

4. **Term I**

SR.NO	SUBJECT	EXECUTIVE	LOGISTIC	PATROLMAN	PROVOST	TECHNICAL & ALL OTHERS	PERIOD	THEORY (Hrs)	PRACTICAL(Hrs)	TOTAL(Hrs)
1	Anti Submarine Warfare	CC	CC	CC	CC	CC	14	11		11
2	Basic Health Care	FC	FC	FC	FC		28	21		21
	Basic Health Care(Tech & All others)					FC	14	11		11
3	Communication	FC	FC	FC	FC		56	42		42
	Communication (Tech & All others)					FC	35	26		26
4	Parade Training	CC	CC	CC	CC	CC	28		21	21
5	Logistic & Office Management	FC	FC	FC	FC		56	42		42
6	Logistic & Office Management (Tech & All others)					FC	35	26		26
7	Gunnery	CC	CC	CC	CC	CC	28	21		21
8	Weapon Instructions	CC	CC	CC	CC	CC	42	31		31
9	Naval Law	CC	CC	CC	CC	CC	36	27		27
10	Junior Officer Infantry Course	FC	FC	FC	FC		70	34	18	52
11	Junior Officer Infantry Course (Tech & All others)					FC	35	26		26
12	NBCD (Ex only)	FC					42	25	6	31
13	NBCD		FC	FC	FC	FC	21	13	3	16
14	Seamanship	FC	FC	FC	FC		91	50	18	68
15	Seamanship (Tech & All others)					FC	49	30	7	37
16	Introductory Coastal Navigation	FC					154	70	45	115
17	Introductory Navigation		FC	FC	FC		56	30	12	42
18	Basic Navigation					FC	35	26		26
19	Naval Administration & Divisional System					FC	49	37		37
20	Military Intelligence					FC	07	5		5
21	IHL & HR					FC	28	21		21
22	ILMS					FC	28	21		21
23	Introduction to Marine Engineering & Electrical systems					FC	28	21		21
24	Financial Management – I		FC				70	52		52
25	Provost Organization				FC		35	26		26
26	Provost Crime				FC		56	30	12	42
27	Secretariat Work		FC				34	26		26
28	Land Warfare – I			FC			50	27	10	37
29	Tactics – I			FC			50	37		37

Total Periods	EX	645								
	LOG		630							
	NPM			626						
	PRO				617					
	TECH & ALL OTHERS					512				

Term II

SR.NO	SUBJECT	EXECUTIVE	LOGISTIC	PATROLMAN	PROVOST	PERIODS	THEORY((Hrs)	PRACTICAL(H	TOTAL(Hrs)
1	Military Intelligence	CC	CC	CC	CC	14	11		11
2	Naval Administration and Divisional System	CC	CC	CC	CC	49		36	
3	Leadership	CC	CC	CC	CC	21		16	
4	IHL & HR	CC	CC	CC	CC	28		21	
5	ILMS	CC	CC	CC	CC	28	15	6	21
6	Basic Marine Engineering	CC	CC	CC	CC	56	42		42
7	Basic Electrical & Electronic	CC	CC	CC	CC	56	35	7	42
8	Catering & Mess Management		FC			100	40	35	75
9	Parade Training	CC	CC	CC	CC	14		10	10
10	Gunnery	FC				63	47		47
11	Seamanship	CC	CC	CC	CC	42	20	11	31
12	NBCD	FC				14	5	6	11
13	Celestial Navigation	FC				133	70	30	100
14	Naval Communication – II	CC	CC	CC	CC	56	42		42
15	Anti Submarine Warfare	FC				21	16		16
16	Provost Crime – II				FC	84	63		63
17	Security & Intelligence				FC	63	47		47
18	Investigation – II				FC	63	20	27	47
19	Introduction to Explosive			FC		85	34	30	64
20	Land Warfare –II			FC		75	40	16	56
21	Tactics – II			FC		70	40	12	52
22	Stores Management		FC			90	64		64

Total Periods	EX	595							
	LOG		554						
	NPM			594					
	PRO				574				

TERM I

COURSE DETAILS				
STATUS(COURSE TYPE)	:	EX, LOG, NPM, PRO		
COURSE TITLE	:	LOGISTIC AND OFFICE MANAGEMENT		
TIME DURATION	:	Theory	56 Periods	42 Hrs
LEARNING OUTCOMES	:			
Trainee will able to obtain general knowledge about the basic functions of the supply branch.				
CONTENTS:				
<u>PERIOD</u>		<u>TOPICS</u>		
<u>Naval Stores</u>				
01		Naval Stores, Organization, Function of Naval Stores, Classification of Stores.		
02 – 04		Definition of terms		
05 – 06		Store Keeping system in Ships and Establishment.		
07 – 08		Indication of requirements.		
09 – 10		Allocation and control of fund		
11 – 13		Cash imprest and Procurement of Stores.		
14– 15		Receive and distribution of store by CLOGD		
16		Transfer		
17		Conversions		
18 – 19		Store room, Stowage, Preservation and packing.		
20		Repair Stores.		
21 – 23		Survey and disposal of stores.		
24 – 25		Stock taking procedure.		
26		Annual department Survey		
27		Stores Lost, Damage and Found.		

28	De Storing
29 – 30	Forms used in Naval stores Accounting
<u>Victualling and Clothing</u>	
31	Victualling and clothing Organization. Naval Victualling system.
32	Role and responsibilities of Supply Officer and Executive Officer regards to Victualling and Clothing.
33	Tenders and contracts, Defaulting and purchase on default, Purchase from Cash Imprest.
34	Inspection and stowage of provisions ,lost& damage and write off – demand and Supply Procedure.
35	Victualling account, Ration allowance, Rate of feeding, special allowance.
36	Costing of Issues, Maintaining of Ready Reckoner .
37	Source of Supply and Method of procurement of Naval Clothing
38	Issue of kits to naval personal.
39	Books and forms use in the system.
40 – 41	SLN Uniform Regulations.

Secretariat Works

42	Introduction to BR 7
43 – 45	Principles of service writing, Paragraph numbering, Page numbering.
46 – 47	Standard layout for Service Writing.
48 – 49	Service Correspondence.
50 – 51	Types of leave, SLNOs
52 – 53	Types of pay and allowances.

Accounting Introduction

54 – 55	Nonpublic fund, Trial balance and its use.
56	Bank Reconciliation statement

ASSESSMENT CRITERIA	:	Semester –Written end examination	100%
RECOMMENDED READING		Book of Reference 4 Book of Reference 7 Service writing Docket Victual ling and Clothing Docket	

COURSE DETAILS			
STATUS(COURSE TYPE)	:	TECH& ALL OTHER BRANCHES	
COURSE TITLE	:	LOGISTIC AND OFFICE MANAGEMENT	
TIME DURATION	:	Theory	35 Periods 26 Hrs
LEARNING OUTCOMES	:	Trainee will able to obtain general knowledge about the basic functions of the supply branch.	
CONTENTS:			
<u>PERIOD</u>		<u>TOPICS</u>	
01 - 02		Logistic Operation	
03		SLNO and Regulation	
04 - 06		Navy pay code, types of Allowance	
22 - 25 07 - 11		Naval Victualling system, Victualling allowances forms used in victualling Nonpublic fund – element of book keeping. Principles of double entry book keeping, recoding of transaction, books of accounts.	
12 - 14		The trial balance & its uses, Preparation of trial balance from books balance, bank reconciliation statement	
15 - 16		Introduction to Naval Stores organization. Storing yards, Naval Stores of Ships and Establishments.	
17		Classification of stores, disposal of unusable articles	
18 - 19		internal & External demanding procedure of Naval Stores.	
20		Permanent & temporary loan.	
21		RLs	

system, sources of supply, books to be maintained in victualling stores.

26 - 29 Naval clothing system, kit lists, forms used, kit inspections, logs of kits.

30 - 31 Principles of service writing, types of correspondence, file & file index

32 - 33 Meeting & minutes, service paper, orders & instructions.

34 - 35 Practical exercise in service writing

METHODS OF TRAINING AND LEARNING

Lectures, Readings, Listening, Presentations, Discussions

ASSESSMENT CRITERIA

Written examination

100%

RECOMMENDED READING

Book of Reference 4

Book of Reference 7

Service writing Docket

Victual ling and Clothing Docket

COURSE DETAILS				
STATUS(COURSE TYPE)	:	TECH & ALL OTHER BRANCHES		
COURSE TITLE	:	NAVAL ADMINISTRATION & DIVISIONAL SYSTEM		
TIME DURATION	:	Theory	49 Periods	37 Hrs
LEARNING OUTCOMES	:			
At the end of this module trainee will be able to obtain general knowledge about Naval Administration & divisional System.				
CONTENTS:				
<u>PERIOD</u>		<u>TOPIC</u>		
01-04		Miscellaneous duties of a Divisional Officer. (responsibilities, rating, reports, kit musters)		
05-08		Complains and requests, detailed procedure for dealing with complaints, Re-presentations concerning conditions of service.		
09 -10		Attendance at civil courts (dress and behaviour)		
11-12		Duties and privileges of senior sailors.		
13-16		Type of leave, Railway Warrants.		
17-22		Maintaining service documents and correct procedure in making the relevant entries, next of kin, reengagements, professional qualifications, notation of RUN, character assessment, very good conduct, efficiency assessments, divisional officer's record sheet.		
23-30		Advancements, qualifications for advancements, Quarterly and Half yearly recommendation. Advancements roster and position in roster.		
31-35		Drafts, Drafting Authorities, Type of Drafts.		
36-37		Entry training and discharge of sailors. (Recruitment, engagement and re engagement, training and discharge)		
38-39		Good conduct badges – award, deprivation and restoration.		
40-43		Working out examples GCB		
44-45		Investigation of offences by the OOD / OOW, open and close arrest, power of search.		
46-47		Remarks on investigation of offences (drunkenness, disobedience, unnatural offences, leave breaking, breaking out, desertion, theft, striking good order and naval discipline) and framing of charges.		

48	Welfare – welfare within the ship / establishment Welfare Committees		
49	Sports and games.		
METHODS OF TRAINING AND LEARNING	:	Lectures, readings, listening, presentations, demonstration, discussions	
ASSESSMENT CRITERIA	:	Written examination	80%
		Assignment	20%
RECOMMENDED READING :			
BR 07, BR 08, BR 09 All SLNOs Navy Regulation NAHA 05 Memorandums			

COURSE DETAILS			
STATUS(COURSE TYPE)	:	TECH & ALL OTHER BRANCHES	
COURSE TITLE	:	INTERGRATED LOGISTICS MANAGEMENT SYSTEMS	
TIME DURATION	:	Theory Practical	28 Periods Total 21 Hrs
LEARNING OUTCOMES	:	Trainee will be able to gain knowledge on working with ILMS	
CONTENTS:			
<u>PERIOD</u>		<u>TOPIC</u>	
01 – 03		Introductions of ILMS What is network (LAN & WAN) Advantages of EPR system (ILMS)	
04 – 06		System generated documentations System generated report Authorizations of demand	
07 – 09		Importance of the updating pass ward and security of data Importance of maintain of updated ILMS stocks	
10 – 12		Stocks verifications with ILMS stocks and physical Stocks including manual ledger when stock taking	
13 – 14		Prevention of unauthorized usage of net (down loading of films, Video games and reading newspapers on web etc)	
15 – 28		Practical	
METHODS OF TRAINING AND LEARNING	:	Lectures, Readings, Listening, Presentations, Demonstration, Discussions	
ASSESSMENT CRITERIA	:	Written examination	80%
		Assignment	20%
RECOMMENDED READING			
Integrated Logistics Management Systems Manual at Supply School			

COURSE DETAILS				
STATUS(COURSE TYPE)	:	LOG		
COURSE TITLE	:	FINANCIAL MANAGEMENT- I		
TIME DURATION	:	Theory	70 Periods	Total 52 Hrs
LEARNING OUTCOMES				
<p>. At the end of this module trainee will able to</p> <ul style="list-style-type: none"> - gain general knowledge about the financial management. -apply the gained knowledge when performing supply officer duties 				
CONTENTS:				
<u>PERIOD</u>		<u>TOPIC</u>		
<u>Book Keeping and Accounting</u>				
01– 02		Definition and Functions of Account, End users of Accounting Information, Accounting Concepts.		
03 –06		The Principles of Double Entry Book Keeping, Record of Transaction in Book of Original Entry.		
07 –11		Journals/ Ledgers, Posting of the Ledgers and Closing of Accounts.		
12–15		Preparation of Trial Balance		
16 – 20		Trading Profit Loss Account and Preparation of Balance Sheet.		
21 – 25		Accounts Connect – Discount, Interests, Sundry Debts and Depreciations.		
26 – 30		Bank Reconciliation Statement		
31 – 35		Objective of Auditing Auditing of Trade Profit and Loss Account and Balance Sheet		
36 – 42		Exercise of Preparation of Final Accounts		
<u>Financial Regulation and Procurement Guideline.</u>				
43 – 46		Introduction to PGL and Procurement Methods		
47 – 52		TEC and Bid Evaluations		

53 – 54	Financial Year, Consolidate Account, Planning of Expenditure, Estimate and Programme of Expenditure. (FR 3, 4 & 6) Transfer of Funds (F 66), Supplement Estimates		
55	Cash Imprest		
56	Chief Accounting Officer and Accounting Officer and Their Responsibilities (FR 124, 127), Public Accounts Committee (FR 152)		
57 – 58	Authority to Open Bank Account, Deposit of Money, Other Drafts, Issue of Cheque, Fresh Cheque, Posting of Cheque and Signing of Cheques (FR 381, 177, 382 and 383)		
59	Employment of Casual Labours (FR 95), Layout of Treasury Functions		
<u>Naval Pay Office</u>			
60	Organization of Naval Pay Office, Preparation of Pay Abstracts		
61 – 64	Scale of Pay and Allowance		
65	Duties of Paying Officer Custody of Public Money, Safes and Keys.		
66	Pension Regulations		
67 - 70	Payment of Pension Gratuity		
METHODS OF TRAINING AND LEARNING	:	Lectures, Readings, Listening, Demonstration.	
ASSESSMENT CRITERIA	:	Semester –end examination	100%
RECOMMENDED READING	:	Book Keeping & Auditing Docket Government Financial Regulations Pay & Pension Docket Financial Accounting (Fourth Editions), SN Maheshwari & SK Maheshwaran, Vikas publishing house Ltd. Financial Accounting in Sri Lanka, Hema Wijewardena, Wijaya publishing, Australia.	

COURSE DETAILS				
STATUS(COURSE TYPE)	:	LOG		
COURSE TITLE	:	SECRETARIAT WORK		
TIME DURATION	:	Theory	34 Periods	Total 26 Hrs
LEARNING OUTCOMES	:			
<p>At the end of this module trainee will:-</p> <ul style="list-style-type: none"> - possess thorough knowledge on secretariat practice - apply the gained knowledge for the service correspondence 				
CONTENTS:				
<u>PERIOD</u>		<u>TOPIC</u>		
01 - 02		Principles of service writing – essential elements, style, arrangement of service writing		
03 - 07		Convention of service writing, layout , heading, reference and attachment, security markings, age numbering, file reference, distributions and other conventions.		
07- 08		Types of correspondents		
09 – 12		Service papers		
13- 15		Briefs, Agenda & Minute meetings.		
16- 17		Appreciation.		
18- 19		Operation orders, administration orders, directive and instruction		
20– 21		Tour notes		
22 – 24		Staff officer duties, attributes of a staff officer		
25 – 27		Organization of naval staff – general principle, organization of naval head quarters.		
28		Example on service writing		
29 -30		Example on writing a brief tour notes.		
31		Discussion on important Sri Lanka Navy orders		
32 - 34		Revision		

METHODS OF TRAINING AND LEARNING	:	Lectures, Readings, Listening, presentations, Discussions,	
ASSESSMENT CRITERIA	:	Semester end examination	100%
RECOMMENDED READING			

TERM II

COURSE DETAILS			
STATUS(COURSE TYPE)	:	EX, LOG, NPM, PRO	
COURSE TITLE	:	NAVAL ADMINISTRATION AND DIVISIONAL SYSTEM	
TIME DURATION	:	Theory	36Hrs 49 Periods
LEARNING OUTCOMES	:		
At the end of this module trainee will be able to obtain general knowledge about Naval Administration & divisional System.			
CONTENTS:			
<u>PERIOD</u>	<u>TOPIC</u>		
01-04	Miscellaneous duties of a Divisional Officer. (responsibilities, rating, reports, kit musters)		
05-08	Complains and requests, detailed procedure for dealing with complaints, Representations concerning conditions of service.		
09 -10	Attendance at civil courts (dress and behaviour)		
11-12	Duties and privileges of senior sailors.		
13-16	Type of leave, Railway Warrants.		
17-22	Maintaining service documents and correct procedure in making the relevant entries, next of kin, reengagements, professional qualifications, notation of RUN, character assessment, very good conduct, efficiency assessments, divisional officer's record sheet.		
23-30	Advancements, qualifications for advancements, Quarterly and Half yearly recommendation. Advancements roster and position in roster.		
31-35	Drafts, Drafting Authorities, Type of Drafts.		
36-37	Entry training and discharge of sailors. (Recruitment, engagement and re engagement, training and discharge)		
38-39	Good conduct badges – award, deprivation and restoration.		
40-43	Working out examples GCB		
44-45	Investigation of offences by the OOD / OOW, open and close arrest, power of search.		
46-47	Remarks on investigation of offences (drunkenness, disobedience, unnatural offences, leave breaking, breaking out, desertion, theft, striking good order and naval discipline) and framing of charges.		

48	Welfare – welfare within the ship / establishment Welfare Committees		
49	Sports and games.		
METHODS OF TRAINING AND LEARNING	:	Lectures, readings, listening, presentations, demonstration, discussions	
ASSESSMENT CRITERIA	:	Semester –end examination	80%
		Assignment	20%
RECOMMENDED READING :			
BR 07, BR 08, BR 09 All SLNOs Navy Regulation NAHA 05 Memorandums			

COURSE DETAILS			
STATUS(COURSE TYPE)	:	EX,LOG,NPM,PRO	
COURSE TITLE	:	INTERGRATED LOGISTICS MANAGEMENT SYSTEMS	
TIME DURATION	:	Theory Practical	15 Hrs 06 Hrs 28 Periods
LEARNING OUTCOMES	:	Trainee will be able to gain knowledge on working with ILMS	
CONTENTS:			
<u>PERIOD</u>		<u>TOPIC</u>	
01 – 03		Introductions of ILMS What is network (LAN &WAN) Advantages of EPR system (ILMS)	
04 – 06		System generated documentations System generated report Authorizations of demand	
07 – 09		Importance of the updating pass ward and security of data Importance of maintain of updated ILMS stocks	
10 – 12		Stocks verifications with ILMS stocks and physical Stocks including manual ledger when stock taking	
13 – 14		Prevention of unauthorized usage of net (down loading of films, Video games and reading newspapers on web etc)	
15 – 21		Practical	
METHODS OF TRAINING AND LEARNING	:	Lectures, Readings, Listening, Presentations, Demonstration, Discussions	
ASSESSMENT CRITERIA	:	Semester –end examination	80%
		Assignment	20%
RECOMMENDED READING			
Integrated Logistics Management Systems Manual at Supply School Integrated Logistics Management Systems Docket at Supply School			

COURSE DETAILS			
STATUS(COURSE TYPE)	:	LOG	
COURSE TITLE	:	CATERING AND MESS MANAGEMENT –I	
TIME DURATION	:	Theory	40 Hrs
		Practical	35Hrs
LEARNING OUTCOMES	:		
Trainee will be able to gain a good knowledge on catering, method of cooking and victualling systems in wardroom			
CONTENTS:			
<u>PERIOD</u>	<u>TOPIC</u>		
	<u>Catering Management</u>		
01 - 02	Food Hygiene. Use and Maintenance of Galley Equipment, Cleaning Gear Required, Cleaning Wood Work, Utensils, Ovens, Use of different types of plant & Machinery.		
03	Galley Discipline, Responsibilities of Staff, Meal Complaints.		
04 - 06	Principle of Cooking, Method of Cooking, Introduction to Baking, Roasting, Boiling, Grilling, Braising, Dry Deep Frying, Steaming.		
07 - 10	How to obtain Lightness in soufflés, Puddings and pastries, Common Cooking Faults, Cooking Limits on Rice, vegetables, Meat & Fish, Effects of too much washing or little etc.		
11 - 14	<u>Meats</u> Description of the appearances of good Fresh Meat: Mutton, Pork, Chicken and Kidney, Liver.		
15 - 16	<u>Fish</u> Classes of Fish, Identification of the Fresh Fish, Frozen Fish.		
17- 18	Classes of Soup, preparation of Stock Pot		
19 - 22	<u>Vegetable & Fruits.</u> a. Selection b. Classification, Preparation / Serving c. Salads - Preparation and Garnishing.		
23 - 24	Breakfast items; Bread, Buns, String Hoppers, Rotty, Thosai, Pittu, Rolls Properties of Tea, Brewing and making of Tea & Coffee.		
25 - 26	Introduction to various types of pastries and Short-Eats		

27 - 30	Selection and preservation and use of Eggs
31 - 32	Field Cooking, Meals for Field Operations
33 - 36	Food values and Balanced Diets.
<u>Mess Management</u>	
37 - 39	Personal Hygiene.
40 - 43	Organization of a Wardroom, President, Committee, Members, Purchasing, Mess Subscription and Messing.
44 - 49	Victualling Systems in the Wardroom, General Messing, Allowances, Recoveries, Order, Receipt and issue of provisions, Contract Details.
50 - 54	Entertainment – Planning for different types of parties, Décor, table Arrangement, detailing Stewards etc.
55 - 60	Principals of Menu Marking, Preparation of Items, and Using approved Standard recipes, Correct Method for Presenting Menu Items on a Serving Line.
61-63	Explained of Various Types of Menu, Terms, Commonly used in Menu.
64 - 74	Knowledge of Mess Assistants Daily Routine, Cleanliness, Turnout, Rig General Responsibilities for Wines & Stores.
75-77	Knowledge of Crockery & Cutlery and Glassware
78 - 84	Serving Food, Serving Wine, Serving Diagrams.
85 - 100	Mess Dinner Routine, Before Dinner, During Dinner, After Dinner, Preparation for Toast, Passing of Wine, Loyal Toast, Dessert & Smoking.

METHODS OF TRAINING AND LEARNING	:	Lectures, Readings, Listening, Demonstration.	
ASSESSMENT CRITERIA	:	Semester –end examination	100%
RECOMMENDED READING	:	Mess management Docket. Catering management Docket. Weder L. Party food, Publication International Ltd. 2007 : JeavonsT.Fish& Sea food, Parrajon Publishing, 1 st Edition 2007 Lorenz J, Mediterranean food book, Anness publishing Ltd. 1996	

COURSE DETAILS				
STATUS(COURSE TYPE)	:	LOG		
COURSE TITLE	:	STORES MANAGEMENT		
TIME DURATION	:	Theory	64Hrs	90 Periods
ARNING OUTCOMES	:			
At the end of this module trainee will able to				
<ul style="list-style-type: none"> -gain general knowledge about the stores Management. -apply the gained knowledge when performing supply officer duties 				
CONTENTS:				
<u>PERIOD</u>		<u>TOPIC</u>		
<u>Naval Stores</u>				
01	-	03	Organization and Administration	
04	-	08	Definitions of Terms	
09			Categories of Naval Stores	
10			Storing Yards	
11			Store keeping system of ships/craft and Establishment	
12	-	14	Allocation and Control of funds	
15	-	26	Demanding procedure – Internal and External	
27	-	32	Indication of Stores Requirements	
33	-	37	Procurement of Naval stores items	
38			Transfers/Conversions	
39			Inventory Management Concepts	
40	-	44	Storerooms, Stowage, Preservation and Packing	
45	-	49	Survey and Disposal of Stores	
50	-	56	Stores Lost, Damage or Found	
57			Stock Taking – Ships and Establishment	
58	-	62	De-storing	
<u>Victualing</u>				
63	-	68	NHQ Victualling and Clothing Organization	
			Messing system, Ration Money and Victualling Allowance, receipt and issues of victuals	
69			Duties and responsibilities of supply officer and stores staff	
70			Stock levels, custody & issue of ration	
71			Source of supply of Establishment, Ships & Craft not served by contractors	
72	-	76	Tenders & contracts, Defaulting and purchase from cash imprest	
77	-	79	Books & forms used in victualling stores, Accounting procedures and Use of ready reckoner	
<u>Clothing</u>				
80			Source of supply, procurement tenders and contract	
81			Classification of uniform items according to uniform regulation	
82 - 83			Issues of kit items	
84- 90			Books and forms used and accounting in kit stores with automated system	

METHODS OF TRAINING AND LEARNING	:	Lectures, Readings, Presentations, Discussions	
ASSESSMENT CRITERIA	:	Semester –end examination	100%
RECOMMENDED READING	:	Book of Reference 4 Naval Stores Dockets Victual ling & clothing Dockets SLNO 02	