

CHAPTER 7

CORRESPONDENCE

The Correspondence Register - Form S. 560

This register is used to record the receipt, dispatch and disposal of all letters and circulating papers received in the Department, spaces are provided to note the dates of receipt and dispatch, the number of the letter, its title or subject matter and its disposal. The front half of the book should be used to record correspondence coming into the Department and the back half to record all letters etc., originated by yourself.

The Electrical Officer's writer should keep the Register and you should ensure that he does so carefully and neatly for two reasons - first in this way he will develop a sense of responsibility for official correspondence and secondly in the event of any paper which has passed through your office being lost you will be able to indicate where it went to from you. If all Officers kept a complete record of their correspondence papers just wouldn't get lost.

When a paper is to be retained in the Department the writer should give it a Pack No. and after you have read it and taken any necessary action should file it away entering its number and title on the front of the Pack.

The Packs (Form S. 599) should be stowed in consecutive order in the office except for confidential ones which should be locked in the safe or in a drawer in your cabin. Particular care should be taken with Confidential Personnel Packs. Suggested titles for your packs are:-

- (a) Generators and ancillaries.
- (b) Low Power.
- (c) Fire Control.
- (d) Motors (including motor generators a.c. and d.c.).
- (e) Stores (not to include accounting notes etc. - letters and S. 126s only).
- (f) Radio (including Radar and Wireless).
- (g) Asdics.
- (h) Ceremonial and social functions, visits etc. (to include details of special lighting etc.).
- (j) Dockyards (including Defect List).
- (k) Gratuitous Issues etc. (issue notes to be kept).
- (l) Alterations and Additions.
- (m) Shore Supply.
- (n) Routines and Reports.
- (o) Personnel (to include complements etc.).
- (p) Confidential personnel (welfare matters etc.).
- (q) Compasses (gyro and magnetic).

These are an outline. Others will suggest themselves to you as occasion arises.

You should train your writer to hand all correspondence marked Confidential or Private etc. directly to you unopened.

The Staff Minute Sheet

Nearly all the Official Letters which are sent from ship to ship or from a ship to superior authority are signed by the Commanding Officer even though they may deal with obstruse technical matters in which he has no competence.

Accordingly when a letter is received in a ship it will be pinned to a Staff Minute Sheet (see end of this chapter) and the Correspondence Officer will note in the left hand margin the Officers whose remarks are required. When you receive this minute sheet you should take any necessary action and make your remarks as brief as possible. If any reply is necessary you should write your proposed draft on the minute sheet.

In this connection you should remember that the letter you write will be signed by your Captain and that any errors of fact or thoughtless comment you make will, in the limit, reflect on him and on the ship. Be careful not to let him down!!!

The Service Letter

The form of the letter shown below is now standard throughout the Service and you should always write your letters after this fashion.

H.M.S. CARDIGAN BAY,
at Cardigan Bay.

No. XYZ/152

20th September, 1950.

The Commodore,
The Royal Naval Barracks,
Chatham.

(Copy to the Captain S/M,
The Fifth Submarine Flotilla.)

Bloggs-Jones, T. P/MX 8591234, E.M.1 - Volunteer for Submarines

The above named rating is a volunteer for service in Submarines and his application is forwarded for favourable consideration.

2. He is medically fit for such service and a certificate of health is enclosed.

Captain.

Enclosure:- Certificate of Fitness.

NOTES:- (a) Order of name, official number and rating. This is standard.

(b) Method of including an information addressee.

(c) All paragraphs after the first are numbered.

(d) The number of the letter will be supplied by the Correspondence Officer.

Whenever a letter is written in reply the reference number and date of the first letter should always be quoted e.g. :-

Office of the Commodore,
Royal Naval Barracks,
Chatham,
Kent.

No. ABC/25.

25th September, 1950.

The Commanding Officer,
H.M.S. CARDIGAN BAY.

Bloggs-Jones, T. P/MX 8591234, E.M.1

With reference to your letter XYZ/152 dated 20th September, 1950, Bloggs-Jones application has been noted.

Commodore.

Sometimes when the answer is short and pithy it is written as a "Minute II" on the original. For example we might have received our first letter back with the following addition:-

II

Office of the Commodore,
Royal Naval Barracks,
Chatham,
Kent.

No. ABC/23.

23rd September, 1950.

The Commanding Officer,
H.M.S. CARDIGAN BAY.

Noted.

Commodore.

There are other letters which you may have to write (sometimes blinking through a mist of tears). A few self-evident ones are appended:-

TO BE HANDWRITTEN IN BLUE-BLACK INK ON PLAIN UNLINED PAPER

32, Acacia Walk,
Brighton,
Sussex.

10th March, 1924.

Sir,

I have the honour to acknowledge an appointment to serve in Her Majesty's Ship under your command from the 15th April, 1924.

Until that date my address will be as shown at the head of this letter.

I have the honour to be

Sir,

Your obedient servant,

H.M.S. FORTUITOUS,
at Plymouth.

15th April, 1951.

Sir,

I have the honour to report the total loss of Whaler No. YKX 32 in the harbour this morning.

The circumstances of the loss were these. I had caused the whaler to be tied to the forward boom on completion of exercising "man overboard" and neglected to ensure that the painter was in 'good' condition.

In the event it was not so and parted owing to the high wind and rough seas running at the time. The boat was carried over to the rocks outside the harbour where it was beaten to pieces.

I have the honour to be,

Sir,

Your obedient servant,

B. Careless,

Sub Lieutenant, Royal Navy.

H.M.S. KENYA,
at sea.

13th April, 1952.

The Commanding Officer,
H.M.S. KENYA.

Sir,

I have the honour to request that you will forward my name as a Volunteer for Service with the Royal Netherlands Navy under the conditions of Admiralty Fleet Order 1994/52.

I have the honour to be,

Sir,

Your obedient servant,

X. Z. Svengali,

Lieutenant, Royal Navy.

S.—1243. (Revised—January, 1946).

TRUE COPY OF CERTIFICATE OF SERVICE of

SURNAME (In Block Letters.)	CHRISTIAN NAME OR NAMES.
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in the Royal Navy.

NOTE.—*This copy possesses no value as a record of a man's service and character unless attested by the signature of a responsible Officer. It should not be retained by the rating on discharge.*

Signature _____

Rank _____ Date _____

Port Division _____	Official Number _____
Date of Birth _____	Nearest known Relative or Friend. (To be noted in pencil.)
Where born { Town or Village _____ County _____	Relationship : _____
Trade or occupation on entry _____	Name : _____
Religious Denomination _____	Address : _____
	National Health Insurance No. _____

All Engagements, including Non-C.S., to be noted in these Columns.			Swimming Qualifications.		
Date of entry	Commencement of time	Period volunteered for	Date	Qualification	Signature
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		

Medals, Clasps, &c., L.S. and G.C. Gratuity.

Date received or forfeited	Nature of Decoration	Date received or forfeited	Nature of Decoration

Description of Person	Stature		Chest, In.	Colour of			Marks, Wounds, and Scars
	Feet	In.		Hair	Eyes	Complex.	
On Entry as a Boy.....							
On advancement to man's rating, or on entry under 28 years.....							
On re-engagement or re-entry for C.S. or for Non-C.S. after attaining 28 years.....							
Further description if necessary							

CAUTION : This is an Official document. Any alteration made to it without proper authority, will render the offender liable to severe penalties.

Attention is drawn to Form S.453 (Irregularities in Service Certificates).

