



Remember – what you pack you must carry!

ADMIN IN THE FIELD

The following guide to 'admin in the field' is aimed primarily at the forthcoming Standard NCO course, but can be used as a general guide for other courses and overseas service. Some items are not available on issue and are not compulsory to have, but are recommended to make your life easier during the tactical phase of the course. As Sgt Mick Smith (NCO Trg Wing) says 'The aim of admin in the field is not just to survive but to live comfortably for the time you are on the ground'.

Live, Fight, Survive

Live from your pack, Fight from your belt; and Survive from your jacket.

Always Remember!

When packing, lay your gear out and ask yourself the question: What will I get out of that item. Do I need it?

Keep weight to a minimum.
Carry enough water.

For more information see TM 201 Annex C.

BACKPACK

Sleeping system consisting of a sleeping bag, kit mat, bivvie bag and basha, for overhead protection, is usually placed at the base of the backpack. Consider stuffing your sleeping bag into the bivvie bag. Roll your basha around your ground mat and place on top of backpack, you can pre-attach bungee cords to the basha for quick and easy erection. If the pack is not packed properly and equally balanced it will result in back injury.

Jet/rocket pouches should be packed with minimum weight: they are primarily used in the advance to contact or offence and should not restrict movement, or be heavily laden. They are also used to carry ammunition and/or medical bag, and should be clearly marked, white for ammunition and red for section medical bag.

Individual Protective Equipment (IPE) is carried in the IPE bag within the rocket/jet pouches, consisting of IPE suit (trousers & jacket), boots, gloves, white under- and black outer-gloves worn over the jacket. The respirator and canister (with spare canister) and drinking detachment for water bottle are carried in the respirator pouch. The respirator is carried separate from the Belt Order depending on the dress cat or threat. During orders be aware of the NBC threat. If there is no NBC threat then you don't carry any IPE. You also need one & three colour detector paper and DKP2 for decontamination.

Shovels (on issue), entrenching tool, small and big shovel. The big shovel is carried on the outside of the pack, which leaves the hands free to remain on the personal weapon, and should have a sandbag covering the top of the shovel to prevent shining. Don't forget your entrenching tool.

Wets should be in good condition; if torn they should be replaced. Rank markings and name patch should be worn for identification. In inclement weather you should have gaiters, leather gloves, headgear and a scarf (recommended).

Clothing – Clothing should be in good repair and examined for its heat value, size and quality. Polyester Lowe Alpine (thermal) sweaters, will keep the body warm and reduce the risk of hypothermia, when used as part of a layering system. You may be able to get away with one pair of DPM trousers, depending on weather and pack space. Pack spare clothes on top of the sleeping bag in water-proof bags. Some form of jacket or insulation should be worn at night. High activity dress-down, low activity dress-up.

BELT ORDER

Used to carry arc markers, binos, eating utensils and emergency brew kit, gloves, goggles, emergency medical kit, model kit, rifle cleaning kit, spare kit (socks), snap lights and guides. Carried on top of the belt order are sand bags and GPMG spare parts kit and on the belt a second field dressing. You should add on an extra pouch for the amount of equipment you carry and use a bungee to keep tight and secure either around or through the belt. If you can get a secateurs they are very handy for local foliage,

camouflage and concealment.

Additional field dressing should be carried on belt order, secured with insulating tape in a water-proof bag

Rifle & cleaning kit on issue and most important should contain flannelette, pull-through complete, surgical gloves (carbon and cuts don't mix), scouring pad, safety pin for BFA to clean out the small hole in the top of the BFA.

Goggles: To protect eyes while working in forests. Should have dark lens to prevent any bright lights reflecting.

Arc markers: Designed for use in a shell scrape or base camp to indicate arcs of fire.

Tent pegs: Tie down the basha and remember if you put down four tent pegs take four up, you will need them again.

GPMG spare parts wallet. As soon as it is drawn from the stores, its contents should be checked– flannelette (should be in a plastic bag), oil (full bottle),

at platoon level there should be one wrench for taking off the BFA from the barrel to clean. It is carried on top of the belt order, for easy access, and secured with a bungee.

Two sandbags (on issue). Multiple uses: overhead protection and bottom of the shell scrape, for ammo or rations resupply, and POW handling.

Illums (on issue) and directional arrows are ideal for guiding troops through narrow forest tracks or thick vegetation.

Prisoner of War (POW) handling kit (one per section) should include sandbags, flexities & POW documentation (issued on course).

Model kit: containing cards with military symbols clearly marked, chalk & ribbons.

Hearing protection: plugs and ear muffs carried on the belt order, (pelter ear defenders are worth acquiring).

Leather gloves; many uses, primarily for inclement weather, for carrying the GPMG (sweaty hands may slip onto the barrel causing burns), to cook with (also preventing burns to hands).

Metal mug, recommended because it is easier to cook with. Cutlery should be contained in the mug with a small towel for cleaning after use.



DAY OR PATROL SACK/GRAB BAG

Not on issue. When patrolling it should be on top of the main pack and easily accessible, if there is a threat the main pack should be dropped, and the day sack is retained. It should contain emergency brew kit (tea/coffee, hexi-tabs and chocolate) as well as items of ordnance (Kite sight, ammunition or signals equipment).



POCKETS/JACKET

Field dressing with a pair of surgical gloves water-proofed, camouflage cream, mirror and a universal tool/knife should be carried. Two torches are needed; a right angled, with filters, white – casualties, red – enemy, and a lightweight, both with spare batteries taped to torch.

You will need a superfine mosquito net as well as insect repellent and light gloves, which should all be stored together.

Paracord: you will need a large amount. Remember if you put up paracord, don't forget to take it down, you will need it again.



Documentation: Maps, aerial photographs, notebook (all waterproofed), permanent pen, pencils and casualty cards.

Small housewife and survival kit: Contains small sewing kit and emergency first aid (including space blanket).



FOOD & WATER

Water

You should always carry a full water bottle and consider carrying extra water in either a platypus or plastic bottle. Water bottle(s) should be full going on the ground and re-filled on return or asap. The amount of water carried depends on type of operation – NBC or fibua, but remember you have to carry it.

Isotonic drinks should be kept separate from the main water bottle and not mixed.



Pln Comd/Sgt should always be aware of the water-state within the section/platoon and know when and where they will be re-supplied. Do you draw a water purifier? Water purifier tablets should be stored above the water bottle in a plastic bag and everything should be watertight, clear zip-lock bags are the best.

Food

The pack ration gives you approximately 63 items. You should break it down and

only bring what you need depending on the time to be spent on the ground and the type of exercise. You should supplement the ration pack with your personal preference but consider using foods that do not need much water for cooking. Chocolate, sweets, isotonic drinks, tuna, are good examples to consider. All items of rubbish should be filtered up through the section 2i/c to the platoon sergeant for collection. Never discard or bury rubbish.

you should know how long you get out of the cyclinder.



Cooking utensils
Hexi or gas stove, the choice is yours. If you choose gas

HYGIENE IN THE FIELD

Wash gear

Razor, soap, small toothbrush and toothpaste. (Note: everything comes back to weight). Wet wipes for cleaning under the arms, crotch area and hands, mirror (for checking cleanliness & applying cammo-cream), vaseline (otherwise moisture will leave the hands, and skin will start to crack; rub into the hands every evening).

Care of your feet.

Toe-nails should be short, feet should be powdered as frequently as possible.

(Store powder in plastic bag and insert your foot when powdering.) If you suffer from blisters you should carry Granuflex. Your issued laundry bag should be lined with a plastic bag. Clean should be separated from soiled.

Jocks & socks, at least one pair for every day on the ground. Socks should be thermal and pre-powdered. Waterproof socks for inclement weather (optional).



Use of latrine; troops should carry entrenching tool to cover deposit, toilet roll and anti-septic wipes to clean hands.

You should not wash and shave in the same mug used for eating and drinking.

Boots should be well broken in, but serviceable. One pair of boots should suffice for tactical phase. Bring some form of polish/Dubbin and brush, to keep the boots waterproof.

Helmet with DPM cover and some form of luminous strip at the back to



GENERAL

allow for identification when on patrols at night and rubber strip use during NBC drills as a chinstrap.

Body armour/flak jacket is worn in the majority of training and troops will need to carry extra water due to the

amount of body fluid that will be lost.

There is a school SOP for marking the rifle, jet pouches & belt order.



TESS is worn for most exercises and will be issued on arrival in NCO Trg wing.

