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21 FEB 1944

H.M.C.S. "NIOBE."

SECRET.

BEACH COMMANDO MONTHLY MEMORANDA.

15th JULY 1943.

15. Correspondence. The attention of Beach Masters is drawn to the necessity for all correspondence relating to advancement or punishment of ratings to be addressed to Commanding Officer, H.M.S. Armadillo. A certain amount of the correspondence is still addressed direct to H.M.S. Quebec. This causes considerable delay as these matters are invariably referred to H.M.S. Armadillo for prior approval. A new system has been put into operation by H.M.S. Quebec requiring special forms to be completed in cases such as these. These forms are held at H.M.S. Armadillo in order that the necessary action may be taken on receipt of requests, etc. from Beach Masters.
16. Combined Operations Kit. Duffle coats, oilskins and seaboots are no longer issued to Royal Naval Beach Commando ratings. Any of these items held by Beach Commando ratings are to be returned immediately to H.M.S. Armadillo. An entry to the effect that these have been returned being made in the rating's pay book.
17. Combined Operations Pay and Drafting Organisation.

AIGI 221A.

From: Admiralty.

Begins "The Combined Operations pay and drafting organisation of Quebec and Dinosaur will be transferred to centralised office in London, on date to be signalled, commissioned as H.M.S. "COBRA".

(2) As from the date of transfer correspondence affecting either the pay of all Combined Operations personnel borne on ships books of Quebec and Dinosaur, or the draft and advancement of Combined Operations ratings, is to be addressed to Commanding Officer, Central Pay and Drafting Office, Chelsea Court, London. S.W.7. Address for signals is H.M.S. COBRA, but this is not repetition not to be used as address for correspondence. Other correspondence affecting Combined Operations officers will be sent to Combined Operations Headquarters. Service Certificates and Medical History Sheets will be transferred to H.M.S. COBRA.

= 061435B/July.

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17. Cont.

AIGI 221A

From: Admiralty.

My 061444B part 2 final.

(3) The new organisation at Chelsea Court will be divided into 4 divisions as follows:-

Division 1 - Officers Pay	Division 2 - Seamen Ratings Pay
Division 3 - All other ratings pay	Division 4 - Drafting.

(4) As from date of receipt of this signal the following instructions are to be complied with in respect of all Combined Operations personnel referred to above.

(a) All correspondence and pay and other lists are to be kept separate according to appropriate divisions. Thus pay of Engine room ratings must be shown on separate form S.1039 from that of personnel of another division.

(b) Ships book number, initials and rank or rating must invariably be shown against name both of officers and ratings.

(c) Forms S.1039 and other lists should be arranged in alphabetical order of first letter of surnames.

(5) In existing A.F.O. and other orders reference to Quebec and Dinosaur in connection with pay and drafting matters should be made to COBRA accordingly.

(6) Further details are being promulgated in A.F.O.

= 061444B/July " Ends.

Particular attention is called to paragraph 4, relating to Forms S.1039.

18. Wearing of Battledress.

- (i) "A.F.O. 2930/43. Combined Operations Personnel - Uniform.

Any dress other than standard Naval uniform which officers or men are authorised to wear on account of employment on special services or special duties (e.g. khaki battledress for beach commandos) is to be regarded solely as a working dress, and in no case are such officers or men relieved from the obligation of maintaining the Naval uniform appropriate to their rank or rating and of wearing it on all ordinary occasions, including long and short leave.

2. Senior or Commanding Officers are to be guided by the customs of the Service as to the occasions when working dress is to be worn."

- (ii) Reference A.F.O. 2930/43 and B.C.M.M. No. 13, all Beach Commando ratings joining H.M.S. Armadillo are to bring their No. 1 suits. These should be in a good state of repair, particular attention being paid to No. 1 caps, cap ribbons, silks and collars.

19. Leave Addresses. Beach Masters of parties proceeding on leave from establishments other than H.M.S. Armadillo are to ensure that two copies of the leave addresses of all officers and ratings are compiled. One copy is to remain in the establishment and the other is to be sent to H.M.S. Armadillo to arrive on the day that the Commando proceeds on leave.

20. Sailing Lists. Past experience of operations being mounted has shown that "sailing lists" are somewhat lacking in accuracy. They usually include a number of ratings who, according to records kept here, are in hospital, cells or detention, and they almost always omit the names of a few men who are actually embarked.

- (ii) Apart from extra work involved checking the facts, the first inaccuracy does not matter a great deal. The second, however, is more serious. It causes considerable distress to the relatives of the men concerned since police enquiries have to be made, and unless the mistake is discovered quickly, allotments are stopped.

20. Sailing Lists (cont.)

(iii) Beach Masters are, therefore, requested to forward to H.M.S. Armadillo and H.M.S. Quebec an accurate return of ratings actually embarked as soon as they know that no further shore leave is to be granted. In the case of any ratings absent at the time of this return the following information will be required.

(a) Sickness. Whereabouts, nature and probable duration of sickness, whether their return to the party before sailing is probable, and whether a relief will be required.

(b) Absence over leave. Details of action taken to recover the rating, and by whom such action has been taken.

(c) Cells or Detention. Details of punishment warrant.

H.M.S. Armadillo and H.M.S. Quebec should be informed immediately if any of these ratings return on board permanently before sailing.

(iv) In all cases, it is important that initials and official numbers are quoted.

(v) In cases where a Beach Commando is embarked in three separate ships, H.M.S. Armadillo and H.M.S. Quebec should be informed as soon as possible with which party the P.B.M. and D.P.B.M. are embarked.

21. Naval Personnel accommodated in Army Camps. The following orders are to be strictly observed by all Naval personnel when accommodated in Army Camps.

1. All accommodation is arranged by the camp Quartermaster.

2. All questions relating to accommodation are to be referred to the camp Quartermaster.

3. On arrival, the Senior Naval Officer is to see that the following procedure is carried out:-

(a) An officer is to report to the Quartermaster and officially "take over" the quarters allocated. This

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21. Naval Personnel accommodated in Army Camps (cont.)

consists of inspecting the quarters, noting any deficiencies, breakages etc.

- (b) Allocate sleeping accommodation.
- (c) Draw bedding from Q.M. store.
- (d) Draw plates, knives, forks, spoons if required.
- (e) Check on the following:-
 - (i) Meal times.
 - (ii) Position of wash house.
 - (iii) " " Drying Room (hours of opening)
 - (iv) " " Canteen.
 - (v) Arrangements for bag meals and late meals.
 - (vi) Which Mess Hut will be used.
 - (vii) Times of Camp Commandant's inspections.

4. All huts, bedding and equipment are to be squared off by first parade.

5. The Duty Naval Officer will do rounds at 2100 daily.

6. Officers Accommodation.

Officers are to detail off one man per 3 officers to act as batman.

Batmen will be responsible for the following duties:

- (i) Cleaning officers quarters.
- (ii) " " kit.
- (iii) Drawing blankets etc. for officers.
- (iv) Shaking officers.

These duties are not to clash with training requirements in so far as it can be avoided.

7. Leaving Camp.

- (a) At least 24 hours notice is to be given to the Q.M. before leaving.
- (b) All loaned gear is to be returned at least 4 hours before departure.
- (c) Huts are to be cleared up and an officer is to do rounds with the Q.M. checking on state of cleanliness, breakages etc. and receive a signature from the Q.M. as to the state of the huts on departure.

(E. A. DAVIS)
COMMANDER IN COMMAND