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of Defence

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DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

VOLUME 6
COMMODITY MANAGEMENT

PART 7
VEHICLE MANAGEMENT

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CHAPTER 1: INTRODUCTION

SCOPE

1. The MOD operates a large fleet of MOD owned, leased and Private Finance Initiative (PFI) Registered Number Equipments (RNE). RNE are managed as individual assets and are generically referred to as 'vehicles' in this instruction. All MOD owned RNEs are managed on MERLIN. Vehicles are 'Non-Current Assets (NCA) (formerly 'Fixed Assets') and are managed as such throughout their life within defence. In addition all vehicles are to be registered and display their Equipment Registration Mark (ERM) (also known as number plate). It is MOD Policy that MOD owned or leased vehicles will be correctly registered and managed to satisfy UK legalisation and MOD management and budgetary controls.
2. The term 'vehicle' is applied to RNE, prime movers, trailers, box bodies and occasionally to other assets which are treated as vehicles, for management purposes, such as generators and water craft, they are summarised in Figure 1. The majority of MOD operational vehicles are managed by Project Teams (PT) within the Director Land Equipment (DLE) Operating Centre (OC) of DE&S and are recorded on the MOD 'Management of Equipment Resources, Liabilities and Information Network' (MERLIN) Information System (IS).
3. Civilian vehicles used for administration purposes are managed through contracts and registered on the MOD 'British Army Registration of "B" Vehicles Accounting System' (BARBAS 2.2) IS. Other vehicle management solutions are also in place, for example those vehicles that are locally purchased by Naval Bases and are managed by DE&S Maritime Supply Integration Project Team utilising the TRANMAN system. In addition unit vehicle management is carried on MJDI, JAMES and UNICOM in the Army and STAMA, Mini Forward and METRO in the RAF.
4. Once a Supply Chain Manager (SCM) has decided that an inventory purchase should be registered as an asset the SCM needs to select the appropriate asset register. Further guidance to PTs that manage assets can be found on the following link API 13 – Accounting for NCA, which guides managers through asset categorisation, funding and appropriate management considerations including applicable asset registers.

Accounting Systems

5. The financial Management of all MOD inventory items, including Capital Spares, must be managed on or linked to the DE&S Accounting Collation Systems (DSACS) project. DSACS ensures MOD is able to meet its statutory financial accounting requirements.

Asset Registration – ME NCAR

6. Once a SCM has identified that an asset (s) meets the criteria for registration on the Main Equipment Non Current Asset Register (ME NCAR), if it is a vehicle, it is to be registered as an asset on the ME NCAR and on MERLIN. MERLIN is an Asset Tracking system for Land Managed wheeled and tracked Green Fleet vehicles¹.

¹ MERLIN also contains information on other equipment but this publication is concerned with vehicles.

Urgent Operational Requirements (UOR)

7. There is no bespoke system for Inventory procured under UOR arrangements. They are to be formally accounted for in the normal manner on current in-service LogIS (i.e. SS3, CRISP, SCCS, MERLIN) to ensure the assets can be tracked for asset inventory management purposes and reporting in the ME NCAR. UORs and any spares or ancillaries procured for their support are to be accounted for from first receipt, be that at a base depot or by a unit, until final disposal.

OWNERSHIP AND POINTS OF CONTACT

8. Formulation of policy on vehicles lies with the Deputy Head Supply Chain Policy (DepHd SCPol) and is ratified by the Defence Logistic Working Group (DLWG). Enquiries concerning this document should be addressed to:

- a. Regarding the content to the policy Sponsor:

DESJSCSCM-SCPol-SupPolDev@mod.uk
Tel: Mil: 9679 Ext 80960, Civ: 030679 80960

- b. Regarding the accessibility of the document:

DES JSC SCM-SCPol Editorial Team
Tel: Mil: 9679 Ext 80954, Civ: 030679 80954

GLOSSARY

9. Joint Support Chain terms are contained in JSP 886 Volume 1 Part 1A: Glossary.

LINKED PUBLICATIONS

10. The following documents provide additional information on vehicles:

- a. JSP 368: MOD Guide to Repayment. Loans to industry.
- b. JSP 472: Financial Accounting and Reporting Manual 2010/11.
- c. JSP 800: Defence Movements and Transport Regulations Volume 5 Road Transport.
- d. JSP 818: C Vehicle Capability, which covers C Vehicle PFI.
- e. JSP 886: Volume 3 Part 13: Return of Materiel.
- f. JSP 886: Volume 3 Part 15: Supply Chain Transactions.
- g. JSP 886: Volume 4 Part 6: Losses.
- h. JSP 886: Volume 4 Part 7: Loans (Draft).
- i. JSP 886: Volume 7 Part 8.05: Technical Documentation.
- j. AESP 2300-A-050-013 B: Vehicle Maintenance, Test, Certification and Inspection Policy.

SUPERSEDED PUBLICATIONS

11. The following documents are superseded by this publication:

- a. **JSP 886 Volume 4 Part 200:** Supply of Materiel to Land Units. Section 1 Annex D: Complete Equipment Schedule and Section 6: Supply of Registered Number Equipments.
- b. **JSP 886 Volume 4 Part 201:** Management and Accounting for Materiel in Land Units - Manual Systems. Section 2 Annex A: Instructions for CES Equipment Deficiency State (AF B6530).
- c. **JSP 886 Volume 2 Part 307:** MT Vehicle Provision and Supply.

CHAPTER 2: VEHICLE MANAGEMENT

POLICY

1. It is MOD Policy that MOD owned or leased vehicles are correctly registered and managed to satisfy UK Legislation and MOD management and budgetary controls. The following publications

- a. **Financial Management.** The financial aspects of vehicle management must be conducted in accordance with JSP 472: Financial Accounting and Reporting Manual 2010/11.
- b. **UK Legislation.** The management and operation of vehicles must be in accordance with The Road Traffic Act 1988 and JSP 800: Defence Movements and Transport Regulations Volume 5 Road Transport.

VEHICLE FLEETS

2. MOD Vehicles are categorised as being in one of the following Vehicles Fleets:

a. **Green Fleet.** This category includes the MOD's operational vehicle fleet. These vehicles are the responsibility of designated DE&S PTs, they are allocated and display Equipment Registration Marks (ERMs) and generally recorded on MERLIN. The Green Fleet in the main is MOD owned operational vehicles, but also includes PFI fleets, such as the 'C' Vehicle PFI (managed by JSP 818: C Vehicle Capability) and the Heavy Equipment Transporter (HET) PFI². PFI vehicles are not MOD owned. The Green Fleet includes:

(1) **Vehicles.** Equipments that are classed as vehicles under UK law and that would require to be registered with the Driver and Vehicle Licensing Authority (DVLA).

(2) **Trailers.** It is MOD policy that trailers are registered. The following applies to ERMs:

(a) RN trailers display the ERM of the towing RNE. The trailer ERM is to be recorded on the chassis of the trailer.

(b) Army and RAF trailers are to display the trailer ERM.

(3) **Box Bodies.** All box bodies are to display their ERM.

(4) **Other Assets.** Other RNE (non vehicle) assets, such as Rigid Inflatable Boats (RIBs) and MEXE Floats.

b. **White Fleet.** This category includes the MOD's, non operational, administrative vehicle fleet. These vehicles are contract hired by MOD, allocated and display Vehicle Registration Numbers (VRNs) and recorded on BARBAS. MOD maintains the role of 'Registered Keeper' of these vehicles for DVLA and Police purposes and

² For 'C' Vehicle PFI Plant: blocks of ERMs of the form **KM** are allocated to the Prime Contractor by D&ES. These ERMs are not recorded on MERLIN. For HET: allocated ERMs which are recorded on MERLIN despite not being MOD owned. HETs are not subject to unit accounting.

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has the responsibility of taxing and registering the vehicles, although the MOD does not own them.

c. **Yellow Fleet.** This category includes Material Handling Equipment (MHE) used in MOD depots. It is managed using separate contracts and is not recorded on MERLIN or BARBAS.

d. **Grey Fleet.** Grey Fleet is a term used to cover those vehicles that do not fall under Green, White or Yellow Fleet definition, i.e. not fighting (operational), not road going leased under the WF contract, or MHE leased under the YF contract. 'Grey Fleet' covers vehicles such as those used for Sea Wolf Tracking, Flight Deck Tractors etc fall into this category.

Figure 1: Liability Type Codes

Liability type Code	Description
A	A-vehicle - A tracked or wheeled armoured combat land vehicle primarily designed for offensive purposes and a specialist vehicle derived from these basic designs.
B	B-vehicles: Green Fleet - A soft skinned tracked or wheeled land vehicle, self propelled or towed, commercial or general service, which is not primarily designed for offensive purposes but which may in some cases be armoured for defensive purposes, and which is not otherwise specifically defined. Green Fleet are deployable assets. White Fleet (procured and managed within the Field Army) - All other categories of B vehicles not categorised as Green Fleet which, in the main, are in the delivered livery. .
C	C-vehicle - A wheeled or tracked item of earth moving equipment, either self propelled or towed; all self mobile, self steering, purpose-made cranes, cable laying ploughs; all industrial and agricultural tractors and rough terrain fork lift tractors, excluding warehouse tractors. See also Code R.
E	E-vehicle - A truck-mounted or trailer-mounted equipment or a static generator whose registered number must be recorded for legal or management purposes. See also Code R.
P	P-vehicle - A powered mobile, materiel handling, equipment that is used in a warehouse or industrial environment, including a tractor, trailer or hand pallet truck, whose registered number must be recorded for legal or management purposes.
R	R-equipment - An item of engineer equipment or an ancillary which is neither a C nor an E vehicle and whose registered number must be recorded for legal or management purposes.
W	W-equipment – Un-armoured weapon or element of a weapon that is not a personal weapon but whose registered number must be recorded for legal or management purposes.
Z	Z-equipment - A transportable container whose registered number must be recorded for legal or cost management purposes.

VEHICLE MANAGEMENT AND ACCOUNTING SYSTEMS

3. **MERLIN.** MERLIN is a closed loop accounting IS which has all the necessary functionality to manage the vehicles from arrival in service until disposal. MERLIN has its own unique codification system based on the Materiel Asset Code (MAC) which gives each Type-variant of vehicle its own nomenclature. There are 2 instances of MERLIN:

- The main MERLIN system used by PTs, FLC Fleet Managers and DES JSC SCM-SCO Census Team at Chilwell.
- The Depot Management System (DMS) used by the vehicle depot at Ashchurch, Donnington, West Moors, Kinnegar and Episkopi to manage the depot stocks of vehicles.

4. **Unit Management.** Note that MERLIN is not deployed to units and units manage and account for their own vehicle fleets on other unit Log IS:
- a. Management of the Joint Deployed Inventory (MJDI) further guidance on which can be found at [MJDI User Home Page](#).
 - b. TRANMAN.
 - c. STAMA.
 - d. METRO.
 - e. UNICOM further guidance on which can be found at [UNICOM Home Page](#).
 - f. There are vehicle Asset Management systems:
 - (1) Joint Asset Management and Engineering Solutions (JAMES) further guidance on which can be found at [JAMES Home Page](#).
 - (2) WITTS.
 - (3) HUMS.
5. **BARBAS.** BARBAS is a specialist application based in the Census Team (CT). BARBAS maintains civilian vehicle registration numbers (VRNs) and produces tax discs for those vehicles that are recorded on it. It provides the link between the - civilian - Civilian Registration Number (CRN) and the military Equipment Registration Mark (ERM) for tracking purposes.
6. **Materiel Asset Codes (MAC).** A Materiel Asset Code (MAC) describes the functionality of a particular type of RNE that is to be provided to fulfil a task: for example the requirement for a 4 wheel drive, medium utility truck, fitted for radio (TUM FFR 4x4). The reference for vehicle establishments and entitlements is JSP 886 Volume 3 Part 15: Supply Chain Transactions, Chapter 2: Entitlement. This requirement can be filled by any number of assets manufactured for that purpose: for example the various specifications of Landrover vehicles. The MAC is managed on MERLIN and is allocated by the CT and gives all this information in a 10 character Alpha Numeric nomenclature code. The MAC can be used in full or broken down into a Liability Type³ or Liability / Financial Code to describe generic capability as indicated in the diagram below. The specific parts of the MAC are as follows:
- a. **Financial Management Indicator (FMI).** The FMI is a single alphanumeric character and indicates the organisation financially responsible for fulfilling the liability.
 - b. **Liability Type.** The Liability Type is a single alphanumeric character that indicates the broad grouping of the liability. The current Liability Types are set out at Figure 1.

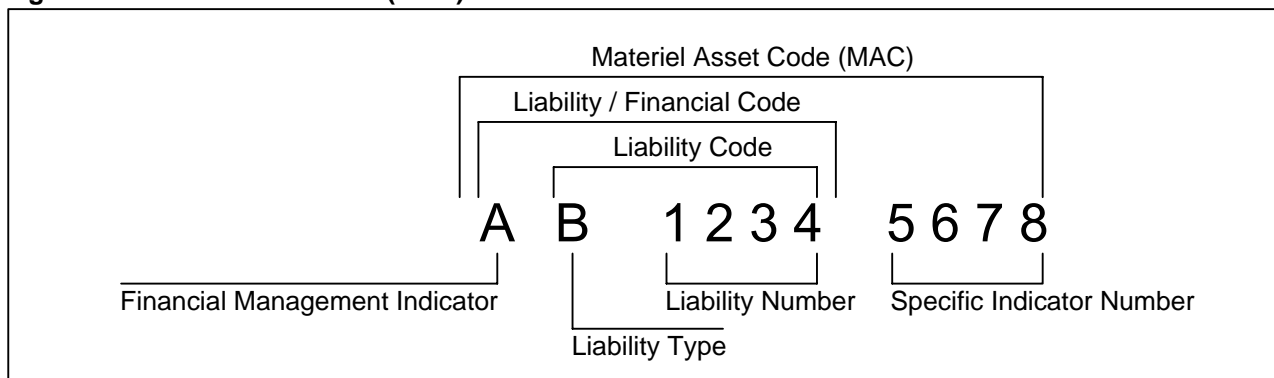
³ A code that describes a unique materiel liability and is published in the Defence Catalogue of Liability and Asset Codes and the ADP 7005 Army Establishment Table.

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c. **Liability Number.** The Liability Number is a four-digit number that when combined with the Liability Type, uniquely identifies an individual materiel liability. There is no inherent meaning built into the liability number, however, families of vehicles will have similar numbers.

d. **Specific Indicator Number (SIN).** The SIN is a four-digit number that when combined with FMI and Liability Code, is used to uniquely identify individual liability types that are used to fulfil a financially managed materiel liability. There is some meaning built into the numbers used as SIN and these numbers are repeated across different MAC.

Figure 2: Materiel Asset Code (MAC)



RESPONSIBILITIES

7. The following areas have a role in the management of MOD vehicles:

a. **MOD Centre.** The capability planners in MOD Centre are responsible for defining the capabilities, and their associated 'Liability', that are to be procured by DE&S. MOD Centre, as a TLB, is also responsible for managing its vehicles.

b. **Project Teams (PTs).** PTs procure vehicles against a 'Liability' set by the Capability Sponsor in MOD and manage them as fleets against subsequent Total Fleet Requirements (TFR). PTs maintain the through life management responsibility for the vehicles, including modification and eventual obsolescence and disposal. PTs are to ensure that the RNEs are registered on the correct MOD system and that ERM or VRN details are notified to the contractor so that vehicles can be delivered displaying the correct registration details. DE&S, as a TLB, is also responsible for managing its vehicles.

c. **Front Line Commands (FLC).** HQ FLCs are responsible for managing the vehicle fleets within the respective FLC through its own chain of command. Army HQ as the user of the majority of vehicles has the most substantial FLC role.

d. **Census Team.** The Census Team are part of Supply Chain Optimisation (SCO), and are responsible for accounting for vehicle assets and maintaining the information on MERLIN. This includes 4 functions: editing the MERLIN account; conducting an annual census of all deployed vehicle assets; and managing vehicle nomenclature codes. In addition, the Census Team is responsible for the tax and registration of the civilianised vehicle assets using the BARBAS system. The following should be noted:

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(1) Whilst the Census team is responsible for the tax and registration of civilianised vehicle assets using the BARBAS system, it does not follow that all vehicles leased by the MOD should obtain their tax discs from the Census Team: this is determined by the terms of the contract that the supplier has with the MOD.

(2) The MOD can only provide tax discs on behalf of DVLA to those vehicles that qualify for Crown Exemption from Vehicle Excise taxation. If the supplier intends to lease the vehicle to both the MOD and also lease it to outside companies / personnel, then the vehicle is unlikely to qualify for Crown Exemption.

(3) The LCS Vehicle Depot will only “birth” those vehicles that are received from trade into the MOD that physically transit through LCS Facilities. For example, if vehicles are delivered direct to unit, or are Local Purchase vehicles, then they will be “birthed” on MERLIN by the Census Team.

e. **LCS Facility.** LCS Facilities (such as the one formerly known as the Vehicle Depot Ashchurch) are responsible for receipting and storing RNE for subsequent issue on the direction of the owning PT. The depot uses MERLIN DMS for managing this task. The depot is also responsible for ‘Birthing’⁴ the vehicle on MERLIN and entering the relevant Engine and Chassis numbers in the required data entry fields.

f. **Units.** Units are responsible for the care and maintenance of those RNEs issued to them. They are to complete all transactions required, including actioning of census returns and issue and receipt vouchers in accordance with these regulations.

VEHICLE ACCIDENTS AND INCIDENTS

8. All vehicle accidents and incidents are to be dealt with in accordance with JSP 800: Defence Movements and Transport Regulations, Volume 5: Road Transport Part 3 Chapter 6. It applies to the use of all MOD vehicles, including white fleet but excludes privately-owned vehicles (even when used on MOD business). Where a vehicle has come from a hire company, such as part of a white fleet contract, the company are to be notified of any accidents or incidents. It should be noted that costs for vehicle damage, that are not recovered as a result of disciplinary action, are treated as a loss and dealt with in accordance with JSP 886 Volume 4 Part 6: Losses.

⁴ In this case ‘Birthing’ encompasses both the introduction of equipment type into the defence inventory and the recording instance information. Birthing is a two stage process which creates both an engineering record for an equipment type and records serialised instances of the item, to be through life engineering and asset managed. This activity enables equipment to be both managed on JAMES(L) and when deployed forward of the Primary Depot, Materially Accounted for on MJDI.

CHAPTER 3: SUPPLY OF VEHICLES

INTRODUCTION

1. This chapter contains regulations for the supply of vehicles as defined by Figure 1. The Materiel Asset Codes (MAC) are used to describe vehicles regardless of the type of procurement. The MAC does not state the type of procurement that must be used and theoretically a liability for 4x4s could be made up from MOD owned vehicles (Green Fleet) and Leased (White Fleet). This chapter deals principally with Green Fleet vehicles. White Fleet vehicles are managed by Project Phoenix and C vehicles by the 'C' Vehicle PFI covered by JSP 818: C Vehicle Capability.

LOAN OF VEHICLES

2. The procedure for loan issues of materiel, including RNE is dealt with at:

- a. JSP 886 Volume 4 Part 7: Loans (Draft).
- b. JSP 368: MOD Guide to Repayment. Loans to industry.

CONTACT WITH MANUFACTURERS

3. Units / Establishments are not to communicate with the manufacturer on the following subjects, except in the case of Warranty Claims or where communication is a necessary part of their function:

- a. The provision, delivery, quality or operational function of any equipment subject to a formal MOD contract. When information of this nature is required the matter is to be referred initially through the Chain of Command to the PT.
- b. Unit requirements for Technical Documentation (TD), parts lists etc, can be demanded through normal channels and are available on 'Technical Documents on Line' (TDOL).

4. Any unit / establishment receiving a loan offer or gift of equipment from a manufacturer is to report the details through the Chain of Command to the PT.

SOURCE OF SUPPLY

5. The supply of vehicles (RNE) is usually the responsibility of DE&S Project Teams (PTs) unless Units purchase vehicles under local arrangements in which case units are to consult with the owning PT.

SUPPLY OF VEHICLES

6. Capability Integration Managers (CIM) from FLCs are responsible for producing the equipment Fielding Plan, usually in conjunction with the PT and will issue vehicles in concert with the Fleet Managers, working from the Equipment Directorate.

7. Vehicle Initial issue:

- a. An initial issue may be required for one of the following reasons:
 - (1) Formation of a new unit.

- (2) On change of unit role involving additional or different RNE.
- (3) On an Arms Plot move when RNE is not available to be taken over at the new station.
- (4) The initial deployment of new type RNE.

b. Unit demands to meet the requirements in Paragraph 7a (1) to (3) are not required. The PT will provide instructions for an automatic issue of RNE in accordance with Annex B of this chapter.

c. Automatic issues of new type RNE to units (Paragraph 7a (4)) will be authorised in release instructions provided by the PT, who will also arrange for existing RNE to be withdrawn when necessary. Demands are not required from units.

8. **The Basic Unit Fleet.** The Basic Unit Fleet is the quantity of vehicles which are required to maintain individual and crew skills at Core Training Level 0 (CT0) and allow CT1 training to commence once enhanced by the CT1 Training Fleet. It needs to be large enough to maintain an RNE care culture in the unit and enable essential training, but small enough not to impose an RNE support burden throughout the 30 month C-FORM cycle. Land Environment Fleets Concept is shown below. In essence there are 4 main fleets (each consisting of core and UOR equipments) as follows:

- a. Operational (deployed on current operations).
- b. Training (in use for training). The Training Fleet consists of:
 - (1) A Train-The-Trainer (T3) Fleet held at ARTD (eg DST Leconfield) and SEME Bordon.
 - (2) A stable Basic Unit Fleet (formerly Unit Holdings (UH)) held in unit lines.
 - (3) A Reinforcing Fleet held away from unit lines and used to supplement the Basic Unit Fleet for training at CT1.
 - (4) Training Area Fleets held in BATUS, BATUK, BATSUB and close to Salisbury Plain (at LTF(W)) to enable HFT and MST training above CT1.
- c. Contingency (in storage).
- d. Regeneration (RNE undergoing Base Overhaul or deep maintenance).
- e. When an initial issue under Paragraph 7.a is required to meet an increase in Basic Unit Holding (BUH) the requirement is met as follows:
 - (1) **‘A’ Vehicles and Engineer RNE.** Issues are authorised by the Army HQ Equipment Planning Conferences, and allocations issued to meet the Whole Fleet Management (WFM) requirement in consultation with the DE&S. Units submit their requirements in accordance with Army HQ SO 4532 to the ES branch via their formation HQ.
 - (2) **‘B’ and ‘C’ Vehicles and Liability Type Codes E, P, W and Z.** Issues are authorised by the Army HQ Equipment Planning Conferences, and allocations issued by the Fleet managers to meet the WFM requirement Units

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submit their requirements in accordance with Army HQ SO 4532 to the ES branch via their formation HQ.

Replacements of 'A' Vehicles

9. The replacement of 'A' vehicles, for base repair will be included by the PT in the vehicle movement instructions. To enable the unit to transfer CES items and installation kits from one vehicle to the other, a vehicle will normally be issued before the replaced vehicle is withdrawn.

10. For vehicles sentenced BLR / BR, units are to submit an Equipment Casualty Report (ECR) Signal in the format shown in Annex A to this chapter. On receipt of an ECR Signal, which acts as a combined demand and disposal request for BLR / BR RNE, the Formation HQ informs Army HQ A Vehicle Fleet Manager (AVFM), who then arranges a replacement issue and withdrawal of the sentenced vehicle.

Replacement of B, C, E, P, W and Z Vehicles

11. Units submit an ECR signal in the format shown in Annex A to this section which acts as a combined demand for a replacement and a request for disposal instructions (AF G8621 process contained in JSP 886 Volume 3 Part 13: Return of Materiel. For Army HQ units all demands should be placed in accordance with LAND SO 4532: Whole Fleet Management Procedures.

Replacement of R Vehicles

12. An ECR signal at Annex A, for Code R equipments, should be sent to the PT.

FITTED AND ASSOCIATED ITEMS

Complete Equipment Schedule (CES)

13. A CES lists all items which form a complete RNE, including ancillaries, accessories, tools and spares, and user technical publications. Further details of types of CES, the standard format of a CES and details of supply of individual items are contained in Chapter 4. RNE are held complete to CES by JSC LCS depots for issue on initial deployment for trials and to replace RNEs lost in action. However, the items listed in the CES Part 3 for B vehicles are not supplied on initial deployment and should be demanded separately once the unit receives the RNE.

Fitted Items

14. Standard fitted items on RNEs, such as mandatory lighting, convoy lights, number plates, reflectors, windscreen wipers, vehicle batteries and rifle clips, vary according to RNE type and are not listed in the CES. Although not listed or accounted for separately, fitted items are to be checked during receipt / issue inspections. Deficiencies are to be reported as detailed in Paragraph 19.

Special to Role Installation Kits

15. These are not issued with the RNE and are either subject to a separate issue voucher, or included in the unit Equipment Table. When supplying RNE for inter-unit loans / transfers, return to storage, or for disposal, special fittings / kits are to be removed and retained.

Commercial Tool Kits

16. Vehicles with MAC NB may be received with civilian pattern tools in addition to or in lieu of CES scaled items. Replacement service type items are not to be demanded until the civilian pattern tools are unserviceable or deficient. Civilian pattern tools received surplus to the CES scale are to be brought on charge by Certificate Receipt Voucher in the Miscellaneous Stores Account and recorded as held against the vehicle registered number. Replacements for these surplus items are not to be demanded when they become unserviceable or deficient.

Radios

17. Radios fitted as standard in cars and vans by the manufacturers are non-maintained items, and replacements should not be demanded when the radio is declared BER.

Accounting Forms

18. The following forms are used for transactions involving ERM's, both to support unit or depot accounts and to provide computer information on global location and ownership which is maintained to meet legal requirements. It is important to complete these transactions quickly and not to delay clearance of the forms whilst discrepancy action is taken.

a. **AF G8850 or AF G8850(M) (Registered Number Equipment Issue Voucher and Convoy Note).** These forms are used when a RNE is issued from depot. The AF G8850 is computer produced, and AF G8850(M) is a manually prepared version used if the computer voucher cannot be produced for any reason. Full details of unit action and distribution of the forms are given in Annex B.

b. **AF G8851 (Registered Number Equipment Receipt and Issue Voucher).** This form is used for issues of a RNE from units. Unit documentation on AF G8851 is given at Annex B.

c. **AF G8635 (Registered Number Equipment Repair Issue and Receipt Voucher).** This is a 4 part document used by a Repair Agency for the issue of RNE to a unit or depot, or to another Repair Agency, and subsequently to acknowledge receipt of that RNE, which may have been repaired, partly repaired, modified, or sentenced beyond repair. Unit documentation on AF G8635 is given in Annex B.

19. **Deficiencies.** When deficiencies are found over and above those declared on the RNE issue voucher, discrepancy action is to be taken. To reduce the likelihood of discrepancy report action, consignors are to ensure issue vouchers used in the transactions contain the following information:

a. The latest CES amendment number.

b. Details of any items listed in the CES, including technical documentation which cannot be issued at the same time as the RNE.

c. Fitted components not listed in the CES which cannot be supplied at the time the RNE is issued; before declaring possible deficiencies see Paragraph 32.

d. AFs G8850, 8850(M) and 8851 have space where the issuing depot or unit can list CES deficiencies and, when necessary, an attached continuation sheet. AF

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G8635 does not include a space specifically to list CES deficiencies and details are to be noted on the form or on attached on a separate list.

Complaints

20. Unit complaints about the condition of RNEs received from depots are not to rectify faults but are instead to forward details within 14 days of receipt of the RNE as follows:

- a. **UK Units.** To the issuing LCS depot, or Theatre Fleet Support Unit (TFSU), copy to the appropriate formation HQ ES branch.
- b. **Overseas Units.** To the appropriate formation ES Branch. In respect of vehicles issued direct by LCS or TFSU. The overseas ES branch should take action to resolve the complaint.

Change of Build Standard

21. From time to time RNE on unit charge is modified, thereby permanently changing the build standard. Large scale modification programmes are carried out by special teams but sometimes small quantities of RNE may be modified in unit or field workshops. Once the modification is completed, units are to obtain the new MAC and designation and notify the change to the global location record by means of the 'Change of Materiel Asset Code Signal' using the format in Annex C to this section.

22. The unit is also required to amend the RNE log book and CES, and note that modified RNEs are not in normal circumstances to be stripped of the new 'fitted' items on disposal. The fitting of installation kits held on the unit ET does not change the code / designation of an RNE (see Paragraph 15). Vehicles must not be modified without the authority of the responsible PT.

Vehicles for Instructional Aids

23. **General.** This section is only for Registered Number Equipments (RNE) required for instructional purposes. Units should be aware that 'A' vehicles, helicopters and artillery pieces over 100mm which are to be used as training aids are subject to the requirements of the Arms Control Measures detailed below.

24. **Supply.** Instructional aids will invariably be dependent upon availability, and are supplied from items deleted from MERLIN, and the registration mark removed. The procedure for Army HQ units to apply for instructional aids is contained in LFSO 4535 and this should be used by Army HQ units and other TLB's. All applications from units in non-Army TLBs for the supply of instructional aids are to be sent to Army HQ Eqpt Dir, B Veh FM. The application is to contain:

- a. A detailed requirement.
- b. When applicable, a statement that former RNEs will not be used in a mobile role, or on the public road. In exceptional circumstances when the instructional aid needs to be used in a mobile role, the application is to include a statement to the effect that the RNE will be used on designated and authorised training areas, and not under any circumstances on the public road.

25. **Approval.** When sponsoring such requests, the staff of the formation HQ are to consider carefully that if anyone is injured by the mobile use of the RNE, the MOD is

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unlikely to escape severe censure. It is therefore essential that all such applications are approved and authorised, at an appropriate level before the Army HQ Fleet Manager releases the vehicle.

26. **Accounting.** The RNE is to be vouchered to the unit, on AF G8850 or AF G8851 using the chassis or serial number as well as the original ERM, and the issue voucher clearly marked 'Instructional Aid'. On receipt, the item is taken on charge in the unit Articles in Use (AiU) Account as an instructional equipment / training aid. For all RNEs, less those which have been authorised to be used in the mobile role, a statement that the item has been immobilised and the ERM number plates removed and destroyed is to be forwarded to the Formation HQ. At no time after initial issue are instructional vehicles to be referred to as RNE or by their cancelled ERMs.

27. **Equipment Subject to Arms Control Measures.** For 'A' vehicles, helicopters and artillery pieces over 100mm that are used as training aids, the following policy is to apply:

- a. Items of RNE that were in use as training aids prior to 17 Jul 92 are regarded as being outside the scope of the CFE Treaty. Units must be able to provide documentary evidence of any such use.
- b. Items of RNE taken into use as training aids since 17 Jul 92 are subject to the CFE Treaty and Vienna Document declarations and should be declared as such.

28. **Stripping / Sectioning.** Formal approval is to be obtained from the ES branch at Formation HQ before instructional aids are broken down to provide models of engines, transmissions etc. When conversion is complete, the original Training Aid is to be issued off the MSA and the components receipted under their new separate designation of 'Model Engine' etc. Either cross referenced issue / receipt vouchers can be used or the MOD Form 2267: Conversion Form.

29. **Surplus Training Aids.** When instructional vehicles / models are no longer required, disposal instructions are to be requested by the holding unit from the ES branch at Formation HQ, who will arrange for transfer to another unit, or disposal via staffing the request through the chain of command.

Technical Documentation (TD)

30. In addition to the records issued with each RNE, technical documentation (TD) is provided for guidance and use by units issued with RNE. The TD in support of new-to-service RNEs is issued in accordance with JSP 886 Volume 7 Part 8.05: Technical Documentation. Land systems RNEs, including the majority of vehicles, have TD called Army Equipment Support Publications (AESP); AESPs are available on Tech Docs on Line (TDOL). In an AESP the CESs are:

- a. Category 7.3.1: CES Production.
- b. Category 7.4.1: CES Service - Simple.
- c. Category 7.5.1: CES Service - Complex.

31. Equipments brought into service prior may to be supported with Army coded publications or Electrical and Mechanical Engineering Regulations (EMERs). These are available from LCS on demand.

Issue and Transfer of Vehicles

32. **CES for Normal Issues / Transfers.** When selected RNE are issued to another unit, units are to take special note of the request concerning CES. Where units are instructed to issue “Complete to CES” they are to ensure this is the case. Deficiencies to CES must be authorised by the unit’s formation HQ ES staff before the issue voucher is raised. Where deficiencies exist they are to be made good from the units own holdings, extant deficiencies are only to be passed on to another unit / organisation as a last resort and when authorised by the units formation HQ. When authorised, the issuing unit is to raise AF G8851 endorsed with any CES deficiencies. The AF G8851 is then actioned in accordance with Annex B.

33. **Unit handover.** On an Arms Plot move, when one unit is to hand over most or all of its RNE to another unit, the preparation of an AF G8851 for each RNE is unnecessary. Instead the Census Team (CT) will arrange for a computer produced Management Information Report (MIR 200) listing all RNE on charge to be sent in quadruplicate to the outgoing unit. Equipments already disposed of, or being transferred elsewhere, should be deleted from each copy of the MIR 200. The outgoing and incoming Materiel Account should then enter their respective issue and receipt details, and sign page 1 of each copy. AF G8851 action is to be taken for all RNEs held but not included in the main handover / takeover. The distribution of completed MIR 200 is:

- a. No 1 copy – Census Team.
- b. No 2 copy - Outgoing unit.
- c. No 3 copy - Incoming unit.
- d. No 4 copy - Next higher formation HQ.

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ANNEX A: EQUIPMENT CASUALTY REPORT (ECR) SIGNAL

(Introduced in Paragraph 11)

(Units to Division / District / Formation HQ)

From: Unit

To: Division / District / Formation HQ

SIC: Select appropriate SIC from table below.

1. Owner unit title.
2. Owner unit UIN.
3. Materiel Asset Code (see Chapter 2).
4. Equipment registration mark (ERM).
5. Equipment condition (e.g. BLR, BER, BR).
6. Authority for change of condition - AF G1043 reference and date.
7. (Equipment types, B, C, E, P, R, W and Z only). Whether replacement required, and if so, Materiel Asset Code and date required.
8. (Equipment types, B, C, E, P, R, W and Z repair in the UK only). UIN of repair agency (if known).
9. Remarks.

SIC	Liability type
O3K	A
O3M	B
O3O	C
O3Q	E

SIC	Liability type
O3R	P
O3B	R
O3D	W
O3S	Z

ANNEX B: UNIT ACTION ON VEHICLE DOCUMENTATION

Introduction

1. This Annex is a guide to units on the action to be taken in the preparation, completion and distribution of the documentation for Registered Number Equipments (RNE). A number of the serials are concerned with the return procedures; for this reason a copy of this Annex will also be found in JSP 886 Volume 3 Part 13: Returns.

AF G8850 and AF G8850(M): Equipment Issue Voucher and Convoy Note (EIVCN)

2. An AF G8850 accompanies a receipt of a RNE from depot. A Hastener for an AF G8850 or 8850(M) may be received, indicating that copy No 3 detail has not been input to the computer by the due date.

3. **Action Required.** Once the RNE is received the unit is to complete the No 3 Copy of the AF G8850. Do not delay completion until CES discrepancies have been resolved. The unit is to enter details on the upper line, eg under the RV No alongside the transaction code VHQ. The lower line (with its numbered boxes) is for use by staff who prepare the form for encoding and input to the computer. Complete Copy No 3 as detailed below, so as to give a legible impression on all other copies. :

- a. Enter the RV No and date in the appropriate areas.
- b. Enter the registered number of the RNE in the appropriate area. This should be identical to the number printed in the area titled 'Registered Number to be Issued'; if it is not identical, report the matter.
- c. Sign, date and unit stamp the appropriate boxes.
- d. Detach Copy No 3 and dispatch as described below.
- e. If appropriate, at a later date complete the details of any DR report action on Copy No 2.
- f. Only Copy Nos 2 and 3 should be received by a unit:
 - (1) Copy No 3. Dispatch in accordance with the 'Distribution Detail' on the form. Ultimately the detail is input to the computer.
 - (2) Copy No 2. Retain to support the unit account.

AF G8851: Registered Number Equipment Issue and Receipt Voucher (Manual)

4. An AF G8851 is the documentation for a RNE from a unit or depot with a manual account.

5. **Issue.** The consignor of the RNE is to complete the AF G8851 in block capitals as follows:

- a. **RNE Details.** Complete Designation, Vocabulary Reference Number (Section. and Materiel Asset Code / NATO Stock Number), Vehicle Chassis / Frame Number and Registered Number as described in the Record Book (AB 413, AB 446, AB 562).
- b. **Issue Type.** Leave blank.

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- c. **Loan Excess Issue Authority and Date.** Leave blank unless instructed.
- d. **UIN of Consignor.** UIN against which RNE is currently held.
- e. **Issue Voucher and Date.** Enter the appropriate details.
- f. **UIN of Consignee.** Leave blank.
- g. **Issuing and Receiving Units.** Enter the title and address of each.
- h. **Handed Over to / Temporary Receipt Details.** Complete as appropriate.
- i. **Mileage.** Mile or Kilometre readings / fuel in vehicle. Enter 'Start' figures.
- j. **CES Deficiencies.** Lists any CES items, including 'fitted' items, which are deficient at the time of issue can only be endorsed after they have been authorised by the formation HQ G4 staff in accordance with the issue order request.
- k. **Distribution:**
 - (1) **Copy No1.** Retain as temporary receipt. Once updated with receipt information from Copy No3, send to the appropriate Command Log Sp for information.
 - (2) **Copies Nos 2, 3 and 4.** Dispatch to consignee with the RNE.
 - (3) **Copy No 3.** When returned duly receipted, retain to support the account.

6. **Receipt.** The unit receiving the RNE will receive Copies 2, 3 and 4 of AF G8851. These are to be completed as follows:

- a. UIN of Consignee - enter the UIN against which the RNE will be held.
- b. Complete the RV No, RV Date 'Receipt Signature' and 'Receiving Unit stamp' boxes (Copy No 4). Detach and dispatch Copy No 4 to Consignee.
- c. Complete 'Mileage Reading' and 'Fuel in Veh' boxes and check the RNE and CES. Take any DR action necessary and complete AF G8851 with 'DR No' etc.
- d. Sign and date the form and separate the copies:
 - (1) Copy No 2. Retain to support the unit account.
 - (2) Copy No 3. Return to consignor with DR attached if raised.

MOD Form 654: Application for Disposal of a Cast Vehicle (UK Only).

7. Units in UK only are to use the MOD Form 654 to apply for disposal of a cast vehicle. The form is to be completed in 5 copies as follows:

- a. **Unit (Initial).** Complete Part 1. Enter full address of unit applying for disposal instruction and complete the full address of controlling HQ. All details required to be completed from vehicle record book. Copy No 4 linked with AF G8851 (Copy No 1) and retained to support the unit account. Send copies 1, 2 3 and 5 to controlling HQ.

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- b. **Controlling HQ.** Fleet manager to complete Part 2. Copy No 5 retained by controlling HQ. Send copies 1, 2 and 3 to the originating unit.
- c. **Unit (Mid term).**
 - (1) **MOD Form 654 Action.** Send RNE to auctioneer with copies 1 and 3. Unit is also to raise an AF G8851 to issue the RNE from unit to Commercial Auctioneer Site:
 - (2) **AF G8851 Action.** Raise AF G8851 and :
 - (a) Copy No 1 linked to copy No 4 of MOD F654, see above.
 - (b) Copy No 4 linked to copy No 2 of MOD F654 and forward to Census Team.
 - (c) Copies 2 and 3 are to be destroyed.
- d. **Auctioneer.** Signs copies 1 and 3 and returned to the unit.
- e. **Unit (Final).** To finalise paperwork:
 - (1) Copy No 1. Retained by unit to support account.
 - (2) Copy No 2. Link to AF G8851 (Copy No 4) and sent to Census Team.
 - (3) Copy No 3. Forwarded to Disposal Sales Authority.

Hastener for AF G8850 or AF G8850(M)

8. This is output because the details from AF G8850 Copy No 3 failed to be input to the computer for one of the following reasons:

- a. Equipment (and forms) did not arrive at the unit.
- b. Failure by the unit to dispatch Copy No 3.
- c. Loss of Copy No 3 after dispatch from the unit.

9. Action required: Enter the RV number and RNE registered number from the unit copy (Copy No 2) on the hastener. Add the date copy No 3 was signed and return the hastener to the address quoted.

AF G8635: Registered Number Equipment - Repair Issue and Receipt Voucher

10. **Issue.** Raised by a Repair Agency to issue of a RNE to a depot or unit. The form comprises 4 copies. Use block capitals to complete:

- a. **Details.** Enter the following details based on the RNE documents: Designation, Materiel Asset Code / NATO Stock Number, Registered Number, , Vehicle Chassis / Serial Number,
- b. **Indicator.** The indicator is to be entered depending on the nature of the task requested by the PT. The brief explanation on the form is amplified on the reverse of Copies 1, 2 and 4.

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- c. **Section and New Materiel Asset Code.** Where the indicator is A, C or G the Section and New Materiel Asset Code is to be entered otherwise space fill.
- d. **UIN of Consignor.** Enter the UIN of the Repair Agency.
- e. **Issue Voucher Number and Date.** Enter the appropriate details.
- f. **Colour Code and Type.** Enter the colour code and type. See Figure 3.

Figure 3: Vehicle Colour Codes

COLOUR	CODE	TYPE	CODE
RED	1	MATT	1
BLUE	2	GLOSS	2
YELLOW	3	TRADE FINISH (As for Commercial Vehicles)	3
BROWN	4	DISRUPTIVE PATTERN	4
BLACK	5	DISTINCTIVE PATTERN	5
ORANGE	6	INFRA RED (IR) REFLECTING	6
GREEN	7	DISRUPTIVE PATTERN IR REFLECTING	7
WHITE	8	DISTINCTIVE PATTERN IR REFLECTING	8
GREY	9		
MULTI	0		
ARMY / NATO GREEN	A		
RN BLUE	N		
RAF BLUE	R		
SAND	S		
CIVILIAN (Any Commercial Colour)	C		

Notes:

1. The Colour Code is the first character and the Type Code is the second character, for example a vehicle with the upper half white, the lower half green and a broad brown band dividing the two colours would be coded 05. An ambulance with a white gloss finish would be coded 82.
2. Infra red reflecting finishes are always matt and can only be used with Army / NATO Green or Black.
3. Colour Codes currently recorded without using the Alpha code characters or additional infra red type characters need not be re-coded.

- g. **UIN of consignee.** Leave blank.
- h. **Workshop / Contractor.** Enter the title and address of the issuing workshop or contractor.
- i. **Receiving Depot or Unit.** Enter the title and address of the receiving depot or unit which may be a further repair agency.
- j. **Handed Over to / Temporary Receipt Details.** Complete as appropriate.
- k. **Mileage.** Mile or Kilometre readings / fuel in vehicle. Enter 'Start' figures.
- l. **CES No / Amdt No.** Enter CES No and amendment.
 - (1) **Item No Qty.** Enter item No and the quantity deficient.
 - (2) **Workshop / Contractor Stamp.** Sign and stamp all 4 copies.
 - (3) **Additional Details.** Add any further information; if the RNE is 'Non-Census' it must be recorded here.
- m. **Distribution:**

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(1) **Copy No 1.** Retain as temporary receipt. When Copy No 3 is returned, Copy No 1 may be destroyed.

(2) **Copy No's 2, 3 and 4.** Send with RNE. Copy 3 is returned and this is retained to support the repair agencies account.

11. **Receipt.** Copies 2, 3 and 4 will be received with the RNE. Action required:

- a. In the box 'UIN of Consignee' enter the UIN which will hold the RNE.
- b. Enter the RV No and date in the appropriate boxes (Copy No 4).
- c. Complete the 'Receipt Signature' and 'Receiving Unit Stamp' box (all copies).
- d. Complete 'Mileage Reading' and 'Fuel in Vehicle' boxes.
- e. When the RNE and CES have been checked and inspected take any DR action necessary and complete the appropriate boxes with 'DR No' etc.
- f. Sign and date the form.
- g. Separate the remaining copies, attach the DR (if raised) to Copy No 3 and distribute as follows:
 - (1) Copy No 4. After completion all receipted copies should be despatched to DE&S Telford or to LCS Facility, Ashchurch, Tewkesbury GL20 8LZ.
 - (2) Copy No 3. Return to the consignor shown in the 'Issuing Unit' box.
 - (3) Copy No 2. Retain to support the unit account.

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ANNEX C: CHANGE OF MATERIEL ASSET CODE (MAC) SIGNAL

From: Unit

To: DE&S Abbey Wood

SIC: (See note 1 below)

Info: Chain of Command HQs up to FLC

Owner Unit Title.

1. Owner unit UIN.
2. Old Materiel Asset Code.
3. Equipment registration mark (ERM).
4. New Asset Code.
5. Remarks.
6. Equipment Type Code Z only. For Transportable Containers (Communication installation), include Defence Container Management Service, DE&S, International Freight Terminal, Graven Hill, Bicester, OXON, OX26 6JP as an Action addressee on the signal, and add extra SIC SAN.

Select appropriate SIC from the following:

SIC	Liability type
O3K	A
O3M	B
O3O	C
O3Q	E

SIC	Liability type
O3R	P
O3B	R
O3D	W
O3S	Z

CHAPTER 4: TYPES AND FUNCTIONS OF COMPLETE EQUIPMENT SCHEDULES (CES)

1. A Complete Equipment comprises a number of associated ancillaries, accessories, tools, literature and spares which, when scheduled together, form a composite vehicle, equipment or store. The Complete Equipment Schedule (CES) procedure is designed to link together all component items of a complete equipment from the first intention to introduce the equipment into Service use and until eventual deletion. A CES, which at the discretion of the sponsor may be illustrated, lists exactly the equipment obtained by DE&S and shows the responsibility for supplying and fitting constituent parts. The main equipment item and its component parts are listed in a CES document which is amended as the progress and development takes place.

Types of CES

2. CESs are available in two formats:

a. Army Equipment Support Publication (AESP) style CESs. The CES is allocated to Category 7 number within the AESP Octad for the RNE it refers to. All covers for these CESs are to be coloured in accordance with AESP security classifications.

b. Old style Army Coded CESs where each CES is allocated a unique 5 digit reference number which is also identified by its NSN shown on the front cover. Covers for these CESs are:

- (1) Production edition with a buff or white cover. A production CES is prefixed with the letter P / ...
- (2) Simple Service edition CES has a green cover.
- (3) Complex Service edition CES has an orange cover.

Functions of the CES

3. The main functions of each type of CES are:

a. **Production CES.** A detailed statement of requirement for the purpose of procurement by the PT, and subsequent assembly of a RNE in depots.

b. **Service CES.** A single accounting document for a RNE.

Production CES

4. On occasions it is necessary to issue units with RNE on a Production CES until a Service CES edition is available. Units are to regard the Production CES, as an authorised list of items for all accounting purposes, taking normal discrepancy or deficiency action when necessary.

5. The Production CES is the authority document used by depots for checking RNE received from manufacturers and contains the following information:

- a. Requisition number.
- b. Estimates schedule serial number.

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- c. Quantity of the items required.
- d. Service name of the complete RNE.
- e. NSN / MAC.
- f. Name(s) of Contractor(s) (if known).
- g. Contractors numbers (if known).
- h. Lists of all component items of the complete RNE.
- i. The division of responsibilities for supply, kitting and fitting of component parts.

6. When a Service CES is introduced and available for distribution, details are published in a DIN. Units holding RNE against a Production CES are to obtain sufficient copies of the Service CES, AESP CESs will be an automatic issue. Equipment should be checked and demand action is to be taken for any items not included in the Production CES, and return instructions requested for any items previously issued which are surplus, except for expendable items taken to account separately.

Service CES

7. Service CES is divided into:

- a. **Simple CES.** A single CES for RNE used in an independent role which is accounted for in its own right. Examples are a Telescope Observation, Chemical Agent Monitor or Vehicle Portable Shelter.
- b. **Complex CES.** A combination of 2 or more simple CES RNEs which together form a complete RNE and are accounted for under one heading. For example the CES for a basic 'A' Vehicle, plus CESs for a Chemical Agent Monitor, Electronic Fuse Setter and Vehicle Portable Shelter.

8. A simple CES Service edition contained in the AESP System is laid out as follows:

- a. Preliminary Materiel.
- b. Chapter 1 - General Information.
- c. Chapter 2 - The main body which is further broken down as:

(1) Sub chapter 2-1 which could be main RNE that makes up the system AESP or a variant of the RNE AESP. Sub Sub Chapters are:

- (a) Chapter 2-1-1 - The main items.
- (b) Chapter 2-1-2 - Tools.
- (c) Chapter 2-1-3 - Spares.
- (d) Chapter 2-1-4 - Literature.

(2) A number of Production and / or simple RNE CESs will sometimes be required to support a specific piece of RNE. Therefore in order to link a number

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of CESs to a specific RNE, production and simple RNE CESs will be written in sub chapters. The first production or simple CES written, to support any RNE, will always be Sub Chapter 1 to Chapter 2 ie 2-1. Subsequent CESs required to support a specific RNE will then be written as Chapters 2-2, 2-3, 2-4 etc.

d. Chapter 3 - Indexes where:

- (1) Chapter 3-1: Index of NSNs by Chapter, Figure and Item Number.
- (2) Chapter 3-2: Index of Manufacturers' Part / Drawing Numbers by Chapter, Fig and Item Number.
- (3) Chapter 3-3: Index of NSNs to Item names and description (if applicable).
- (4) Chapter 3-4: Index of NCAGES to Manufacturers' Name.

9. An Army Coded simple CES Service edition contains explanatory notes in Section 1 and a schedule in Section 2 consisting of:

- a. Table 1: Summary of items forming the complete RNE.
- b. Table 2: Details of main items in the RNE.
- c. Table 3: Details of tools, spares and literature.

10. The catalogue of Army Publications (Army Code No 12123 (Part V)) lists all Service CES. Copies of CESs and amendments are available on demand from:

- a. **Unclassified RNE.** Army Coded CESs demanded using MILLIE from Forms and Publications Section, LCS HQ & Operations Centre, Building C16, C Site, Bicester, OXON, OX25 1LP. AESP CES are also available through Tech Docs online (TDOL).
- b. **Classified RNE.** CESs for classified RNEs are distributed by the PT.

Amendments to a Service CES

11. When an Army Coded CES amendment is notified in a DIN, units holding RNE applicable to the CES are to obtain the required number of copies and, depending on the effect of the amendment, take the following action:

- a. Demand any items added to the CES.
- b. Request return instructions for any items deleted from the CES, unless the surplus items can be utilised to meet deficiencies in another RNE.

12. AESP CESs will be amended by automatic issue to those units registered to hold them.

Issue of Complete Equipments

13. **Vehicles.** Initial and replacement issues of vehicles, except 'A' vehicles, will normally be supplied complete to CES unless special instructions apply; items not available will be listed and demanded by the consignee unit. When essential items are deficient (marked X

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in the CES), the RNE may only be issued on authority from the Capability Manager. Additional procedures are in Appendix 1 to this Annex.

14. **'A' Vehicles.** Initial issues of 'A' vehicles are normally made complete to CES but thereafter vehicles issued are made to a limited kit list. In the case of Authorised Initial Deficiencies (AID items) the consignee unit is to take the following action:

- a. Progress the receipt of CES items marked AID with the issuing agency.
- b. Demand the CES items not marked AID using Reason for Demand Code 'A'.
- c. Demand the CES items subject to Discrepancy Report action, using Reason for Demand Code 'G'.

15. **Issue Documentation:**

a. **Registered Numbered Equipments.** All Complete Equipments demanded by units for supply through the Equipment System are issued on AF G8850 (Equipment Issue Voucher and Convoy Note) showing the CES designation reference number and latest effective amendment number. Items deficient at the time of issue will be endorsed on the voucher and, in the case of vehicles, on AF G8015 (Vehicle Deficiency List). There is no 'To Follow' action by the issuing agency for deficiencies, except AID items for 'A' vehicles. One copy of the CES will be issued as an integral part of the RNE.

b. **Other Issues.** The issue vouchers for other Complete Equipments are to be endorsed with the CES and amendment number and details of any deficient items. An amended copy of the CES document is to be attached to the voucher.

16. **Receipt Documentation.** On receiving a Complete Equipment a unit is to:

- a. Check the consignment and clear carrier's documents.
- b. Check all items received against the CES and issue voucher.
- c. Complete a Discrepancy Report (MOD Form 445) for any undeclared deficiencies.
- d. Demand items to complete the CES to scale, unless the issue voucher specifically states that the items are 'Authorised Initial Deficiencies' (AID) for 'A' vehicles.

17. Vehicle CESs are to be checked as follows:

- a. A Vehicles CES is to be checked:
 - (1) Pre and post deployment on exercise or ops.
 - (2) During handover / takeover periods.
 - (3) On a quarterly basis.
- b. B Vehicles CES is to be checked:
 - (1) During handover / takeover periods.

- (2) On a quarterly basis.
- (3) As part of the 1st parade checks.

Returns, Disposal or Transfer of Complete Equipments

18. When a Complete Equipment is to be returned or disposed of to a LCS depot, or transferred to another unit, the RNE is to be checked against the CES. The RNE issue voucher is to be endorsed with the CES reference and latest amendment number, and details of any CES item numbers not being issued with the RNE or separately consigned. See JSP 886 Volume 3 for RNEs being returned to LCS, and for the disposal of cast registered numbered RNEs to be sold under commercial arrangements.

CES ACCOUNTING

General

19. CES Accounting is done by exception, that is the items listed in the CES are assumed to be present unless they are recorded as being deficient or that another item is held in lieu.

Recording CES Deficiencies

20. AF B6530: CES Equipment Deficiency State is to be used within a unit at sub-unit / operator level for managerial purposes to record:

- a. The deficiencies of a particular RNE compared with its CES.
- b. The takeover by a sub-unit or an operator of RNE for which a CES exists.

21. This form is to be destroyed when the RNE it refers to is struck off unit charge.

22. A new form may be brought into use and the old one destroyed, when all spaces have been used.

23. AFs B6530 are not subject to audit and there is no limit to the number of copies which may be made to suit local circumstances.

Procedure

24. **Unit Receipt of CES.** When an RNE on a CES is received any deficiencies or surpluses of P or L items are recorded on AF B6717. To provide a detailed unit distribution record of any deficiencies the Accounting Officer may enter details on AF B6530 (columns a and b) and the quantity in column c. This unit record is then filed with the master copy of the CES. The AF B6717 and AF B6530 are available from the JSC Forms Bank.

25. Internal Issues of CES.

- a. **Direct to an Operator.** When the RNE is issued direct to an operator, the unit copy of AF B6530 is signed and dated at the foot of column 'c' by the Accounting Officer to acknowledge the deficiencies at the time of issue and by the operator as receipt for the complete RNE less any deficiencies listed. Subsequent changes are entered in columns d and e, and the transaction signed and dated. A duplicate copy

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of the AF B6530 may be supplied to the operator when the RNE is issued, and retained with the operator's copy of the relevant CES (duly amended and dated).

b. **CES Issues to a Sub-Unit.** Similar action to above is taken but with the sub-unit representative signing instead of the operator. Further issues between the sub-unit and operator follow the same procedure.

26. **Other Transactions.** Columns d and e are to be completed on each copy of the AF B6530 on the following occasions:

a. A change in the deficiencies occurs which is subject to formal accounting action.

b. The RNE is handed over from one sub-unit to another.

c. The RNE is transferred between operators, in which case the unit accounting copy will only be signed when a different sub-unit is involved, or the deficiencies listed have altered.

27. **Replacement of CES Items.** Unless unserviceable items can be replaced from unit stock, the items are to be withdrawn and the details entered on the reverse of AF B6530 as retained in store. When serviceable replacements are issued the items listed as retained in store are to be reduced accordingly.

28. **Amendment to CES.** When an amendment to a CES results in the withdrawal of serviceable P & L items from RNEs, the amendment number is to be recorded in the appropriate box on the front of the AF B6530.

Loss or Damage to CES Items

29. All losses are to be reported in accordance with JSP 886 Volume 4 Part 6: Losses. Should an item recorded on AF B6530 be lost or damaged and the subject of a write-off or order to pay, it is not essential (unless the loss becomes permanent) to make an entry on any copy of the relevant AF B6530. It may be found convenient to make a note to that effect on the operator's copy (if held).

CHAPTER 5: MERLIN CENSUS RETURN

AIM

1. The Merlin Census Return is to provide:
 - a. Units with annual statements of RNE holdings.
 - b. Fleet Managers with confirmation of RNE holdings for census records.
 - c. Assurance to the National Audit Office (NAO) that data held on MERLIN is reliable and verifiable so that the integrity and accuracy of MERLIN is maintained.

PROCEDURE

2. The system is based on a computer produced statement, which for ease of reference is referred to as MCR (AF G8852) Statement of Equipments held by units, sub units, Contractors or other relevant agencies.
3. The distribution of statements to units, sub units, Contractors and other relevant agencies in the UK, Germany and overseas commands is arranged by the CENSUS TEAM, Chilwell. The MERLIN Census Return website provides further information.

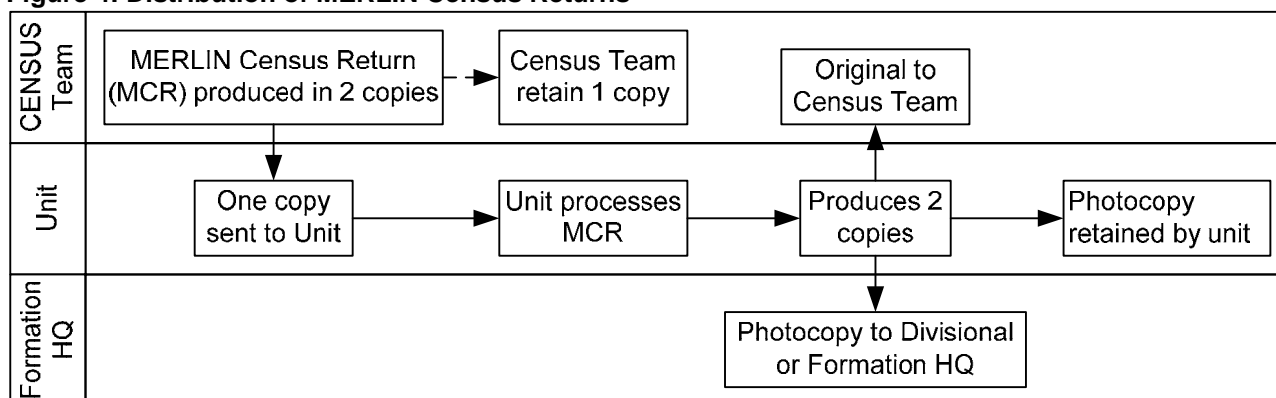
PRODUCTION

4. MCRs are produced for all vehicle types recorded on MERLIN. They are produced annually and issued direct to units, sub units, Contractors and other relevant agencies, except for overseas commands which are issued direct to the HQ. MCRs are produced for the liability types A, B, C, E, P, W and Z.

DISTRIBUTION

5. The global distribution and subsequent movement of MCRs (AF G8852) for RNEs is shown at Figure 4. For items that the Unit hold but are not on the census, Units are to notify the PT and ensure they are entered onto the B page for additional items.

Figure 4: Distribution of MERLIN Census Returns



ACTION BY UNITS AND THE PTS

6. Units and the PTs are to process the September Statement on the completion date and return it to the CENSUS TEAM by the deadline date. Detailed information on the various columns of the AF G8852 is given at Paragraph 11 to this section.

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7. MCR (AF G8852). Check that the Vehicle Registration Marks on the MCR agree with the RNEs held. Comment on discrepancies is to be made in the unit comments box. Comments must give precise details of the discrepancy including the date of receipt or issue and the consignee or consignor and should include supporting receipted vouchers. Vague comments such as **NOT HELD** are to be avoided. Equipments held at LADs or otherwise on behalf of another unit, unless officially on LAD strength, are not to be included.

8. A copy of the completed MCR (AF G8852) is to be forwarded by the unit to Divisional / Formation HQ staff. Every effort should be made to resolve outstanding problems and queries at this level.

9. PTs are to ensure the correct processes are followed when platforms are issued to Contractors and other relevant agencies under their control. The procedure for loan issues of RNEs is contained in [Chapter 3](#).

DESCRIPTION OF MERLIN CENSUS RETURN (MCR) (AF G8852)

10. The MCR Statement gives a list of unit RNEs by ERM. If vehicles are held against a sub UIN, separate statements are produced to allow the MCR to the sub unit if necessary.

11. Column Entries.

a. **Materiel Asset Code.**

b. **Liability Description.** This may not be the recognised abbreviated title in common use but one which, for reasons of space limitation, is used by the computer.

c. **Registered Numbers.** The ERMs of RNEs are listed in sequence.

d. **Held.** To denote whether the Vehicle / Equipment is held by the unit.

e. **To UIN.** The UIN to which a Vehicle / Equipment has been issued to.

f. **Unit Comments.** Normally be blank and should be used to record any remarks pertaining to the data in the preceding columns ie. IV/RV numbers and dates.

12. **Additional Equipment.** AF G8852 Annex A. This is to be completed to list any assets which are not shown on the previous MCR pages, but are held by the unit. The unit comments column should be completed to confirm receipt quoting RV numbers and dates. If there are more than 12 assets to be claimed, then this page may be copied.

13. **Unit Certification.** AF G8852 are essential documents for the purpose of supply management, including census calculations. As such, they are to be signed by the person responsible for the management of Unit Vehicles and Equipment Holdings.

CHAPTER 6: PROCEDURE FOR VEHICLE REPAIR AND DISPOSAL

INTRODUCTION

1. Holdings, issues and disposals of vehicles are subject to close managerial control and are identified by Materiel Asset Codes (MAC), combined with individual Equipment Registration Marks (ERM). For these reasons demands or requests for vehicle disposal instructions are subject to special procedures. The policy for the repair and maintenance of vehicles is contained in JSP 886 Volume 7: Integrated Logistic Support.

APPLICABILITY

2. Vehicle casualty reporting procedures apply to all RNEs which are individually identified by MAC and ERM. However, 'A' vehicles are withdrawn from holding units for base overhaul on a planned programme when they reach a specified age or mileage, and replacements are issued automatically. Units will receive separate instructions listing, by ERM, the 'A' vehicles that are subject to programmed overhaul. The vehicles concerned are excluded from these procedures.

3. An 'A' vehicle sentenced Beyond Local Repair (BLR) before it is due for base overhaul by a Repair Agency workshop may have the sentence reported to the relevant PT through ES channels. This may result in the BLR vehicle being withdrawn from the holding unit for specified ESO repair, or early ESO overhaul, and a replacement being issued automatically. Holding units are to report surplus and BLR 'A' vehicles for which disposal instructions have not been received in accordance with the following procedures.

ACTION BY UNITS

4. **Surplus Equipment.** The condition of RNE which is surplus to requirement is to be ascertained prior to requesting return instructions. Once the condition is known the RNE is notified as surplus to the appropriate supporting formation HQ using the Equipment Casualty Report (ECR) signal format at Annex C to Chapter 3.

5. **Unfit Equipment.** For unfit RNE, an ECR is to be dispatched to the supporting formation HQ. The ECR signal acts as a notification of unfit RNE held and when a replacement is indicated in Paragraph 7 of the signal it also acts demand. When the unfit RNE held by the unit has been Cast, the unit, in addition to sending an ECR signal, is also to forward MOD Form 654: Application for Disposal of Cast / Surplus Vehicle in accordance with [Chapter 3 Annex B](#).

6. **Disposal and Transfer Instructions.** In due course the holding unit will receive disposal or transfer instructions for surplus or unfit RNE and, when applicable, information relating to the replacement eg transfer from another unit. The disposal instructions will be in the form of a letter, or annotated on MOD Form 654, stating that the RNE is to be sent to a nominated consignee and that the holding (consigning) unit is to raise an AF G8851 (see Annex C to Chapter 3). Actions on receipt of disposal instructions are:

- a. When the letter, or MOD Form 654, authorises the RNE to be backloaded to a stockholding depot, Repair Agency workshop or other nominated repair agency the holding unit is to comply with the instructions contained in Annex B to Chapter 3.
- b. When the RNE is to be consigned for disposal through an authorised DSA Contractor, or other disposal outlet, the holding unit is to comply with procedures in

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JSP 886 Volume 3 Part 16, together with those disposal instructions as issued by the PT.

- c. When the RNE is located in a repair agency and it is intended to dispatch the RNE direct from that agency.

7. **Documentation.** A guide to the preparation and distribution of documentation relating to vehicles is contained in to Chapter 3. This includes instructions for the completion and use of the vehicle Repair Issue and Receipt Voucher (AF G8635).

8. **Discrepancies.** When vehicles are is transferred between units, any complaint about RNE condition is to be referred through the chain of command to relevant FLC and not to the disposal authority. Details of any changes to the RNE condition as a result of the complaint are to be reported by the holding unit to the disposal authority so that new instructions can be issued.

9. **CES Items.** When vehicles are issued to a vehicle or stores depot, to another unit or to a sales location the following requirements are to be complied with:

- a. When disposal instructions state that specific CES items are NOT to be returned with the parent RNE, the items not issued are to be listed on the Issue Voucher and annotated appropriately.
- b. When disposal instructions contain no instructions for the remaining CES items, and they are not required by the holding unit for any replacement RNE(s), the items are to be conditioned and listed on an AF G8621 and disposal instructions requested.

10. **Further Action.** The following action is to be taken on any CES items not required to accompany vehicles sent to a repair agency:

- a. When the parent RNE has been sent to the repair agency on an AF G1045 or AF G8800, it remains on unit charge and the CES items retained by the unit.
- b. When the parent RNE has been sent to the repair agency on an AF G8851, it is struck off the unit account and CES items not required by the repair agency are to be conditioned and listed on an AF G8621 and disposal instructions requested, as detailed in Chapter 3.

11. **Return of Vehicles.** Vehicles which are to be returned to depot stock following receipt of disposal instructions are to be inspected by the unit, maintained where necessary, and classified serviceable within 2 weeks of the 'due in' date to depot. The vehicles are not to be subject to undue additional mileage. These vehicles and RNEs are to be returned fully serviceable and complete, cosmetically sound with known deficiencies to the CES declared. All documentation, winch tests, SWL Certificates, etc, are to be in date.

ACTION BY FORMATION HQ STAFF

12. **Serviceable Equipment (Excluding 'A' Vehicles).** Upon receipt of an ECR signal from a unit notifying a surplus serviceable RNE, except for 'A' vehicles, the arising should be used to meet any deficiency (for the relevant MAC) among other units within the formation. Transfer instructions are to be issued to both the holding unit and the unit to which the RNE is to be transferred. If the surplus serviceable RNE is not required within

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the formation it is to be declared to the appropriate Vehicle Fleet Manager, (ES branch) at the next higher formation HQ, using the ECR signal format at Annex C to Chapter 3.

13. **Serviceable 'A' Vehicles.** When the surplus serviceable RNE is an 'A' vehicle, it is NOT to be used to meet any deficiency among other units within the formation, but is to be reported to the 'A' Vehicle Fleet Manager, ES Branch at the next higher formation HQ, using the ECR signal format.

14. **Unfit Equipment.** Upon receipt of an ECR signal notifying a Repairable or cast RNE surplus to requirement, or one for which a replacement is required, the ES Branch at Divisional or equivalent formation, HQ is to take the following action:

a. **Replacements.** When a replacement is required, the status of the RNE reported repairable or cast is to be checked (ie establishment item, loan, etc). If the unit entitlement to a replacement is confirmed, an attempt is to be made to find a replacement from within the formation. When a replacement cannot be found the requirement is to be reported in accordance with the procedure given in sub-Paragraphs b and c below.

b. **Repairable Equipments.** Equipments beyond local repair resources, and those sentenced BLR for reasons other than repair limits, are to be reported using the ECR signal format at Annex C to Chapter 3:

(1) For RNE sentenced BLR for reasons other than repair limits, eg non-availability of spares, Paragraph 9 (Remarks) of the signal is to include the reason for sentence and the field inspector's original repair classification (X or Y). When replacement cannot be met from within the formation, the requirement is to be stated in Paragraph 7 of the signal.

(2) Conversely, when a replacement is not required, either because a replacement has been found from within the formation or the repairable RNE is surplus to requirement, Paragraph 7 of the signal is to state that a replacement is not required. The ECR signal, when used as described in this sub-Paragraph, acts either as a demand or as notification of RNE requiring repair beyond local resources.

c. **Cast Equipments.** When RNE has been cast, the divisional or equivalent formation HQ should, in addition to receiving an ECR signal from the holding unit, also receive MOD Form 654 - Application for Disposal of a Cast / Surplus Vehicle, for action in accordance with (TBD WS 16c). There is no requirement for the formation HQ to request disposal or notify the relevant PT or Fleet Manager of the arising of a Cast RNE. However when a replacement is required for a Cast RNE which cannot be met from within the formation, an ECR signal is to be raised, stating in Paragraph 7 that a replacement is required. Although details of the Cast RNE are given in Paragraphs 3, 4, 5 and 6 of the signal, the completion of the ECR, when used as described in this Paragraph, acts only as a demand.

ACTION BY THE EQUIPMENT SUPPORT MANAGER OR FLEET MANAGER

15. Upon receipt of an ECR signal, the relevant PT or Fleet Manager is to issue the necessary instructions for the return and / or replacement of the RNEs. Copies of instructions will be issued to all concerned, eg holding and receiving units and their formation HQ.

LOCAL REPAIR AFTER DISPATCH OF ECR SIGNAL

16. There are occasions when, for pressing reasons, an RNE notified BER / BLR by the dispatch of an ECR signal may be repaired locally. This fact must be reported to the formation HQ, so that action to recall the RNE carcass (which is now fit) can be cancelled.

VEHICLE FLEET MANAGEMENT

17. Vehicle Fleet Management information is contained in JSP 800 Volume 5. The following vehicle management issues are covered:

- a. Vehicle Security.
- b. Vehicle Keys.
- c. Equipment Registration Marks (ERM).
- d. Number Plates and Replacement Number Plates.
- e. Trailers.
- f. Civilian Registration Number (CRN) Vehicles and their management (including tax discs).
- g. Temporary Duty Visits Overseas.
- h. Military Embellishments to vehicles.