

CHAPTER 12

THE LOGISTICS OFFICER AND OFFICER CONDUCTING LOGISTICS DUTIES

MOD Sponsor: (NCHQ ACOS LOGS & INFRA)

This chapter has been equality and diversity impact assessed by the sponsor in accordance with Departmental policy. No direct discrimination or adverse impact was identified. This chapter is due for review at the next routine amendment exercise.

Para

- 1201. The Logistics Officer/Officer in Logistics Professional Command
- 1202. Responsibilities of the Logistics Officer / Unit Logistics Officer
- 1203. Sustainability Issues
- 1204. Cash and Pay
- 1205. Catering Services
- 1206. Supply Chain
- 1207. Service Funds
- 1208. NAAFI Canteens (Afloat)
- 1209. Supersession of Logistics Officers
- 1210. Temporary Absence/Incapacity of Logistics Officer
- 1211. Death or Permanent Removal of the Logistics Officer
- 1212. Logistics Staff
- 1213. Executive (or Military) Assistant
- 1214. Logistics Duties in Ships Rendering Accounts Through a Parent Ship or Flotilla
- 1215. Catering Duties in Ships Without an Officer Appointed in Logistics Professional Command
- 1216. Supply Chain Duties in Ships Without an Officer in Logistics Professional Command
- 1217. The Logistics Officer (Naval Air Squadron)
- 1218. Flotilla/ Royal Naval Air Station Commander Logistics (RNAS)
- 1219. Naval Service Assurance and Compliance Requirements
- 1220. Logistics Department Standing Orders

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Further detailed instructions are contained in:

BR 18	Management and Accounting Instructions for Non Public Funds
BR 93	Naval Service Logistics Management
BR 1991	Instructions for the Royal Naval Medical Service
JSP 441	The Defence Record Management, Policy and Procedures
JSP 456	Defence Catering Manual
JSP 462	Financial Management Policy Manual
JSP 752	Tri-Service Regulations for Allowances
JSP 754	Tri-Service Regulations for Pay and Charges
JSP 760	Tri-Service Regulations for Leave and Other Types of Absence
JSP 930	Manual of Naval Law
JSP 891	Imprest Accounting, Banking and Control Accounts Manual

The Defence Logistics Framework (replaces JSP 886)

Logistics Compliance Management Tool (CMT)

Fleet Logistics Department Standing Orders/MMPP Logistics Handbook

1201. The Logistics Officer/Officer in Logistics Professional Command

1. The Logistics Officer in Logistics Professional Command, as Head of the Logistics Department, is responsible to the Commanding Officer for the logistics organisation, including standards and practices, the efficient operation of equipment and for the training of personnel. They are to do their utmost to ensure that the duties required of them and of the department detailed in these regulations and any other instructions are correctly and efficiently performed. They are to ensure that the mandatory checks and controls are carried out in accordance with current regulations and policy through the use of the Logistics Compliance Management Tool (CMT).

2. They are to have the direction, under the control of the Commanding Officer, of all officers of the logistics specialisation appointed for logistics duties, other than those forming part of an embarked staff, and are to allocate them to such duties as they think fit, subject to the requirements of [Para 1212-Para 1213](#).

3. They are to have under their control all Logistics Branch ratings borne and Naval Canteen Staff afloat, except those forming part of an embarked staff retinue. They are also to have control of the ratings detailed for duty in their department whilst so employed.

4. In ships with a Medical Branch rating but with no permanently appointed Medical Officer, the Commanding Officer will nominate the Logistics Officer (Executive Officer in Submarines) as Officer in Medical Charge (OiMC), who will be responsible for all non-clinical matters including the management and administration of the department, Medical Organisation for Action and to act as the Medical Stores Officer (see also articles **1531-1535** and BR 1991, *Instructions for the Royal Navy Medical Service*). When embarked these duties may be delegated to the Medical Officer, but this is to be a Command decision.

5. Functions detailed in this Chapter are also to be fulfilled by RM Officers and Imprest Holders in compliance with the instructions and references detailed at the start of this Chapter.

1202. Responsibilities of the Logistics Officer / Unit Logistics Officer

1. The detailed responsibilities of the Logistics Officer are contained in the References quoted at the beginning of this Chapter and other Ministry of Defence instructions. Their general responsibilities are amplified in the following articles. Those posts deemed to be in Logistic Professional Command are laid down in BR3(1) Appendix 2 to Annex 59A.

2. A Logistics Officer appointed in Logistics Professional Command may be required to undertake certain extra whole ship duties. Commanding Officers are to exercise discretion in striking a proper balance between such duties and the Logistics Officer's primary function, that of Head of Department and their personal accounting responsibilities, and in so doing should ensure that this primary function is not jeopardised. An officer appointed in Logistics Professional Command is not ordinarily to be required to undertake secretarial or correspondence duties, but, as the *de facto* HR management, welfare support and administrative experts, they are to be available to advise the Command on these and legal matters when required.

1203. Sustainability Issues

1. The Logistics Officer is responsible to the Commanding Officer for all secretarial and logistics functions onboard as outlined in this Chapter, including obtaining such supplies of cash, provisions and other materiel for which they are the custodian, and are required to ensure that the ship is fully equipped for the mission or contingent task for which it is, or may be, directed to undertake.

2. The Logistics Officer is responsible for:

- a. Ensuring the security of all public cash and documents which possess a cash exchange value and financial governance in accordance with Ministry of Defence regulations.
- b. Ensuring the care and preservation of all stores in their custody.
- c. The receipt and issue of such stores being accounted for in accordance with Ministry of Defence regulations to ensure correct asset management.
- d. Acting as the manager for all logistics information systems. They are also to ensure that fall back records are correctly stowed and preserved.
- e. Identifying and managing logistic risk to ensure the operational capability of the unit is logistically supported so as to be able to conduct current and likely tasking.

3. The Logistics Officer is to keep the Commanding Officer fully informed of the state of the materiel under their Professional Command and any logistic risk to OC. In seagoing ships and submarines, and elsewhere if stipulated, they are to furnish the Commanding Officer with a Weekly Logistics and Sustainability Report (WLSR); the format of which is held within the Compliance Management Tool portal.

BRd 2

1204. Cash and Pay

1. The Logistics Officer/Unit Imprest Records Officer is responsible for the public chest and for all receipts and disbursements of public funds, and for accounting for them direct to the Ministry of Defence. They are to obtain the Commanding Officer's authority for any purchase, payment or issue which is not specifically authorised by these regulations or other Ministry orders. The Commanding Officer is, however, to give such directions as they see fit to the Logistics Officer/Unit Imprest Records Officer to act on their behalf in respect of purchases of provisions and stores locally in accordance with individual letters of financial delegation.
2. The Logistics Officer/Unit Imprest Records Officer is responsible for taking all practicable steps to ensure that all JPA records are kept correctly, and that all information affecting pay accounting is promptly and accurately transmitted to the JPA System.

1205. Catering Services

1. The Logistics Officer is responsible to the Commanding Officer for the Catering Services organisation of the unit, for the messing of the officers and the ship's company and for management of all Catering Services compartments. In these duties they are to comply with the detailed instructions in JSP 456, The Defence Catering Manual, and other Ministry of Defence regulations.
2. When a contract caterer is employed, the Logistics Officer is responsible to the Commanding Officer for the monitoring and supervision of the contractor's performance in accordance with the appropriate enabling contract.

1206. Supply Chain

1. The Logistics Officer is responsible to the Commanding Officer for the Supply Chain organisation of the unit, for the storerooms, issue centres and offices connected therewith. The ranges of materiel for which they are responsible are laid down in the Defence Logistics Framework (DLF).
2. In tendered vessels, the responsibilities at article **1206.1** above are fulfilled by a Warfare Lieutenant as nominated in the Unit Establishment List (usually the Executive Officer or First Lieutenant). It is their responsibility to liaise with the ship's Flotilla Commander Logistics staff for guidance and instruction.
3. The Logistics Officer is to maintain a close liaison with the technical departments to ensure that the Commanding Officer is presented with a fused logistics and engineering support picture encompassing defects, supply solutions and any risk(s) to unit OC.

1207. Service Funds

1. In all units the Commanding Officer is the Sole Managing Trustee of all Service Funds in operation.

2. The Logistics Officer, as the Central Fund Advisor, is responsible to the Commanding Officer for ensuring that each fund has suitable trained and experienced manager, treasurer, supervising officer and verification team. To maintain oversight the Logistics Officer is not to fulfil any of these duties, but nevertheless less must ensure that:

- a. Supervisory and verification functions are executed strictly in accordance with BRd 18.
- b. That the results of Interim and Full Verifications represent accurately the financial state of the Funds and, via routine CMT Management Checks, is to record the results of all verifications held in the Verification Pack.
- c. The Commanding Officer is advised on investment policy matters.
- d. When necessary, appropriate remedial action is recommended to the Commanding Officer where Fund management requires improvement.
- e. He/she receives, in seagoing ships and submarines, copies of Senior Ratings' Mess Account Statements to assist with his/her responsibilities for Service Fund Checks and Controls.

1208. NAAFI Canteens (Afloat)

1. While the Executive Officer, as Chairman of the Welfare Committee, is responsible for the affairs of the Naval Canteen in relation to the welfare and routine of the ship, the Canteen Manager and his/her staff are members of the Logistics Department. The Logistics Officer is to fulfil the line management function for the Naval Canteen Service (NCS) staff for routine daily business and delivery of Canteen services to the ship in accordance with the NCHQ/ NAAFI Service Level Agreement. The NCS Area Manager is responsible for the guidance of NCS staff in relation to NCS operating instructions and conduct.

2. The Logistics Officer is to ensure that the Canteen Manager's storing requirements are coordinated with the ship's storing programme and that they are kept sufficiently informed of the implications of the ship's future movements to enable them to ensure that an adequate level of canteen stocks are maintained, taking into account the risks associated with storing excessive volumes. To enable this, Canteen Managers should always be involved in Logistics Department weekly planning meetings.

3. Full details of the arrangements for the provision of canteen services on board HM Ships can be found in the Service Level Agreement between MOD and NAAFI.

4. The Fleet Logistics Officer is the Royal Navy's representative on the NAAFI Management Board.

1209. Supersession of Logistics Officers

1. When a Logistics Officer in Professional Logistics Command (sea or shore)/Officer Conducting Logistics Duties (e.g., LO of a submarine or survey ship) arrives in post they are to complete various mandatory supersession musters of stores and cash in accordance with the criteria stipulated on the relevant CMT Supersession Certificate, which is normally to be rendered within 3 months of joining.

BRd 2

1. Tier 2 Supersession Certificates are to be rendered to the relevant Tier 3 Authority under covering letter of the Commanding Officer. Where a Commander Logistics holds Professional Command in a Capital Ship they are required to render a Supersession Certificate to the relevant Tier 3 Authority (see also Para 1212 1 [sub para a](#)). Commanders in Professional Logistics Command at Naval Air Stations are to render their Supersession Certificates to DACOS Log Ops and Plans, copy to the Fleet Logistics Officer in NCHQ. Flotilla Commanders Logistics are not required to render a Supersession Certificate as one will be raised by the LO of the Base, who is in Professional Logistics Command ashore.

2. However, in those logistics appointments for which there is no mandated requirement to raise a formal Supersession Certificate, there is value in the incoming incumbent using the relevant sections of the check form to assist in assuring themselves of the state of their department.

1210. Temporary Absence/Incapacity of Logistics Officer

1. In the absence of the Logistics Officer for any temporary cause, the Professional Command of the Logistics department is to be assumed by the Deputy Logistics Officer, if borne (Para 1212 1 [sub para b](#)). Should they be absent, it is to be assumed by the next senior logistics specialist on the trained strength holding the confirmed rank of Sub-Lieutenant or above, or in default of a logistics specialist, by an officer of another specialisation not below the rank of Lieutenant, as directed by the Commanding Officer.

1211. Death or Permanent Removal of the Logistics Officer

1. If the Logistics Officer should die or be permanently removed for any reason, their accounts are to be completed and rendered by their successor in accordance with the instructions in JSP 456, *Defence Catering Manual*, *The Defence Logistics Framework*, and JSP 891 *Imprest Accounting, Banking and Control Accounts*. Verifications and musters of stores and cash are to be carried out in accordance with [Para 1209](#).

1212. Logistics Staff

1. To assist the Logistics Officer in discharging the foregoing responsibilities, the officers detailed below may be assigned to the ship:

a. **The Deputy Commander Logistics in the CV/LPH and Logistics Officer in the LPD.** In Capital Ships an SO2 will be assigned as the Deputy Commander Logistics (DCL) (CV/LPH) or Logistics Officer in (LPD). They are responsible for the day-to-day management of the Logistics Department. This post will attract Logistics Professional Command status but overall Command of the Logistics Department remains with the Commander Logistics. There is no formal requirement for a Deputy Commander Logistics to render a Supersession Certificate but they are expected to play a pivotal role in the management and completion of CMT as part of their professional duties and responsibilities.

b. **The Deputy Logistics Officer.** A junior Logistics Officer will be assigned as the Deputy Logistics Officer in LPD/DD/FF or as a 'Section' Officer¹ in a CV/LPH. This officer is assigned primarily to assist the Logistics Officer or Deputy Commander Logistics in the supervision of the department and may be required to assume the duties of the Logistics Officer/Deputy Commander Logistics in their absence through sickness or other causes. Additionally, in secondary roles, the Deputy Logistics Officer in a DD/FF will provide the Command with administrative and legal support and will normally act as a Divisional Officer in the Logistics Division. They are not to take the title or responsibilities of Logistics Officer (Cash).

c. **The Logistics Officer (Cash, Pay and Records) / RM Imprest Holder.** In certain ships and establishments where the existing establishment makes such an arrangement practicable, a Warrant Officer, confirmed Sub-Lieutenant or more senior Logistics specialist, on the advice of the Logistics Officer, may act as Logistics Officer (Cash, Pay and Records). The Logistics Officer is, however, to retain the overall responsibility for public money, even if the conditions are satisfied in which a Logistics Officer (Cash, Pay and Records) could be appointed. This does not apply in the case of RM Imprest Holders who are selected from SO(LE) officers strength and are trained specifically to fulfil the role.

d. **The Logistics Officer (Catering Services) / The Logistics Officer (Supply Chain).** In certain ships and establishments a Logistics Officer (Catering Services) or (Supply Chain) may be assigned, who is responsible to the Logistics Officer for such duties contained in JSP 456, Defence Catering Manual or The Defence Logistics Framework, as appropriate, together with any other current regulations.

e. **Other Officers.** Other officers assigned for logistics duties, including Assistant Logistics Officers undertaking Initial Logistics Officers Course (Maritime) training and completing the Assistant Logistics Officer's Work Place Training Guide, Reserve officers and ratings undergoing annual training and FTRS augmentees are to be employed as directed by the Logistics Officer.

1213. Executive (or Military) Assistant

1. The Executive (or Military) Assistant to a Flag Officer, Commodore or Commanding Officer will be assigned to perform the duties laid down in their Terms of Reference for the senior officers to whom they will be accountable. With the employing officers approval they may be employed by the Logistics Officer (when borne) on wider Logistics Department duties provided that these do not prevent them carrying out their primary role.

1. Depending upon the ship, these may be referred to be a variety of titles including LO (Personnel), LO (Sustainment), LO (Operations), LO (CPR), LO (Catering Services) and LO (Supply Chain)

1214. Logistics Duties in Ships Rendering Accounts Through a Parent Ship or Flotilla

1. In ships rendering accounts through a parent ship or Flotilla, the Commanding Officer is personally responsible for logistics duties and for the public money in their charge. They may, however, detail another commissioned officer to be responsible under them for the custody and control of cash. Delegation of such duties will not by itself absolve the Commanding Officer from ultimate responsibility for the custody and proper disbursement of the public money. In no circumstances should such a duty be delegated to a rating (with the exception of Officers of the Day or Leading Chefs in the execution of their duties).

2. The Commanding Officer may also detail a commissioned officer, normally the Executive Officer, to exercise day-to-day supervision of the feeding of the ship's company and of the catering accounts, but the Commanding Officer remains responsible for ensuring that these duties are properly performed.

3. The Commanding Officer is to ensure that the weekly report of general mess expenditure included on the Weekly Logistics and Sustainability Report (see [Para 1203](#)) is properly prepared and that it reflects the true state of affairs. They should watch the trends in expenditure revealed by these reports and ensure that over-expenditure is not being incurred through the excessive use of ingredients or of the more expensive victuals. They should also investigate any delay in rendering the monthly accounts since this is usually the first sign of a breakdown in organisation. They should scrutinise with particular care any monthly returns which need to be hastened.

4. The Commanding Officer should ensure that the requirements of [Para 1206](#) (responsibility for Supply Chain) and [Para 1203 sub para 3](#) (Weekly Logistics and Sustainability Report to the Commanding Officer) are met.

5. The Commanding Officer or, under their direction, the officers performing cash and catering duties, are to obtain guidance in the keeping and rendering of their accounts, in the regulation of their stocks and in dealing with the results of periodical money-counts, musters and stocktaking, from the Flotilla Commander Logistics. The responsibilities of Flotilla Commander Logistics towards these ships are laid down in [Para 1218 2 sub para g](#).

6. Detailed regulations and instructions on these matters are contained in the References detailed at the start of this Chapter.

1215. Catering Duties in Ships Without an Officer Appointed in Logistics Professional Command

1. In ships which do not have an officer of the Logistics specialisation appointed in Logistics Professional Command, the Commanding Officer is to nominate an officer for catering responsibilities. Under them, the daily duties are to be undertaken by a rating of the Catering Services specialisation.

2. Responsibility for taking cash may be delegated as in article **0863**.

3. The officer nominated for catering duties is to be guided by JSP 456, *Defence Catering Manual*.

4. Officers nominated for the first time for catering duties under this article are to make arrangements with the Flotilla Commander Logistics for suitable instruction to be given.

5. Officers nominated for catering duties are to note Para 1203 [sub para 3](#) concerning the requirement to render the ship's endurance and catering balance on the Weekly Logistics and Sustainability Report to the Commanding Officer.

1216. Supply Chain Duties in Ships Without an Officer in Logistics Professional Command

1. In ships where store accounts are kept and no officer of the Logistics specialisation in Logistics Professional Command is borne, the Commanding Officer is to ensure that only one officer is responsible for the work and organisation of the Supply Chain staff or Nominated Senior Rating, as well as for the good order and cleanliness of storerooms. This officer is also to co-ordinate the storekeeping action which affects all classes of stores, e.g. storing ship, stock taking and ensure clear compliance and accountability.

2. The Naval Storekeeping Officer is to be guided by The Defence Logistics Framework, in consultation with technical and other departmental officers in the discharge of their duties. Where no subject matter expert is borne, the Storekeeping Officer is to seek guidance from their relevant Flotilla Tenders Organisation.

3. Officers nominated for the first time as Naval Storekeeping Officers are to make arrangements with the Flotilla Commander Logistics for suitable instruction to be given.

4. Officers nominated for Storekeeping duties are to note Para 1203 [sub para 3](#) concerning the requirement to render the Weekly Logistics and Sustainability Report to the Commanding Officer on the state of materiel in their charge.

1217. The Logistics Officer (Naval Air Squadron)

1. In Naval Air Squadrons (NAS) where a Logistics Officer is assigned as Head of the Logistics Department, they are responsible to the Commanding Officer for the logistics organisation, including, the efficient operation of equipment, overseeing the administration of personnel and ensuring that the mandatory checks and controls are carried out in accordance with the Logistics Compliance Management Tool (CMT) and BR 93. Additionally the NAS Logistics Officer is to oversee and co-ordinate logistic support activity in the Squadron by providing advice to the Air Engineer Officer on the procedural aspects of air stores, coordinating unit movements and overseeing the Squadron Support Section in dealing with external organisations for Squadron embarkation and disembarkation. The Commander Logistics of the parent RNAS will provide logistic advice, guidance and oversight to the LO (NAS).

1218. Flotilla/ Royal Naval Air Station Commander Logistics (RNAS)

1. A Commander Logistics will be appointed in Logistics Professional Command of each of Flotilla or Royal Naval Air Station.

BRd 2

2. **Duties of the Commander Logistics.** The Commander Logistics is the primary point of contact for unit Logistics Officers providing direction and guidance on logistics standards, practices, assurance and compliance. They are responsible for overseeing:

- a. The logistics aspects of ship, submarine and Naval Air Squadron Force Generation (FGen). However, the maintenance of a unit's readiness and OC, including its logistics components, remains the responsibility of the unit's Commanding Officer and their organic Logistics Department.
- b. Maintaining professional oversight of the logistics standards and practices of ships, submarines, NAS and shore units as laid down in BR 93. This includes both operating assurance (ie how a unit conforms to regulations) and, where appropriate, operational assurance (i.e., the ability for the Logistics Department to achieve success on operations in support of the Command Aim).
- c. Logistics compliance and assurance through the conduct of T3 Fleet Logistics Inspections (FLI) on T2 units at a frequency determined in BR 93 Article 0105 (b).
- d. Provision of logistics advice to Flotilla, Base and Unit Command.
- e. Ensure a valid T2 Supersession Certificate is held for those required to render them in accordance with [Para 1209](#).
- f. The RNAS Commander Logistics also has responsibility for strategic infrastructure development and planning as well as the management of 'hard' and 'soft' Facilities Management (FM) contract delivery.
- g. **Tenders.** The Commander Logistics is to:
 - (1) Carry, maintain, supervise or examine, according to their type, the accounts (both public and service funds) of those ships attached as tenders for accounting and compliance assurance purposes.
 - (2) Provide personnel and administrative support to tenders.
 - (3) Advise and instruct Commanding Officers, officers and senior ratings carrying out logistics duties in those tenders on the conduct of their duties.
 - (4) Keep the messing arrangements in such tenders under regular observation and advise the respective Commanding Officers and officers undertaking logistics duties as necessary, to ensure that the resources available are used to maintain the highest possible standard of diet within the authorised allowances.
 - (5) Conduct periodic visits to tenders, mentoring personnel fulfilling logistics functions as required.
 - (6) Keep DACOS Log Ops and Plans, NCHQ informed of the state of tender logistics arrangements *via* the Annual Tier 3 compliance report.

h. **Ships in Upkeep Periods:**

(1) **Tenders.** In addition the Commander Logistics is to monitor all Upkeep and defect rectification work in logistics compartments, and advise Commanding Officers and other officers carrying out logistics duties on their materiel state. They should call upon outside authorities when this is beyond the capability of their resources. They are also to assist in the provision of messing arrangements and general accounting support when, because of the conditions of an Upkeep period, FTSP or a repair situation those cannot be provided from ships' resources. When an Upkeep period takes place outside the Naval Base area at commercial shipyards they are to assist in the provision of such facilities and support within the capability of their resources. They may require such appropriate manpower and facilities as are available from the ship to assist them in the discharge of these responsibilities.

(2) **Establishment of Logistics Routines.** The Flotilla Commander Logistics is to carry out post-Upkeep Logistics Department checks within 5 days of Ships Staff Move Onboard (SSMOB) of all afloat units within the Flotilla.

(3) **Other Ships.** They are also to assist in the provision of messing arrangements and general accounting support when, because of the conditions of an Upkeep period, FTSP or a repair situation these cannot be provided from ships' resources. When an Upkeep takes place outside the Naval Base area at commercial shipyards, they are to assist in the provision of such facilities and support within the capability of their resources. They may require such appropriate manpower and facilities as are available from the ship to assist them in the discharge of these responsibilities.

3. **Assistance to Operational Commanders.** The Commander Logistics may be asked to provide advice and assistance to Operational Commanders in the conduct of logistics matters in ships or units under their Command.

4. Logistics Officers and officers detailed for logistics duties are responsible to their Commanding Officers for the efficient performance of their duties, and Commanding Officers are only responsible to the Flotilla/RNAS Commander Logistics for those of their accounts that are rendered through them. Nothing in this article is to be interpreted as in any way altering those responsibilities. However, Commanding Officers, Logistics Officers and officers detailed for logistics duties should consult with the Flotilla/RNAS Commander Logistics for advice and guidance when they consider it necessary.

1219. Naval Service Assurance and Compliance Requirements

1. As the Defence Authority the Permanent Under Secretary of State (PUS) mandates that each Service conducts a series of internal checks and controls to manage corporate level risk and enable coherence across the defence enterprise. To meet this requirement the Naval Service² has put in place a series of mandatory internal controls which are prescribed in the Naval Service Assurance regime contained within BR 93. Accountable to the Commanding Officer, Logistics Officers are personally responsible for the implementation of the 4-tier assurance framework within their units to meet the requirements of the governing policy.

2. For the purposes of logistics assurance, the Naval Service covers all RN, RNR, JSU, RM, RMR and RFA units and is applicable to Service personnel, civilians and supporting contractors (as appropriate).

1220. Logistics Department Standing Orders

1. All ships and submarines, unless otherwise directed by NCHQ, are to maintain Logistics Department Standing Orders (LDSOs). Hydrographic Survey vessels, DD/FF and above are the custodians of their own 'Cap Tally' LDSOs and are to ensure that they are updated at regular intervals to reflect latest policy changes and best practice. CMT contains a generic contents list, which should be populated accordingly. Chapter 7 'Medical' is owned by NCHQ Medical Division and updates will be issued to units centrally. Submarine Class specific LDSOs are owned by the Deputy Commander Logistics DEVFLOT/FASFLOT and will be issued by the appropriate Waterfront Logistics Support Group.