Fitting of Aircrew Functional Clothing.** Certain items of flying clothing are classified as aircrew functional clothing. These are inner coveralls, coveralls, immersion coveralls and immersion socks. Therefore on initial issue, aircrew using these items must be measured by specially trained personnel at Centre of Aviation Medicine (CAM) Henlow. Outsize flying clothing is to be ordered through CAM Henlow who will progress the delivery by the contractor and arrange the final satisfactory fitting.

**11. Replacement of Aircrew Functional Clothing.** Replacement for special size aircrew functional clothing are to be ordered through CAM Henlow for RAF aircrew; SAAvn School of Army Aviation, Middle Wallop for AAC aircrew; and CPO SE ACE1-1 DGA (N)ASE, Yeovilton for RN aircrew.

**12. Supply Fit RAF Service Dress (SD) Uniforms.** 'Supply Fit' is the procedure whereby a Contractor brings a range of SD uniforms to a Unit where the recipient is measured, fitted and supplied from the contractor's stock. The service is available routinely at RAF Cranwell and RAF Halton. The contractor visits other RAF units periodically as per the Maintenance Programme negotiated by Air Command A4 Support UCPSM 2, in accordance with the current contract. Individuals are not confined to uniform fittings at their parent unit, however all visits to the Supply Fit contractor at alternative locations are by appointment only, arranged through the individual's parent unit Clothing Stores. Exceptionally, fittings can also be made at the contractors' premises. Travel to and from the contractor's premises for a fitting is to be at public expense against the Unit budget.

**13. Supply Fit RAF SD Uniforms – Order Process.** A Warrant in the form of a DEFCON 300AC is to be raised for all SD uniforms ordered off contract by the individual's parent unit, forwarded to the unit Clothing Stores at which the individual is to be fitted if applicable. Following 'batch' deliveries of the completed uniforms the contractor will forward a MOD Form 640 to the receiving unit.

## **ANNEX B - CLOTHING AND FOOTWEAR REPAIRS AND ALTERATIONS AT RAF UNITS**

### Introduced in Paragraph 23

1. **Alteration and Fitting of Clothing for RAF Officers.** Officers who purchase items of clothing through clothing stores may also have the necessary alterations carried out at public expense. Alterations to all uniforms are to be confined to those necessary to obtain a good fit. Any additions to the basic items purchased (e.g rank braiding, badges), repairs (including those necessitated by fair wear and tear) and alterations cannot be charged to public funds and are the responsibility of the officer. Under these circumstances officers may use the tailoring services provided by station tailoring contract or through Service operated tailors shops at private expense.
2. **Repair and Alteration of Clothing for RAF Other Ranks.** Alterations to all uniforms are to be confined to those necessary to obtain a good fit. Before articles are accepted from other ranks for repair or alteration, it should be confirmed that the time they have remaining in conjunction with whether they retain the item on discharge or transfer to the reserve, warrants the repair or alteration.
3. **Repair of Footwear for RAF Personnel.** OC Logistic Squadron, Supply Manager or nominated representative can authorise repair of footwear using the following rules:
  - a. Footwear is only considered for repair once.
  - b. If the cost of even a first-time repair is over 50% of the cost of replacement, then a replacement rather than a repair should be provided.
  - c. When alterations to footwear are authorised on medical grounds, a certificate of authorisation is to be obtained from the Medical Officer to support payment of the bill.
4. **Repairs and Alterations to Clothing by Tailoring Contract at RAF Units.** Repairs and alterations to clothing can be undertaken by a tailor under a local contract arrangement in accordance with JSP 332 - Low Value Purchase Manual. Where suitable workshop accommodation is available on a station, contractors will quote separately for work to be undertaken on or off the station. When a contractor carries out alterations or repairs on the station, he is not to be charged rent or for water supplied to him. Lighting is to be charged for in accordance with current regulations. When gas is installed, the method of assessing consumption will be fixed by the Ministry of Defence, and recovery of charges is to be effected in accordance with current regulations. Fuel is to be a contractor's liability, but supplies may be issued from RAF stocks on repayment where it is impracticable for a contractor to make his own supply arrangements. If the shop is centrally heated, a suitable charge, assessed on the advice of the local works officer, is to be made against the contractor. It is important that these charges are brought to the attention of contractors when invited to tender for the tailoring contract. All materials supplied to a contractor are to be issued free of charge for embodiment in the altered or repaired garment. The Supply Officer is to ensure that only those materials which are necessary for the carrying out of the contract are issued.
5. **Repairs and Alterations to Clothing in Service Operated Tailors' Shops.** Materials consumed in Service operated tailors' shops are to be recorded on a locally produced Proforma Issue Voucher (PIV). CIVs, cross referred with the Proforma, are to be used to strike materials off charge. The PIVs are to be filed and retained for audit.

6. **Repairs and Alterations at Public Expense.** Alterations and repairs are to be confined to those listed in the alterations and repair schedule in the tailoring contract. A copy of the alterations and repair schedule is to be prominently displayed for consultation by the Witnessing Officer and other ranks during clothing parades and also at times of collection of repaired and altered garments. Forms 350 'Alterations and Repairs to Clothing of Airmen' are to be raised for all alterations and repairs.

7. **Forms 350 for Repairs and Alterations at Public Expense.** The Form 350 is to be raised in duplicate and processed in the following manner:

- a. Serially numbered throughout the period of account.
- b. The individual is to sign the duplicate copy of the Form 350 against the relevant entry for repair or alteration. The original copy is to be handed to the contractor or Service employed tailor as appropriate and the duplicate copy is to be retained in Logistics Squadron.
- c. On production of the repaired or altered garment by the contractor, the Supply Officer is to ensure that all work entered on the Form 350 has actually been carried out. Upon receiving the altered or repaired garment the other rank is to sign the original Form 350 in acknowledgement of receipt of the item, providing he is satisfied that the work authorised has been carried out. The original of the Form 350 is to be certified by the Supply Officer that the work authorised has been carried out satisfactorily, or, where justified, is to arrange for rectification, at the contractor's expense (see Conditions of Contract). In such instances, new Forms 350 are to be raised to cover the rectification and annotated 'At Contractor's Expense'. The Supply Officer is to sign the annotation and cross-refer both sets of Forms 350.
- d. To provide for the receipt of altered garments belonging to an other rank unavoidably absent from his unit, ie in hospital, detached, etc, and facilitate the prompt clearance of Forms 350, the OC Logistic Squadron (or an authorised deputy), having satisfied himself that the work has been properly carried out, is to give the contractor a qualified receipt on behalf of the owner. The contractor is to be informed that, although this receipt enables him to render his bill for payment, final acceptance of the authorised work remains with the owner, where justified, further rectification is to be carried out at the contractor's expense.

8. **Forms 350 for Repairs and Alterations at Private Expense.** When an officer is to be charged with the cost of tailoring a Form 350 is to be raised in the normal manner, except that it is to be annotated in red ink 'Repayment Officers'. It is to be processed in accordance with either of the following as applicable:

- a. The contractor is to price the original Form 350. When the relevant bill is received from the Accountant Officer for certification, the prices recorded by the contractor on the original Form 350 are to be transcribed to the duplicate copy held by the Supply Officer.
- b. In Service operated tailors' shops the Officer is to sign the duplicate copy of the Form 350 against the relevant entry. On completion of the work the officer is to sign the original in acknowledgement of receipt of the article of clothing. The Supply Officer is to price copies of the voucher using current rates for materials, labour, departmental expenses and VAT. Both copies are sent to the Accountant Officer

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who will annotate the original 'Noted for Recovery' and return it to Logistics Squadron.

9. **Witnessing Officer Duties at RAF Units' Tailoring Parades.** A Witnessing Officer is to be present at kitting units' SD uniform fittings, but can be optional at other units as deemed necessary. The basic duties of a Witnessing officer are:

- a. To ensure that each individual receives a serviceable, correctly fitting garment.
- b. To supervise the fitting of garments and ensure that necessary tailoring requirements are recorded by the contractor / tailor. The tailoring requirement is not to be influenced by personal preferences of the individual concerned.
- c. To refer to the OC Logistic Squadron any matters requiring resolution. ([Return to Section 3, Paragraph 8](#))

10. **Clearance of Form 666 'Payment of Contractors Bill'.** The contractor will render his bill on Form 666, supported by the relevant original Forms 350, to the Accountant Officer, at such times as are specified in the contract. On receipt of the bill from the Accountant Officer, it is to be checked against the duplicate copies of Forms 350, the bill number annotated on the Forms 350, Form 666 certified and returned to the Accountant Officer for payment.

11. **Quarterly Audit of Forms 350.** The duplicate copies of the Forms 350 are to be retained in Logistic Squadron for subsequent audit. At not less than quarterly intervals, a comparison to compare the current and past pattern and volume of tailoring alterations is to be carried out by a Supply Officer. Any increases not readily accountable for are to be reported to OC Logistic Squadron for further investigation.

12. **Clothing Outstanding at the Tailors' on Posting of RAF Personnel.** If an individual is posted and has outstanding items of clothing with the tailor, every effort is to be made to have them repaired and returned to him / her prior to leaving the unit. But if this is impracticable, on receipt from the tailor, the items are to be sent to the clothing stores at the individual's new unit under cover of Form 604 Packing Note quoting his / her details.

## **SECTION 5 - DRY CLEANING AND LAUNDRY**

### **FACILITIES AVAILABLE**

1. Articles of clothing may be laundered or dry cleaned as appropriate, using one of the following methods:
  - a. By Civilian Contract.
  - b. Local Arrangements.
  - c. Unit Laundry Facilities.
  - d. Operational Hygiene Troops (OHT) Under Field Conditions.
2. **Civilian Contracts.** Contracts are normally arranged by formation Contracts branch and include attached schedules of clothing items that may be laundered or dry cleaned. Most laundry and dry cleaning contracts form part of a Multi Activity Contract (MAC) which has taken over from the old laundry systems in peace time locations. Forms used are provided by the contractor.
3. **Local Arrangements.** Where units are geographically isolated and it is impracticable to arrange for contract cleaning and laundry, local arrangements may be authorised by the appropriate formation HQ. In the case of laundry, the issue of a suitable cleaning agent in reasonable quantities is to be made from Service sources.
4. **Unit Laundry Facilities.** Individuals may launder their own clothing when there are adequate unit facilities available. The cleaning of items not included in the schedules attached to the laundry and dry cleaning contracts are the responsibility of the individual. No allowance is payable and no issue of cleaning agent is to be made.
5. **Operational Hygiene Troops under Field Conditions.** When deployed on exercises or on operations OHTs within the RLC Supply Regiment are authorised to launder clothing in accordance with instructions issued, using the Laundry-Transportable.

### **LAUNDERING AND DRY CLEANING OF CLOTHING SPECIFIC TO SERVICE**

6. Specific instructions on laundering and dry cleaning of clothing for RAF personnel are at [Annex A](#).
7. Specific instructions on laundering and dry cleaning of clothing for Army personnel are at [Annex B](#).
8. Specific instructions on laundering and dry cleaning of clothing for RN and RM personnel are at [Annex C](#).

### **TECHNICAL ADVICE ON LAUNDERING AND DRY CLEANING**

9. All laundering and dry cleaning of clothing is to be in accordance with the manufacturer's recommendation (care label). Additional technical advice and specifications for laundering or dry cleaning of materials and garments can be obtained from: Defence Clothing Team, DE&S Caversfield, Customer Help Desk. Tel: Mil: 94240 Ext 4666.

**ANNEX A - LAUNDERING AND DRY CLEANING OF CLOTHING FOR RAF PERSONNEL**

[Introduced at Paragraph 6](#)

**1. Laundering and Dry Cleaning of Clothing at Public Expense for RAF Personnel.**

The items listed below are authorised to be laundered, dry cleaned at public expense.

- a. All specialist and protective clothing for air and ground use.
- b. Other Ranks No 1 SD, No 6 SD, No 2 SD trousers, slacks and skirt, jersey, tie, General Purpose Jacket, Combat Soldier 95 jacket and trousers, wet weather jacket and trousers and SD caps.
- c. Uniform clothing issued on loan to officers on special duties, eg officers of Number 32 (The Royal) Squadron, is to be dry cleaned at public expense when returned to store after use. While in use, the cost of dry cleaning of the clothing is to be borne by the user.
- d. Clothing maintained in ceremonial and unit pools.

**2. Laundering and Dry Cleaning of Clothing at Private Expense for RAF Personnel.**

The OC Logistic Squadron is to ensure that items to be laundered or dry cleaned at the expense of an individual or Mess are not to be accepted in consignments arranged at public expense, but must be dealt with under arrangements made by and at the expense of the individual or Mess concerned.

**3. Dry Cleaning Contracts for Clothing at RAF Units.** At units where quantities of clothing requiring dry cleaning are not sufficient to justify the administrative effort of placing a local contract, the work may be made the subject of a Local Value Purchase.



**ANNEX B - LAUNDERING AND DRY CLEANING OF CLOTHING FOR ARMY PERSONNEL**

[Introduced at Paragraph 7](#)

1. **Laundering and Dry Cleaning of Clothing at Public Expense for Army Personnel.** The items listed below are authorised to be laundered and / or dry cleaned at public expense.
  - a. All specialist and protective clothing.
  - b. Clothing maintained in ceremonial and unit pools.
  - c. Items issued as part of clothing scales.
2. **Items Not to be Cleaned at Public Expense.** Officers clothing purchased from outfit allowance or issued free and maintained on repayment, may be cleaned on repayment terms. The cost is to be recovered at the current contract rate.

**ANNEX C - LAUNDERING AND DRY CLEANING OF CLOTHING FOR RN AND RM PERSONNEL**

[Introduced at Paragraph 8](#)

1. **Laundry and Dry Cleaning of Clothing at Public Expense for RN and RM Personnel.** Clothing provided in accordance with uniform outfits and kit scales is not to be laundered at Public expense, except as follows:

a. **QARNNS Officers.** Working Dress may be laundered at Public expense as required. However, Personal uniform other than working dress is not to be laundered at Public expense.

b. **QARNNS Nurses.** The following items of working dress may be laundered weekly at Public expense:

(1) In The United Kingdom:

Serial	Item	Qty
1	Dress	1
2	Aprons, white	6
3	Caps, white	3
4	Collars, white, stiff	3
5	Pairs Cuffs, white, stiff or frills, elbow	3

(2) Abroad:

When Blue Working Dress is Worn:		
Serial	Item	Qty
1	Dress	1
2	Aprons, white	6
3	Caps, white	3
4	Collars, white, stiff	3
5	Pairs Cuffs, white, stiff or frills, elbow	3
When White Working Dress is Worn:		
Serial	Item	Qty
1	Dress, white	6
2	Caps, white	3

c. **RN Ratings - Cooks / Stewards.** Working Dress, up to one shirt knitted, cook's or shirt white tropical and one pair trousers cook's, per working day.

d. **RN Ratings - Ceremonial Duties, Boat Parties, Gangway Staff and Parade Training Staff in Training Establishments.** RN Ratings employed on Ceremonial Duties, Boat Parties, Gangway Staff and Parade Training Staff In Training Establishments may have No 1 Suits (and No 3W Suits when worn) dry cleaned / laundered at Public expense, on an as required basis, at the Logistics Officers discretion.

2. **Laundry of Specialist Clothing.** The extent to which items of specialist clothing may be laundered or cleaned at Public expense is as follows:

a. **Clothing Issued on Personal-Loan:**

## INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET

(1) **Cook Ratings.** Up to one cap cooks and one apron cooks` per working day.

(2) **Seagoing Personnel.** No 4s, Overalls, Flight Deck jerseys, Shirts KC (Dining Hall parties), Flying Clothing, and items of RM clothing similar to those listed above. The substitution of White shirts, shorts and similar items for items listed in Paragraph 1b(1) and 1b(2) above are not permitted. Note that for Ships with WLS laundries, the frequency is as directed by CINCFLEET, see Paragraph 3 below).

(3) **All Other Users.** On ultimate return to store, if fit for re-issue.

b. **Clothing Issued on Individual and Temporary Loan.**

(1) For Arctic clothing, action overalls, anti-flash gear, 'fearnought' clothing and windproof suits: as considered necessary by the Designated Laundry Officer.

(2) For all other items: on ultimate return to store and if otherwise fit for re-issue.

c. **Clothing Issued on Permanent Loan.** All items as considered necessary by the Logistics Officer. This will include items held on permanent loan for subsequent issue on individual or temporary loan within the department.

d. **Hospital and Sick Bay Specialist Clothing.** For Hospital and Sick Bay Specialist Clothing: as necessary.

3. **Operational Welfare – Laundry Procedures.** For units deploying outside UK Waters for 2 months or more, guidance regarding the laundry entitlements and procedures operated under Operation Welfare for RN / RM personnel, are contained within CinCFLEET Instructions for Designated Laundry Officers in Major Warships (Chapter 3).

## **SECTION 6 - SURVEY CONDITIONING AND DISPOSAL OF CLOTHING**

### **CONDITIONING**

1. **Clothing.** Clothing exchanged or withdrawn from individuals is to be surveyed and conditioned by Logistics Officers, Quartermasters, Supply Officers, Business Partner Stores Managers or a nominated representative, to classify items as serviceable new, serviceable part worn or unserviceable. This action should also identify items which require premature replacement due to neglect, where charges are to be raised against the individual. RN / RM / RFA units are to apply Survey on Board procedures.
2. **Unserviceable Stock.** Items of clothing, received in the Clothing Store, following a one-for-one exchange, are to be kept separately and securely from serviceable stock items. Strict physical control of the unserviceable items must be exercised to ensure they are not re-presented for further exchange. In cases where storeroom layout precludes strict physical segregation, units are to consider marking the unserviceable items to prevent further exchange.
3. **Exceptions.** Clothing not subject to conditioning by Logistics Officers, Quartermasters, Supply Officers or Business Partner Stores Managers include:
  - a. Ceremonial items subject to special conditioning by higher formation supply staff, as an expedient for preservation of uniforms and accoutrements.
  - b. Certain items of flying clothing subject to conditioning by the relevant technical officer.
  - c. Items exposed to infection. Where clothing has been exposed to infection, advice is to be obtained from the Senior Medical or Veterinary Officer responsible for nominating the correct method of disinfection. When it is necessary to burn infected items; the authorising medical or veterinary officer making the decision is to sign a certificate to this effect, for attachment to the relevant CIV. Burning is to be in accordance with UK / EU Health and Safety Regulations, whichever are the most exacting:
4. **Footwear.** Footwear is to be conditioned as follows:
  - a. **Boots.** All types of boots are to be conditioned as serviceable if they have had only light wear and no moulding to the feet has occurred.
  - b. **Shoes.** All part worn shoes, including shoes fitness training, are to be conditioned as unserviceable unless they are unit footwear (ie part of the unit scaled entitlement).
5. **Headdress.** Part worn headdress is to be conditioned as serviceable, if this is at all possible, and cleaned before being returned to stock.
6. **Next to Skin Items.** Part-worn personal issue socks, drawers, vests and towels are to be conditioned as unserviceable. Other items are to be laundered before returning to stock.

## **DISPOSAL**

7. **Disposal Instructions.** Unserviceable Items are to be disposed of in accordance with Volume 9 of these regulations. RN / RM / RFA units are to survey, condition and dispose in accordance with Survey on Board procedures.

8. **Disposal of Surplus Items.** Serviceable items reported surplus which are not required for central stocks or redistribution, and clothing items conditioned unserviceable, are to be disposed of in accordance with Volume 9 of these instructions.

## **POLICY FOR THE DISPOSAL OF A2 (R2 FOR RAF) CLOTHING (INCLUDING BODY ARMOUR COVERS) ON OPERATIONS**

9. **Introduction.** Due to the costs associated with the disposal of A2 or R2 Clothing, guidance was sought from PJHQ / NAO to locally dispose under certain guidelines (outlined below). This dispensation does not authorise local disposal of NBC IPE or PPE Body Armour / Plates (see Paragraph 16 below).

10. **Procedure for Local Disposal.** The following procedures are to be carried out:

- a. All Clothing conditioned A2 or R2 at Unit level is to be struck from account.
- b. Units are responsible for 'cutting' / 'ragging' items before incineration.
- c. An audit trail is to be maintained by units and local controls are to be in place through J4 Log Staffs and inspection visits.

11. **Not In Scope for Local Disposal.** The following items are not to be included in the procedure for local disposal as described in Paragraph 9 above

- a. **All NBC Equipment.** All NBC equipment is to be returned via the Reverse Supply Chain to JSCS Donnington consigned to the Return Stores Group (RSG).
- b. **All Body Armour (less covers).** Body Armour (less covers) are to be consigned to JSCS Bicester, Returned Stores Group Building E15. For Aircrew Body Armour, disposal advice is to be obtained from the AES PT.
- c. **MK 6 Helmets.** Mk 6 Helmets are to be consigned as at Paragraph 11b above.

12. **In-Theatre Support.** The Local Point of Contact is normally a logistics staff officer within the Theatre HQ; however, the role is often delegated to the in-Theatre Force Ordnance Warrant Officer (FOWO).

13. **DC Team Support.** All queries should be directed to Customer Support Manager / Military Operations, Tel Mil: 9355 Ext 67163.

## **SECTION 7 - DEFECT REPORTING PROCEDURE FOR DC TEAM PROCURED ITEMS**

### **DEFECT REPORTING**

1. **Introduction.** Defect reporting is an important process that is designed to allow investigation into whether clothing products are meeting customers' needs or identifying occasions when MOD's suppliers may not be meeting their contractual obligations. The Defect Report procedure for the range of ground clothing and associated equipment that is procured by the Defence Clothing Team (DC Team) for use in MOD has been streamlined across the three Services to become a tri-Service procedure.
2. **MOD Form 1197 - Defective Clothing Report for DC Team Procured Items.** Units are to use the latest edition of the tri-Service Defective Clothing Report MOD Form 1197 for the reporting of clothing and equipment failures for items procured by DC Team. The form can be found in the [JSC Forms Bank](#), accessed from the front page of JSP 886 or direct from [DC Team Defective Clothing Report](#) site.
3. **Procedure.** On receipt of a failed item(s) at the unit store, a judgement is to be made concerning the nature of the failure. Where a failure is judged to have occurred through misuse, negligence or fair wear and tear, appropriate action is to be taken by the unit clothing store supply officer. If it is considered that the item(s) has failed for other reasons, the item(s) together with a completed MOD Form 1197 is to be sent to the Technical Information Manager (TIM). The package containing the failed item(s) and completed form should be addressed as follows: [TIM Customer Support Officer, DE&S – DC, Mail Point #4224, Elm 2A, MOD Abbey Wood, BRISTOL BS34 8JH](#). A copy of the completed form only is to be sent to the appropriate Command HQ as detailed in the notes on the MOD Form 1197. It is important that the form is fully and correctly completed. Multiple failures in the same range may be reported on a single MOD Form 1197. Important Note: All the failed items must accompany the MOD Form 1197.
4. **Replacement Demands.** Following the submission of the MOD Form 1197, the unit may demand a replacement item(s). The issue of the replacement item is without prejudice to subsequent recovery of the cost by MOD from the unit or individual.
5. **Action by the DC Team.** The TIM Customer Support Officer will record the receipt of the defective item, send an acknowledgement to the unit within 5 working days and forward the defective item(s) and accompanying MOD Form 1197 to the relevant DC Team Technical Support Manager. The Technical Support Manager will conduct an investigation to determine the cause of the failure. The actions and results will be recorded on DC Team Form 172 (Defect Report) which will be sent to the TIM Customer Support Officer, who will inform the reporting unit of the outcome.



## **SECTION 8 - POOL CLOTHING (INCLUDING CEREMONIAL)**

### **INTRODUCTION**

1. All military units (RN, RM, Army and RAF) are entitled to hold materiel to achieve their primary roles in accordance with establishments, equipment tables and other relevant scalings. However, there are occasions when, for short periods, units will require the use of items to which they are not usually entitled in order to complete authorised military training.

### **NAVY LOAN POOLS (INCLUDING CEREMONIAL)**

2. **RM Mountain Warfare and Cold Weather Clothing (MWCWC) Pool.** This pool comprises a range of MWCWC equipment for loan to RM units training in / deployed to the relevant environment. The pool is administered from Building C1, DE&S Arncott, Bicester. The central Point of Contact for Clothing, including MWCWC is: Mil: 94240 Ext 2052.

3. **Great Coats.** A pool of RN / RM greatcoats is held at MWS Excellent Stores Dept under the control of MWS SCTO who deploys the pool to ceremonial troops. Individual entitlements are strictly iaw BR 3 Part 6 uniform scales.

4. **Ceremonial Swords and Accoutrements.** Fleet Units listed below are Delegated Demanding Authorities (DDA) for swords and accoutrements. HM Ships are not authorised to hold swords and accoutrements. Entitled personnel are to apply to their local DDA for temporary loan, providing adequate notice of their requirement, to allow for preparation. Swords and scabbards should be managed in matched pairs to ensure best fit.

#### **5. DDAs.**

- a. BRNC Dartmouth.
- b. HMS DRAKE.
- c. HMS RALEIGH.
- d. HMS COLLINGWOOD.
- e. HMS EXCELLENT.
- f. HMS SEAHAWK.
- g. HMS HERON.
- h. HMS NEPTUNE.
- i. HMS NELSON.
- j. RM Lympstone.
- k. RM Stonehouse.

6. **Loss or damage.** Loss action is to be taken against individuals when loss or damage of / to swords and accoutrements has occurred while items are on loan to them.

7. **Refurbishment.** Refurbishment of swords is to be carried out as follows:
- DDAs are to contact the contractor direct at the following address to arrange refurbishment of swords:

Pooley Swords, 1a Highdown House, Shoreham Airport, West Sussex, BN43 5PB. Telephone: 01273 467277.

- Swords to be refurbished are to be accounted for on S49 IV, to include UIN and item NSN.
- The contractor must assess refurbishment costs and notify the DC Team who are to arrange payment.
- Units are to be issued with MOD Form ITS confirming transaction and the refurbished item is to be returned direct to the Unit.

## **ARMY LOAN POOLS (INCLUDING CEREMONIAL)**

8. **General.** Loan items may be made available from the LAND Loan Pools which are maintained in the UK and in Germany. The LAND Loan Pools which include clothing (operational and ceremonial), general stores, weapons and other equipments are managed by HQ Land Forces and operated by the Defence Storage & Distribution Agency (JSCS). JSCS Ops-Controlled Stocks is responsible for accounting (issue transaction), hastening, provisioning, storage, maintenance of stocks and item issues from loan pools. Detailed items demand process, procedures and priorities can be found in LANDSO 4407.

## **RAF CEREMONIAL EQUIPMENT**

9. **RAF Ceremonial Equipment Loan Pools.** Throughout the year personnel are required to attend certain national, local and station parades and ceremonies at which ceremonial equipment is required to be worn. A number of pools containing ceremonial equipment are maintained throughout the RAF. Control of the UK pools is vested in UCPSM Cer & Pol, Air Command A4 Support. The pool in Cyprus is autonomous. The range of pool items is listed at [Annex A](#). OC Logistics Squadron on pool holding Units is to ensure that all ceremonial equipment is maintained in a serviceable condition and up to authorised levels. Authority for demands for replacement items is to be obtained from UCPSM Cer & Pol.

10. **Application for Loan RAF Ceremonial Equipment.** All requests for loan of ceremonial equipment are to be submitted by email or FAX to Air Command A4 Support UCPSM Cer & Pol through the Supply organisation on a unit, using the Proforma at [Annex B](#), **not less than three weeks before the event.** In addition, urgent requirements may be submitted by phone, followed by a FAX, email or Requests received directly from individuals or other formations will not be accepted. Authority for issue from unit pools will be advised in writing by UCPSM Cer & Pol, with a copy to the unit from which the request was received.

11. **Loan Procedure for RAF Ceremonial Equipment.** Issues of RAF ceremonial equipment are to be made on loan and recorded in the Outwards Loan Register. On receipt at the user unit, stock record and Inwards Loan Register action is to be taken. The equipment is then to be issued to the relevant inventory holder who, in turn, is to issue the items on loan to individuals on Form 668. On cessation of the requirement, the equipment is to be withdrawn by the inventory holder and returned, in accordance current regulations

to the Logistics Squadron. The Logistics Squadron is then to return the equipment 'Returned Off Loan' to the appropriate Pool. The external issue voucher is then to be used to clear the entry in the Inward Loans Register.

**12. Transit of Loaned RAF Ceremonial Equipment.** Collection and return of the equipment is the responsibility of the user unit, which is to ensure that the movement is by the fastest and most economical means. Collection of swords and their associated equipment is to be by the user, or an escort arranged by the user. Movement to Contractors and overseas is to be in accordance with the regulations for the movement of Attractive equipment.

**13. Return of Loaned RAF Ceremonial Equipment.** It is essential that equipment is returned on time especially in times of high usage, e.g Battle of Britain, Remembrance Day. Recovery action against the unit, Squadron or individual as appropriate is to be taken for loaned ceremonial equipment not returned promptly or returned damaged.

**14. RAF Officers on Special Duties.** RAF officers filling certain appointments are required to be in possession of a sword and associated equipment to fulfil certain ceremonial responsibilities. To support these requirements a pool of ceremonial equipment is held at RAF Northolt. The list of appointments and procedures for the loan of this equipment are detailed at [Annex C](#).

**15. Accounting for RAF Ceremonial Equipment.** Pool items are to be held on main stock charge unless otherwise specifically authorised by UCPSM Cer & Pol. Swords and their associated equipment are to be treated as Attractive Items and accounted for in accordance with current regulations.

**16. Care and Maintenance of RAF Swords and Associated Equipment.** Care and maintenance of ceremonial equipment is the responsibility of the 'user'. A copy of 'RAF Swords – Guidance Notes for Users' at Annex D is to be issued with loaned equipment and be handed to the end user. OC Logistics Squadron / Supply Manager is to ensure that all the requirements have been observed. The guidelines for the care and maintenance of swords and associated equipment are to be adhered to at all times. [Annex D](#) provides details.

**17. Use of RAF Swords for Training Purposes.** Wherever possible, practice swords are to be used for training purposes.

**18. RAF Pools Ceremonial White Gloves.** The pool holding Unit is responsible for laundering of white gloves. On return from loan the gloves are to be examined for serviceability and those considered unfit for ceremonial wear are to be scrapped and replacement demands are to be submitted.

**19. Reconditioning and Repair of RAF Swords and Equipment.** Swords, sword belts and slings, scabbards and female ceremonial belts need frequent reconditioning / repair to maintain them in parade condition. It is the responsibility of OC Logistics Squadron at Holding Units to inspect them regularly and to decide when reconditioning / repair is necessary. Details of the annual contract for reconditioning / repair are notified to units by DC TEAM. OC Logistic Squadrons are to make the fullest use of these repair facilities to maintain swords in good condition. Transactions are to be made in accordance with current regulations. Details of items under repair are to be notified to UCPSM Cer & Pol.

**20. Hire Of RAF Swords and Associated Equipment For Private Purposes.**

Separate pools of non-public funded swords and associated equipment are maintained by Air Command for hire to Officers for private purposes. Applications for hire should be directed to the Officer I / C Non-Public Swords. No such facility exists for overseas units. In the event that swords are not available from any of the non-public pools or commercial sources and provided that official requirements allow, officers may borrow such items from the public pools. Such loans will be on a hire basis on pre-payment terms. Procedures for obtaining loans are detailed at [Annex E](#).

**21. Loan of RAF Greatcoats.** Greatcoats are no longer provided as a personal issue except to musicians and personnel of The Queens Colour Squadron as listed in RAF clothing scales. In both instances personnel are required to return the coats on posting or retirement. Details of eligibility together with the procedures to be followed by other personnel wishing to obtain greatcoats on loan are detailed in GAI 1022.

**22. Black Armbands for RAF Officers and WOs.** A number of black armbands are located at various units throughout the UK. The authority for the loan of these items is exercised by UCPSM Cer & Pol.

**23. Annual Census of RAF Ceremonial Equipment.** In December each year a census of all RAF ceremonial equipment held in the pools is to be carried out. Pool holding units are to forward full details of all ceremonial equipment to UCPSM Cer & Pol, by 15 Dec, in the format below at Figure 9-1 below.

**Figure 9-1: Format for RAF Ceremonial Equipment Return**

RAF.....			As at 15 Dec .....		
Man Code	Stock No	Description	Qty	Condition	Date to CTTR
add rows as required					
Rank:.....		Name:.....		Contact Number:.....	

**ANNEX A - RAF CEREMONIAL POOL HOLDINGS**

[Introduced at Paragraph 8](#)

**1. For Ceremonial Occasions:**

Sword	-	Air Officer (AO)
Sword	-	Below Air Officer (BAO)
Sword Reduced Size	-	Air Officer (AO)
Sword Reduced Size	-	Below Air Officer (BAO)
Belt	-	Air Officer (AO)
Belt	-	Below Air Officer (BAO)
Belt	-	Canvas
Belt	-	Webbing White
Gloves	-	Unisex White
Frog	-	Bayonet White
Umbrella	-	Black
Sash	-	Blue QCP
Armbands	-	Black

**2. For Royal Occasions:**

Umbrellas	-	Blue
Badges	-	Gold

**ANNEX B - APPLICATION FOR LOAN OF RAF CEREMONIAL EQUIPMENT**

[Introduced at Paragraph 10](#)

RAF:

Reference:

Date:

HQ Air Command  
(UCPSM Cer & Pol)  
Room S15,  
Kestrel Court,  
Quedgeley, Gloucestershire GL2 2AT.

When complete, Email to: [ucpsmcerandpol@lyneham.raf.mod.uk](mailto:ucpsmcerandpol@lyneham.raf.mod.uk)

**APPLICATION FOR LOAN OF RAF CEREMONIAL EQUIPMENT**

1. Authority is requested for the loan of the following ceremonial equipment for (occasion) on (date) at (time):

Serial	Item	Qty / Size
a	Sword AO	
b	Sword BAO	
c	Sword Reduced Size AO	
d	Sword Reduced Size BAO	
e	Belt Ceremonial AO	Waist Size
f	Belt Ceremonial BAO	Waist Size
g	Belt Canvas	Waist Size
h	Gloves Unisex White (Pr)	
i	Belt Webbing White	
j	Frog Bayonet White	
k	Umbrella Black	
l	Umbrella Blue	

2. Required Date for Collection:

3. Required Date for Return:

4. Personal details of the Officer / SNCO nominated to collect the items:

Rank	Name	Contact Telephone Number
------	------	--------------------------

(Signature)

(Name in Capitals)

(Rank) for Officer Commanding



**ANNEX C - LOAN OF CEREMONIAL EQUIPMENT - RAF OFFICERS ON SPECIAL DUTIES**

[Introduced at Paragraph 16](#)

1. **Ceremonial Equipment for RAF Officers on Special Duties.** Marshals of the RAF and Officers on special duties are required to be in possession of a sword and associated equipment, which are to be issued and held on long term loan during the term of their appointment. A pool of ceremonial equipment to meet these requirements is held at RAF Northolt. The list of officers on special duties is as follows:

- a. Marshals of the RAF.
- b. Chief of the Defence Staff (when filled by Air officer).
- c. Vice-Chief of the Defence Staff (when filled by Air officer).
- d. Chief of the Air Staff.
- e. Air Member for Personnel.
- f. Air Member for Logistics.
- g. Controller of Aircraft (when filled by Air officer).
- h. Deputy Controller of Aircraft (when filled by Air officer).
- i. Assistant Chief of the Air Staff.
- j. Commandant General of the RAF Regiment.
- k. Honorary Inspector of the R Aux AF (filled by retired Air officer).
- l. Equerries to Members of the Royal Family.
- m. ADC to Chief of Defence Staff (When filled by RAF officer).
- n. PSO to Chief of the Air Staff.
- o. Air Attaches.
- p. ADCs to Governors General and Lieutenant Governor (when filled by RAF officers).

2. **Loan and Care of Ceremonial Equipment to RAF Officers on Special Duties.**

With the exception of Air Attaches and ADCs to Governors General and Lieutenant Governors, issues are to be made on loan in accordance current regulations and recorded on Form 667A in the case of serving officers and in the Register of Loans of Ceremonial Equipment in other cases. The officer is responsible for the care and maintenance of the equipment until the cessation of his appointment. The equipment will then be withdrawn for refurbishment evaluation. The successor in post will commence his tour with refurbished scaled items. In the event of the need to return ceremonial equipment, officers may return it to the nearest Logistics Squadron. The Logistics Squadron in turn must ensure the prompt return of the equipment to RAF Northolt. Swords and associated

equipment which require reconditioning or repair are to be forwarded to the Clothing Store, RAF Northolt.

3. **Loan of Ceremonial Equipment to RAF PSOs and ADCs at Air Command.** PSOs and ADCs for Air Officers Air Command are to be issued with swords and accoutrements from the Command pool and they are to be accounted for as above. Swords and accoutrements for London-based PSOs and ADCs are to be obtained from RAF Northolt.

4. **RAF Officers on Special Duties - First in Post or Service Rotation.** The brief to an Air Attaché, or ADC to Governor General or Lieutenant Governor, on appointment, includes information on Ceremonial Equipment. If the appointee is the first in post, or is taking over from a member of another Service on a rotational basis, he is to draw the required ceremonial equipment from RAF Northolt on loan. Accounting is in accordance with current regulations and the issue is to be recorded on his Form 667A.

5. **RAF Officers on Special Duties – Hand Over / Take Over of Post.** If the appointee is taking over from a current RAF incumbent he should check the ceremonial equipment for fit and serviceability. Should the items require refurbishment the outgoing incumbent should return the items to RAF Northolt and the ingoing incumbent will be issued with refurbished items. Should the items be in good order, but the belt size is incorrect, a replacement belt will be issued to the ingoing incumbent, who is to return the unwanted belt to RAF Northolt. All initial issues are to be recorded on Form 667A.

6. **Accounting for Ceremonial Equipment for RAF Officers on Special Duties.** Where the items in use are fully satisfactory, ownership is to be transferred, in post, from one incumbent to the other. For accounting purposes a Form 21 is to be raised, in triplicate, detailing the ceremonial items listed on the Form 667B of the outgoing incumbent by size and reference number. When the physical transfer has been made to the satisfaction of the ingoing and outgoing incumbents they are each to sign the Form 21 and forward one copy to RAF Northolt for Form 667A action. The remaining copy is to be retained by the ingoing incumbent for reference purposes.

7. **RAF Officers on Special Duties – Service Rotation or Disestablishment of Post.** Where an incumbent is handing over to personnel from another Service, or where the post is disestablished, he / she is to return all ceremonial equipment to RAF Northolt where the holdings will be deleted from his / her Form 667A.

8. **RAF Officers on Special Duties – Defective or Unserviceable Ceremonial Equipment.** Defects or unserviceabilities in use are to be reported by the Air Attaché / ADC to HEO / SAASa on Main Building 83683, who will request replacements from Air Command UCPSM 2. HEO / SAASa will also inform UCPSM 2 of initial requirements. UCPSM 2 will arrange issues through RAF Northolt.

9. **RAF Officers on Special Duties - Sashes and Shoulder Straps.** When approached to issue sashes and shoulder straps to officers promoted to AVM the Supply organisation is to forward the request to Air Command UCPSM 2, for authority to issue. Issues of sashes and shoulder straps to retired Air Officers from the RAF Northolt ceremonial pool must also be authorised by UCPSM 2. Those officers appointed to Honorary Appointments to Her Majesty the Queen are to be issued with Straps Shoulder incorporating the Royal Cypher. Director General Medical Services and Advisor (Women)(RAF) may borrow these items when entitled.

**ANNEX D - SWORDS – GUIDANCE NOTES FOR USERS**

[Introduced at Paragraph 16](#)

1. **Care and Handling of Equipment.** The following procedures are to be adopted when handling ceremonial swords and belts:

**DO NOT:** Handle swords or belts with bare hands, always use gloves or a soft duster.

Attempt to clean swords using abrasive materials.

Rest a sword on its point (even when in its scabbard).

Put a wet sword into a scabbard, even in the event of inclement weather As soon as possible wipe the rain spots off the sword using a dry cloth.

Use the sword for cutting wedding cakes.

**DO:** Replace swords the correct way round in the scabbard.

Ensure that swords are replaced in the chamois liner and outer bag that corresponds with the serial number on the spine of the blade (just below the guard).

Ensure swords are clean before replacing. All swords have 'Flashed Chromed' blades and only require wiping with a soft dry cloth.

2. **Financial Recovery.** Financial recovery action will be taken against units, inventory holders or individuals returning damaged items.

3. **Cost of Replacement Items.** Replacement swords and scabbards may cost in excess of £2000.

## **ANNEX E - HIRE OF PUBLIC RAF SWORDS FOR PRIVATE PURPOSES**

### Introduced at Paragraph 20

1. **Use of RAF Public Swords for Private Purposes.** Hire of RAF Swords from the public ceremonial equipment pools will only be authorised when the stock in the non-public pools has been exhausted and the loan from the public pool would not jeopardise any Service requirements. Bids are to be submitted to UCPSM 2 who will check that the non-public pool cannot meet the requirement. UCPSM 2 will instruct the appropriate ceremonial pool unit, best able to meet the requirement, to make a loan ensuring that the consignor has the officer's full details. The equipment will be issued in a set consisting of a sword, sword belt complete with slings and billets, and a pair of white gloves. Each hirer is to receive a copy of 'Public RAF Swords - Guidance Notes for Users' at Annex D, which details notes for guidance on the care and handling of the equipment.
2. **Charges and Payment for Private Hire of Public RAF Swords.** Charges for the hire of ceremonial equipment from the public pools are agreed between the DC Team and Officer I / C Non-Public swords, and reviewed annually. The current hire charge is £20 per set. Payment for the hire is to be made locally by crossed cheque made payable to HMG Public Sub- Account, as used for the purchase of clothing on prepayment. Unauthorised loan extensions will attract a charge of £20 per set for each day, or part thereof, beyond the agreed loan period.
3. **Personal Insurance for Private Hire of Public RAF Swords.** The Hirer is to be informed that the current replacement value of a sword and belt is approximately £2000 and that he / she is responsible for ensuring that adequate insurance cover is available in the event of loss or damage. Swords and belts will not normally be covered by personal effect insurance unless declared to the insurance company.
4. **Loan Procedures for Private Hire of Public RAF Swords.** On receipt of a request from an officer for a loan from the public ceremonial pool, UCPSM 2 is firstly to confirm that swords are not available from the non-public pools and secondly to ascertain that sufficient assets remain in the public pools to meet unscheduled public requirements. When approved, UCPSM 2 is to raise two copies of the standard letter of authority and forward one copy to the appropriate pool and one copy to the requesting officer. The holding pool is to retain the copy of the standard letter of authority until contacted by the Officer. Loan action is to be taken in accordance with the following paragraphs.
5. **Accounting for Public RAF Swords Authorised for Private Hire.** Ceremonial equipment on hire is to be accounted for on a separate Form 664D COP voucher, annotated with an Internal Voucher Number and marked NOT FOR STOCK RECORD ACTION. The Form 664D is to show section / references of items issued and, where appropriate, the serial number of each sword. The Form 664D entry must also show the loan period, as agreed by UCPSM 2. The Form 664D is to be annotated with the vote number RLB012 and the UIN D1758A. A receipt is to be given to the hirer clearly showing the same information.
6. **Loan Register for Public RAF Swords Authorised for Private Hire.** A register of loans, by hire, is to be maintained within the pool holding area. Loans on hire are NOT to be recorded in the Outwards Loans Register (Form 4135). The Clothing Stores Manager is to review the register weekly and to inform UCPSM 2 of any unauthorized delay in the return of equipment.

7. **Inspection of Public RAF Swords Returned from Private Hire.** On return to store, the Supply Officer, or his nominated representative, is to inspect the sword and belt for any damage in the presence of the hirer. Damages are to be notified in writing to UCPSM 2 who will be responsible for obtaining an assessment of the cost of repair from the DC Team. This assessment is to be submitted to the hirer for recovery action and any subsequent insurance claim. Damaged equipment is not to be returned to the serviceable pool. Items are to be downgraded to condition R4 and retained in safe custody pending disposal instructions from UCPSM 2.

## **SECTION 9 - THE INITIAL SUPPLY OF ENVIRONMENTAL CLOTHING AND CBRN IPE FOR CONTINGENCY AND NON-CONTINGENCY OPERATIONS**

### **CONTINGENCY OPERATIONS**

1. Units deploying on operations may be required to increase their standard clothing entitlement with a scale suited to the environmental climatic conditions in the operational area. This could be desert, jungle or cold and could also include the need to counter a Chemical, Biological, Radiological and Nuclear (CBRN) threat. Stocks of environment clothing and CBRN Individual Protection Equipment (IPE) are held centrally as Operational Stocks for issue to all three services. For Army and RM units, the requirements will be predetermined and included in the Priming Equipment Pack (PEP) which will be issued to the unit prior to deployment. The PEPs concept may be extended to the other two services in time but at present their needs are met by directed or task issues, as required, prior to deployment.
2. Instructions for the Tasked Issue of Operational Theatre Specific Environmental personal items, including clothing and enhanced combat body armour, are at [Annex A](#).

### **NON CONTINGENCY OPERATIONS**

3. For non-contingency operations the requirement for environmental clothing or CBRN IPE will be identified during the planning phase and confirmed in the Operation Mounting Order and associated Sustainability Statement. Very high readiness and high readiness units have dedicated PEPs which include environmental clothing and CBRN IPE permanently allocated to them. These reserves are held ready for issue at an appropriate readiness. For other Army units, if time permits, a PEP scale will be calculated; the clothing allocated from operational stocks and issued prior to deployment. For other units, the PJHQ nominated Mounting Headquarters (FLEET, LAND or AIR) will coordinate the force requirements, including the priority to be given to each unit, for environmental clothing and CBRN IPE and make arrangements with DE&S (DSCOM) for its issue.

### **INDIVIDUAL AUGMENTEES**

4. The procedures for the initial issue of operational clothing for individual augmentees, who are deploying on operations not supported by a Mounting Headquarters, are as follows:
  - a. **FLEET.** Details of RN operational clothing kit lists can be obtained from the Customer Support Officer (CSO) RN located within DC Team. Operational clothing for individual augmentees (RN) will be obtained from operational clothing stocks held forward at HMS NELSON and will be issued during individuals PDT / OPTAG training. RN vessels deploying East of the Suez will require to be issued with an operational clothing scale. Details of the operational clothing requirements and the policy and procedures for obtaining these items can be obtained from the CSO RN at DC Team.
  - b. **LAND.** Details of Army operational clothing kit lists and initial demands are to be obtained from Formation Log Sp Staff. Operational clothing for individual Army augmentees is to be obtained through the unit clothing stores.



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c. **AIR.** Details of RAF operational clothing kit lists can be obtained from the UC OC & FE at Air Command. Operational clothing for individual augmentees and formed units (RAF) will be issued from operational clothing stocks held forward in Station clothing stores and replenished by a submission of a task request from the unit to UC OC & FE who will forward the task to DC Team for issues from operational stocks held at Depot.

5. **Reservists.** Operational clothing for reservists will be obtained from operational clothing stocks held forward at the RTMC clothing store and will be issued during reservist induction and training.

## **ANNEX A: TASKED ISSUES OF OPERATIONAL THEATRE SPECIFIC ENVIRONMENTAL PERSONAL ITEMS (INCLUDING CLOTHING AND ENHANCED COMBAT BODY ARMOUR)**

(Introduced at [Paragraph 2](#))

### **Introduction**

6. Units requiring theatre specific environmental personal issued items (including clothing and Body Armour) for operations will be tasked issued the appropriate items prior to initial deployment, at the scales detailed in Operational Mounting Instructions. Procedures for processing Operational Materiel Requests are detailed within this instruction.

### **Scope**

7. The scope of this Annex is limited to units deploying to ongoing non-contingent operations. It does not include contingent operations (such as SLE) where the PEP process is to be used.

### **Procedures**

8. **Formation HQ Action.** Formation HQs, at all levels, are to direct units to carry out activity associated with kitting themselves with the appropriate environmental clothing scales prior to a deployment to a known operational commitment. This is done through the Mounting Instruction which must detail all timings.

9. **Divisional Logistic Support Staff.** Divisional Logistic Support Staff are required to:

a. Once an Operational Materiel Request is authorised Div Log Sup Staff are to allocate a unique control number in the following format:

	Division / Operation / Control Number
Example 1. For a Operational Materiel Request authorised by 1 (UK) Div for Op TELIC	1XX/TELIC/001
Example 2. For a Operational Materiel Request authorised by 3 (UK) Div for Op HERRICK	3XX/HERRICK/001

b. Maintain a log of control numbers and monitor the use of supplementary requirements by their units.

10. **Unit Action.** Unit initial Operational Materiel Requests may be submitted 10 to 12 weeks prior to deployment date, direct to DCT for delivery to the unit 8 weeks prior to their deployment date. This will require unit Quartermasters to undertake the following actions:

a. Obtain the latest Operational Materiel Request form from their Formation Headquarters Log Sp Branch.<sup>3</sup>

b. Obtain an authorisation control number from their Divisional Headquarters Log Sp Branch.

<sup>3</sup> Operational mounting instructions may not necessarily be the most up to date list and units are to check with their FLC before submission.

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- c. Ensure unit contact details are clearly displayed on the Operational Materiel Request form including e-mail addresses.
- d. E-mail the Operational Materiel Request form to DCT, e-mail: [DES DC-CSTCSM \(Brooks, Ray Maj \(Ret'd\)\)](#).
- e. Ensure efficient electronic processing and storage, by saving Operational Materiel Request forms in the following format:

[today's date]\_[short unit name]\_ authorising formation]\_[operation]\_[RDD date]

20110224-3MERCIAN\_7X\_HERRICK\_RDD20110427-U

The subject line of all Operational Materiel Request e-mails to DCT are also to use the naming convention detailed above.

- 11. **DCT Action.** DCT will receive the Operational Materiel Request form electronically from the unit 10 to 12 weeks prior to their deployment date. DCT will process the units' requirement and raise an Issue Order (IO) for the Tasked Issue. When the IO is passed to JSCS Ops for Tasked Issue action an information copy of the IO is to be e-mailed to the unit.
- 12. **JSCS Action.** JSCS is to carry out the Tasked Issue as instructed. The unit will receive a copy of the Tasked Issue statement from SS3.
- 13. **Unit Subsequent Operational Materiel Request.** Once the Unit has raised its initial Operational Materiel Request there may be a requirement to raise subsequent requests. These additional requests now fall under two categories. Operational Materiel Requests are to be actioned as follows:
  - a. **Greater than 5.** Where the number of additional personnel deploying is 6 or more, the Operational Materiel Requests for these individuals are to be e-mailed to DCT as per paragraph 4 above. The authorisation control number is to be annotated on all subsequent demands<sup>4</sup>.
  - b. **5 or Less.** Where the numbers of additional personnel deploying is 1 to 5 the Operational Materiel Requests for these individuals are to be submitted over UNICOM Q as routine demands (SPC 13/16)<sup>5</sup>. The original authorisation control number and Special Operations Code (SOC) is to be annotated on all subsequent demands placed over UNICOM Q<sup>6</sup>. Ballistic equipment and attractive items such as Multi-tools, Patrol Sacks and Knee Pads will remain as Task Issue only.

Units are to endeavour to take into account all their requirements, including attached personnel, with a single Operational Materiel Request and not overburden the system with numerous smaller supplementary requests.

- 14. **Individual Deployments.** This applies to individuals deploying to an operational theatre who are not part of a formed unit deployment. Unit Quartermasters dealing with Army personnel deploying individually to an operational theatre are to submit individual

<sup>4</sup> Control numbers for subsequent demands are to be suffixed ie 3XX/1000/A, 3XX/1000/B, C etc.

<sup>5</sup> Only routine requests SPC13/16 are to be processed across UNICOM Q. Immediate 05/Priority 09 requests are to e-mailed to DCT.

<sup>6</sup> Reason for demand code (RFD) 6 is to be used for all subsequent demands placed over UNICOM Q.

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Operational Materiel Request across UNICOM Q as routine demands (SPC 13/16) after obtaining an authorisation control number from their Divisional Headquarters Log Sp Branch as detailed at Paragraph 4 above.

15. **Immediate and Priority Requirements.** All Operational Materiel Requests with an RDD of less than 7 days (Immediate SPC 05 or Priority SPC 09) are to be e-mailed to DCT as per Paragraph 4 above and these immediate / priority requirements are not to be processed across UNICOM Q. Immediate and priority requests are only be used in exceptional circumstances and are to be fully justified and authorised as per Paragraph 3.

16. **Summary.** These procedures are designed to ensure planned operational deployments are met in the most efficient manner. It is essential all concerned with the submission of Operational Materiel Requests plan ahead and ensure requirements are dealt with as normal routine JSC business.

## SECTION 10 - CLIMATIC REGIONS OF THE WORLD

1. Selection of the most appropriate clothing for any military activity throughout the world depends on knowledge of the prevalent climate and possibly specific meteorological data.
2. [DEFSTAN 00-35](#) describes the meteorological and biological environments likely to be experienced by defence materiel in the earth's atmosphere, and the effects of each environment on such materiel. Part 4 implements STANAG 2895 Edition 1. In the first two chapters, climatic categories and the diurnal cycles of temperature, humidity and solar radiation in each of the categories are described. An extract from [DEFSTAN 00-35](#), which states the definitions of climatic categories, is at Figure 11 – 1, below.

**Figure 11 – 1: Definitions of Climatic Categories**

Category:	Applies To:
A1 - Extreme Hot Dry	Areas which experience very high temperatures accompanied by high levels of solar radiation, namely, hot dry deserts of north Africa, parts of the middle east, northern India and south western USA.
A2 - Hot Dry	Areas which experience high temperatures accompanied by high levels of solar radiation and moderately low humidity's, namely, the most southerly parts of Europe, most of the Australian continent, south central Asia, northern and eastern Africa, coastal regions of North Africa, southern parts of USA and most of Mexico.
A3 - Intermediate	In strict terms, this definition applies only to those areas which experience moderately high temperatures and moderately low humidity's for at least part of the year. It is particularly representative of conditions in Europe except the most southern parts. Canada, the northern USA and the southern part of the Australian continent.
B1 - Wet Warm	Areas which experience moderately high temperatures accompanied by continuous very high relative humidity. These conditions are found in rain forests and other tropical regions during periods of continuous cloud cover, where direct solar radiation is not a significant factor. Geographical regions covered include the Congo and Amazon Basins, South East Asia including the East Indies, the north east coast of Madagascar and the Caribbean Islands.
B2 - Wet Hot	Areas which experience moderately high temperatures accompanied by high humidity and high direct solar radiation. These conditions occur in exposed areas of the wet tropical regions, such as the coastal region of the Gulf of Mexico.
B3 - Humid Hot And Coastal Desert	Areas which experience moderately high temperatures accompanied by high water vapour content of the air near the ground in addition to high levels of solar radiation. These conditions occur in hot areas near large expanses of water such as the Persian Gulf and the Red Sea.
C0 - Mild Cold	In strict terms, this definition applies only to those areas which experience mildly low temperatures such as the coastal areas of western Europe under prevailing maritime influence, south east Australia and the lowlands of New Zealand. However for the purposes of this standard, this definition is considered to apply to all land masses except those designated as category C1, C2, C3 or C4.
C1 - Intermediate Cold	Areas which experience moderately low temperatures such as central Europe, Japan and central USA
C2 - Cold	Colder areas which include northern Norway, the prairie provinces of Canada, Tibet and much of Russia.
C3 - Severe Cold	The coldest area of the North American Continent.
C4 - Extreme Cold	The coldest areas of Greenland and Siberia.
M1 - Marine Hot	The tropical bulk sea areas where high ambient air temperature is the predominant climatic characteristic.
M2 - Marine Intermediate	The warmer, mid-latitude, regions of the seas, particularly temperate sea areas where high humidity combined with moderately high temperatures are together the principal climatic characteristics.
M3 - Marine Cold	The colder regions of the seas, particularly the arctic zone where low ambient air temperature is the predominant climatic characteristic.

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3. To assist planning staff, a guide showing the most common areas UK Forces visit is at Figure 11 – 2, below. Advice to military planners on clothing selection is available through the DC Team Help Desk (Mil: 94240 Ext 4666).

**Figure 11– 2: Guide to Common Areas that UK Forces Visit**

Climatic Conditions											
NATO CATEGORY	C4	C3	C2	C1	C0	B1	B2	B3	A3	A2	A1
Type	Extreme Cold	Severe Cold	Cold	Intermediate Cold	Mild Cold	Wet Warm	Wet Hot	Humid Hot / Coastal Desert	Intermediate	Hot Dry	Extreme Hot Dry
DC TEAM Examples of Theatre - (@ highest / lowest possible temperature & humidity)			Norway / Scandinavian / South Atlantic Winter						Cyprus Summer		
	Ant-arctic	Canadian Winter (Prairies)		North USA Winter	South USA Winter				Canada / North USA Summer	South USA Summer	
	Siberia	Russian Winter	N Europe Winter	Balkans / Central Europe Winter	UK / S Europe Winter				Balkans / Europe / UK Summer		
				Iran / Afghanistan Mountain / Desert Night				Desert Coast	Southern Africa	Australia / Asia / Middle East / Iraq / Afghanistan / Desert Plains	
						SE Asia / Brunei / Belize / S Leone / Jungle					



## **SECTION 11 - FLYING CLOTHING**

### **TERMS OF ISSUE**

**1. All items of Flying Clothing and accessories are issued on personal loan.**

Items, which require personal fitting, for example, masks, helmets and anti-G suits, are not to be issued by the Logistics Officer either as first outfit or as replacement for items lost, damaged or worn out, without prior approval of the Station Survival Equipment Section.

**2. Initial Issue:**

- a. Issues are made for aircrew at commencement of preliminary flying training and subsequent conversion courses.
- b. Issues are recorded on relevant issue paperwork for each intake or course, a receipt being obtained at the time of issue from each recipient.
- c. Entries on issue paper work are to be abstracted to the individual's personal clothing record where applicable.
- d. Aircrew wristwatches are to be issued on Personal loan to individuals and the issue recorded in personal clothing record.
- e. Additional issues of Flying Clothing following amendments to scaled allowances etc are to be made gratuitously and recorded in the personal clothing record.

**3. Issues in Excess of Personal Entitlement.** No issues in excess of personal entitlement or outside the authorised scale are to be made without specific approval. Aircrew personnel filling non-flying appointments and personnel of non-flying branches and trades may be issued with such items of equipment as may be necessary to enable them to carry out any flying commitments appropriate to the duties of their appointment. If the flying commitments are likely to be regular (ie at least 6 flights in any 12 month period) they may retain the equipment on their personal clothing record during the period of their appointment if their Commanding Officer certifies that the retention of such equipment on personal charge is necessary. The certificate is to specify the items to be issued and is to be retained with the personal clothing record of the individual concerned. On posting, or on cessation of entitlement, whichever is the earlier, the equipment is to be withdrawn, the entry in personal clothing record cleared and the certificate destroyed. If the incidence of flying commitments cannot be regarded as regular or the certificate of the Commanding Officer is not given, the equipment is to be issued as required on a short term loan basis and recovered after the flight has been completed.

**4. Retention of Items Unfit for Re-Issue.** The stores officer may use his discretion in allowing aircrew personnel filling non-flying establishments to retain, on personal charge, items which cannot be made serviceable and fit for re-issue. Such items include overalls, boots, gloves, oxygen masks, fabric helmets, scarves, drawers, vests, shirts and socks.

**5. Exchanges or Additional Issues by the Survival Equipment Section (SES).** The SES is authorised to hold a stock of items on permanent loan from which to make issues to individuals when safety factors or other exceptional circumstances require immediate issue. The SES is not authorised to make any accounting entries on the personal clothing record. Issues made by the SES are to be on an exchange basis where it will not alter the

personal clothing record; other issues are to be on temporary loan. Further accounting transactions are to be made by the Stores Officer.

#### **INDIVIDUAL FLYING CLOTHING ON POSTING**

6. When Aircrew are posted, the provisions of Section 3, Annex C, Paragraphs 7 and 7b above are to be followed for the movement of individual flying clothing to the new Unit.

#### **FLYING CLOTHING REQUIREMENTS FOR OTHER THAN PERMANENTLY QUALIFIED AIRCREW**

7. **Passengers in Aircraft.** Items of flying clothing considered by the SES as necessary may be provided either:

- a. On Temporary Loan when it is known that they will shortly be returned to the point of issue.
- b. In the form of an outright transfer to the Stores Officer at the passengers' final destination. The passenger receiving the items is to sign copies of the Issue documentation. The documentation should be annotated with details of this paragraph as authority for transfer together with full details of recipient's name, rank, service number and ETA at final destination. The recipient of the flying clothing is to be given a copy of the documentation with instructions to deliver it with the clothing to the Stores Officer of the Unit nominated. Other copies of the documentation should be dealt with in accordance with current regulations.

#### **FLYING CLOTHING REQUIREMENTS FOR FOREIGN AND COMMONWEALTH AND GOVERNMENT PERSONNEL**

8. **Issues.** Issues of flying clothing and associated equipment are permitted to individuals of foreign and Commonwealth countries serving with British Forces:

- a. **When Serving on an Exchange Basis.** Items are to be issued as detailed in Paragraph 2 above, but are to be withdrawn on completion of period of exchange or on cessation of duties for which the items were required.
- b. **When Attached for Training.** Clothing worn next to the skin is to be issued free of charge as the costs are recovered within the overall training costs. All other flying clothing is to be issued on loan, and recovered on completion of training. The exception to this rule is personnel from the USA who are to be issued items as outlined at sub Paragraph 8a above.

## **SECTION 12 - PERSONAL PROTECTIVE EQUIPMENT**

### **INTRODUCTION**

1. The Management of Health & Safety at Work Regulations require line managers to identify and assess the risk to health & safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level. There is in effect a hierarchy of control measures, and the issue of Personal Protective Equipment (PPE) should always be considered, and not as a 'last resort'.
2. **Description of PPE.** PPE is all clothing and equipment designed to be worn or held by a person at work to protect the user against one or more risk(s), other than:
  - a. Ordinary working clothes and uniforms not specifically designed to protect the health & safety of the wearer.
  - b. PPE used for protection when travelling on the road.
  - c. Equipment used in the playing of sports.
  - d. Self defence or deterrent equipment.
  - e. PPE designed and manufactured specifically for use by the Armed Forces or in the maintenance of Law & Order.
  - f. PPE intended for the protection or rescue of persons on vessels or aircraft, not worn at all times.
3. **Selection of PPE.** The selection and suitability of PPE is a line manager's responsibility and can be made by reference to [JSP 437](#) (PPE catalogue), and must be:
  - a. Appropriate for the risk(s) involved.
  - b. Take into account the ergonomic requirements and state of health of the person(s) who will wear it.
  - c. Be capable of fitting the wearer correctly.
  - d. Comply with relevant Standards.
  - e. Be reviewed if a significant change has occurred.
4. **Using PPE.** Users of PPE must be given sufficient information, instruction & training. Where necessary, maintenance and record keeping arrangements must be made and the users of PPE must be made aware of these arrangements. Further information for the maintenance of PPE can be found in [JSP 375](#) (MOD Health & Safety Handbook). Additional procedures for civilians at RAF Stations are at [Annex A](#).
5. **New Requirements.** Applications for the provision of PPE specifically required by health and safety law, and not already in existing clothing scales, are to be submitted through normal channels to the DC Team.

**ANNEX A - CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR CIVILIANS AT RAF UNITS AT HOME**

[Introduced in Paragraph 4](#)

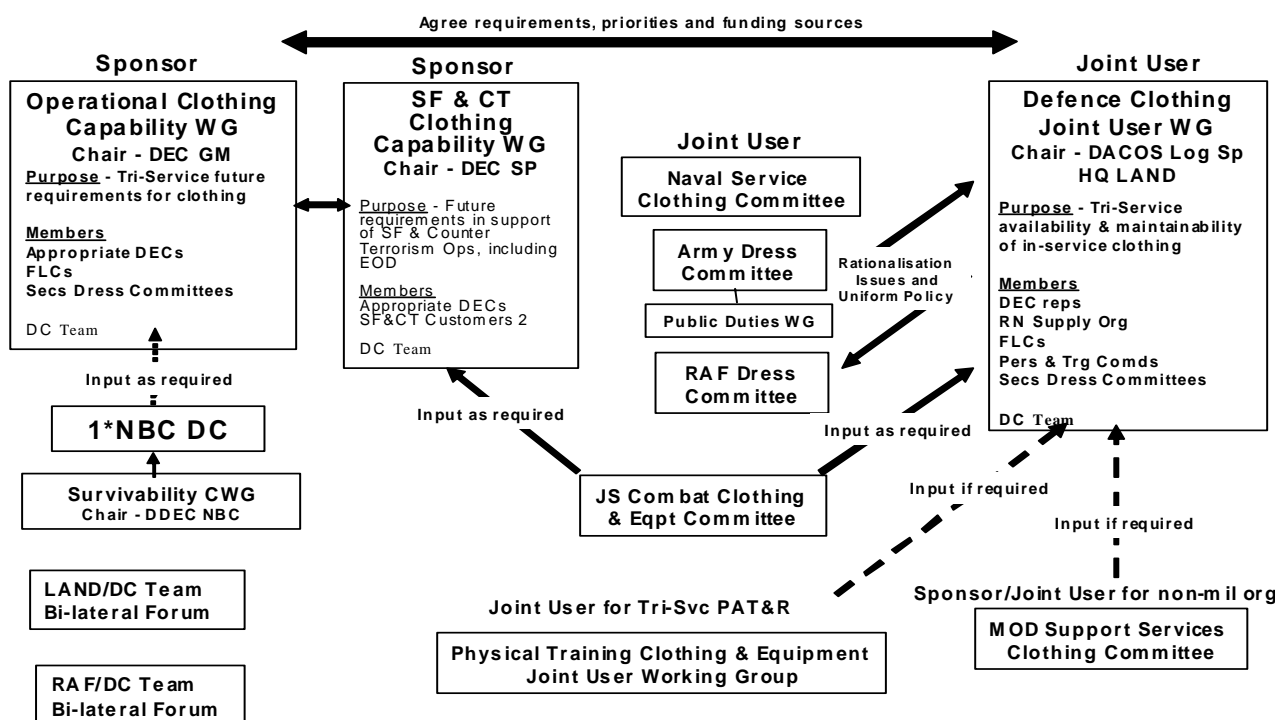
1. **Uniform Clothing for MOD Civilians on Probation at RAF Units.** Uniform clothing is not to be issued to a civilian, until the individual's probationary Service has expired. 'Casual' employees are not entitled to an issue of uniform clothing.
2. **Uniform Clothing Issues to MOD Civilians at RAF Units.** Immediately upon the expiration of any probationary period uniform clothing can be issued to MOD civilians to the appropriate scale in RAF clothing scales. Demands are to be placed for items which cannot be met from stock. Items issued are not to be worn for private purposes.
3. **Form 667 Clothing Record for MOD Civilians at RAF Units.** A permanent record of transactions in respect of uniform clothing is to be maintained by means of a Form 667 'Clothing Record (Civilians)', prepared by Clothing Stores for each civilian upon first issue of a uniform. The Form 667 is thereafter to be held in the custody of, and maintained by Clothing Stores on the unit to which the civilian is posted. The uniform clothing issued is to be listed in the appropriate space on Form 667, and the signature of the individual is to be obtained against each item as acknowledging receipt of clothing.
4. **Form 667 Clothing Record for MOD Civilians – Transfer or Exit.** Before a civilian is transferred to another unit, the Form 667 is to be examined to ensure that it is up to date and that the individual has returned to store any items to which he is no longer entitled. The Form 667 is to be forwarded to the new unit with the individual's documents. When a civilian ceases to be employed, the items recorded on Form 667, the lives of which have not expired, are to be withdrawn and returned to store and all entries cleared. The relevant vouchers are to be recorded on Form 667, which is to be retained for audit.
5. **Cleaning and Repairs of Uniform Clothing Issued to Civilians at RAF Units.** Cleaning and Repairs of uniform clothing issued to civilians fall in the following categories:
  - a. Authorised issues of public clothing, other than the items issued on a personal basis, may be cleaned and / or repaired as appropriate at public expense.
  - b. The cost of maintenance, including dry cleaning and repair of garments and footwear issued on a personal basis is to be the responsibility of the individual to whom the items have been issued (with the exception of civilian cooks' whites).
  - c. The cost of laundering items is to be borne by the individual (with the exception of civilian cooks' whites).
6. **PPE for Civilians at RAF Units.** PPE may only be issued to civilians as a result of an H&S Risk Assessment, as laid down in RAF clothing scales or in accordance with terms of an MOD contract and is to be issued only in connection with the duties specified. Items issued are not to be worn for private purposes. Protective clothing is to be withdrawn from individuals as soon as the work for which it was authorised is completed.
7. **Replacement / Cleaning of PPE for Civilians at RAF Units.** PPE issued to civilians is to be changed with sufficient frequency to ensure that it is an effective protection to the employee's own clothing. Any necessary washing or dry cleaning is to be done at public expense.

## SECTION 13 - REQUIREMENTS PROCESS FOR CHANGES TO THE GROUND CLOTHING INVENTORY

### INTRODUCTION

1. The adoption of Smart Acquisition (SA) and the introduction of Project Teams (PT) demand a formal relationship between the Sponsor and Joint Customer and the Supplier (the PT). For ground clothing, this is articulated through the Defence Clothing Committee structure, as outlined at Figure 14-1 below. For future military capability requirements, the Customers 1 are Director Equipment Capability (Ground Manoeuvre) (DEC (GM)) for common operational clothing (less aircrew clothing), DEC Above Water Effects (DEC (AWE)) for naval operational clothing, DEC (Chemical Biological Radiological Nuclear) (DEC (CBRN)) for NBC clothing and DEC (Special Projects) (DEC (SP)) covering the specialised requirements for Special Forces. For current capability requirements, Customer 2 is represented by the Front Line Commands (FLC), with the Single Service Dress or Clothing Committees responsible for dress policy, both working and ceremonial.

**Figure 14-1: Defence Clothing Committee Structure**



### FUNDING

2. The introduction of Resource and Account Budgeting (RAB) for ground clothing in FY 02 / 03 had a major impact on the way in which it is funded. Whereas previously the budget was held centrally by the clothing organisation, with the introduction of RAB, the funds were disaggregated to the consuming budgets. A description and diagram of the process and implications is at [Annex A](#).

### REQUIREMENTS DEFINITION AND INITIATION

3. Requirements stem from a variety of sources to meet a range of needs. They can originate from: The Sponsor to meet a perceived capability gap; The Joint User to

overcome a deficiency in an in-service product or to rectify a design weakness; or they may be initiated by Defence Clothing Team (DC Team) for technical reasons such as sourcing substitute materials to overcome obsolescence, to take advantage of improved manufacturing capabilities, or to comply with the introduction of legislation. Requirements can be initiated in one of 2 ways either through a User Requirement Document (URD) to address a capability need, or a Statement of User Requirement (SUR) to seek a solution to a perceived deficiency in part of the in-service inventory. URDs and SURs can vary in complexity from a relatively comprehensive document initiating a major project (e.g tri-Service replacement for Combat Soldier 95 (CS95)), to a simple SUR for a minor project (e.g to alter the closure on a glove from a button to a press-stud). A guide to the information that should be considered in compiling a URD or SUR is at [Annex B](#).

### REQUIREMENTS PROCESS FOR GROUND OPERATIONAL CLOTHING

4. The Requirements process for ground operational clothing is as follows:

a. **Capability Gaps.** An operational capability gap can be identified either by research or by experience in the field. To address an operational capability gap so identified, a DEC will initiate the following process to fulfil that requirement:

(1) The relevant DEC will raise a URD (including a Business Case) requesting DC Team to seek a solution. It is assumed that the appropriate funding for both development and production has already been secured within the Equipment Programme or that it utilises an agreed Planning Round line with an up-lift, if required, agreed with the receiving Joint User(s).

(2) The DEC will then seek endorsement from the Operational Clothing Capability Working Group (OCCWG). This is to ensure that any cross-environmental considerations can be identified and that Joint User is also aware of the requirement.

(3) Once the URD has been endorsed by the OCCWG, on receipt, DC Team will respond by producing a System Requirements Document (SRD). The appropriate Joint Business Agreements will be updated and a DC Team Requirements Manager (ReqM) given responsibility for managing the project and project performance targets will be agreed with the DEC. Thereafter, the established SA procurement process will be followed.

b. **Other Requirements.** A Joint User, normally a Front Line Command (FLC), should sponsor changes to the current operational clothing inventory that the customer community considers necessary, but that the DEC does not perceive as representing a capability gap. The process for these types of changes is:

(1) The FLC sponsor consults the appropriate DC Team ReqM who will advise whether or not the proposed change is significant, requiring the completion of a SUR.

(2) If the proposed change is deemed to be minor (ie no change to fit, form or function of the product, and no effect on other stakeholders, such as users from another Service), it may then be undertaken informally – ie no formal endorsement by any party required. If the proposed change is major (ie will change fit, form, and function or will impact on other stakeholders), the relevant



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FLC sponsor will raise a SUR. DC Team, through the appropriate ReqM, can assist sponsors in the formulation of SURs and highlight any areas of technical risk.

(3) If the change required affects any stakeholder outside the authority of the C2 / sponsor, he must then seek endorsement from the Defence Clothing Joint User Working Group (DC JUWG). The Sponsor must provide an assurance that the necessary amount of funding over and above that already within the Planning Round (and the corresponding RDEL) has been provided for and that other consuming Customers 2 are also prepared to accept any additional costs for consumption. For example, a modification to CS95 that will increase its unit cost will impact all Army units, RM and RAF ground elements. All, therefore, must agree to the change since their RDELs will have to bear these additional consumption costs. Since CS95 is common to all three Services, a change cannot be undertaken that applies to only one Service.

(4) Once endorsement has been gained from the DC JUWG and funding confirmed, DC Team will respond by producing a SRD. The appropriate CSA will be updated and a DC Team ReqM will be given responsibility for managing the project and project performance targets will be agreed with the Sponsor. Thereafter, the established SA procurement process will be followed.

### REQUIREMENTS PROCESS FOR NON-OPERATIONAL GROUND CLOTHING – ALL REQUIREMENTS

5. There is no Sponsor for non-operational clothing (this encompasses all forms of uniform, work wear and Personal Protective Equipment (PPE)). Requirements for changes (which include the introduction of new items, the replacement of existing items and modifications to existing items) to the non-operational ground clothing inventory originate from many levels within the customer community. However, using the principle established in sub-Paragraph 4b above, DC Team can only accept a SUR from C2 or authorised sponsor. In this case either the primary Service or MOD Civilian Dress and Clothing Committees or the Command HQ acts as C2 or sponsor thus ensuring that changes are not introduced without the necessary design authority and funding authorisation. The process diagram at [Annex C](#) to be followed by C2 sponsor for all requirements for non-operational ground clothing is as follows:

- a. The sponsor consults the appropriate DC Team ReqM (the appropriate Customer Liaison Officer (CLO)) who will advise whether or not the proposed change is significant, thus requiring the completion of a SUR.
- b. If the proposed change is deemed to be minor (ie no change to fit, form or function of the product, no effect on other stakeholders, such as users from another Service and no increase to the costs of consumption), it may then be undertaken informally – ie no formal endorsement by any party required. If the proposed change is major (ie will change fit, form, function or will impact on other stakeholders and / or costs), the relevant sponsor will raise a SUR and pass it to the appropriate Top Level Budget (TLB) or HQ point of contact (POC) for authorisation (see [Annex D](#)). If authorised, the TLB POC will pass it to DC Team for action. DC Team, through the appropriate ReqM, can assist sponsors in the formulation of Statement of User Requirements and highlight any areas of technical risk.

## **INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET**

c. If the change required affects any stakeholder outside the authority of the C2 / sponsor, he must then seek endorsement from the DC JUWG. The Sponsor must provide an assurance that the necessary amount of funding over and above that already within the Planning Round (and the corresponding Res DEL) has been provided for and that other consuming Joint Users are also prepared to accept any additional costs for consumption. For example, a modification to DMS shoes that will increase its unit cost will impact upon Army, RM and RAF users. All, therefore, must agree to the change as their Res DELs will have to bear these additional consumption costs.

d. Once endorsement has been gained from the DC JUWG and funding confirmed, DC Team will respond by raising a tasking on the PT's project management too (ProMIS) and keep the C2 / Sponsor of project milestones. The appropriate CSA will be updated and a DC Team ReqM (the appropriate CLO) will be given responsibility for managing the project and project performance targets will be agreed with the Sponsor. Thereafter, the established SA procurement process will be followed.

### **PT ASSISTANCE**

6. Sponsors considering changes should contact DC Team early in the process to ensure that change proposals are given the best support and expert advice. Past evidence shows that failure to do so results in customer disappointment and frustration. The first point of contact should be the appropriate Requirements Manager and they are listed, together with the ranges of clothing and equipment for which they have responsibility, at [Annex E](#).

### **CHANGES TO SCALES FOR GROUND CLOTHING**

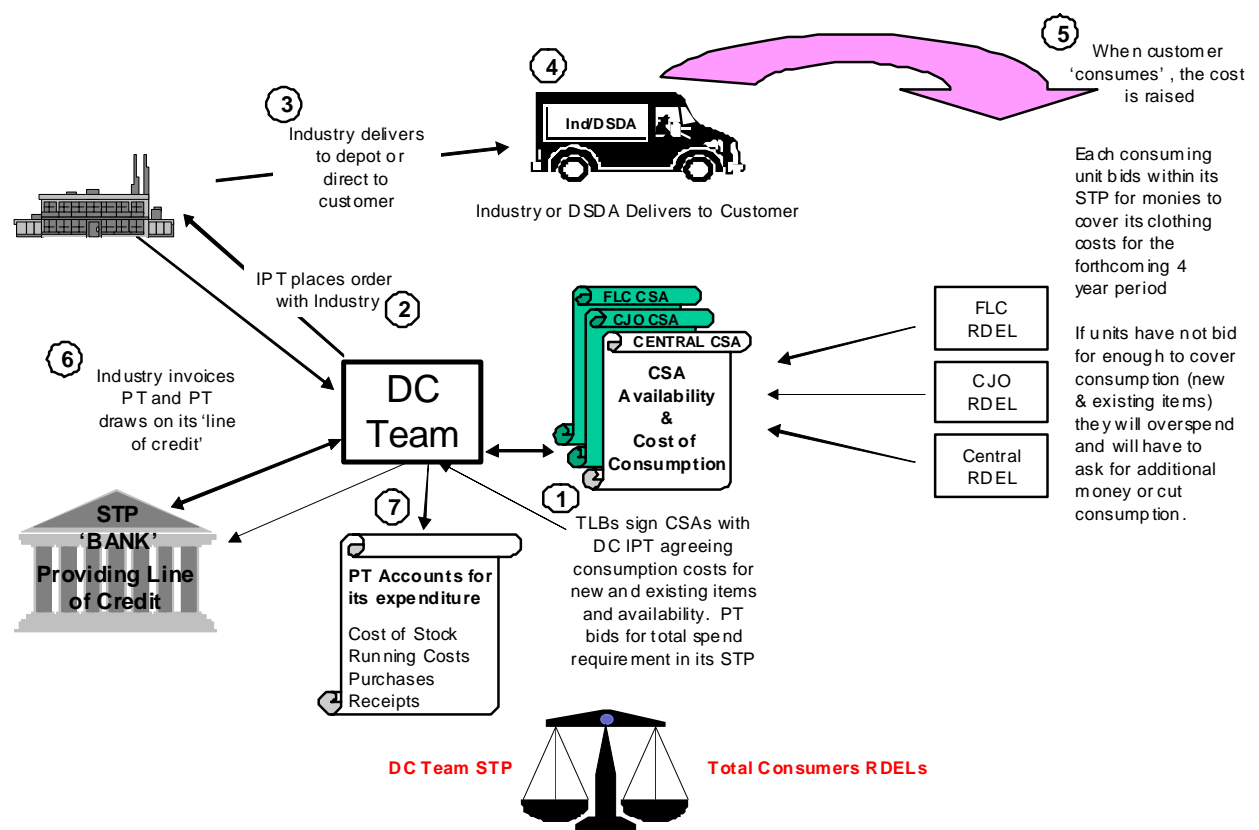
7. Clothing scales provide the authority against which quartermaster, supply or stores staff can issue in-service clothing and accoutrements to personnel or units. Any proposal to change a scale has a financial impact and must therefore be approved by the appropriate sponsor of the scale affected. Any unit or organisation wishing to amend a scale must complete and submit an application form; MOD Form 1948, a template is at [Annex F](#). A staffing process diagram is at [Annex G](#).

## ANNEX A - FUNDING ARRANGEMENTS FOR GROUND CLOTHING AND ACCOUTREMENTS UNDER RESOURCE ACCOUNTING AND BUDGETING

### Introduced in Paragraph 2

1. Under Resource Accounting and Budgeting (RAB), DC Team procurement funds for ground clothing and accoutrements are treated as Cash Outside the Departmental Expenditure Limit (CoD), now known as Spend on Stock Purchases (SoSP), and are not therefore part of the PT's Control Total (CT). When products are issued to customers (referred to as 'Beneficial Users' (BU)), the cost of the issue is attributed to the BU's budget. It appears in his budget as part of his Resource Departmental Expenditure Limit (RDEL) which is a CT.

**Figure 14-A-1: Clothing 'Model'.**



Each Base Level Budget (BLB) holder must ensure that the provision in his RDEL is adequate to cover, inter alia, the clothing that the BLB holder expects to consume during the financial year. If this provision turns out to be at variance with the BLB holder's actual consumption, the BLB holder will be expected to explain the difference to the chain of command. What was previously a "free" issue to the BLB holder because it was centrally funded, must now be paid for by the user. When RAB was introduced during STP 02 clothing funds were disaggregated to consuming TLBs. These principles apply to both products supplied via the Defence supply chain and those acquired via Alternative Methods of Supply (AMOS), such as direct supply from contractor, local purchase arrangement etc.

## **INTERNET VERSION – MASTER IS ON THE DEFENCE INTRANET**

2. BUs (ie the BLB holder) must make provision in the RDEL element of the BLB PLANNING ROUND bid for the products the BLB expects to consume. The RDELs from all BLBs are then aggregated up to the TLB. The TLB, as the 'customer' (representing all its BUs), then negotiates with the 'supplier' ie DC Team, through the Customer Supplier Agreement (CSA) process. The TLB must "pledge" sufficient funds in the CSA to allow the PT to procure products so that they are available to meet the BUs' demands.
3. For this system to operate effectively, it is imperative that those who demand clothing undertake forward planning to identify future requirements and to communicate the requirement to the PT via the Joint Business Agreement process. A natural consequence of RAB is that surplus capacity continues to be driven out of the supply chain. There are no more 'just in case' stocks, other than the provision made for 'Force Generation' stocks (hitherto War Reserves) and Priming Equipment Packs (PEPs). DC Team will strive to develop more flexible and responsive procurement processes but are demand driven, thus the onus is on the customer to identify the requirement and communicate it back via the Joint Business Agreement process.
4. DC Team uses information on customer demand to calculate what it needs to buy in order to have it available when the customers need it. It takes account of manufacturing lead times, economic order quantities, etc to establish its procurement plan. As part of the Planning Round / Joint Business Agreement process, DC Team negotiates around autumn, the transfer out figures with customers. This is the amount customers say they are going to consume from the clothing inventory. Further amplification of the process can be found in the above diagram.

**ANNEX B - GUIDE TO INFORMATION TO BE CONSIDERED WHEN COMPILING GROUND CLOTHING USER REQUIREMENT DOCUMENTS / STATEMENT OF USER REQUIREMENTS**

[Introduced in Paragraph 3](#)

*The aim in compiling the Statement of User Requirements (SUR) should be to state clearly what the need is in order to aid the development of a solution. This guide provides a checklist of those aspects to be considered when compiling the SUR; only those headings appropriate to the requirement should be completed.*

**STATEMENT OF USER REQUIREMENT FOR CLOTHING**

1. **Title:** Brief description of requirement.
2. **Customer Sponsor:** FLC, Dress or Clothing Committee.
3. **Users:** Brief description of user community.
4. **Required In-Service-Date (ISD) and Reason:** Specify date(s) by which item(s) must be in service giving rationale. If date(s) are not important, say so.
5. **Background:** Set the scene for the uninformed reader - what has led to the requirement?
6. **Existing item(s) to be replaced:** If appropriate, itemise product(s) by description, NSN, source of supply and price.
7. **Disadvantages of existing item(s):** What is wrong with currently supplied item(s)? Consider: performance required for the task, ease of use, fit, comfort, legality, reliability, availability, durability, visibility, maintainability, compatibility with other items, cost and any other pertinent factors.
8. **Requirement:** What is to be provided and for what purpose? An ensemble, single item and for which group of users etc.
9. **Costs:** What is the estimated cost of the requirement and over which FYs will expenditure and to which budget areas? Include both Spend on Stock Purchases (SOSP) and Development costs. If there are additional costs to current provision, the budget statement below must be completed.
10. **Users:** Who? Service discipline, rank / grade, military / civilian, male / female.
11. **Use:** The aim is to convey a complete picture of the item(s), the task / duty, the environment in which they are undertaken and any restrictions that may be imposed - use quantitative terms when possible:
  - a. Are there any constraints on use?
  - b. What is the task undertaken?
  - c. Do hazards exist?
  - d. What, if any, equipment / machinery is involved?

- e. Specify any other products that are used and may be relevant?
  - f. Which environment(s) will the items be used in? e.g land, sea, air, outdoors, indoors season, time (day, night).
  - g. Are there any periodicity consideration (watch, shift)?
12. **Risk assessments (Where applicable):** If a risk assessment is necessary, include brief details and enclose with submission. Note that it is a Line Management responsibility to undertake a risk assessment where the nature of the task requires it.
13. **Operational requirements:** Protective Qualities? What attributes must the item(s) possess to counter the hazards and risks?
14. **Physical characteristics:** Uniformity, colour shape, weight, material, feel, density, buoyancy, provision for rank or other accoutrements / markings etc.
15. **Legislation / Standards:** If there are legislative or standards (eg BSI) considerations, include relevant reference.
16. **Life Expectancy of the Product:** What durability / life expectancy is required by the user-period of usage, calendar life?
17. **Repair and maintenance:** Preferred repair and maintenance policy, maintenance free, daily, monthly, unacceptable time for maintenance to take, use of specialist tools or equipment, other, replaceable components? Repair disposable, repair by user, repair by contract, other?
18. **Training:** Preferred training policy is?
19. **Care and use:**
- a. Use - detail extant instructions that regulate task etc, if applicable.
  - b. Care - user opportunity and facilities or equipment for cleaning and storing of items.
20. **Compatibility:** To be compatible with the following item(s):
- a. NSNs - description?
  - b. NIV items - description?
  - c. New items arising from project?
21. **Proofing:** What are the proofing requirements (if any) eg waterproofing, fire retardant.
22. **Climatic:** What climatic considerations are there? Where in the world is the item(s) to be worn / used?
23. **Sizing:** Maximum, minimum and any unusual characteristics.
24. **Storage Life:** If a minimum storage life is required specify the time, storage condition and reason.

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25. **Item Marking:** What item markings are required?
26. **Packaging:** Is packaging standard or are there any special requirements?
27. **Dependency and Scale of Issue:** Number of personnel undertaking duties for which item(s) are required and scale of issue (e.g quantity of items per person).
28. **Trials:** Requirement to be agreed between sponsor and DC Team.
29. **Deployment approach:** Introduction to be made as a capital issue, maintenance basis or other? Justification or approach?

### CUSTOMER SPONSOR

I authorise DC Team to proceed with this requirement

Signature:

Name:

Appointment:

Telephone:

Date:

### BUDGET AUTHORITY

I certify that adequate financial provision has been made to meet the costs of this requirement

Signature:

Name:

Appointment:

Telephone:

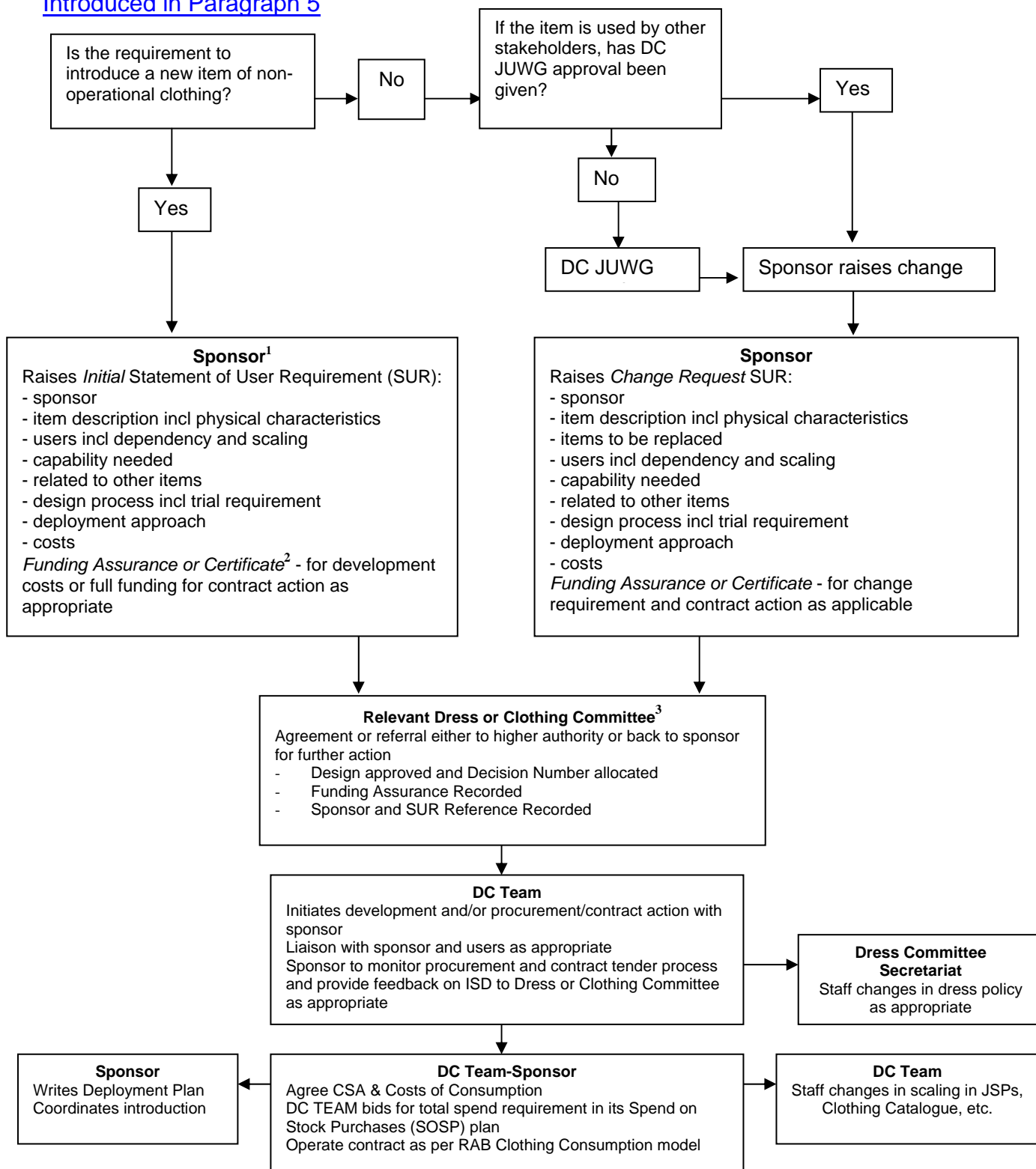
Date:

Distribution:



## ANNEX C - NON-OPERATIONAL GROUND CLOTHING PROCUREMENT PROCESS DECISION MAKING FLOW DIAGRAM

Introduced in Paragraph 5



1. The sponsor may be any representative HQ or organisation for specific items or a Command HQ where universal items of clothing or major change programmes are involved.

2. Where the sponsor is not a budget holder, the proposal and resource bill needs to be agreed with the appropriate budget holder – the Army default position will be with HQ Land Forces as the Intelligent Customer Capability (ICDC) representing Customer 2.

3. MOD Dress and Clothing Committees are primarily design approving committees with no funding of their own; thus the sponsor is responsible for providing funding assurance.

**ANNEX D - LIST OF GROUND CLOTHING TLB AND HQ POC**

[Introduced in Paragraph 5b](#)

<b>SERVICE / ORGANISATION</b>	<b>INCLUDES</b>	<b>POC DETAILS</b>
Naval Service	Royal Navy Royal Marines Royal Marines Band Service Royal Fleet Auxiliary Queen Alexandra's RN Nursing Service Royal Naval Reserve Royal Marine Reserve Cadet Forces Civilians Afloat	Fleet HQ Logs Spt Commodities SO1C Leach Building Whale Island Portsmouth PO2 8BY Tel: 93832 Ext 5884
Army	All Regiments All Corps Divisional, Brigade & District staffs Army bands All Territorial Army units Queen Alexandra's Royal Army Nursing Corps Cadet Forces	SO2 Log Sp (Mat) HQ Land Forces Erskine Barracks Wilton Salisbury SP2 OAG Tel: 94331 Ext 3626
Army	London District units*	SO2 Log Sp (Ceremonial) Tel: 94631 Ext 2432
Royal Air Force	Royal Air Force RAF Regiment Princess Mary's RAF Nursing Service RAF Reserve Royal Auxiliary Air Force Air Training Corps	SO1 UCPSM1, Tel: 01452 886301 (no Mil Net) Room S15 Kestrel Court Waterwells Drive Quedgley, Glos, GL2 2AT
Defence Fire Risk Management Organisation	Defence Fire Risk Management Organisation*	Tel: 94391 3731
Ministry of Defence Police & Guarding Agency	MOD Police	MDP Op Res Head MDPGA Wethersfield Braintree Essex CM7 4AZ Tel: 94667 Ext 4250
	MOD Guard Service	MGS Bus Mgr MDPGA Wethersfield Braintree, Essex CM7 4AZ Tel: 94667 Ext 4434
Other Civilians	Any other MOD civilian not included in any categories above	In first place contact Customer Liaison Officer Civilian Dependencies, DC TEAM Caversfield Skimmingdish Lane Bicester, OX27 8TS Tel: 94240 Ext 4811

\* London District and DFRMO are part of the LAND TLB and may need to seek its approval over certain matters.

**ANNEX E - DC TEAM REQUIREMENTS MANAGERS**

[Introduced at Paragraph 6](#)

1. The personnel filling the appointments listed below act as Requirements Managers (ReqM) for the ranges of ground clothing appearing beneath their appointment:

- a. **ReqM 1** (Tel: 94240 Ext 4840).
  - (1) DC TEAM Personal Equipment & Common Operational Clothing (PECOC) focus.
  - (2) Combat Clothing.
  - (3) Operational Footwear.
  - (4) Operational Hand wear.
  - (5) Extreme Cold Weather Clothing and Equipment.
  - (6) Navy and RM Specialist Combat Equipment.
- b. **ReqM 2** (Tel: 94240 Ext 4537).
  - (1) PECOC ReqM working for PECOC Project Manager.
- c. **ReqM 3** (Tel: 94240 Ext 4836).
  - (1) NBC Inventory.
  - (2) Sensory Protection (including eyewear).
  - (3) Sleeping Systems.
  - (4) Hydration Systems.
  - (5) Combat Helmet internal fittings and design in conjunction with ReqM 4.
- d. **ReqM 4** (Tel: 94240 Ext 4838).
  - (1) Ballistic protection.
  - (2) Load Carriage.
- e. **ReqM 5** (Tel: 94240 Ext 4653).
  - (1) Physical Training Equipment and Clothing.
  - (2) Adventurous Training Equipment.
  - (3) Sports Equipment.
  - (4) Rehabilitation Equipment.

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f. **CLO Navy** (Tel: 94240 Ext 4859). Non-operational clothing and accoutrements used by:

- (1) Royal Marines.
- (2) Royal Marines Band Service.
- (3) Queen Alexandra's Royal Navy Nursing Service.
- (4) Royal Fleet Auxiliary.
- (5) Royal Naval Reserve.
- (6) Royal Marine Reserve.
- (7) Cadet Forces.
- (8) Civilians Afloat.

g. **CLO and Assistant CLO Army** (Tel: 94240 Ext 4860 and 94240 Ext 4814). Non-operational clothing and accoutrements used by:

- (1) All Regiments and Corps in the British Army.
- (2) Brigade of Gurkha Nepal.
- (3) Queen Alexandra's Royal Army Nursing Corps.
- (4) Gibraltar Regiment.
- (5) Queen Victoria School and Welbeck College.
- (6) Army and Combined Cadet Forces.

h. **CLO Ceremonial** (Tel: 94240 Ext 4842). Non-operational clothing and accoutrements used by:

- (1) London District in the performance of Public Duties including equine equipment.
- (2) Army Bands.
- (3) CLO Ceremonial acts as Project Leader for Op BRIDGES.

i. **CLO RAF** (Tel: 94240 Ext 4861). Non-operational clothing and accoutrements used by:

- (1) Royal Air Force.
- (2) Royal Air Force Regiment.
- (3) Princess Mary's Royal Air Force Nursing Service.
- (4) Royal Air Force Reserve.

- (5) Royal Auxiliary Air Force.
- (6) Air Cadets.
- (7) CLO RAF acts as Project Leader RAF and Army Colours.

j. **CLO MOD Civilian Dependencies** (Tel: 94240 Ext 4811). Non-operational clothing and accoutrements used by:

- (1) MOD Fire Service.
- (2) MOD Police and Guard Service Agency.
- (3) SBA Cyprus Police.
- (4) Northern Ireland Security Guard Service.
- (5) Germany Guard Service.
- (6) Gibraltar Police Service.
- (7) Civilian medical and dental staff, messengers, stewards, chauffeurs, drivers, hall porters.

CLO MOD Civilians is also the subject matter expert (SME) for all ranges of Personal Protective Equipment (PPE).

k. **Customer Support Officers (CSOs)**. The following CSOs in the rank of Warrant Officer, provide support to the above staffs:

- (1) CSO Navy. Tel: 94240 Ext 4862.
- (2) CSO Army. Tel: 94240 Ext 4857.
- (3) CSO RAF. Tel: 94240 Ext 4805.

**ANNEX F - APPLICATION TO AMEND GROUND CLOTHING SCALE**

[Introduced in Paragraph 7](#)

From:	To: (Sponsor as shown on scale)	Unit Reg No: UIN:
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**Part A – Scale(s) Affected by Application (if new, enter “New”)**

Scale Reference(S)	
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**Part B – Proposed Change (add rows as required)**

NATO Stock Number (NSN) (a)	Description (b)	D of Q (c)	Existing Qty (d)	Proposed Qty (e)
1.				
2.				
3.				

**Part C –Total Cost of the Change to Scale (add rows as required)**

Value of item (a)	Current Value of Scale (b)	Value of Proposed Scale (c)	Difference (d)
1			
2			
Totals			

**Part D – Reason for Requirement**

Clear statement to justify the need and which avoids further correspondence. If there may be a wider application of this proposal e.g another ship, unit or Squadron comment on it.

Signature Signed on original: (Supply / Commanding Officer)	Name:	Rank / Grade: Date:

**Part E – Statement of Decision by Sponsor (As Shown on Scale)**

**APPROVED / NOT APPROVED** (Delete as appropriate)

Comments (if required):			
Signature:	Name:	Rank / Grade:	Date:

**Part F - Financial Approval**

**APPROVED / NOT APPROVED** (Delete as appropriate)

Comments (if required):			
Signature:	Name:	Rank / Grade:	Date:

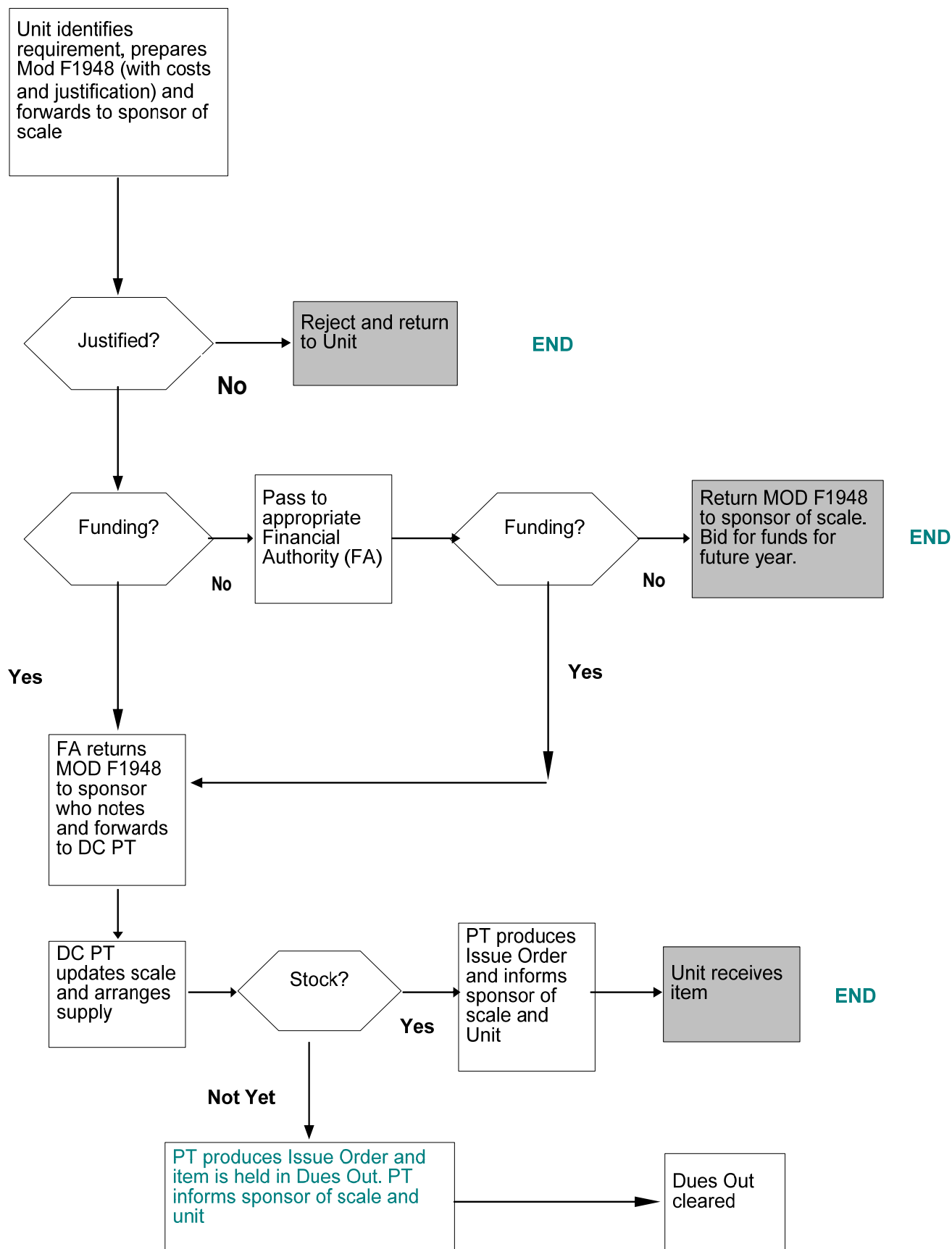
**Part G - DC TEAM Action(s)**

(Change to Scales, IM informed of increase or decrease in requirement. Response to originator and FLC)

Signature:	Name:	Rank / Grade:	Date:

**ANNEX G - STAFFING PROCEDURE FOR MOD FORM 1948**

([Introduced in Paragraph 7](#))





## **SECTION 14 - REQUIREMENTS PROCESS FOR AIRCREW EQUIPMENT ASSEMBLIES AND SURVIVAL EQUIPMENT**

### **INTRODUCTION**

1. Requirements normally fall into 2 categories:
  - a. Requirements for new (future) or enhanced equipment / capabilities, including Urgent Operational Requirements (UOR)<sup>7</sup>.
  - b. Requirements for in-Service equipment / capabilities, including Urgent Sustainability Requirements (USR).

### **AMENDMENTS**

2. All requirements raised by Users must be processed through the Users' parent Front Line Command (FLC). The FLC points of contact are as follows:
  - a. **Navy Command.** FLEET – CAP AV (relevant platform capability manager), who is to liaise with Fleet – CAP AV FSURVO SO2 to address Forward support matters.
  - b. **HQ Air.** HQ 1Gp-Cap Dev IAO SO1 who will liaise with Gp-Cap Dev IAO SO2 for Fast Jet requirements and 2Gp ATAAR Curr Cap2 SO2 for Large Aircraft requirements. 1Gp and 2Gp are to liaise with HQ Air Cmd A4-4 Arm SO2 to address Forward support matters.
  - c. **JHC.** JHC J5-CD3-SO2 who is to liaise with JHC J4-Sp-Eqpt-Sp-SO2 to address Forward support and Embarked Aviation matters.
3. Once endorsed by the parent FLC, new requirements or requests for enhanced requirements must be approved and endorsed by Capability Theatre Airspace (CAP TA) who in turn will process the requirement(s) as part of the Capability Planning process, which includes the Planning Round (PR) activity (options). For UORs and USRs see UOR Guide Standing Instruction (Version 5) Ref 2009DIN04-025.
4. The Aircrew Escape & Survival Project Team (AEST) is responsible to the Sponsor and User for the upkeep, update and associated equipment and safety of existing in-Service Aircrew Equipment Assemblies and Survival Equipment (AEA&SE)<sup>8</sup> and is also responsible to the Sponsor<sup>9</sup> for the acquisition of the majority of new or enhanced AEA&SE aircraft enabling<sup>10</sup> capabilities. All AEA&SE projects are to be managed by the AEST on a 'through life' basis. The AES Team Leader is also the Engineering Authority (EA) for AEA&SE and as such is responsible for equipment safety and for delivering fit for purpose equipment.
5. The AEST is also responsible for Aircraft Assisted Escape Systems (AAES)<sup>11</sup>, but note that the AAES requirements process is outside the scope of this document.

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<sup>7</sup> Also see EC CM(PA)/02/02/02 dated 02 Feb 09 – UOR – Standing instruction (Version 5) 3 User – Platform PTs of Front Line Commands.

<sup>8</sup> Excluding Typhoon, C17, Apache and JCA.

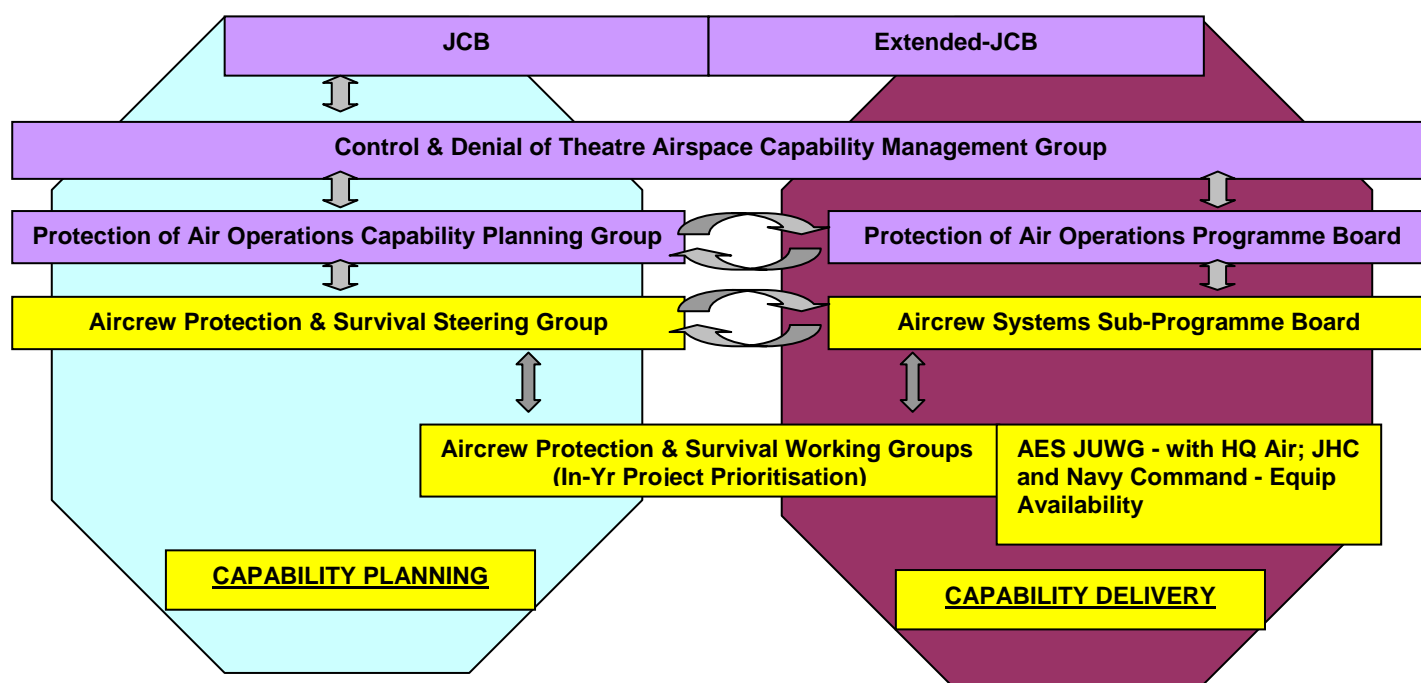
<sup>9</sup> Sponsor – Head of Capability – Theatre Airspace.

<sup>10</sup> In capability AEA&SE is assessed by the Capability Sponsor as Aircraft Enabling.

<sup>11</sup> AAES – Ejection Seats and Associated Explosives.

## CUSTOMERS

6. Head of Capability, as the Senior Responsible Officer (SRO) for new or enhanced AEA&SE enabling capability, exercises this responsibility through Cap TA – SO2 Aircrew Systems (CapTA-SO2 AS). Cap TA, through EC TA-APS, acts as the Tri-Service sponsor for AEA&SE and is responsible for addressing requirements for new and enhanced capability. Cap TA-SO2 AS is also responsible for managing the cross applicability of AEA&SE, including all other Through Life Capability Management DLOD Stakeholders. Future requirements for AEA&SE will be addressed through the Aircrew Systems Capability Steering Group, with delivery being addressed via the Aircrew Systems Sub-Programme Board supported by the Aircrew Systems (AE and SE Working Groups, which agree in-year project prioritisation. This process is illustrated at Figure 15-1, below, which covers-off capability planning and capability delivery. Routine requests for new or enhanced AEA&SE capability must be endorsed and processed by the parent Front Line Command (FLC) through CapTA-SO2 AS and copied to the Aircrew Systems Requirements Manager (ASRM) located in AEST, DE&S, RAF Wyton.



**Figure 15 – 1: Proposed Structure for Joint User Working Groups**

7. The availability of current in-Service enabling capability is underpinned by a number of Internal Business Agreements (IBAs) between the AEST and Platform Teams (Fast Jet, Rotary and Multi-Engine). A Joint Business Agreement (JBA) is in place with the 3 FLCs with HQ Air<sup>12</sup> as the "Lead User" and a number of Service Level Agreements (SLA)s are also in place or in development with key stakeholders. These are formal agreements between the AEST and its customer areas and represent a jointly agreed, affordable level of support, based on clearly stated requirements (excluding UORs).

## AEA&SE IN SERVICE EQUIPMENT

8. Aircrew Equipment Assemblies (AEA) and Survival Equipment (SE) include the following:

<sup>12</sup> (Air Command and Air 22 Training Gp).  
JSP 886 Volume 6 Part 5 Clothing, Section 14  
Version 2.7 dated 24 Aug 12

- a. **Aircrew Equipment Assemblies (AEA).** Aircrew and passenger helmets, night vision devices, corrective spectacles including laser eye protection, oxygen masks, personal equipment connectors (man portion), life preserver assemblies, load carrying jerkins, survival waistcoats including ballistic protection, aircrew CBRN associated equipment, leg restraints, liquid cooled vests, pressure garments, immersion coveralls and associated aircrew clothing.
- b. **Survival Equipment (SE).** Emergency escape parachute assemblies, aircrew and passenger restraint harnesses, certain airborne search and rescue equipment, life raft assemblies, survival packs, survival aids & aircrew lighting and certain emergency escape slides.

(Note: A comprehensive list of AEA&SE is included in DAP 108A 0006-2(N / A / R)1).

9. AEA&SE is defined as either operational or drill:

- a. **Operational.** Describes AEA&SE that is used for its intended purpose in all circumstances except those defined as Drill.
- b. **Drill.** Defines those items of AEA&SE that are used in a non operational role for the following purposes:
  - (1) **Aircrew Survival Equipment Drills.** Equipment used during the conduct of Survival, Evasion, Resistance, Extraction (SERE) training (including pool drills, sea drills and land survival training) except for that covered by (2) below.
  - (2) **Instructional Purposes.** This defines equipment used during Aircrew SERE instruction and Survival Equipment maintenance instruction.

## **EQUIPMENT SAFETY**

10. For AEA&SE, the MOD exercises its Duty of Care for Equipment and Environmental Safety through a structured safety regime to advise the Release to Service Authorities (RTSAs). The RTSAs are responsible for authorising the use of AEA&SE through the Military Aircraft Release Authority. The AEST's equipment safety responsibilities are detailed in the Team's Safety and Environmental Plan and also cited in JBAs, IBAs and where appropriate, SLAs.

## **FUNDING**

11. Budget provision for current capability is addressed during the AEST's Planning Round (PR), the accuracy of which is dependant upon a clear understanding of Sponsor / User needs. Information that influences the PR is derived from the JBA and IBAs, Third Order Assumptions and the Aircraft / Aircrew Database. Cap TA-SO2 AS is responsible for Capability Planning for AEA&SE. Funding for endorsed UORs / USRs is normally charged to the Reserve with additional Operational support costs being charged to the Reserve as Net Additional Costs to Military Operations (NACMO). All requirements must be costed on a 'Through Life' basis and expenditure captured across all Defence Lines of Development<sup>13</sup>. Further information on funding arrangements is at [Annex A](#).

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<sup>13</sup> Training, Equipment, Personnel, Information. Concepts and Doctrine, Organisation, Infrastructure, Logistics & Interoperability.  
JSP 886 Volume 6 Part 5 Clothing, Section 14  
Version 2.7 dated 24 Aug 12

## **REQUIREMENTS DEFINITION AND INITIATION**

12. Requirements may originate from :

- a. **The Sponsor.** To meet perceived capability gaps or to enhance an existing capability.
- b. **The User.** To overcome a deficiency in an in-service product or to rectify a design weakness.
- c. **The Project Team.** For safety reasons, technical reasons such as sourcing alternative materials to overcome obsolescence or to comply with the new legislation.

13. New or enhanced requirements are initiated by a User Requirement Document (URD) containing Key User Requirements (KURs). Once endorsed by the Sponsor the URD matures into a PT-owned System Requirements Document (SRD).

14. An amendment to scales of entitlement may also be raised by the User to seek an amendment to a perceived deficiency / surplus in part of the in-service inventory.

15. A guide to the information to be considered when compiling a URD, SUR or change in scales of entitlement is at [Annexes B and G](#).

## **REQUIREMENTS PROCESS FOR AEA&SE**

16. The Requirements process for AEA&SE is as follows:

- a. **User Considerations.** Requests for the introduction of new or additional AEA&SE, design changes, scale changes or deviations from authorised procedures are to be referred through the Unit Flight Safety Officer, Squadron / Unit SERE Officer / Survival Officer (SERVO) to the appropriate single-Service Command / Group Air Staff representative. It may be deemed appropriate for the following staffing procedure to be expanded upon within a more accessible publication for aircrew such as Group Air Staff Orders (GASOs) or tri-Service equivalent.
- b. **HQ Sponsor Considerations.** In considering the merits of specific requests for onward staffing, Command / Group Air Staffs<sup>14</sup> may wish to seek specialist advice from the Defence SERE Training Organisation (DSTO)<sup>15</sup>. Command / Group-endorsed requests are to be staffed to the appropriate AEA&SE Availability Manager (see Paragraph 2 above (Air 22 Training Group)). Requests for new or additional equipment are to be staffed, either as a URD for routine new requirements or changes to entitlement, an Urgent Statement of User Requirement (USUR) for new operational equipment or a USR for in-Service equipment for specific operational needs.
- c. **Capability Gaps.** An operational capability gap may be identified by research or field experience. To address an operational capability gap the Sponsor will initiate the following process:

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<sup>14</sup> For HQ Air - 1Gp-Cap Dve IAO SO2 (Fast Jet); 2Gp ATAAR Curr Cap2 SO2 (Large Ac) & STC A4-4 Arm SO2 (Fwd Spt) - For Fleet - FLEET-N7 CSAV Lynx SO2 & Fleet N4 EAE FSURVO SO2 - For JHC - JHC J5-CD3-SO2 and JHC J4-Sp-Eqpt-Sp-SO2.

<sup>15</sup> HQ DSTO, Seafield Wing, Daedalus Building, HMS Sultan, Gosport, Hants. PO12 3BY.  
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(1) With the assistance of the Requirements Manager, raise a URD (including a Business Case) requesting the AEST to seek a solution. It is assumed that the all Through Life funding has been secured and authorised within the EP or that it utilises an agreed PR line with an up-lift, if required, agreed with the end user(s).

(2) The Sponsor then seeks endorsement from the Aircrew Systems Capability Steering Group (AS CSG), ensuring that cross-environmental considerations have been identified and that all other Users, potential users and those likely to be affected are aware of the requirement.

(3) Once the URD has been endorsed by the AS CSG and delivered to AEST, the Team is to produce the SRD. The JBA or IBA is then updated and the RM given responsibility for managing the project; including agreement of project performance targets and initiation of the TLMP. Thereafter, the established Smart Acquisition (SA) procurement process is to be followed.

d. **Other Requirements.** Users, normally a Front Line Command (FLC), sponsor changes to the current AES inventory considered necessary by the User community, but not perceived by the Sponsor as a capability gap. The process for these types of changes is:

(1) The FLC sponsor consults the appropriate AS RM<sup>16</sup> who advises whether or not the proposed change is significant, and warrants URD. A Guide to the information to be considered when compiling a URD is at Annex C. The AEST, through the RM, assists sponsors in the formulation of URDs, identifying and highlighting areas of technical risk.

(2) If the proposed change is deemed minor (ie no change to form, fit or function of the product, and has no effect on other stakeholders, it may then be undertaken by the EA – ie no formal endorsement by any other party required.

(3) For consumables, if the change affects other stakeholders then endorsement must be sought from either the AE or SE Working Groups. The Sponsor FLC must assure the PT that the necessary additional funding - over and above that already within the PR and Resource Department Expenditure Limit (RDEL)) - is available, and that other consuming customers also undertake to accept any additional costs for consumption. For example, a modification to Aircrew Clothing that increases its unit cost impacts on all entitled users. All must therefore agree to the change, since the FLC's RDELs will bear the additional costs. For equipment used tri-Service, a change cannot be undertaken that applies to only one Service otherwise configuration control is lost and safety might be compromised. Where arbitration is required the matter will be escalated to the AS Sub-Programme Board.

(4) Following endorsement by the appropriate Working Group and confirmation of funding provision, AEST produces the SRD, JBA / IBA are updated and the RM will be given responsibility for managing the project as at Paragraph 16c, (3), above. A list of AEA&SE POCs is at [Annex C](#).

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<sup>16</sup> For AEA contact the AEARM DLO Wyton. For SE contact the SERM DLO Wyton.  
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(5) **Urgent Requirements.** Guidance on the processing of urgent requirements can be found in 2009DIN04-25.

## **PT ASSISTANCE**

17. Sponsors considering changes must contact the AEST's New Capability Acquisition Manager (NCAM) or the Aircrew Systems Requirements Manager (ASRM) early in the process to ensure that change proposals are given the best support and expert advice. Contact details are at [Annex D](#). Experience shows that failure to do so results in customer disappointment and frustration. The first point of contact must be the ASRM (for new requirements and changes of scales) or NCAM for UORs or availability matters. Contact details and clothing and equipment responsibility ranges are at [Annex E](#).

## **CHANGES TO SCALES OF ENTITLEMENT FOR AEA&SE**

18. AEA&SE scales provide the authority for Logistics staff to issue AEA&SE to personnel or units. These scales, when coupled to the AP108B 0001-1, identify Platform applicability, thus avoiding the potential to misuse AEA&SE on unauthorised Platforms. Unauthorised use of AEA&SE may introduce hazards to both the wearers and the Platform. Any proposal to change a scale has a financial impact and must therefore be approved by the appropriate sponsor of the scale affected. Units or organisations wishing to amend a scale must complete and submit application form, MOD Form 1948 (see [Annex F](#)). The staffing process diagram is at [Annex G](#).



**ANNEX A - FUNDING ARRANGEMENTS FOR AIRCREW EQUIPMENT ASSEMBLIES AND SURVIVAL EQUIPMENT (AEA&SE) UNDER RESOURCE ACCOUNTING AND BUDGETING**

[Introduced in Paragraph 11](#)

1. Under Resource Accounting and Budgeting (RAB), AEST procurement funds for AEA&SE are a combination of Capital DEL (CDEL), Resource DEL (RDEL) and Spend on Stock Purchase (SoSP). CDEL expenditure is based on predicted replacements of capital items, as a consequence of life expiry or anticipated attrition. RDEL expenditure is based on a combination of repair costs for Capital items, including Post Design Services and Equipment Safety and Environmental expenditure. SoSP is not considered part of the PT's Control Total (CT) but when consumed is charged to the User as RDEL. When products are issued to Users (referred to as "Beneficial Users" (BU)), the cost of the issue is attributed to the BU's budget. It appears in his budget as part of his Resource Departmental Expenditure Limit (RDEL), which is a CT.
2. Each Base Level Budget (BLB) holder must ensure that his RDEL provision is adequate to cover the AEA&SE items that the BLB holder expects to consume during the financial year. If it transpires that this provision is at variance with the BLB holder's actual consumption, the BLB holder is required to explain the difference to the chain of command. What was previously a 'free' issue to the BLB holder because it was centrally funded must now be paid for by the User. When RAB was introduced during STP<sup>17</sup> 02 funds were disaggregated to consuming TLBs. These principles apply equally to products supplied via the Joint Supply Chain and those acquired via alternative methods of supply (AMOS), such as direct supply from contractor, low value purchase procedure etc.
3. As explained in Paragraph 2, BUs (ie the BLB holder) must make provision in the RDEL element of the BLB PR bid for the products the BLB expects to consume. The RDELs from all BLBs are then aggregated up to the TLB. The TLB, as the 'customer' (representing all its BUs), then negotiates with the 'supplier', AEST, through the JBA / IBA process. The TLB must 'pledge' sufficient funds to allow the PT to procure products so that they are available to meet the BUs' demands.
4. For this system to operate effectively, it is imperative that those who demand AEA&SE undertake forward planning to accurately identify future requirements and communicate those requirements to the PT via the JBA / IBA process. A natural consequence of RAB is that surplus capacity continues to be driven out of the Supply Chain. There are no more 'just in case' stocks. AEST endeavours to develop more flexible, responsive, demand-driven procurement processes to improve customer support, but the onus remains with the customer to accurately identify and communicate the requirement by diligent consideration during the JBA / IBA process.
5. AEST uses information on User demand to calculate what it needs to buy in order to have it available when the customers need it. It takes account of manufacturing lead times, economic order quantities, etc to establish its procurement plan. As part of the PR / JBA / IBA process, AEST negotiates the transfer-out figures with customers during the autumn. This is the amount customers believe they are going to consume from the AEA&SE inventory. Further amplification of the process is at the diagram, Figure 15, below.

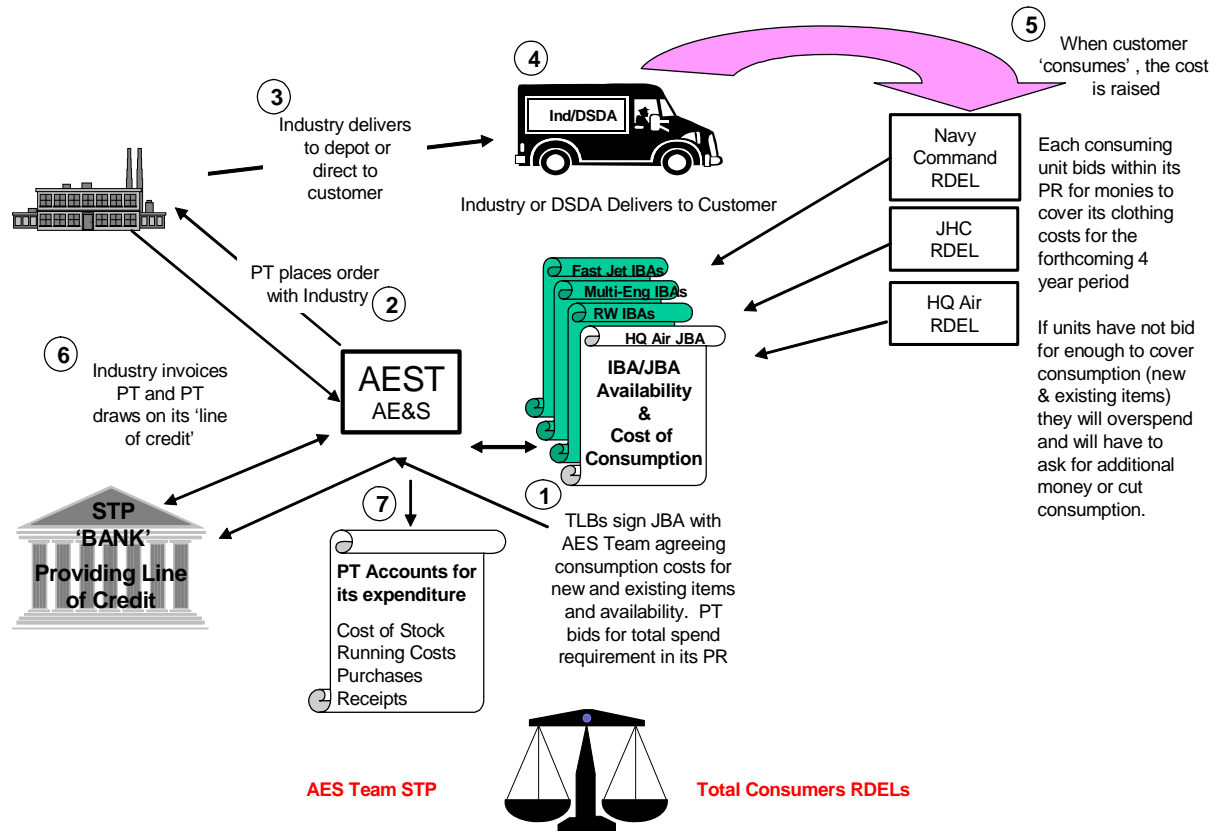
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<sup>17</sup> STP Short Term Plan – now replaced by PR – Planning Round. E.g what would have been STP08 is now PR08.  
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Figure 15: Clothing 'Model'



## Notes:

1. The financial control mechanism is now the RDEL and no longer 'Programme' - we now control consumption not cash.
2. PT is only allocated 'cash' for stock purchases on the customers' behalf; when issued from stock, the cost is charged to the customer.
3. There is no longer any need to commit to contract to 'protect' funding as the SoSP is no longer the control mechanism.

**ANNEX B - GUIDE TO INFORMATION TO BE CONSIDERED WHEN COMPILING  
USER REQUIREMENT DOCUMENTS / STATEMENT OF USER REQUIREMENTS FOR  
AIRCREW EQUIPMENT ASSEMBLIES AND SURVIVAL EQUIPMENT (AEA&SE)**

[Introduced in Paragraph 15](#)

*The aim in compiling the User Requirement Documents (URD) is to state clearly what the need is in order to aid the development of a solution, not to state the solution. This guide provides a checklist of those aspects to be considered when compiling the URD; only those headings appropriate to the requirement should be completed.*

**USER REQUIREMENT DOCUMENT FOR AEA&SE**

1. **Title:** Brief description of requirement.
2. **Customer Sponsor:** FLC.
3. **Users:** Brief description of user community.
4. **Required In-Service-Date (ISD) and Reason:** Specify date(s) by which item(s) must be in service giving rationale. If date(s) are not important, say so.
5. **Background:** Set the scene for the uninformed reader - what has led to the requirement?
6. **Existing Item(s) to be Replaced:** If appropriate, itemise product(s) by description, NSN, source of supply and price.
7. **Disadvantages of Existing Item(s):** What is wrong with currently supplied item(s)? Consider: performance required for the task, safety, ease of use, fit, comfort, legality, reliability, availability, durability, visibility, maintainability, and compatibility with other items, cost and any other pertinent factors.
8. **Requirement:** What is to be provided and for what purpose? An ensemble, single item and for which group of users etc.
9. **Costs:** What is the estimated cost of the requirement and over which FYs will expenditure occur and to which budget areas? Include both Spend on Stock Purchases (SOSP) and Development costs. If there are additional costs to current provision, the budget statement below must be completed.
10. **Users:** Who? Service discipline, rank / grade, military / civilian, male / female.
11. **Use:** The aim is to convey a complete picture of the item(s), the task / duty, the environment in which they are undertaken and any restrictions that may be imposed - use quantitative terms when possible:
  - a. Are there any constraints on use? e.g. Use in hazardous environments or close to electronic equipment.
  - b. What is the task undertaken?
  - c. Do hazards exist?

- d. What, if any, equipment / machinery is involved?
- e. Specify any other products that are used and may be relevant?
- f. Which environment(s) will the items be used in? eg. Arctic, Desert, Tropical, Temperate, season, time (day, night).
- g. Are there any periodicity consideration (sortie time)?

12. **Risk Assessments (Where applicable):** If a risk assessment is necessary, include brief details and enclose with submission. Note that it is a Line Management responsibility to undertake a risk assessment where the nature of the task requires it.

13. **Operational Requirements:** Protective Qualities? What attributes must the item(s) possess to counter the hazards and risks?

14. **Physical Characteristics:** Uniformity, colour shape, weight, material, feel, density, buoyancy, provision for rank or other accoutrements / markings etc.

15. **Legislation / Standards:** If there are legislative or standards (eg BSI) considerations, include relevant reference.

16. **Life Expectancy of the Product:** What durability / life expectancy is required by the user-period of usage, calendar life?

17. **Repair and Maintenance:** Preferred repair and maintenance policy, maintenance free, daily, monthly, unacceptable time for maintenance to take, use of specialist tools or equipment, other, replaceable components? Repair disposable, repair by user, repair by contract, other?

18. **Training:** Preferred training policy is?

19. **Care and use:**

- a. **Use** - detail extant instructions that regulate task etc, if applicable.
- b. **Care** - user opportunity and facilities or equipment for cleaning and storing of items.

20. **Compatibility:** To be compatible with the following item(s):

- a. NSNs - description?
- b. NIV items - description?
- c. New items arising from project?

21. **Proofing:** What are the proofing requirements (if any) e.g waterproofing, fire retardant.

22. **Climatic:** What climatic considerations are there? Where in the world is the item(s) to be worn / used?

23. **Sizing:** Maximum, minimum and any unusual characteristics.

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24. **Storage Life:** If a minimum storage life is required specify the time, storage condition and reason.
25. **Item Marking:** What item markings are required?
26. **Packaging:** Is packaging standard or are there any special requirements?
27. **Dependency and Scale of Issue:** Number of personnel undertaking duties for which item(s) are required and scale of issue (e.g quantity of items per person).
28. **Trials and Qualification:** Requirement to be agreed between sponsor and AES Branch, including Acceptance Criteria.
29. **Deployment Approach:** Identification of Logistics Focal Point, introduction / roll-out to be made as a capital issue, maintenance basis or other? Justification or approach?
30. **Approvals:** All requests for new or enhanced equipment and increases in scale must be formally endorsed - as per the signature blocks below:

<p><b>USER FLC (incl UIN)</b></p> <p>I authorise this requirement</p> <p><b>Signature:</b></p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Appointment:</b></p> <hr/> <p><b>Telephone:</b></p> <hr/> <p><b>Date:</b></p> <hr/>	<p><b>BUDGET AUTHORITY for USR or Changes to Scales</b></p> <p>I certify that adequate financial provision is available within the FLC to meet the costs of this requirement</p> <p><b>Signature:</b></p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Appointment:</b></p> <hr/> <p><b>Telephone:</b></p> <hr/> <p><b>Date:</b></p> <hr/>
<p style="text-align: center;"><b>PJHQ AUTHORITY- USRs</b></p> <p>I authorise AES PT to proceed with this requirement</p> <p><b>Signature:</b></p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Appointment:</b></p> <hr/> <p><b>Telephone:</b></p> <hr/> <p><b>Date:</b></p> <hr/>	<p style="text-align: center;"><b>PJHQ AUTHORITY</b></p> <p>I certify that the requirement is necessary for Operations and should be processed as a UOR</p> <p><b>Signature:</b></p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Appointment:</b></p> <hr/> <p><b>Telephone:</b></p> <hr/> <p><b>Date:</b></p> <hr/>

**Distribution:**

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### ANNEX C - LIST OF AEA&SE JBA / CSA HQ POCS INCLUDING DEC TA

[Introduced in Paragraph 16](#)

KEY STAKE-HOLDERS	INCLUDES	POC DETAILS
Cap TA	CapTA-APS	9621 Ext 86499
Fast Jet Platform PTs	As detailed in IBAs	95371 Ext 8195
Multi-Engine Platform PTs	As detailed in IBAs	95371 Ext 8195
Rotary Wing Platform PTs	As detailed in IBAs	95371 Ext 8195
Navy Command	FLEET-CAP AV ASAC MASC SO2 FLEET-CAP AV LYNX SO2 FLEET-CAP AV MERLIN SO2 FLEET-CAP AV SK5 SO2 who liaises with FLEET-CAP AV FSURVO SO2 to address Forward support matters.	93832 Ext 8869 93832 Ext 8870 93832 Ext 5347 93832 Ext 5329 92832 Ext 5451
JHC	JHC J5-CD3-SO2 who liaises with JHC J4-Sp-Eqpt-Sp-SO2 to address Forward support and Embarked Aviation matters.	94331 Ext 2809
HQ Air	HQ 1Gp-Cap Dev IAO SO1 to co-ordinate with HQ 1 Gp-Cap Dev IAO SO2 for Fast Jet requirements and 2Gp ATAAR Curr Cap2 SO2 for Large Aircraft requirements. 1Gp and 2Gp liaise with HQ Air Cmd A4-4 Arm SO2 to address Forward support matters.	95221 Ext 6934
PJHQ	PJHQ-J3-DACOS EC	9360 Ext 46232
AEST	AESTL	95371 Ext 8149
	AEST - NCAM	95371 Ext 4532
	AEST RM	95371 Ext 4575
Other Key Stakeholders	RAF CAM. INM. RWOETU. 67 (D&T) Squadron. Fleet.	

**ANNEX D - AES PT AIRCREW EQUIPMENT ASSEMBLIES AND SURVIVAL EQUIPMENT (AEA&SE) REQUIREMENTS MANAGER**

[Introduced in Paragraph 17](#)

1. The Aircrew Systems Requirements Manager (ASRM) for the ranges of AEA&SE appearing beneath is as follows:

a. NCAM (Tel: 95371 Ext 4532) and APSRM (Tel: 95371 Ext 4575). The NCAM post is responsible for UORs, in-service availability and Sustainment matters and the APSRM post is responsible for new requirements and changes in scale for the following:

(1) **Aircrew Equipment Assemblies (AEA).** Aircrew and passenger helmets, night vision devices, corrective spectacles including laser eye protection, oxygen masks, personal equipment connectors (man portion), life preserver assemblies, load carrying jerkins, survival waistcoats including ballistic protection, aircrew NBC respirator No 5 (AR5) and associated equipment, leg restraint garters, liquid cooled vests, pressure garments, immersion coveralls and associated aircrew clothing.

(2) **Survival Equipment (SE).** Emergency escape parachute assemblies, aircrew and passenger restraint harnesses, certain airborne search and rescue equipment, life raft assemblies, survival packs and certain emergency escape slides.



**ANNEX E - CONTACT DETAILS AND CLOTHING AND EQUIPMENT RESPONSIBILITY RANGES**

[Introduced at Paragraph 17](#)

1. Contact details for Clothing and Equipment Responsibility Ranges are as follows:

- |    |                        |                 |
|----|------------------------|-----------------|
| a. | AES Supply             | 95371 Ext 5233. |
| b. | AES – AEA&SE Supply 1  | 95371 Ext 5223. |
| c. | AES – AEA&SE Supply 1a | 95371 Ext 5222. |
| d. | AES – AEA&SE Supply 1b | 95371 Ext 5224. |
| e. | AES – AEA&SE Supply 1c | 95371 Ext 5040. |
| f. | AES – AEA&SE Supply 1d | 95371 Ext 5217. |
| g. | AES – AEA&SE Supply 1e | 95371 Ext 4147. |

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## ANNEX F - MOD FORM 1948 - APPLICATION TO AMEND AIRCREW EQUIPMENT ASSEMBLIES AND SURVIVAL EQUIPMENT (AEA&SE) SCALES OF ENTITLEMENT

[Introduced in Paragraph 18](#)

From:	To: (Sponsor as shown on scale)	Unit: UIN:
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### Part A – Scale(s) Affected by Application (if new, enter “New”)

Scale Reference(S)	
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### Part B – Proposed Change (if more than 3 items are involved, add rows)

NATO Stock Number (NSN) (a)	Description (b)	D of Q (c)	Existing Qty (d)	Proposed Qty (e)
1.				
2.				

### Part C – Total Cost of the Change to Scale. Add rows as required.

Value of item (a)	Current Value of Scale (b)	Value of Proposed Scale (c)	Difference (d)
1			
2			
Totals			

**Part D – Reason for Requirement.** A clear statement to justify the need and which avoids further correspondence. If there may be a wider application of this proposal eg, another ship, unit or Squadron comment on it.

Signature Signed on original: (Supply / Commanding Officer)	Name:	Rank / Grade:  Date:

### Part E – Statement of Decision by Sponsor (As Shown on Scale)

**APPROVED / NOT APPROVED** (Delete as appropriate)

Comments (if required):			
Signature:	Name:	Rank / Grade:	Date:

### Part F - Financial Approval

**APPROVED / NOT APPROVED** (Delete as appropriate)

Comments (if required):			
Signature:	Name:	Rank / Grade:	Date:

**Part G – AEST Action(s).** Change to Scales, IM informed of increase or decrease in requirement. Response sent to originator and FLC.

Signature:	Name:	Rank / Grade:	Date:

**ANNEX G - STAFFING PROCEDURE FOR MOD FORM 1948 – AMENDMENT TO SCALE OF AIRCREW EQUIPMENT ASSEMBLIES AND SURVIVAL EQUIPMENT\***

Introduced in Paragraph 18

