

DISPOSAL OF
KITS OF OFFICERS
AND OTHER RANKS
WHO ARE DECEASED
MISSING, PRISONERS
OF WAR, SICK OR *
WOUNDED

A. OFFICERS - DECEASED, MISSING, or PRISONERS OF WAR

(1) All kits, including swords, should be securely packed and properly labelled and addressed, a note being added on the back of each label of the total number of packages of the Officer concerned.

A sword, if sent with kit, should be so secured that it cannot fall out in transit, and special attention should be paid to securing it so that it cannot come out of the scabbard. An inventory of each kit should be taken by an Officer immediately prior to despatch, and a copy forwarded by post to the Base Commandant.

(2) Special distinctive labels for kits of

(a) Officers who are deceased, missing and prisoners of war (lettered in red)

(b) Officers who are sick and wounded (lettered in blue) are being prepared and will be issued shortly by the Ordnance Service.

Two of these should be put on the outside of each package, and one on each sword hilt and one on each scabbard. In addition, an extra label (completely filled in) should be packed securely inside each package.

(3) All the above labels will bear the Officer's rank initials, name and Unit, and in the ~~xxxxxx~~ case of class

(a) above, should be addressed :-

c/o Base Commandant
Alexandria.

The Base Commandant will forward such packages, securely repacked if necessary, on the first available public opportunity, addressed :-

c/o Messrs Cox & Coy.
Shipping Agency
16 Charing Cross. LONDON S.W.

At the same time, a list showing the names and numbers of packages of each Officer whose packages are sent, and a copy of the inventory mentioned in (1) above, should be forwarded by post to Messrs Cox & Coy., and a duplicate to the Secretary, War Office.

(4) Packages will be handed over by Units to the nearest Ordnance Representative who will transmit them to the Base Commandant.

Receipts, in all cases of handing over, should be obtained, a special note being added if the sword is sent with the package.

(5) Small articles of sentimental or intrinsic value will be packed separately with a list of contents and owners name inside, and forwarded by Registered Post, if possible, to the A.A.G., 3rd. Echelon, for transmission to Messrs Cox Coy.

OFFICERS SICK AND WOUNDED.

(6) Kits coming under class (b) should be sent under charge of Officer's servants (See General Routine Order No. 33.) If the kit cannot be sent with a servant, it should be addressed to the Senior Ordnance Officer, Advanced Base, where it will be retained for a fortnight. If, at the expiration of that time, an application for it to be despatched to a Hospital has not been received, the kit will be forwarded to The Base Commandant who will ascertain from the A.A.G. 3rd. Echelon, the whereabouts of the Officer concerned.

B. OTHER RANKS, DECEASED, MISSING or PRISONERS OF WAR

(7) The arms, equipment, ~~vestings~~ and clothing will be handed over to the nearest Ordnance Depot.

(8) The remainder of the kit will be dealt with in accordance with Field Service Regulations, Pt.2, Section 134. Any packages will be labelled and forwarded in a similar manner to that laid down for Officers.