

Declassified E.O. 12356 Section 3.3/NND No. 785015

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10000/100/282

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DUTY OFFICER'S REPORT BOOK
JAN. 1943; JAN. 1944

15pp



EXERCISE BOOK

Wide Ruling

Code No. 28-37

School ON HIS MAJESTY'S SERVICE.

FASTEN Envelope by gumming this Label across Flap.
OPEN by cutting Label instead of tearing Envelope.

Name

Subject

Comm

NOT-
OFFICERS
REPORT
BOOK.

RI

a = Area. l (Lablest) 13-7-0 Wc. 43442. 1/43. T.G.P.

t = Thickness

D = diameter. c = Circumference.

Area of rectangle = $l \times b$. (N.B. — $l \times b$ must be in the same units, i.e., when l is in ft. b must be brought to ft.)

Area of parallelogram = $b \times h$.

Area of triangle = $\frac{b \times h}{2}$.

Area of four walls of a room = $2h(l + b)$.

Cubic contents of rectangular solid = $l \times b \times h$.

" " cylinder or pipe = $D^2 \times h$.

Sum of the three angles of a triangle = 180° .

circumference = $2\pi r$ or πD (π = the constant 3.14159)

area = πr^2

area of hollow ring = $\pi(R^2 - r^2)$

surface area of

cylinder (exclud-

ing area of two

ends) = $2\pi r h$

volume of cylinder = $\pi r^2 h$

volume of cone = $\frac{\pi r^2 h}{3}$

truncated cone = $\frac{\pi h}{3}(R^2 + Rr + r^2)$

(R & r are radii of 2 ends)

1 gross = 144

A cubic foot of fresh water weighs 62½ lbs.

" " clay " 125 lbs.

" " loose earth " 95 lbs.

" " pine " 41 lbs.

" " oak " 50 lbs.

A gallon of water weighs approx. 10 lbs.

A cubic yard of compressed hay weighs about 225 lbs.

" " straw " 145 lbs.

" " coal (solid) weighs about 2,160 lbs.

" " sand weighs about 1 ton (approx.)

A truss of straw should be 36 lbs.

" " old hay should be 56 lbs.

" " new hay should be 60 lbs.

36 trusses = a load.

5% Interest or Profit = $\frac{1}{20}$ = 1/- in the £.

Sound travels in air at approximately 1,100 ft. per second.

A halfpenny is 1 inch in diameter.

A noggin = 2 glasses. [4 noggins = 1 pint.]

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785015

2/1/43

Subject: Inspection of E. M's Mess.
To : Col. Moss-Vernon, Hq Com.

1. The following report is submitted in compliance with your written orders this afternoon:

I inspected the Enlisted Men's meal and was present at the serving. The meal - a very substantial one contained

- Fried Steak & onions
- Boiled Potatoes
- Canned Peas
- Boiled Rice
- Bread and Tea.

Considering the lack of sufficient cooking personnel this meal was very satisfactory and very well cooked.

1156

2- It is to note Sir that the quality of the food has definitely improved.

3- I trust that this information will answer your wishes.

Respectfully,
Luis Vearingo
CWS AHS.

INSTRUCTIONS TO DUTY OFFICER

Tour of duty will commence at 0800 hours and will end at 1800 hours.

Duty Officer will not leave the Palace of Justice during his tour of duty unless he has made the necessary arrangements with the office of the Headquarters Commandant and will hold himself at the disposal of the Headquarters Commandant.

He will make himself familiar with the meal hours of EM/OR's and will himself inspect the meals.

He will inspect the cook house and cooking arrangements and satisfy himself that conditions of cooking are sanitary.

He will inspect the E/MOR's sleeping quarters and insure that they are clean and that beds spaces are tidy.

On reporting for duty at 0800 he will report to the Assistant to the Hq. Comdt., and on dismounting at 1800 hours, he will complete the Duty Officer's Report Book before leaving the premises.

Company Sergeant Major J.W. Peace will temporarily take over the duties of Duty Warrant Officer from 1800 hours daily to 0800 hours the following day. Until such time the Headquarters Commandant can relieve him of this duty, this Order becomes effective to-day 2nd Jan. 1944.

 118 Capt.
Asst. Hq. Commandant

785015

TIME	DATE
18.00	31/43
08.30	
08.00 17.00	
18.00	
11.00	
18.00	

Quarters clean. Food not sufficient
at breakfast, good at noon -

Report
unjustified
8 Mar
3-1-44

Azolla filix
1st of Aug
Noted & seen Ben [unclear]
115 [unclear]

TIME DATE

0845 MESS 15 Nov 44

1100 Btfc ..

1200 MESS ..

1400 MESS ..

1800 MESS

. Quarters clean. Food sanitary. checking
mess for a few days. will submit written
report later.

L. J. Bayless
Capt ASD

Sum.
2-1-44

1163

19440800 $\frac{1}{2}$

0815

1000

1200

1800

Quarters clean. Food ^{at noon} poor due to lack of sufficient personnel. This matter has been taken care of. Cookhouse is in sanitary condition. Inspected meal at 12:15 and proved to be very satisfactory.

Luis Vainago
AWF 948

3 Jan 44

1800 hrs

1805 hrs.

Lights Out

0800hrs.

Considerable difficulty is experienced, relative to the
C.D. Guards. EM that are scheduled are often out
on duty when they should be on the telephone
at 1800 hrs. may this be investigation please.

Breakfast

It was noted by me that although the
variety of foodstuff is available for substantial
meal at breakfast. it is made up unsatisfactorily
through inexperience of personnel officiating as Cooks.
Condition should improve vastly when qualified ^{trainees} are
employed.

3 January 44

Subsec Com
[Signature] [Initials]

3 JAN. 1944

0850

1230

1000

1235

1800

W. N. Entry
1st & 2nd



1160

14 Jan 44

1800 hrs.

0700

0700.

0800 hrs.

Reveille.

Only a few personnel heard Reveille.

Personnel complain that whistle is not sufficient to awaken. All rooms were visited by me at 0645 and men were still sleeping.

Breakfast

No Complaints

Female Cabaret Bookhouse. It was noted by me that although orders were given by Maj. Bartin for women

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Cont'd = to cease. they were still employed at
breakfast meal. the order should have
been passed to women by cooks.

Messages.

A message was received Ref Water
Supply this information has been
passed to Cooks to make necessary
arrangements. for Supply after 1400 hrs 14/1/54

14 Jan 54
Salerno

for Peace Com.

4 Jan. 1944

0800 hr

yes

yes

yes

1800 hrs.

Evening meal satisfactory considering difficulties involved in preparation. Quantity sufficient. Stew a little burned but palatable. Beans should have been cooked longer - impossible because of lack of water until 1600 hrs. - edible, however. No soap in water used for washing men's kit. Cooks report no soap available. Report not checked. Men satisfied with food.

Paul B. Halbur
Capt. F.A.S. M. Duff
Capt.

5 Jan 44.

1800 hrs 4/1/44

0715 hrs 5/1/44

0800 hrs 6/1/44

Breakfast Meal.

Nil. Complaints

5 Jan. 44

Peace. Com.

785015

6 Jan 44.

1800hr 5-1-44

0715hr 6/1/44

0800hr 6-1-44

- ① According to Routine Order published 5-1-44
Breakfast meal was laid down at 0700hr.
At 0750 it was noted that BM/GR. had
not complied with this order.

I informed the personnel concerned that Ample
Action should be taken. But Roberts advised
my attention to Standing Order which states
that Breakfast meal should be 0730hr and
not 0700. This ^{now} should be altered and

Countersigned by HQ. Commandant
6/1/44.

115
J. H. C. C.

0800

1200/1400

~~C.S.I.~~

CLEAN

1800

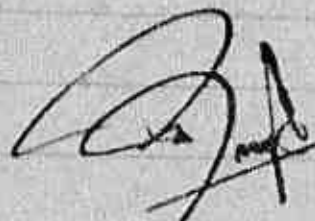
if only on the outside more satisfactory.

Dr. [unclear] [unclear]

1153

0400
1200/1400
C.S.H.
YES
1600

A great informant in meals.
if missing officer advised.

 CAPT.

0830
1700/1730
1015
1200/1700
1700

It has been noted that water is not available in E. M.'s quarters in the morning. Suggest that this be looked into.

Luis Vazquez
CWS

[Signature]
CWS

7 Jan 44.

1800 hrs 7/1/44.

0715 hrs 8/1/44

0800 hrs.

① Guards Supper.

It is customary to supply British Guard Duties with Hot drink & Supper during the hours ~~of~~ 2000 hrs - 2200 hrs. Should arrangements be made with Messing Officer for Canteen to supply this at about 2000 hrs. and to commence a duty in future, especially during the cold weather.

9 8 Jan 44

Noted *[Signature]* J. H. C. 152

Date
Time
1/8/44 0830

yes

1130 hrs.

Relieved a duty officer at 1130 hrs
in order to accomplish assigned duty
at Castellammare. Inspection of EM/OK's
quarters showed general place good
with exception of one room. Three rooms
were locked. The Sgt. Major has the numbers
of the rooms. Without exception the condition
of EM/OK's mess kit is displeasing. The Sgt. Major
at request of duty officer advised an inspection
of mess gear prior to noon meal.

1151

Carl B. Bohart
Capt. F. A.

7A03
TIME
4.1.44
1130 HRS
C.S.M.
yes
yes
C.S.M.
yes
1810 hours

no fruit or vegetables at lunch - many complaints from men on weak coffee and tea. Also want more potatoes and bread. They say food usually adequate - but sometimes not. Night meal unsatisfactory in preparation - only potatoes were hot - men complained of cold cheese and cold meat. Men would also like more variety - all without exception referring to quantity and preparation in Naples mess.

[Signature] C.A.P. Douglas Meserup, Major

DATE
TIME
11.1.44.

0800

C.S.H.

1200

1730

1300

1200

1800

Plans on the whole were good, the
variety of the lunch meal might have
been improved. Convoy of 18 EN/ONS &
10 officers fed & dismissed left this
H.Q. 0730 hrs. 11.1.44.

[Signature] CAPT.

DATE
TIME

C.S.T.

1200

1730

1030

1100

1800

Everything Satisfactory

J. J. Dunphy
Contract

1148

0900

1215

1700

1800

1200/1700

1800

These Kit water very dirty even before
it was used at noon time. Suggest that
if oil barrels have to be used for heating
mess kit water that they be thoroughly
cleaned before using.

Luis Mairago
CWO ASD

785015

I COMPLETED MY TOUR OF DUTY

I WAS PRESENT AT BREAKFAST

" " " DINNER.

" " " TEA

I INSPECTED THE ENJOY QTR

" " " COOKHOUSE

I COMPLETED MY TOUR OF DUTY

REMARKS OR REPORT ON ANY SPECIAL
OCCURRENCE.

1143

13 JAN 44

0830

1235

01410

1530

1800

W. J. Kestry
1st Lt CMP

[Signature] Capt.

1140

785615

METRIC MEASURES

Kilo- (1,000)	Hecto- (100)	Deca- (10)	Gramme (g) Metre (m)	Deci- 1/10	Centi- 1/100	Milli- 1/1,000
Kg. Km. Kl.	Hg. Hm. Hl.	Dg. Dm. Dl.	Gram (g) Metre (m) Litre (l)	Dg. dm. dl.	cg. cm. cl.	mg. mm. ml.

(Note.—dm. with a small "d" is a decimetre = 1/10 of a metre.
Dm. with a capital "D" is a Decimetre = 10 metres.)

There are certain connections between the metric system and the British measures.
(They are only approximate.)

1 cm. = rather less than 2/3 in.	1 KM. = 5/8 mile or 5 furlongs.
1 m. = 39.37 ins. (rather more than a yd.)	1 L. = 1 1/2 pt. (rather less than 1 quart)
1 g. (.035 oz.) is the weight of 1 cc. of water.	1 Kg. = 2 1/2 lb.
1 cu. ft. of water = 6 1/2 galls. (approx.)	1 Hl. = 22 galls. (approx.)

WEIGHT

16 ounces (oz.) = 1 pound (lb.)
14 lb. = 1 stone
28 lb. = 1 quarter (qr.)
4 qrs. or 112 lb. = 1 hundredweight (cwt.)
20 cwt. or 2240 lb. or 160 stone = 1 ton
(Meat—14 lb. live; 8 lb. dead = 1 stone)

INDIAN WEIGHT

5 Tolas = 1 Chittack (2 oz. approx.)
16 Chittacks = 1 Seer (2 lb. approx.)
40 Seer = 1 Maund (80 lb. approx.)

SQUARE OR AREA MEASURE

(used to measure surfaces)

144 sq. in. = 1 sq. ft.
9 sq. ft. = 1 sq. yd.
484 sq. yd. = 1 sq. ch.
1210 sq. yd. = 1 rood.
4840 sq. yd. or 4 roods or 10 sq. ch. = 1 acre.
640 acres = 1 sq. mile.

(N.B.—816 square feet must not be confused with six feet square.)

1 Hectare (Ha.) = 100 acres = 2 1/2 acres (approx.)
100 Ha. = 1 Sq. Km.

1/2 football pitch is 1 1/2 acres (approx.)

To measure the surface of a rectangular shape it is necessary to multiply length by breadth (expressed in the same unit).

LENGTH

12 inches (in.) = 1 foot (ft.)
3 ft. = 1 yard (yd.)
22 yds. = 1 chain (ch.) (length of cricket pitch)
10 chs. or 220 yds. = 1 furlong (fur.)
8 furs. or 1760 yds. or 5280 ft. or 63360 ins. = 1 mile.
3 miles = 1 league.
6 ft. = 1 fathom.
A nautical mile = 2025 yds.
A cable's length = 1/10 nautical mile = 202.7 yds.

CUBIC MEASURE

(used to measure solids or volumes)

1728 cubic inches = 1 cu. foot.
27 cu. ft. = 1 cu. yard.
128 cu. ft. (a heap) approx. 6' x 4' x 5' = 1 cord of wood.

To measure the volume of a solid it is necessary to multiply together length and breadth and thickness (expressed in the same unit).

TROY WEIGHT

(For Gold, Silver and Jewels)

24 Grains = 1 Pennyweight (dwt.)
30 Pennyweights = 1 ounce (oz.)
12 ounces = 1 Pound (lb.)

LIQUID MEASURE

4 gills = 1 pint (pt.)
2 pts. = 1 quart (qt.) (it is a quarter of a gallon)
4 qts. = 1 gallon (gall.)
36 galls. (beer) = 1 barrel.

DRY MEASURE

(Corn, etc.)

2 galls. = 1 peck (pk.)
4 pkts. = 1 bushel (bush.)
8 bush. = 1 quarter (2 ecks).
1 bush. (oats) weighs 40 lbs. (average)
1 " (barley) " 50 lbs. "
1 " (wheat) " 60 lbs. "
1 sack flour weighs 280 lb. (approx.)

MONEY

12 pence = 1 shilling (1/-).
100 pence = 8/-.
240 pence = 1 pound (£1).
1000 pence = £4.3.4.
10/- = 1/- or .5 of £1.
5/- (crown) = 1/- or .25 of £1.
4/- = 1/- or .2 of £1.
2/- (half a crown) = 1/- or .125 of £1.
2/- (florin) = 1/- or .1 of £1.
1/- = 1/- or .05 of £1.
1/3 = 1/- or .0625 of £1.
1/4 = 1/- or .05 of £1.
6d. = 1/- or .025 of £1.

To convert shillings to decimal of £ multiply by 5 and divide by 100.

To convert decimal of £ to shillings divide by 5 and multiply by 100.

French 100 centimes =

1 franc (124.25 to the £ roughly)

American 100 cents =

1 dollar (4.86 to the £ roughly)

3 Pies = 1 Pina.

12 Pies or 4 Pice = 1 Anna.

16 Annas = 1 Rupee (= 1/4).

German 100 Pfennigs =

1 Mark (20.43 to the £ roughly)

