

C.S.

Secret.

WAR/W2H/3#8

1939.

No. 5/39/39.

Secretary of State.

SUBJECT.

1939

6th October.

Previous Paper.

Men anxious to proceed to
the United Kingdom to
serve in the armed forces
of the Crown.

1. Circ No. 88 Secret ^{MINUTES.} from S of S 6. X. 39.

Submitted. Publication locally
at present appears undesirable. So
far. no official enquiries have
been received to proceed to the
step to join the armed forces
but I understand many would
go if given the opportunity.

WCH
7. X. 39

O.C. D. + 1 see

~~WCH~~ 9/X

O.C. Defence Force.

To note.

WCH

9. X. 39.

Hon. Col. Secretary.

Noted & Communicated
in part to N. Co. 1/c Mobile
Force. Vide para 3.

WCH 11. X. 39.
O.C. F.I.D.F.

Subsequent Paper.

Circ: Tele: No 96 Series of 16. X. 39.

O.C. Defence Force.

To see.

MCH

CS

17. X. 39.

15.10.39.

Telegram from Bag. S.G. No. 57 of 16.10.39. (3).

Y. Submitted. The men are
employed by Messrs Salvesen.

MCH

CS

18. X. 39.

H.L. Shotton.

MCH
CS

Telegram to Magistrate, S. Georgia of 19/10/39. H.

Confidential, Circular No 98 of 18.10.39. 5
Telegram from S. of S.

Y. Submitted. The communique
might be published.

MCH

CS

20. X. 39.

Yes
~~11/11~~ 20/X

6. Police for Publication in Church Press 21.10.39.

Post on Notice Boards.

mcH
cs.

7. (inc. Tel: 108 from S. of S. of
27. x. 39

O.C. Defence Force.

To see. I fear we
have no skilled tradesmen
to spare.

mcH
cs.

31. x. 39.

Honourable Colonial Secretary.

Dear Rank You: be definitely
can spare no one.

W. V. C. P. 2.11.39

Yk.

Instructions have been noted,
should any of the class of Volunteer
specified come forward.

mcH
cs.
2.11.39

8. Letter from M^r. H. Clement of
6.11.39.

Yk.

Submitted.

mcH
cs.
8.11.39.

HCS.

When does he get A form?

Hlllll 9/4

yh.

We have had nothing official about this. It was given out in one of the broadcasts from England.

MCH

9. XI. 59.

His name can be added to the list being sent vide 201/29 but he sh^d. state O.T.C. experience if any with date

Hlllll 14/4/59

M^r Clement not in Stanley. Tried to get him on phone but he was away.

MCH 16. XI. 59.

Letter and form to M^r Clement

MCH

9

Letter from M^r J. S. Clement with form of application.

10

yh.

Submitted. This was received too late to add to list of Argentine contingent. Send next mail?

MCH

14. XII. 59.

H.C.

Could not but we be wad
 of his services really Pass to
 O.C. D.F. He might be fitted
 to be an N.C. with the h^{is} law
 firm

15/12/39

M. Defence Force.

Refused please.

MCH
 C.
 15. XII. 39.

Honourable Colonial Secretary.

1. From every source I hear that enlistment in England, much less Commissioned rank is not possible.
2. I feel that Mr. Clement may well be used as His Excellency suggests & will be more likely to get an opportunity of service by joining the Force that going to England.
3. Could he be considered for Commission in the Force to replace Luck?

M.S. O.C.D.F.
 18. XII. 39.

J.H.

Submitted.

MCH
 C.
 19. XII. 39.

HCS.

Pl. ask O.C. to speak when
convenient bringing this with
him

20/1/43

O.C. Defence Force.

Accordingly please.

MCH
C.S.

20. XII. 39

Honourable Colonial Secretary.

As a result of interview with Mr. Excellency
the enclosed letter has on his instructions been sent.

(11)

Secrec. Circ. tele. 135 from S. of S.

O.C. D.F. 28. XII. 39.
12-13

O.C. Defence Force.

To note

MCH
C.S.

20. XII. 39.

Honourable Colonial Secretary.

Wah. Thank you. It would appear that
Mr. Clements might be able to visit once in England
but he would pay his own passage & a commission
is ruled out.

O.C. D.F. 3. I. 40.

JH.

Reds 12 and 13 Submitted.

No further communication required
to Mr. Clements?

MCH
C.S.

5. I. 40

As a supplementary
to the above

H.C.

No reply has yet been
recd. to (11) He might
be told that I am now
informed that applicants for
enlistment in the U.K. who
pay their own passage home and
are between 20, 35 yrs of age
and physically fit will be
accepted for service

THH 3/1/40

(14) Letter to J.T. Clement, Esq. of 4/1/40.

Copy of (14) sent to O.C. Defence
Force for his information.

McH
ed.

Letter from Mr. J.T. Clement to
O.C. Defence Force

15

Yh Submitted at the request
of the O.C. Defence Force

McH
ed.

I do not know what
is required THH 6/2/40

2. 2. 40

OC. Defence Force.

Referred please.

WCH
C.

6. 2. 40

Honourable Colonial Secretary.

From careful study of rd (13) I feel that all that is possible for us to do is to hand Mr Clement a letter of introduction or recommendation for him to present at one of the Recruiting Offices mentioned in para. 4 & on that authority. He has to pay his own fare & should I feel be medically examined here to avoid ^{possibility of} a useless trip home, (vide para. 5) & of course His Excellency must say if he can be spared.

WCH
C.
8. 2. 40.

Submitted

WCH
C.

8. 2. 40

If this O.C.F. is satisfied that he does not require Mr Clement's services, action can be taken as in his instructions.

OC. Defence Force.

Referred.

initials and date
above:

For favour of your
to your immediate

WCH
C.

10. 2. 40

Honourable Colonial Secretary.

I do not require Mr. Clement's services please

WCH
C.
12. 2. 40

- 16-17. S of S. Secret Circular Note of 5/12/39.
 18. Letter from Mr. J. T. Clement, 10/2/40
 19. Letter to J. T. Clement, Esq. of 13.2.40.

Hon. S. M. O.

To see red ①6 for your
 information and guidance.

Me H
CS
 13.2.40

ACS Clements passed as Grade 1.

Geo. K.
S M O
 19.2.40

Mr. J. T. Clements saw me and
 said he had undergone medical
 examination here and that
 he proposed to go to the
 U.K. in May 1940.

Me H
CS
 19.2.40

20. Letter from Manager, Ribble Island, of 12/2/40.
 21. ——— Mr. J. Ashkey of 13/2/40.

J. H. Submitted. Reply that there
 is no objection but as they will
 require to provide their own
 passages they should undergo medical
 examination here so as to avoid
 the possibility of a useless trip.

Me H
CS
 22.2.40

H.C. Please let. to Mr. Barton as king
 him to inform them both in name of
 your to mind

23/2/40

Telegram to Mr. A.G. Barton, Pebble Is. of 24.2.40. (22)

M. Defence Force.
 For your information.
 MCH

25.2.40

Honourable Colonial Secretary.

Correspondence asked. Thank you. While I
 was able to say that Mr. Clement could be
 spared, if men in any great number can be
 spared from Camp then I would like them in
 Defence Force.

Serv.

MCH

27.2.40

W. O. S. J.
 27.2.40.

See also. No 33 from Magistrate S. 9. 23.
 Minute from OC Defence Force 24.

Yr. Submitted. Both men stated
 before leaving here that they wished
 to join H.M. Forces in England.
 MCH
 19.3.40

H. C. A.

They may be permitted to go if they can obtain medical certificates of fitness from the Dr. George Frydholm doctor (for which they will have to pay themselves). They should be directed to apply to one of the recruiting offices mentioned in (13). That can be conveyed to them by letter but he expects to be informed ^{by telegram} re med. certificate requisite as it may save them unnecessary trouble but no prevention that they will be ^{medically} accepted in M. K.

~~ttttt~~ 25/3/20

25

Telegram No. 29 to C.Bag. S.G. of 19/3/40.

The N. Defence Line

To note

М. Н. С.

20. 3. 40

20. 3.
Honorable Colonial Secretary.

Now Thank you.

EW 21.3.10

PA
15/4/40

S. of S. Ciro. Tel. No. 91 of 10/6/40
" " " 96 of 13/6/40.

27
28

Government Notice No. 67 of 15.6.40.
memo from Mr. A.R. Carr, 18/6/40

29-30
31

A.C.S.
Copy of (31) in Carr's file + (30) can be circulated
to the officials through the Heads of Dep't
A.S. 19/6/40

Minute to All Heads of Departments of 21/6/40.

(32)

Letter to Mr. R.G. McRae of 29.5.41.

(33)

Certificate - Mr. R.G. McRae of 29.5.41.

(34)

Telegram Circular from S. of S. of 16/6/41.

35.

DECODE.

TELEGRAM.

64 From London Words 436 code

From Secretary of State

To H.E. The Governor, Falkland Islands.

Despatched: 6th October

19 39

Time: 0158

Received:

19

Time:

Circular No. 88. Secret.

1. Several Colonial Governments have reported that men are anxious to come to this country to enlist in the armed forces. It is desirable to indicate the general line which should be taken in this matter based on the policy here, in respect of recruitment. You will appreciate that the proposal in this telegram is concerned only with reaching a decision only as to the men who wish to come here to enlist, and not with the question of raising units in the Colonies.

2. I trust that steps have already been taken to emphasize that men required for essential local industries can best serve the national effort by remaining at their posts. The above principle applies also to the Colonial Service (see my telegram 21st September) Circular) and to men required for local defences.

2 (3. As regards men not required for local industries or Defence Forces they must understand that while their desire to serve is much appreciated the whole position here as regards recruitment differs radically from that in 1914 in that the enactment of the National Service (Armed Forces) Acts means that at present volunteers are not required except in certain categories) in view of the fact that there is a controlled intake of manpower by Service Departments as men are needed to meet the situation from time to time. Thus volunteers coming to this country from Colonies would find themselves unable to enlist (except in the specified categories) just as numerous volunteers here are unable to do. The present position is that unskilled volunteers cannot be accepted for any arms; but we require urgently certain technical personnel for army units (Fitters, Electricians, Mechanic Instrument mechanics, Motor Drivers, etc.,) and a limited number of ex-officers having special qualifications. The general position as regards the Royal Air Force is the same i.e. the present demand is for trained personnel only. I will telegraph further as soon as possible as regards specialist categories required.

4. At a later stage it may be desirable to encourage men who can be spared from local requirements (at any rate in certain Colonies) to come to this country to enlist. I shall hope to be able to communicate separately on this subject later. It is to be hoped that scope may be found within say two months for voluntary individual enlistment here in the army of men who can be spared from the Colonies.

5. You will no doubt give such publicity to the above as you think desirable. I have not attempted in the above statement to make any distinction between Europeans and others. It will be appreciated however that although non-European British subjects resident in this country are being enlisted for service with the armed forces under the National Service (Armed Forces) Act it will not be desired as a general rule to encourage non-European British subjects to come here for enlistment. I hope that in those Colonies where there is a general demand (the importance of which I appreciate) from such persons for the opportunity for service overseas it will be possible to provide a suitable opportunity by the creation of locally raised units, a question now under review here, although no decision to authorize the raising of such units has yet been made. You will no doubt bear the above considerations in mind in deciding whether (and if so how) information in Paragraphs 3 & 4 above should be made public.

6. You may think it desirable (if you have not already done so) to keep a list of persons who volunteer for service overseas. You would then be in a position to give me some indication of the number of suitable persons likely to do their enlisting here as and when use can be made for their services.

Secretary of State.

05.
DECODE.

No. 188 From London

TELEGRAM.

Words 162 cde

2

From Secretary of State.

To H.E. The Governor Falkland Islands.

Despatched: 16th October 19 39 Time: 1210

Received: 19 Time:

Circular No. 96 Secret. My telegram No. 88 Circular.

1. You may have seen Press reports concerning certain arrangements which are being made facilitating the enlistment in the Army of applicants from the Dominions and Colonies. The Scheme is briefly that up to the 31st December applicants with special qualifications will be considered for training as Officers and are referred to a reception unit here; after 31st December all candidates for Commissions (other than men with certain technical and professional qualifications) will be selected from the ranks. The scheme also provides that candidates from the Dominions and Colonies who have not yet received qualified training as Officers are given openings for enlistment in the ranks.
2. It should be made clear that the above arrangements have been introduced solely to meet the needs of applicants from the Dominions and Colonies who have recently come to this Country to enlist (or are actually on the way here) who otherwise might be stranded without means. It is still not desired that volunteers should come to this Country at present (other than those in skilled categories mentioned in para. 3 my Tel. No. 88 Cir.) & the general advice in my telegram still holds good.
3. You will no doubt give publicity to the above if there is any misconception locally as to the position; I hope to telegraph very shortly in continuation of para 3 my Tel. No. 88 Circular.

DECODE.

TELEGRAM.

From The Magistrate, South Georgia.

To The Colonial Secretary.

Despatched : 16th October, 19 39 Time : 23.50.

Received : 16th October, 19 39 Time : 12. 10.

No. 57.

10 British subjects employed by South Georgia
Company have expressed readiness to volunteer service
with His Majesty's Forces and would be glad to know
if there is a possibility of Government sending them
home to enlist.

MAGISTRATE.

File with
magistrate

DECODE.

TELEGRAM.

From The Colonial Secretary.

To The Magistrate, South Georgia.

Despatched : 19th October, 19 39 *Time :* 14.30.

Received : 19 ... *Time :* ...

No. 50.

Your telegram No. 50. from information received from the Secretary of State men can at present best serve the national effort by remaining at their posts. Later men will be required. The men can go at the end of the Whaling Season.

COLONIAL SECRETARY.

No.176.

From The Secretary of State.

To His Excellency the Governor.

Despatched London at

18.10.1939. 2200

Circular No.98. Confidential.

1. I am today issuing the following Press communique.

His Majesty's Government have decided that during the present emergency British subjects from the Colonies and British protected persons who are in this country including those who are not of purely European descent are to be on the same footing as British subjects from the United Kingdom as regards eligibility for voluntary enlistment in the armed forces and for consideration for the granting of emergency commissions in those forces. This will apply in the case of all three services, Royal Navy, Army, and Royal Air Force.

The openings for volunteers are limited and the final decision as regards the suitability of any applicant either for voluntary enlistment or for an emergency commission will rest as in the case of all other applicants with the Recruiting Authorities of Services of the Department concerned. But all applications whether for voluntary enlistment or for an emergency commission should be addressed in writing to Defence Department, Colonial Office, S.W.1. and not to the Service Department.

Applications from persons now in a Colony must be in writing to Colonial Government and not to Colonial Office direct.

2. It is most satisfactory on general political grounds that H.M. Government should have reached the decision. But I must point out that the concurrence of the Service Departments has been obtained on the definite understanding that the decision applies to British subjects from the Colonies and British protected persons who are in this country. The final decision as regards the suitability of any applicants either for voluntary enlistment or for an emergency commission will of course rest as in the case of all other applicants with the Recruiting Authorities of the Service Department concerned who will be prepared to consider all suitable applicants in this country who are sent to them by the Defence Department of the Colonial Office. It should be understood that openings for volunteers are limited and in order to avoid disappointments that it is very important in applicants' own interests that persons now overseas should not come in the hope of enlisting or obtaining a commission without first making written application. Such applications should be made to Colonial Governments and not direct to Colonial Office or Service Department.

3. Applications so received from any individual who seems to you to be specially well qualified for enlistment or for grant of emergency commission should then be referred to me with full particulars for preliminary consideration before individuals make arrangements to embark. I will arrange as early as possible for replies to be sent.

4. I fully appreciate the desire of British subjects from the Colonies and British protected persons to serve in the armed forces and no doubt in many cases this is being met by their absorption in locally raised units and the granting of commissioned rank to a certain number of approved applicants.

5. In any publicity that is given to Press communique I trust you will be able to ensure that a warning is given against would-be volunteers proceeding to this country without first making application locally as above.

-1

SECRETARY OF STATE FOR THE COLONIES.

GOVERNMENT NOTICE.

The following communique issued by His Majesty's Government in the United Kingdom to the Press on the 18th of October, 1939, is published for general information :-

'His Majesty's Government have decided that
'During the present emergency British subjects from
'the Colonies and British protected persons who are
'in this country including those who are not of
'purely European descent are to be on the same
'footing as British subjects from the United Kingdom
'as regards eligibility for voluntary enlistment in
'the armed forces and for consideration for the
'granting of emergency commissions in those forces.
'This will apply in the case of all three services,
'Royal Navy, Army and Royal Air Force.
'The openings for volunteers are limited and
'the final decision as regards the suitability of any
'applicant either for voluntary enlistment or for an
'emergency Commission will rest as in the case of
'all other applicants with the Recruiting Authorities
'of Services of the Department concerned. But all
'applications whether for voluntary enlistment or for
'an emergency commission should be addressed in
'writing to Defence Department, Colonial Office,
'S.W.1. and not to the Service Department.
'Applications from persons now in a Colony must
'be in writing to Colonial Government and not to
'Colonial Office direct.'

Persons are warned against proceeding to the United Kingdom for voluntary enlistment in the armed forces without first making application locally.

met

Colonial Secretary.

STANLEY,
21st October, 1939.

DECODE.

TELEGRAM.

No. 274 From London.

Words 341 Etat cdo.

From Secretary of State

To H.E. The Governor Falkland Islands.

Despatched: 27th October 1939, Time: 1320

Received: 19 Time:

Circular No. 108 referring to my Telegram No 88 Secret paragraph 3.

1. The following skilled tradesmen^{etc} are required by the Army and the Royal Air Force. It will be appreciated that the men required should be really efficient and not merely for example garage hands or mates:-
ARMY. Blacksmiths; operative Boot and Shoe repairers; Bricklayers; Carpenters; Coach Painters; Coach Trimmers; Concreters; Copper Smiths; Dental Mechanics; Dispensers; Draughtsmen; Electricians; Fitters and Fitters Erectors (including Electrical Fitters but not Tool Fitters); Gunsmiths; Instrument Makers and Repairers; Masons (with heavy goods Licence); Motor Mechanics; Overhead Linesmen and Wiremen; Plumbers; Radiographers; Sawyers; Stationary Engine Driver; Store-Clerks; Storekeepers; (Motor) Stokers; Telegraph Fitters; and Mechanics; Tin-Smiths; Turners; Upholsterers; Warehousemen; Watch and Clock Makers; and Repairers; Welders; Wireless Engineers and Mechanics;.
AIR FORCE. Engine Fitters; Wireless and Electrical Mechanics; Instrument Makers Armour Fitters; Electricians; Instrument Repairers; Qualified Pilots (i.e. men holding the Air Ministry "B" Licence); men who have at any time served as pilots with the Royal Air Force; its Reserves or in the Auxiliary Air Force and are in regular flying practice; men holding the Air Ministry "A" Licence with a minimum of 250 hours solo flying experience; Air Crews (either qualified Wireless Operators or qualified Air Navigators with current first or second class Air Navigation Certificates.
2. The question of whether the cost of passages to this Country should be paid from Imperial Funds in respect of Volunteers in the above categories is under consideration but no decision has so far been reached and accordingly nothing should be said to imply that the cost of passages will be paid.
3. As regards the procedure see paragraph 3 of my Circular Telegram No. 98 Confidential, but I should be grateful if you could as far as possible report on the technical qualifications of the applicants in addition to giving other particulars of their suitability.
4. Volunteers who are accepted for service here will have to undergo a prescribed medical examination on arrival. I suggest however that in order if possible to prevent Volunteers coming here who would not pass the medical test arrangements should be made in due course whereby accepted Volunteers should be examined beforehand by a Government Medical Officer. The details of the medical standard required will be sent by mail, but in general it will suffice to ensure that Volunteers are in sound health and of normal physical standard. I assume that a Government Medical Officer would be prepared to cooperate with H.M. Government by agreeing to waive his fees in respect of such examinations.

Secretary of State.

The Colony Club,
Port Stanley,
Falkland Islands.

6
Fitzroy South

Nov. 6. 1939.

The Hon. the Colonial Secretary,
Stanley.

Sir,

Red 6
In accordance with the notice of
October 21. I herewith make application
for leave to proceed to the United Kingdom
with a view to Enlisting in the Royal
Air Force.

A
I note that all branches of the
British Army are now open to
Enlistment between the ages of twenty
and thirty five.

I wish to proceed overseas as
soon as shearing is finished

I am, Sir,

Yours obedient servant

F. Clement

④

Reference No.S/39/39

Colonial Secretary's Office,
Stanley,

19th November 1939.

Sir,

With reference to your letter dated 6th November, 1939, applying for permission to proceed to the United Kingdom with a view to enlisting in the Royal Air Force at the end of the present shearing season, I am to request that you will be good enough to fill in the attached form of particulars.

I am,

Sir,

Your obedient servant.

me H

Colonial Secretary.

J.CLEMENT, ESQ.

FITZROY.E.F.

FALKLAND ISLANDS

APPLICATION FOR A COMMISSION OR ENLISTMENT IN THE
ROYAL NAVY, ARMY OR ROYAL AIR FORCE.

Name (in full) *James. Turner. Clement.*

Date of birth. *Feb. 4th. 1911.*

Place of birth. *Roy Cove, West Falklands.*

Address. *Fitzroy South East Falklands.*

Past experience and qualifications. *3 years training at
Eastbourne College O.T.C.*

Branch of Service preferred. *Royal Air Force*

Present Service. *Nil*

K. Clement

Signature.

Date. *Dec. 11th. 1939.*

X *See above where attached
If O.T.C. commission is*

Fitzroy South
11th December 1939.

The Hon. Colonial Secretary
Stanley

Sir,

I have to acknowledge your letter of 14th November. The application form has been filled in and is returned herewith.

If I am allowed to leave the Colony for service overseas, will you please inform me whether the Colonial Government would be prepared to assist towards the payment of my fare from Stanley to the United Kingdom.

I am, sir,
your obedient servant

K. Clement.

(11)

HEADQUARTERS
FALKLAND ISLANDS DEFENCE FORCE.
PORT STANLEY.

29th. December 1939.

J. T. Clement Esq.,
Fitzroy South,
East Falkland.

S/59/59.

Dear Sir,

I am directed by His Excellency the Governor to reply to your letter of the 11th. inst enclosing your formal application for a commission in the Imperial Forces.

From all reports received, it would appear that the possibility of obtaining a commission or even enlisting in the home forces is very remote for anyone from overseas. His Excellency, should you so wish will forward your application but of necessity it will be some time if ever before any instructions are received and it is most probable that your passage home would be made your liability.

In these circumstances, I am directed by His Excellency to say that he feels you would be serving the Empire, which it is assumed is your wish, by taking a commission in the local Defence Force, at least until further news is received as to your application. If this alternative appeals to you, I am directed to say that you would be offered the rank of 2nd. Lieutenant on probation in the first instance.

I would be grateful for an early reply from you.

Yours faithfully,


Major
C.C. Defence Force.

DECODE.

TELEGRAM.

S/Sg/Sg. 13

No. 509 From Secretary of State, London,

To His Excellency The Governor, Falkland Islands.

Despatched: 24th December 19 39 Time: 14.00

Received: 19 Time:

Circular No. 135 Secret With reference to my telegram No. 88 Circular.

1. Further consideration has been given, in consultation with the War Office, question whether arrangements should now be made to facilitate enlistment here in Army of volunteers from Colonial Dependencies.

2. Position has not substantially altered since my telegram No. 88 Circular. That is to say the most preessing need is still for skilled tradesmen of categories indicated in my telegram No. 108 Circular. Question whether cost of passages should be paid in respect of volunteers belonging to categories most urgently needed here is still under consideration and early decision is expected.

As regards other volunteers however the general position is that whilst their readiness to serve is much appreciated, the need for them is not such at present as to justify special arrangements for payment of their passages. As previously explained to you our limiting factor is not man power (but equipment).

3. War Office are considering whether in certain areas where there is considerable Imperial Force (e.g. Malaya and Egypt) arrangements should be made to establish training units for volunteers from neighbouring countries.

4. In the meantime however any volunteers between the ages of 20 and 35 who proceeded to this country at their own expense to enlist in the Army will be accepted (without limitation of number) subject to their being passed physically fit by the prescribed board here. (See paragraph 4 of my telegram No. 108 Circular). Any such volunteer should be advised that while of course they can apply to any recruiting office here special arrangements have been made to facilitate enlistment of volunteers from colonies at the following recruiting offices: (a) London Great Scotland Yard (b) Liverpool Wrenshaw Hall (c) Glasgow St Lungo Grant Hall (d) Southampton Lamb Memorial

DECODE.

TELEGRAM.

5/59/59. 13

No. 509 From Secretary of State, London,

To His Excellency The Governor, Falkland Islands.

Despatched: 24th December 19 39 Time: 14.00

Received: 19 Time:

Circular No. 135 Secret With reference to my telegram No. 88 Circular.

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No. 509.

2.

(e) Plymouth City Museum (f) Bristol Provident Hall Prewitt Street.

5. As was stated in paragraph 5 of my telegram No. 88 Circular it is not desired that non European British subjects should come here for enlistment. Question of how this aspect matters can be best handled is one which I must leave to your discretion. Suggest however that it would be helpful if all applications for enlistment should be made to Governors in the first instance. This would enable you not only to decide whether the volunteer in question can be spared from local defence requirements or from local industries but would enable arrangements to be made for preliminary medical examination (see my telegram No. 108 Circular) and would enable unsuitable volunteers to be dissuaded from coming to this country. There will however in the future be no advantage in continuing the procedure indicated in paragraph 3 of my telegram No. 98 Circular Confidential whereby applications are referred to me and this can be dropped. Grateful however if record could be kept of number of men who leave the Colony to enlist and if figures could be included in quarterly reports asked for in my despatch circular of 18th October.

6. Aliens are now eligible to join His Majesty's Forces but it is not desired that aliens should come to this country to join armed forces. Poles and Czechs should be advised most appropriate procedure would be to join Polish and Czech units now being formed in France. War Office advise against enrolment in local forces for the present.

S/39/39.

4th January,

40.

Sir,

2ed 11
With reference to the letter of the 29th of December, 1939, addressed to you by the Officer Commanding, Defence Force, I am directed by the Governor to inform you that His Excellency has now been informed that applicants for enlistment in the United Kingdom who pay their own passages home and are between 20 and 35 years of age and physically fit will be accepted for service.

I am,

Sir,

Your obedient servant,

met

Colonial Secretary.

J. T. Clement, Esq.,
Fitzroy South,
EAST FALKLAND.

(15)

Fitzroy South.

Jan. 20 1940.

The Commanding Officer,
Headquarters, F.I.D.F.
Stanley.

Sir,

With reference to your letter of 29th. ult. which I have just received, please inform His Excellency the Governor that I still desire that my application for enlistment in the Imperial Forces be forwarded.

With regard to the alternative of taking a commission in local Defence Force; although I fully appreciate the offer which His Excellency has made, I feel that, owing to the present shortage of labour in the Camp, I can be of most use by remaining in my present employment.

Yours

faithfully,

J. H. Clement.
Honourable Colonial Secretary.

Passed to you please for kind submission to His Excel

W. J. P. / L. D. to

16

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CIVILIAN MEDICAL BOARDS

INSTRUCTIONS

FOR THE

EXAMINATION OF RECRUITS

ON

MOBILISATION

September, 1938.

N.S. (M.C.) 13.

Copy No. 623

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CIVILIAN MEDICAL BOARDS

INSTRUCTIONS

FOR THE

EXAMINATION OF RECRUITS

ON

MOBILISATION

September, 1938.

CHAPTER I

GENERAL ORGANIZATION OF CIVILIAN MEDICAL BOARDS

1. It is understood that after the introduction of National Service the organisation will be carried out under a Ministry of National Service, the medical staff consisting of a Chief Medical Officer (assisted by a Deputy) and Divisional Medical Officers appointed by the Ministry of Health.

During any period of voluntary recruitment the Army recruiting organisation, assisted by the medical staff appointed by the Ministry of Health, will be responsible for the inception and administration of the Medical Boards. This organisation, co-ordinated with that of the proposed Ministry of National Service, is shown in Appendix III.

In interpreting these instructions as applied to Scotland, "Ministry of Health" should be read as "Department of Health for Scotland."

Medical Boards

2. In each Division, Medical Examining Boards will be constituted as found requisite, each consisting normally of a Chairman and four other members. The Chairman will convene the meetings and should keep rosters of suitable medical practitioners who are willing to serve on Medical Boards for which he is responsible. From these rosters he will nominate the members required for each meeting of the Board. In this way the work of the Boards will be distributed as evenly as possible among the doctors on the roster. Particular importance should be attached to the selection of the Chairmen of the Boards, who should be practitioners of standing and, where possible, of special experience in work of an analogous kind. Each Board should examine at least sixty men in two sessions of approximately two and a half hours each. It will generally be found that, as experience is gained, this rate can be substantially exceeded.

CHAPTER II

GRADING

3. The duty of the Medical Boards will be to classify men referred to them after appropriate investigation of their physical and mental condition, in the four Grades defined in paragraph 6 below.

4. The normal functions of these Medical Boards are thus quite distinct from those of the authorities charged with the duty of posting each individual who is called up for service to duties for which, having regard both to his Grade and to other relevant

considerations, he is deemed to be suitable. It is, however, the intention that these Medical Boards should begin to function as early as possible after mobilization is ordered, even if National Service is not immediately introduced. If this should eventuate these Boards will be operating during a period of voluntary recruiting, when recruits will be accepted, attested and posted to their units by the Recruiting Officers immediately after their medical examination and without the intervention of the Posting Board. Under such circumstances it will be necessary for the Chairman of the Board to complete the medical certificate in the attestation document, certifying the Grade for which the man is fit, *e.g.* Grade I, Grade II, Grade III or Grade IV.

5. In deciding as to the grade in which a particular man is to be placed, regard is to be had, first, to the general definitions given in paragraph 6, and, secondly, in the case of those suffering from certain diseases and disabilities, to the special explanations contained in paragraphs 7 to 14 inclusive. In this connection, however, particular attention should be paid to the qualification required for Grade II as indicated by the definition of that Grade in paragraph 6 below.

Grades

6. The four Grades are defined in general terms as follows :—

Grade I.—Men who, subject to only such minor disabilities as can be remedied or adequately compensated by artificial means, attain the full normal standard of health and strength, and are capable of enduring physical exertion suitable to their age.

Grade II.—Those who, while suffering from disabilities disqualifying them for Grade I, do not suffer from progressive organic disease, have fair hearing and vision, are of moderate muscular development, and are able to undergo a considerable amount of physical exertion not involving severe strain.

Where a man has been placed in this Grade solely on account of either defects of visual acuity or deformities of the lower extremities, or both, in accordance with the instructions in the appropriate paragraphs of this Code, the letter (a) will be inserted after the grade on the Medical Examination Record.

Grade III.—Those who present such marked physical disabilities or evidence of past disease that they are not fit for the amount of exertion required for Grade II.

Grade IV.—Those who suffer from progressive organic disease or are for other reasons permanently incapable of the kind or degree of exertion required for Grade III. These men are unfit for any form of service.

7. In paragraph 14 indications are given for the assistance of Medical Boards in deciding as to the appropriate grading of men who suffer from the several disabilities and diseases named therein. They are based on experience of the armed forces as to the kinds of duties, if any, to which men affected by the conditions specified can, in the majority of cases, advisedly be assigned. But they are necessarily subject to exceptions. A man suffering from a particular infirmity, who is of more than ordinary general vigour, may sometimes properly be placed in a higher grade, and a man of generally poor physique in a lower grade, than could the majority of those exhibiting the same specific defect. Each case, therefore, must be decided on its merits after a careful review of the man's condition as a whole.

8. The general condition and physique must thus be duly considered in every case. Often the man's occupation, such as that of blacksmith, navvy or miner, or the exercise he takes, such as football, cycling, walking, or the distance he covers by walking or cycling in a day's work, will show that he is fit for the higher grades. Sometimes the Examiners will have no such guides, and then they may be doubtful as to the man's capacity for physical exertion. In these circumstances they should see how he responds to such exertion as can be performed before the Board.

Exercise Tolerance Test

9. The exercise tolerance test prescribed for this purpose consists in observing the effect on the pulse rate of lifting the subject's own body weight through a given height a fixed number of times at a fixed speed.

10. The exercise tolerance test is carried out as follows :—

- (1) The pulse rate is taken for 15 seconds with the recruit standing.
- (2) The subject places one foot on a chair at least 15 inches in height, the other on the floor. He then raises himself till both feet are on the chair, then lowers himself till one foot is on the floor. This is repeated ten times in thirty seconds.
- (3) The pulse rate is then taken for 15 seconds.
- (4) The subject stands still and 45 seconds later, *i.e.*, one minute after the completion of the exercise, the pulse is taken for 15 seconds, by which time the rate should be the same as, or lower than, the original rate. The subject may use the back of the chair to steady himself when getting on and off the chair.

11. The data thus ascertained are (i) the rise of rate produced by the exercise, and (ii) the time required to regain the constant standing rate. If the constant is regained in 60 seconds, the subject may be regarded as possessing good exercise tolerance. If it is not regained in that time, the cause may lie in cardio-vascular defect or nervous instability, and must be investigated by the appropriate examinations, to which the test must be considered as an adjunct, as it does not afford conclusive evidence of these conditions or of a man's unfitness for Grade I. Experience has shown that the response to this test may be rendered unsatisfactory in an otherwise healthy man by temporary toxæmia, *e.g.*, common cold, or temporary lack of full physical condition, *e.g.*, following prolonged sedentary work, and other causes.

12. In all cases in which the exercise tolerance test is carried out, the result should be recorded as follows on the medical examination record :—

E.T.T. 72—100—70,

the figures indicating the pulse rates standing, immediately after exercise, and one minute after exercise.

Incipient Organic Nervous Disease and Nervous Instability

13. Having regard to the fact that certain indications of incipient organic nervous disease become manifest before gross symptoms have developed (*e.g.*, disseminated sclerosis, tabes and G.P.I.), the examination of the pupillary reflex, knee jerk, ankle jerk and plantar reflex should be part of the routine examination.

The estimation of nervous stability calls for enquiry into the recruit's personal and family history of nervous or mental illness. A history of insanity or of nervous ailments in the family or of previous nervous breakdown in the recruit himself should prompt close investigation of details. In such cases special attention should be paid to the presence or absence of the following signs, which are hardly capable of simulation :—

Tremors of eyelids, fingers and tongue, widely dilated pupils.

Exaggerated deep reflexes (particularly triceps and ankle jerks).

Profuse sweating.

Tachycardia without obvious reasons.

Exophthalmos and thyroid enlargement.

Exaggerated deep reflexes in conjunction with the presence of tachycardia, tremor or persistent sweating constitute a serious disability.

In estimating nervous stability, due consideration should also be given to minor signs of defective nervous control, such as tics, habit spasms, restless movements of hands and feet and stammer.

The Medical Officer will consider to what extent the condition should be regarded as disqualifying the man for classification in Grade I, II or III. A colleague's or specialist's opinion will be obtained in doubtful cases, and special observation during training recommended for those whom he accepts in spite of minor degree of mental or nervous defect. Men who present well-marked signs of nervous instability must be placed in Grade IV.

A note of the mental and nervous stability of each man will be made on the Medical Examination Record.

Epilepsy and other nervous and mental diseases and defects are considered below under the appropriate headings.

14. A list, in alphabetical order, of certain Disabilities and Diseases more commonly met with in these examinations, with notes on their effect as to grading, is given below. These notes are to be read in the light of the general explanation given in paragraph 7, except in cases in which it is explicitly stated that a man suffering from a particular disease or disability *must* be placed in a particular Grade. Such an instruction is to be read absolutely; but an instruction that a man *should* be placed in a Grade is to be interpreted with reference to the man's general condition. Special regard should be paid to the insertion of the letter (*a*) against the grading on the Medical Examination Record of those placed in Grade II solely on account of defective vision or deformities of the lower extremities.

The greatest care must be taken to enter any defects and/or ailments discovered by the Board, whether affecting grading or not, on the Medical Examination Record. It is essential that an accurate description of the physical and mental condition of the recruit on enlistment should be recorded in order that any difference on demobilization may be noted.

Acne.—Most men affected with acne should be accepted for service and graded according to their general physical fitness. Those, however, in whom the back is badly affected, should be placed in Grade III.

Albuminuria.—Albumen in the urine not accompanied by other symptoms or manifestations of renal disease is not in itself a disqualification for Grade I. A renal efficiency test will be carried out in case of doubt.

Appendicitis.—The mere complaint of discomfort in the iliac fossa on the right side is no bar to the man being placed in the Grade otherwise suited to his physical condition, nor is a trustworthy history that the man had had an attack of acute appendicitis unless

it has occurred within two months, or there is definite evidence of thickening in the iliac fossa, or tenderness is elicited there, in which case his examination should be deferred for a suitable period. A scar after an operation for appendicitis is not in itself of importance, but men with undoubted ventral hernia must not be placed higher than Grade III.

Arterio-Sclerosis.—In all suspected cases the blood pressure should be taken and the condition of the urine specially noted. Cases in which the symptoms indicate marked arterio-sclerosis must be placed in Grade IV.

Asthma.—Cases of alleged asthma should be deferred for enquiry as to the medical history. Cases of well verified, genuine, spasmodic asthma, in which the attacks occur monthly, or more frequently, should not be placed higher than Grade III, and may have to be placed in Grade IV, but if the attacks occur at longer intervals and there is no evidence of shortness of breath, bronchitis or emphysema, the man may be fit for Grade I.

Bronchitis.—A man suffering from chronic bronchitis, of which physical signs can be found in the chest, should not be placed higher than Grade III; severe cases should be placed in Grade IV.

Cleft Palate.—If this defect is so marked as to make speech unintelligible, the man must be placed in Grade III.

Club Foot.—See *Deformities of Lower Extremities*.

Colitis.—Colitis is to be judged by the severity of the symptoms. The mere passage of mucus is no bar to the Grade for which the man is otherwise suitable.

Corns.—See *Deformities of Lower Extremities*.

Cystitis.—Suspected cases of this condition should be deferred for full investigation before grading.

Deafness.—If a man can hear a soft, not forced, whisper, at a distance of 6 ft. with each ear, the other being closed, he is fit for Grades I and II.

A man who cannot hear the spoken voice at a distance of more than one foot, with either ear, when he is not looking at the examiner, must be placed in Grade IV.

Those falling between these two classes should be placed in Grade III.

Any diminution in hearing which is due to the presence of cerumen or to a transitory cause such as Eustachian and middle ear catarrh following a cold will not affect grading. A man with complete unilateral deafness is often without the sense of the direction from which sounds proceed, and it then may be advisable

to place him in Grade II, but much depends upon the physiological compensation which has been acquired by the individual. The presence of an old perforation with a dry ear is of no importance, and the case must be judged solely on the history and the degree of deafness.

In cases of previous simple mastoid operation (Schwartz's or radical mastoid operation), if the result is satisfactory, the amount of hearing will determine the Grade, for these operations in themselves do not disqualify for any Grade. (See *Otitis Media*.)

Deformities of Lower Extremities.—The grading of persons suffering from these conditions should be determined by the degree of disablement occasioned and not by the nature of the deformity.

Club Foot.—Only the very mildest cases will be placed in Grade I. A moderate degree without serious complications will be placed in Grade II and marked (a). Well-marked cases will not be placed higher than Grade III.

Flat Feet.—If the joints of the tarsus are flexible and the arch reappears when the man stands on tip-toe he may be placed in Grade I. If the arch does not reappear when the man stands on tip-toe, yet the foot is free from marked deformity and tenderness he may be placed in Grade II and marked (a). If the foot is everted and the tarsal joints are stiff he should not be placed higher than Grade III.

Hammer Toes.—Mild degrees may be placed in Grade I. A moderate degree not interfering with efficient locomotion and unaccompanied by concomitant defects may be placed in Grade II and marked (a). If associated with painful corns or bursæ on the dorsum of the toes, or if the deformity is such that the man tends to walk on the tip of the affected toe, he will not be placed higher than Grade III.

Hallux Rigidus.—These cases will not be placed in Grade I. The lesser degrees, uncomplicated, may be placed in Grade II and marked (a). Well-marked cases, with or without complications of Hallux Valgus, will not be placed higher than Grade III.

Hallux Valgus.—If neither walking is interfered with nor the condition associated with painful bunions or corns, the man may be placed in Grade I. Other degrees, unless complicated with hammer toe, or with the great toe overlapping or being covered by the others, may be placed in Grade II and marked (a).

Knock-Knee.—With a separation of the internal malleoli of 2 inches or under, when the man is standing upright and the inner sides of the knees touching, he may be placed in Grade I. With a separation of over 2 inches but under $3\frac{1}{2}$ inches he will be placed in Grade II and marked (a). More marked degrees will be placed in Grade III.

Pes Cavus.—Only the very mildest forms will be placed in Grade I. A moderate degree with the presence of hammer toe or prominence of the metatarsals on the plantar surface may be placed in Grade II and marked (a). Well-marked cases will not be placed higher than Grade III.

Diabetes Insipidus.—If clear evidence is obtained that a man is suffering from this disease he should not be placed higher than Grade II. If the symptoms are severe he should be placed in Grade IV.

Diabetes.—See *Glycosuria*.

Duodenal Ulcer.—See *Gastric Ulcer*.

Eczema.—Men suffering from eczema of long standing, affecting a large surface and resistant to treatment, should be placed in Grade IV. Those with mild attacks should be graded according to their physical fitness. Cases of moderate severity should be placed in Grade III.

Epilepsy (Grand and Petit Mal).—All cases of true Epilepsy in which the diagnosis has been established, and all cases in which there is definite evidence that the man has had epileptic fits during the preceding seven years, must be placed in Grade IV. Convincing documentary evidence will be necessary and certificates should always state whether the certifier has seen an attack or its immediate results, and whether he knows of other cases of Epilepsy in the family.

The presence of symptoms of instability of the nervous system, e.g., greatly exaggerated knee jerks, mental deterioration, widely dilated pupils or tremor, should be regarded as sufficient corroborative evidence to justify placing the man in Grade IV.

If a man states that he is the subject of this disease, but no attacks have occurred for seven years and there are no marked symptoms of instability of the nervous system, he may, if otherwise fit, be placed in Grade II or III. No man with a well-authenticated history of Epilepsy at any period of his life should be placed higher than Grade II.

In all cases where the diagnosis of Epilepsy rests upon unsupported statement and in which no corroborative evidence is forthcoming, it should be assumed that a condition of true Epilepsy does not exist, and the man will be graded in accordance with his degree of general physical fitness.

Eye (Diseases of, and defects of vision).—Men whose eyes are free from disease and whose vision :—

- (1) Without the aid of glasses is 6/24 or better in each eye ; or 6/6 in one eye and not less than 6/60 in the other eye, the worse eye correctable to at least 6/12 with glasses, may be placed in Grade I ;

- (2) If Vision without the aid of glasses is below 6/24 but not below 6/60 in each eye and correctable to at least 6/12 in each eye with glasses, the man may be placed in Grade II and marked (a).

Other degrees of defect must be placed not higher than Grade III. A man with the loss or practical loss of one eye, if investigation as to the cause of the loss is satisfactory, and provided that the other eye is free from disease and attains a degree of visual acuity not below 6/12, may be placed in Grade II and marked (a). Otherwise he must be placed not higher than Grade III.

Men who have practically lost the sight of both eyes, or whose vision is so defective that they could not earn their living in any occupation for which eyesight is essential, must be placed in Grade IV.

Men suffering from diseases of the eye—as distinct from defects of visual acuity—will be referred, if necessary, for special examination and graded in accordance with the results. In cases of acute disease with a good prospect of recovery, grading will be deferred for the requisite time.

Men suffering from chronic disease of the eyes, even though quiescent, must be placed not higher than Grade III.

Favus.—Cases affecting large areas of the scalp should be placed in Grade IV. Less severe cases may be placed in Grade III, the presence of the disease being noted so that care may be taken to prevent contagion and to institute treatment.

Fingers (loss of).—If the grip of the hand and the movements of the remaining fingers are but little impaired, the loss of a part or the whole of one or more fingers is no bar to Grades I and II.

Fistula in Ano.—This condition need not affect grading provided that every care is exercised to make sure that the fistula is not a complication of pulmonary tuberculosis.

Flat Foot.—Vide *Deformities of Lower Extremities*.

Gas.—Men complaining of recent exposure to gas should not be graded so long as any acute symptoms exist.

Mustard Gas.—Serious after-effects are, injury to the eyes with loss of tissue, and severe and permanent bronchitis. Conjunctivitis and skin blisters usually leave no permanent disabilities and clear up in days or weeks, according to the severity of the original injuries. Early conjunctivitis will invariably have been present in all cases in which bronchitis is said to be the result of gas.

Lung irritants.—Chronic bronchitis said to be a result of inhalation of harmful gases would have a history of an exposure which resulted in an illness requiring treatment in bed and a continuous record of ill-health as a result. Factors such as long-standing chronic bronchitis, tobacco and alcohol should be considered when grading these cases.

Gastric and Duodenal Ulcer.—If a man gives a history or brings a certificate suggesting the existence of an ulcer of the stomach or duodenum, and has undoubtedly had hæmatemesis or melæna within a recent period of time, the presence of an ulcer may be assumed, and he should be placed in Grade IV, or deferred for six months. Cases of recent operation, such as gastro-enterostomy, should be deferred for six months and then reconsidered.

On the other hand, the mere complaint of indigestion with abdominal pain, even if extending over some years, is not a bar to placing the man in the Grade for which he is otherwise suitable, and many men with these symptoms may be placed in Grade I or II.

Glands (Enlarged Lymphatic).—Diagnosis of the cause and the prognosis will determine the effect on grading. Scars due to operation on, or suppuration of, glands in the neck are in themselves no bar to Grade I.

Glycosuria.—Every care should be taken to see that this condition is not overlooked. If the urine on testing gives a definite sugar reaction, or even if no sugar is found but there is a definite history of glycosuria, the man must be referred for further examination to determine whether the conditions are transitory or otherwise. If it is established that a man is suffering from diabetes he must be placed in Grade IV.

Gonorrhœa.—If a man is found to have Gonorrhœa, he should be placed in the Grade for which he is otherwise suited and his condition noted; and he should be advised to have his disease properly treated. If complications of Gonorrhœa are present, the man may, if necessary, be referred for special examination.

Hæmorrhoids.—In the majority of cases this malady is not of sufficient severity to have an effect on the man's grading. If the man is able to do a full day's work he should be placed in the Grade for which he is otherwise suited.

Hammer Toes.—Vide *Deformities of Lower Extremities.*

Heart (Diseases of the): General Examination.—In all cases the heart should be examined with the man in both the erect and recumbent position. Some cardiac murmurs are often difficult to detect, unless listened for in the erect and lying position, both to the left and right of the sternum, and while the breath is held by the man in full expiration. Mitral Stenosis should be readily detected if the man is examined immediately after slight exertion.

In every case in which there is any reason for suspecting cardiac insufficiency the exercise tolerance test must be carefully completed, and the result noted. Cases of serious structural heart disease are extremely rare in men who show good exercise tolerance.

In brief, no man should be classed Grade I whose heart shows signs of definite enlargement, of mitral stenosis, or of aortic regurgitation; such men and those in whom a harsh systolic murmur is heard, which is constant in the erect and supine posture, should be referred for special examination unless disposed of on other grounds.

(1) *A Systolic Murmur* heard at the apex cannot be accepted in itself as evidence of structural disease of the heart, but a high grade of exercise tolerance should be required, and most careful investigation with regard to enlargement should be undertaken and evidence of early Mitral Stenosis or Aortic disease eliminated. In the absence of any signs of cardiac disease, other than a systolic murmur, the man may be accepted for Grade I, provided he has good exercise tolerance.

(2) A man with a definite organic lesion of the endocardium, even though well compensated and giving a fair response to the exercise tolerance test, must not be placed higher than Grade III.

(3) A man with a mitral regurgitant murmur and showing but slight enlargement of the heart and no signs of failing compensation, e.g., œdema of the feet, dyspnoea on slight exertion, who is able to follow his civil employment must not be placed higher than Grade III.

(4) Cases of mitral stenosis, under the most favourable circumstances, must not be placed higher than Grade III.

(5) Men suffering from aortic regurgitation must be placed in Grade IV. A systolic murmur at the base does not necessarily nor often indicate aortic stenosis. Aortic stenosis apart from regurgitation is rare, and cases in which it is suspected should be referred for special examination.

(6) *Enlargement of the Heart.*—Cases of definite enlargement of the heart, that is to say, if the cardiac impulse is clearly to be felt (as opposed to seen) beyond the nipple line, or 4 to 4½ inches from the midsternal line both in erect and lying posture, should be placed in Grade IV. With a slight degree of enlargement, such as is found in an athlete or heavy smoker, a man should be placed in Grade I, II or III according to his response to the exercise tolerance test, and a note recommending graduated training made where necessary on the Medical Examination Record.

(7) *Irregularities of the Heart.*—Abnormalities in heart rhythm and rate (Cardiac Arrhythmia, Tachycardia, etc.) are not necessarily evidence of disease. Irregularities of rhythm usually disappear when the pulse rate is raised by exertion to 120 beats per minute, while a rapid pulse rate, especially in youths, may be due to the excitement of the examination. Before accepting such men for Grade I or II, a thorough cross-examination of the man's previous history, e.g., his occupation, athletic ability, etc., must be undertaken,

the response to the exercise tolerance test carefully observed and the question of enlargement of the heart eliminated. If there is doubt the man should be placed in Grade III and a note recommending graduated training made on the Medical Examination Record.

(8) *Drugs*.—If it is suspected that a man has taken drugs with a view to altering the action of the heart, the examination should be deferred, and the particulars of the case referred to the appropriate authority to take the necessary steps to arrive at a diagnosis.

Hernia (Femoral).—If this is reducible, the man may be placed in Grade III, otherwise he must be placed in Grade IV.

Hernia (Inguinal).—If unilateral, not large and well retained by a truss, this condition does not disqualify for Grade I; if bilateral and not large and controlled by a truss, the man may be put in Grade II. If the hernia, either single or double, is large with patulous rings, but is retained by a truss, the man must be placed in a Grade below the first, the precise Grade being determined by a consideration of his general physical condition. If the hernia is irreducible, the man must be placed in Grade IV.

Hernia (Umbilical).—If small and protected by a pad, the man may be placed in Grade II; small subperitoneal herniæ do not affect the man's grading.

Hernia (Ventral).—If this is not large, and is protected by a pad, the man may be placed in Grade III, otherwise he must be placed in Grade IV.

Hydrocele.—If this is small, it is not a disqualification for Grade I. It is seldom, if ever, a reason for placing the recruit in Grade IV.

Incontinence of Urine.—If there is sufficient evidence to show that this is persistent and not a symptom of a remediable condition, the man should be placed in Grade IV.

Infantile Paralysis (Wasted and Poorly Developed Limbs).—These conditions are almost always the result of infantile paralysis, and unless slight should be dealt with in the same manner as cases of club foot.

Insanity.—See under *Mental Diseases*.

Kidney (Movable).—This is not a disqualification for Grade I if the man is otherwise physically fit.

Kidney (Removed).—A man from whom a kidney has been removed should not be placed higher than Grade III. The condition of the remaining kidney should be investigated most carefully.

Knee-Joint (Loose Cartilage in the).—If the diagnosis is beyond doubt, and the knee certainly locks at times, the man must not be placed higher than Grade II.

Limb (Loss of, Total or Partial).—Ankylosis, shortening, curvature of a long bone, old unreduced dislocation, or abnormal mobility of a joint, may require the subjects of any of these to be placed in Grade III or IV, according to the degree of interference with functional activity.

Any man who has lost the whole or part of a limb, or the whole or greater part of a hand or foot should be placed in Grade IV.

Lung (Tuberculosis of the).—(1) Any man whose present condition or history suggests that he may be suffering from pulmonary tuberculosis must be referred for expert examination and report.

(2) Any man who is found to be suffering from active disease, however mild, must be placed in Grade IV, as must also any man who is reported to have suffered from the disease, though now quiescent, within the past two years.

(3) Men found to be affected by the disease, but in whom it has been quiescent for over two years, may be placed in Grade III if the expert report indicates that the risks of breakdown, under conditions of occupation suitable for men in that grade, are not likely to be increased.

(4) Valuable information as to history may often be obtained through the Medical Officer of Health of the County or County Borough in which a man has resided, and should be applied for if there is any reason to think that he has been under treatment at a Tuberculosis Dispensary or in a Sanatorium.

Lupus Vulgaris.—Mild cases of this disease, affecting surfaces other than the face, may be placed in Grade II or III. Severe cases, especially if ulcerating or affecting the face, in Grade IV.

Mental Diseases and Defects and Neurasthenia.—An average degree of mental capacity is required for Grade I, II or III. Imbeciles, men who have at any period of their lives been certified to be of unsound mind, and those who at the time of examination are found to be suffering from mental disease, must be placed in Grade IV. Others who exhibit definite mental deficiency will, if otherwise fit for one of the higher Grades, be deferred for special examination. In these doubtful cases enquiry should be made of the man's employer as to his wage-earning capacity and otherwise. Enquiry should also be made as to the standard which he attained at school.

Whenever mental disease is suspected special attention will be given to such indications of nervous instability as may be elicited by the routine examination mentioned in paragraph 13 of this Chapter.

A number of men will probably state that they are suffering from Neurasthenia. In many cases the degree of this condition will be found to be slight, and so should not be considered as a bar to Grade I. More severe cases should be graded or rejected on the evidence of nervous instability tendered and found.

Nasal Obstruction and Catarrh.—If there is no suppuration in the accessory sinuses, and no serious obstruction to breathing, the man may be placed in the Grade for which he is otherwise suitable.

Obesity.—If not accompanied by visceral changes, is compatible with Grade I or II, but if excessive, with Grade III only. If obesity is complicated by visceral changes, as of the heart and liver, the recruit should be placed in Grade IV.

Otitis Media (with discharge from the Middle Ear).—The grading of many of these cases will depend upon the degree of deafness, but the following considerations must be borne in mind. The mere presence of a discharge does not exclude recruits from the grade otherwise suited to their general physical condition. If there is a foul discharge or a marginal perforation of the drum with granulations or polypi, or any symptom indicating possible involvement of the internal ear, the case should be referred to a specialist for report before grading is decided. (See under *Deafness*.)

Piles.—See *Hæmorrhoids*.

Pleurisy.—Men who show signs of healed Pleurisy, or simple thickening of the pleura following pneumonia, should be graded on their general physical condition and their response to the exercise tolerance test.

Psoriasis.—Psoriasis, mild in type and occurring in small patches, does not prevent a man from being placed in the Grade suited to his physical fitness. More severe cases should be placed in Grade III, but those affected with widespread psoriasis of long duration should be placed in Grade IV.

Renal or Vesical Calculus.—A man who has undoubted symptoms of stone in the kidney or bladder should be placed in Grade IV. If there is any doubt, his examination should be deferred until such time as his actual condition can be ascertained. He will then be graded accordingly.

Rheumatism (Chronic).—Complaints of this condition necessitate particularly discriminating enquiry. Generally speaking, occasional attacks of muscular rheumatism should not affect grading. Men suffering from chronic articular rheumatism should not be placed higher than Grade III.

Scabies and Pediculosis.—These diseases do not affect grading. Men suffering from them will be placed in the grade for which they are otherwise physically fit.

Spinal Curvature.—Angular curvature is almost always the result of tuberculous caries. If the disease is active, or has been recently active, the man must be placed in Grade IV. If there have been no active symptoms for four years, and the man has been following a trade, he will often be found fit for Grade III.

Neither a moderate degree of lordosis nor of kyphosis is a disqualification for Grade I if the man is otherwise fit for this Grade.

Lateral curvatures, unless causing persistent pain or severe deformity, need have no effect on grading.

Stammering.—A slight defect in articulation may be ignored, unless it is associated with symptoms of nervous instability, but a man with a stammer of pronounced degree should be placed in a Grade lower than Grade I, provided that the Board are satisfied that it is a chronic and persistent condition.

Stricture.—Men who are medically certified as being under treatment by the periodic employment of a bougie or catheter for a definite organic stricture should not ordinarily be placed higher than Grade III.

Sycosis.—Severe or recurring cases of this disease should not be placed higher than Grade III, an entry being made on the Medical Examination Record that they may require treatment. Mild cases may be graded according to their physical fitness in other respects. It should be remembered that many cases described as sycosis are not cases of folliculitis, but a suppurating condition of the surface of the type of impetigo, and these are readily amenable to appropriate treatment.

Syphilis.—If a man has, or has had, syphilis, he must ordinarily be graded according to his general physical condition, but men who have serious late manifestations of the disease must be placed in Grade IV.

Tachycardia or Paroxysmal Tachycardia.—See under *Heart (Diseases of the)*.

Teeth, Deficient, with or without Pyorrhæa.—These conditions should not be regarded in themselves as affecting grading.

Testicle (Undescended).—If the testicle is entirely retained in the abdomen on one or both sides, and there is no other defect of sexual development, the man may be placed in Grade I. If a testicle is in the inguinal canal or at the external ring on one or both sides, the grading should not be higher than Grade III.

Testicle or Epididymis (Tuberculosis of).—Sufferers from tuberculosis of either of these organs must be placed in Grade IV.

Thorax (Deformity of the).—As extreme contraction or deformity, such as a deep depression of the sternum, is likely to interfere with the action of the heart and the expansion of the lungs on exertion, these cases are best placed in Grade III. On the other hand, minor degrees are of no importance, and in young subjects often disappear on further development.

Thyroid Gland (Enlargement of the).—If this condition is accompanied by symptoms of Graves's disease, the man should be placed in Grade III or in Grade IV. If the enlargement of the gland is

not great, and is not of recent origin, and the man has a good exercise tolerance and does not present signs of nervous instability, he may be placed in Grade I.

Tuberculosis.—See *Separate Organs*.

Varicocele.—Mild and moderate cases should be placed in Grade I. Only severe cases with distinct evidence of disability should be placed in a lower Grade.

Varicose Veins.—If the varix is not a source of much inconvenience in standing or walking, it is no bar to Grade I. More serious cases will be placed in Grade II or III, according to the disability entailed. Cases of chronic ulceration or thin scars of healed ulcers associated with varicose veins should not be placed higher than Grade III. Cases with evidence of recurrent phlebitis should be placed in Grade IV.

Disabilities Disqualifying for Grades I, II and III

15. All men suffering from—

- (1) Active pulmonary tuberculosis,
- (2) Tuberculosis peritonitis,
- (3) Tuberculosis laryngitis,
- (4) Tuberculosis cystitis or pyelitis,
- (5) Cirrhosis of the liver,
- (6) Ascites,
- (7) Malignant disease anywhere,
- (8) Nephritis,
- (9) Pernicious anæmia and all forms of leukæmia,
- (10) Aneurism,
- (11) All organic diseases of the central nervous system, however early the disease may be,
- (12) Sexual abnormalities, such as arrested development and hermaphroditism,

must be placed in Grade IV.

CHAPTER III

THE EXAMINATION

General Remarks on Examinations by Medical Boards

16. Before entering the Board Room, men will have given to the Clerk in Charge of the Waiting Room (*see* paragraph 62) the initial particulars required for the Medical Examination Record, and will have filled in and signed the questionnaire on the right-hand portion of the Record.

17. The men presenting themselves for examination will usually enter the Board Room wearing a coat and trousers, which can be readily removed when desired.

18. Overcrowding of the Board Room should be avoided and an even flow maintained by the clerk who acts as usher between the dressing-room and Board Room.

19. If, as sometimes must happen, there is a block caused, for example, by a prolonged examination in one or other of the bays, the further supply of men should be held back as long as may be necessary; otherwise overcrowding and confusion will result.

20. The Sectional Method of examination will be followed by all Medical Boards, *i.e.*, all recruits will be seen at some stage of their examination by each Member of the Board, but if a Member has any doubts he should consult with one or more of his colleagues. Consultations between examiners should not, however, be needlessly frequent as they cause delay, and in order to avoid the necessity for these, examiners should seek to increase the efficiency of their own methods so as to obtain accuracy of grading. It should always be remembered that while no unfit men, who will become a burden to the State, are wanted, on the other hand, no men who are fit must be allowed to evade their obligations. When the Board consists of four Members and a Chairman, the following Sectional Method of Examination should be adopted, unless in exceptional circumstances some other method of distribution is approved.*

21. *Examiner No. 1* will test vision, hearing and nerve reflexes, especially the reaction of the pupils, the knee jerks, ankle jerks and plantar reflexes. He will also employ Romberg's test, and will examine the eyes, ears, nose, throat, thyroid gland and teeth, and will test the urine. All specimens of urine examined should be passed in the presence of the Examiner. He will also ask each recruit for any medical certificate which he may have brought; these will be examined and passed with the man's documents to the other Members of the Board.

22. *Examiner No. 2* will take the weight, height and chest measurements, will note the colour of hair and eyes, complexion, external marks such as scars, vaccination marks, tattooing, and any indication of venereal disease or enlargement of lymphatic glands; will enquire for a history of past or present lung trouble, and examine the lungs.

NOTE.—The accuracy of the weighing machine should be tested from time to time by comparing its indications with those of other machines, or by loading it with a known weight, such as 14 lb., and reading its indication.

23. During the measurement of his chest the man must stand erect with his feet together and his arms raised above his head. The tape is then so adjusted that its upper border touches the lower

* See paragraph 29.

angles of the scapulæ behind and its lower border the nipples in front. The arms are then lowered slowly to the sides, the tape being retained in position, and the girth noted after both extreme expiration and inspiration.

24. Even if no minimum of height, weight or chest measurement is fixed, yet any man must be carefully scrutinised if his height is below five feet, or his weight less than 100 lb., or his chest measurement less than 32 inches, to ensure that these low standards are not due to pathological conditions.

25. *Examiner No. 3* will pay attention to the physical development, will test the movements of the joints, will investigate deformities, *e.g.*, knock-knee, flat foot, hammer toes, etc., and will enquire into the history of injuries and operations, if any. He will examine the scrotum, testicles, abdominal rings and perineum. The pulse and heart will be examined at this stage, and the response to the exercise tolerance test noted in all suitable cases. If doubtful of the cardiac condition he should signify this to *Examiner No. 4* who, when examining the chest, will pay particular attention to the heart and consult with *No. 3*.

26. When inspecting the physical development and movements, some system is necessary to avoid omissions. The man should stand about 6 feet away from the Examiner, who should show what movements he desires by going through them himself. The following movements should be performed in succession :—

Upper Extremities :—

- Extend both arms forwards, with the palms upwards, open and close the hands.
- Turn the backs of the hands upwards.
- Bend the elbows and wrists freely.
- Swing the arms round freely at the shoulder joints.

Lower Extremities and Back :—

- Stand on the right foot, first on the sole, then on the ball of the foot, then on the toes.
- Repeat on the left foot.
- Stand on the right foot, extend the left lower limb and move the ankle and toe joints freely.
- Repeat on the left foot.
- Kneel on the right knee—rise to erect posture.
- Repeat on the left knee.
- Kneel on both knees—rise with a spring to the erect posture.
- Swing the right lower limb freely from the hip.
- Repeat with the left lower limb.
- Stand erect with feet slightly separated and back towards the Examiner, bend forward and touch the ground with the finger.

27. The performance of these movements will give the Examiner an opportunity of noting any abnormality of the principal bones and joints of the limbs and trunk. Particular attention should be paid to the feet, and at the end of this part of the examination, the buttocks should be separated for inspection for hæmorrhoids or fistula.

28. *Examiner No. 4* will investigate the mental condition, nervous stability (*vide* Chapter II, paragraph 13) and previous health of each man, making special enquiry for a history of rheumatic fever, tuberculosis, fits, nervous breakdown or mental hospital treatment, or receipt of disability pension. He will examine the chest and abdomen, and, where necessary, will take the blood pressure. He will confirm any abnormalities noted by previous examiners, and, judging the case as a whole, will suggest his final grade, consulting with the Chairman and other Members of the Board when necessary.

Composite Boards

29. It may be necessary to vary the above arrangements on account of insufficiency of accommodation or of necessity to exercise economy in respect of the number of Examiners. In such cases a suitable composite Board of six may be constituted by duplicating Examiners 3 and 4.

Procedure in Grading

30. The grading of each recruit will be determined by the whole Board, and, in the event of differences of opinion arising, a formal vote will be taken to settle the question.

31. Except when men are temporarily unfit, or where special tests or enquiries are desirable, recruits must at once be placed in one of the four Grades in accordance with their physical condition at the time of the examination.

Grading in Special Cases

32. Cases will arise from time to time in which it will be difficult or undesirable to fix the Grade of the recruit immediately. These cases fall into two groups :—

- (1) Cases in which the recruit is suffering from a transient disability, such as venereal disease or scabies, which does not interfere with the determination of the Grade in which the recruit should be placed.
- (2) Cases in which the condition of the recruit interferes with the determination of his Grade, either (*a*) on account of some acute transient affection, such as bronchitis or measles, or (*b*) because it presents difficulties of diagnosis which require the opinion of a consultant specially versed

in a particular branch of medicine or surgery, or the application of some special test, before the grading can be satisfactorily determined.

In cases falling under group (1), the recruit should at once be placed in the Grade for which he is otherwise physically fit. His condition should be specially marked on the Medical Examination Record (Appendix I), so that he may receive proper treatment immediately on being called up, and he should be advised to obtain proper treatment in the meantime.

In cases falling under group (2), the Board should defer the completion of the examination and grading to a date by which the temporary disability should have ceased or the special report upon his condition will be available. The Medical Examination Record will not be completed, but a slip will be attached thereto, stating that the examination is deferred until a specified date and giving the reason. The man should be given a Grade Card,* appropriately filled up, and be informed that he will receive a calling-up notice to present himself for the completion of his examination and for his grading.

33. Each examiner in turn will initial the Medical Examination Record of each recruit on the left-hand margin, and enter in pencil the grade for which he considers the man fit, *so far as his part of the examination is concerned.*

34. The Medical Examination Record must be passed from one examiner to another, either directly or by a clerk. It must not be read by the man to whom it relates, *nor should any discussion whatsoever, either in relation to disabilities or grading, take place within the hearing of any man under examination.* The Chairman will enter the final grading, but if he finds that he cannot agree with the opinion of one or more of the examiners, *it will not be competent for him to alter their grading without first consulting the examiner with whose opinion he disagrees,* and in instances where there is lack of unanimity he will consult with the full Board and adopt the opinion of the majority; it will not, however, be necessary to consult the full Board when one examiner reports the existence of such a disability as defective vision, or loss of an eye or limb, which must obviously be an overriding consideration in the grading. In cases where opinions are equally divided, the Chairman will have the casting vote.

35. After completing and signing the Medical Examination Record, the Chairman will immediately, in the case of each man who is placed in a grade higher than Grade IV, enter his name on a Grade Card and, having filled in the appropriate Grade in red ink and signed the Grade Card, will pass them on to a clerk for completion and final signature of the Grade Card by the man to whom it relates.

* See Appendix II.

36. Before placing a man in Grade IV, it is necessary that all members of the Board should agree unanimously that he is permanently unfit to be placed in a higher grade, and a certificate to this effect must be entered on his Medical Examination Record, either in writing or by attaching a form as follows:—

“ After examination by all the members of the Medical Board assembled at _____
on _____ it is unanimously agreed
that the man stating himself to be _____
residing at _____
and described on his Medical Examination Record as suffering from _____ is in consequence permanently
incapable of being placed in Grades I, II or III.

“
Signature of Chairman.

“ Names of members of the Medical Board.

“ Date..... ”

Note.—If the Board is unable to come to a unanimous decision about such a case, the man will be re-examined by another Board.

A copy of this certificate will also be issued to the man and signed by the Chairman of the Board.

It will be noted that this certificate deals only with those matters which are within the competence of the Board, and it is assumed that the Recruiting Authorities will, after receiving the report of the Board, issue any further certificate which may be considered necessary to indicate that the man will not be liable for any form of military service, or to be called up for re-examination.

37. Chairs, which must be screened off from the General Board Room, should be provided in the vicinity of the clerks' table, so that recruits may be seated during the preparation of the Grade Cards. When completed and duly signed by the recruit, the Grade Card will be handed to him, and he will return to the dressing-room.

38. The Medical Examination Record should now be passed on to the clerk in charge of the Medical Register, who will make all necessary entries therein.

39. The Chairman of a Medical Board should endeavour to keep pace with the examiners and thus avoid a block at his table. It is both unnecessary and undesirable that he should re-examine every man, but in all cases where there is a doubtful condition which may have an effect upon grading he will both make an examination and consult with the Members of the Board.

40. When the Chairman is completing the Medical Examination Record he will always see each man stripped, for which purpose a small examination bay should be provided adjacent to the Chairman's table.

41. Each Board should have a well-worked-out system for obtaining consultant advice adapted to its own conditions, and, as these vary considerably, it is not possible to lay down rules regarding the engagement of consultants which will be of universal application.

42. Where possible, consultants should be engaged to attend at the Board Room on days and at hours to be arranged, and men whose cases require such further investigation will assemble at those times. It frequently happens that a Medical Board has near it a General Hospital, the resources of which, for consultations, have been placed at its disposal, and there is no objection to such an arrangement if the hospital is willing to continue it and the Divisional Medical Officer is satisfied of its efficiency.

43. The assistance of the Ministry of Health should be sought to secure that tuberculosis officers may be available for reporting upon men resident in their areas who may be suspected of suffering from tuberculosis, and free use should be made of their services.

44. *Medical Certificates* from general practitioners or consultants, and any other documents bearing on his case that a man may bring, will receive full consideration and be examined by every member of the Board. The original certificates or copies (where the owner desires the return of the original) should be kept in every case, and indexed under the name of the men to whom they refer. In every case where a certificate is presented to the Medical Board, it must be endorsed with the stamp of the Board and date of examination and initialled by the Chairman. A note should also be made on the Medical Examination Record that a Medical Certificate, certifying "such and such" a disability, was presented.

45. In order to preclude the fraudulent use by one person of a certificate referring to another person, it is highly desirable that every certificate should be signed by the man to whom it relates in the presence of the doctor who gives it. If in any case there is reason to doubt the *bona fides* of a certificate, a full report of the circumstances should be sent to the Divisional Medical Officer.

46. Lists should be kept showing (a) the names of those medical men in a district who grant certificates to men examined by Board, and (b) the number of certificates issued by each. These lists will be periodically passed to the Divisional Medical Officer, who will forward them to the Chief Medical Officer with notes regarding any certificates supplied which are thought to be unsatisfactory.

47. *Private Examinations*.—The Chairman will arrange for these when desirable.

48. *Medical Examination Record*.—This is a document of great importance, and is the basis upon which all claims for disability pension are considered on a soldier's discharge from the Service. Any failure of officers concerned to give attention to the preparation

and maintenance of these documents, and any inaccuracy in or insufficiency of the entries therein, will almost certainly cause considerable delay, much expense, and grave injustice to the individual. *Accordingly, Chairmen and Members of Medical Boards will take every care to ensure that all necessary entries are carefully and accurately made.*

49. Marks and slight defects are to be noted concisely and clearly in the space allotted for this purpose, in order to facilitate the man's future identification. Special attention should always be drawn to the defects which may cause a man to be classified in one of the lower Grades or which may influence decision on possible claims for pension in the future; these should be described as in a clinical report.

50. *Medical Examination Record: Boys*.—When boys who are under the age of 18 years are medically examined with a view to enlistment, they will not be graded, and Grade Cards will not be issued to them, but the words "Fit" or "Unfit" will be entered on the Medical Examination Record. They will not be required to sign the questionnaire on the Record.

51. The form is not to be signed by any boy.

52. If a boy under 18 years is found to be physically unsuitable, the form is not to be completed, and any such sheet which may have been partially prepared will be destroyed after the necessary particulars have been entered in the Medical Register.

53. *Medical Register*.—It is of great importance that a Medical Register should be kept in the form of a book containing a duplicate entry of all the facts noted on the Medical Examination Record so that an accurate copy of the Medical Examination Record of each man examined can be reconstructed at any future date. Separate Registers will be kept for each Board, and will be inspected at intervals during the session by the Chairman, who will be responsible that the Medical Examination Record is accurately copied into the Medical Register.

54. Each volume of the Register on completion should be sent to the Ministry of Pensions.

55. The names of Members of the Board will be entered in the right-hand column, which the Chairman will sign at the end of the Session.

56. *Conflicting Gradings*.—If in any circumstances a man is examined by more than one Board, the last authorised medical examination supersedes all previous examinations, and accordingly the Grade in which the man is placed at his last authorised examination will alone be recognised.

57. Grade Cards will be signed by the Chairman of the Medical Board, who is responsible for the accurate preparation and completion of all necessary documents. He will be responsible

for seeing that the Grades not applicable are struck out in red ink and the proper Grade inserted in red ink, and that the description of the man and all details are properly completed, including the signature of the man. The man must sign the Grade Card in the space provided for the purpose. If he refuses to sign, the card will not be issued to him. If unable to write, the man must make his mark in the presence of the Chairman of the Board.

58. The books of Grade Cards will be considered as confidential documents in all respects, and when not in actual use must be kept under lock and key. Divisional Medical Officers will periodically inspect and check the numbers of Grade Cards to ensure that no irregularities have occurred, and that cards are not being improperly used or abstracted.

59. Whenever a man is re-graded, his previous Grade Card must be destroyed by the Chairman at the time of the examination before the issue of the new Grade Card, or, in the case of a man placed in Grade IV, the issue of a Certificate in the form indicated in paragraph 36 above.

CHAPTER IV

ACCOMMODATION AND EQUIPMENT

Premises

60. It is assumed that it will rarely, if ever, be practicable to provide the Medical Boards with premises built for the purpose, and there will therefore naturally be considerable variation in the accommodation available for their use. While this must inevitably lead to corresponding local modifications of any standard plan, it is none the less deemed essential that certain principles should be generally adopted so that as far as possible uniformity in the planning and working of these Boards may be attained. The Sub-Committee are informed that the experience of the late war showed that the best accommodation was obtained by the use of one large room, divided as necessary by screens.

Lighting, Heating and Ventilation

61. Lighting, Heating and Ventilation are of great importance, and should receive particular attention. Thermometers should be placed in the Dressing Room and Examination Room, and the temperature noted at the beginning, middle and end of each session. The temperature readings will be recorded in a book kept specially for this purpose. Suitable lavatory and latrine accommodation must be provided.

Waiting Room

62. The Waiting Room should be situated in the same building as the Board Room, and should be large enough to accommodate forty or fifty men at one time. It is essential that the waiting room should be made as comfortable as possible, chairs and forms should be provided for the waiting men, and newspapers and periodicals placed at their disposal. The room should also contain a table for the enquiry clerk, with blank forms of Medical Examination Record, who will fill in on these forms the name, date, place of examination, age and trade of the men waiting, and cause the men to complete and sign the questionnaire in the right-hand column of the Record. When the accommodation permitted it was usually found possible to arrange with the Y.M.C.A. to set up a canteen in the waiting room, and in places where this was done it proved a great boon to the men, especially during the winter months.

Dressing Rooms

63. It is desirable that the dressing room should be on the same floor as the Board Room, and adjacent to it, but this is not essential provided there is a good stairway and the steps are covered with cocoanut or other suitable matting. It should be sufficiently large to accommodate not less than twelve cubicles for a Single Board, and from twenty to twenty-four for a Double Board. The cubicles should be constructed of wood and canvas, should measure at least 3 ft. by 3 ft., and should each contain carpet or matting and chair and pegs for hanging clothes. When a separate dressing room is not available, part of the Board Room may be screened off by a partition not less than 8 ft. high, and used as a dressing room. Recruits should be instructed to keep their coats and trousers on when passing from the dressing room to the Board Room. A notice should be displayed in each cubicle advising recruits to take with them in their coats any valuables they may have in their possession.

Board Room

64. The arrangement of the Board Room is a matter which calls for careful consideration, and it is considered essential that a standard plan for all Medical Boards should be generally adopted. It is fully realised that a certain amount of modification will be unavoidable by reason of varying local conditions, but it should be possible to carry out the following general principles in all circumstances:—

- (1) All examination bays should be under direct observation of the Chairman.
- (2) Waiting spaces between individual bays should be provided.
- (3) Bays must be so arranged that no bay is overlooked by another.
- (4) Clerks should be screened off or sit with their backs towards the examination bays.

65. The plans "A" and "B,"* which embody these principles, are given as alternative standard arrangements for a Single Board, the first for cases where full accommodation is available, and the second when a comparatively small room only is available, and it is thought that one or other of these plans should be applicable in every case.

66. The establishment of Multiple Boards should be effected by duplicating the arrangements of the Single Board whenever the accommodation and number of available examiners permits of this procedure. But where circumstances necessitate the formation of Composite Boards (*see* paragraph 29), Plan "C" for arrangement of the Board Room is suggested.

Furnishings for Board Room

67. Probably the best type of dividing-screen for examination bays is provided by upright standards 6 ft. 6 in. high, with connecting rods and hanging curtains. On the other hand, the more rigid variety provided by fixed screens of wood and canvas is quite efficient. In the absence of either of these patterns ordinary hospital screens may be utilised.

68. Each bay should not be less than 8 feet wide by 6 feet deep, and should contain a small writing table and chair for the use of the examiner.

69. Throughout the Board Room, wherever a recruit may be required to walk, there should be strips of cocoanut matting, and each bay should contain a rug or mat for the recruit to stand upon.

70. The bay which is set apart for the examination of eyes, etc., should be supplied with a set of test lenses, auroscope, nasal speculum, etc.

71. A second bay will be set apart for the taking of all necessary measurements, etc., and will contain the instruments necessary for this purpose.

72. Nos. 3 and 4 bays should each contain a couch, as it may be necessary to examine the recruit in the recumbent position in either of these bays. No. 4 bay should be within easy access of the Silence Room provided for the examination of difficult cases.

73. A urine testing table should be conveniently placed, preferably in the neighbourhood of a tap and sink, and washing accommodation should be provided in the Board Room for the Chairman and members, for whom suitable latrine accommodation should be available.

74. Each Chairman should be provided with a lock-up box and cupboard, and at least eight files for documents.

* *See* Appendix IV.

75. Copies of all instructions relating to the work of the Board should be kept on the table of each bay, so that each examiner may have ready access to them.

Silence Room

76. The Silence Room should be at least 10 feet by 8 feet and should be provided with a couch, a small table and a chair. In the latter part of the late war, boxes similar to those used at telephone call offices, but measuring approximately 10 feet by 8 feet, were used in cases where a Silence Room opening off the Board Room was not available, and the possibility of providing such boxes should be considered.

Oculist's Room

77. The Oculist's room should be at least 22 feet in length. If a suitable room cannot be provided, vision should be tested in the Board room, and a small dark room for ophthalmoscopic examinations can be conveniently made by screening off any corner of the room a space 6 feet by 6 feet, and hanging black alpaca curtains.

Equipment of Board

78. The following equipment should be provided for each Board :—

- Screens for examination bays.
- Cocoanut matting for floor in strips, and mats for bays.
- Couches for bays.
- Tables for Chairman, members and clerks.
- Lock-up deed-box for Chairman.
- Chairs.
- Weighing machine.
- Height standard.
- Tape measures.
- Snellen's types (for testing vision) (three boards).
- Sets of lenses for refraction, an obturator.
- Urine test stands.
- Auroscope.
- Nasal speculum and mirror.
- Washing accommodation for Chairman and members, with means of heating water.
- Tongue depressor.
- Tuning fork.
- Small kidney dish.
- Sphygmomanometer.
- Stethoscope.
- Ophthalmic lamp (electric, if possible).
- Disinfectant lotion.
- Cupboard for stationery, etc.

Clerical Establishment

79. Five clerks will usually be provided for a Single Medical Board. One will act as Head or Supervising Clerk, and occupy a table near to the Chairman. Two will be engaged in the preparation of Grade Cards and the Medical Register. One will be in charge of the waiting room and dressing rooms, and it will be his duty to keep up a steady supply of men to the examination room, and one will assist Examiner No. 2.

APPENDIX I [Page 1 only.]

No.

MEDICAL EXAMINATION RECORD AND MEDICAL HISTORY SHEET

Surname Army No. Enlisted at
 Christian Names Posted to Date
 Born at—Parish County Transferred to Date

PT. 1. PHYSICAL CONDITION ON EXAMINATION

Examined at Date

Declared Age years days

Trade or Occupation

Natural. Correctable to

Vision { R
 L

Weight lbs. Height feet inches.

Chest { Maximum inches.
 Measurement { Range of expansion inches.

Vaccination : Age No. of Marks

Inoculation : Typhoid Diphtheria
 Tetanus Other

Physical development Pulse

History of previous disease, indications of congenital peculiarities, slight defects, recommendations re training, etc. :—

(a) What standard did you reach at school ?

(b) Have you ever been rejected, as a recruit, for any branch of His Majesty's Forces ? If so, give date and reason

(c) Have you ever served in any branch of His Majesty's Forces ? If so, give particulars

NOTE.—If the answer to (c) is in the affirmative the following questions must be answered :—

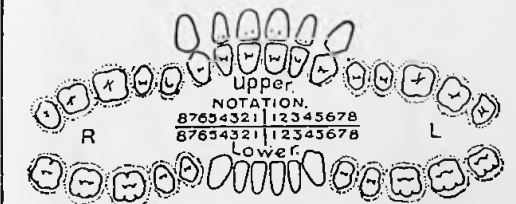
(d) Were you discharged as physically unfit for further service ? If so, what was your disability ?

(e) Did you receive a disability pension ?
 Man's Signature

NOTE.—Boys under 18 are not to sign this Form.

PT. 2 AND 3 FOR USE OF SERVICE AUTHORITIES ONLY

PT. 2. DENTAL CONDITION ON ENLISTMENT



Oral Hygiene

Remarks

Signature, Dental Officer

Pr. 3. Became non-effective by

Date

Signature

Examined and placed in :—

Grade { I.
 *II.
 III.
 IV.

For Boys { Fit.
 Unfit.

Strike out those which do not apply.

Signature
 Chairman of N.S. Medical Board.

* Where a man has been placed in Grade II solely on account of either visual acuity or deformities of the lower extremities, or both, in accordance with paragraph 6 of the Medical Code, the letter (a) is inserted.

APPENDIX II

GRADE CARD

FRONT OF FORM

N.S. (M.C.) 15

No.....

Regional No.....

Mr.....

whose address on his registration card is.....

was medically examined at.....

on..... and placed in

GRADE*.....

E.D. Until*..... (Medical Board Stamp)

Chairman of Board.....

Man's Signature.....

* The Roman numeral denoting the man's Grade (with number also spelt out) will be entered in RED Ink by the Chairman himself [thus, Grade II (two).] If the examination is deferred the Chairman will enter a date after the words "E.D. Until," and cross out "Grade"; alternatively the words "E.D. Until," will be struck out.

[P.T.O.]

BACK OF FORM

DESCRIPTION OF MAN

Age..... Height..... ft. ins.

Colour of eyes..... Colour of hair.....

If this Certificate is lost or mislaid, the fact must be at once reported.

The finder should send it to the Chairman of the National Service Medical Board at the town indicated by the stamp overleaf.

APPENDIX III

LIST OF RECRUITING CENTRES ON GENERAL MOBILIZATION

(Arranged by Army Commands and Voluntary Period Recruiting Zones and co-ordinated with the organization of the proposed Ministry of National Service.)

Notes.

- (i) All centres shown are required for Voluntary Period.
- (ii) Those centres shown in italics will continue under National Service as the Medical Board Centre for the local National Service Regional Office (N.S.R.O.).
- (iii) There will be one Medical Board of doctors found under arrangements with Ministry of Health at each Centre.
- (iv) For A.R.P. reasons not more than two Centres in one town should share Premises.
- (v) Accommodation for two Medical Boards required at Towns marked*. Extra Board only for use under National Service in early days.

Command.	Recruiting Zone.	Serial Number.	Town.	N.S. Div.	N.S.R.O. No.
(a)	(b)	(c)	(d)	(e)	(f)
London Recruiting Area	A	1	<i>Hammersmith*</i>	London	1
		2	<i>Earls Court*</i>		1 and 2
		3	<i>Golders Green*</i>		1 and 14
		4	<i>Edgware</i>		14
		5	<i>Wealdstone</i>		14
		6	<i>Wembley</i>		14
	B	7	<i>Acton*</i>		13
		8	<i>Hounslow</i>		13
		9	<i>Hounslow</i>		13
		10	<i>Uxbridge</i>		13
		11	<i>Finsbury Park*</i>		5 and 15
		12	<i>Stoke Newington*</i>		5
	C	13	<i>Highgate*</i>		3, 4, 15
		14	<i>Finchley*</i>		15
		15	<i>Enfield West</i>		15
		16	<i>Edmonton</i>		15
		17	<i>West Ham**</i>		6, 10
		18	<i>East Ham*</i>		10
	D	19	<i>Barkingside*</i>		11
		20	<i>Barking</i>		11
		21	<i>Woodford*</i>		11
		22	<i>Lewisham*</i>		9
		23	<i>Eltham</i>		9
		24	<i>Dulwich*</i>		8
	E	25	<i>Herne Hill*</i>		8
		26	<i>Croydon*</i>		16
		27	<i>Croydon*</i>		16
		28	<i>Morden</i>		7 and 16
		29	<i>Streatham*</i>		7
		30	<i>Sutton*</i>		17
	F	31	<i>Kingston*</i>		18
		32	<i>Kingston*</i>		18
		33	<i>Redhill</i>		32
		34	<i>Guildford</i>		
		35	<i>Maidstone</i>		27
		36	<i>Chatham</i>		28
	G	37	<i>Canterbury</i>		26
		38	<i>Bromley</i>		12
		39	<i>Brighton</i>		34
		40	<i>Hastings</i>		33
		41	<i>Chelmsford</i>		23
		42	<i>Colchester</i>		24
		43	<i>Southend</i>		
Eastern	133A			S.E.	
	133B			London S.E.	
	161				

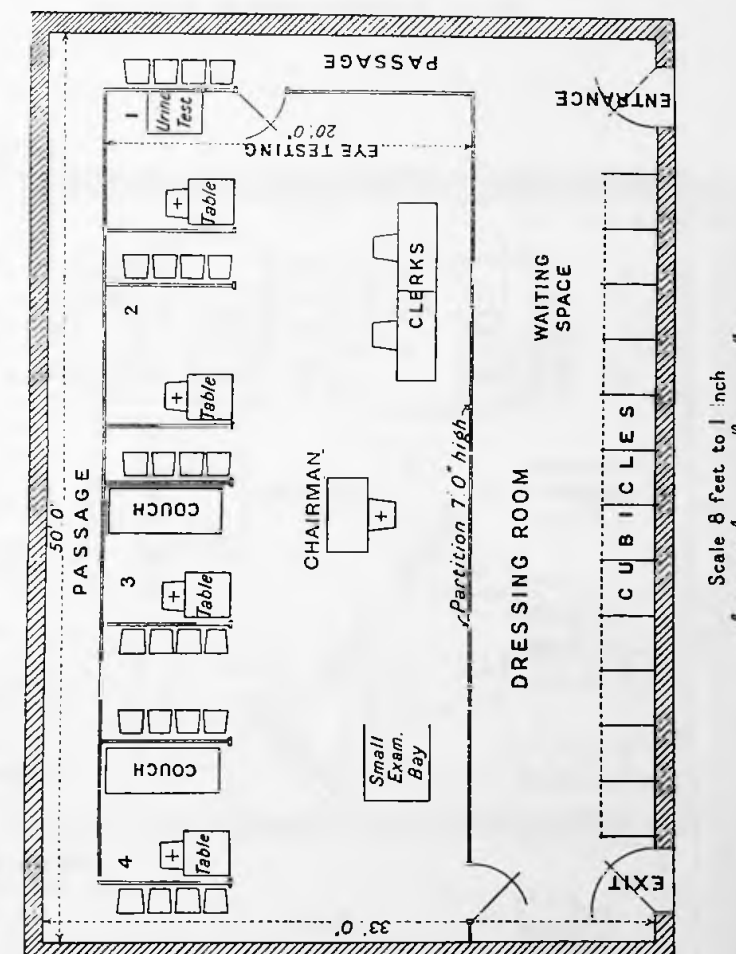
Command.	Recruiting Zone.	Serial Number.	Town.	N.S. Div.	N.S.R.O. No.
(a)	(b)	(c)	(d)	(e)	(f)
Eastern (contd.)---	162	44	St. Albans		25
		45	Bedford		19
	163A	46	Norwich		29
		47	King's Lynn		30
	163B	48	Ipswich		31
		49	Cambridge		22
Northern	146A	50	Leeds	N.E.	67
		51	Leeds		
		52	Leeds		
		53	Bradford		66
		54	Bradford		
	146B	55	York		64
		56	Harrogate		69
		57	Doncaster		71
		58	Wakefield		
	147A	59	Sheffield		68
		60	Sheffield		
		61	Sheffield		
		62	Barnsley		70
	147B	63	Huddersfield		72
		64	Halifax		73
		65	Keighley		
	148A	66	Nottingham	Midland	52
		67	Nottingham		
		68	Mansfield		53
		69	Derby		48
		70	Chesterfield		49
	148B	71	Lincoln	N.E.	62
		72	Grimsby		
		73	Grantham		61
		74	Leicester	Midland	50
		75	Leicester		
	149	76	Newcastle-on-Tyne ..	North	89
		77	Newcastle-on-Tyne		
		78	Newcastle-on-Tyne		
		79	Ashington		90
	151	80	Durham		88
		81	Darlington		87
		82	Sunderland		86
		83	South Shields		
	150A	84	Middlesbrough		91
		85	Middlesbrough		
		86	Middlesbrough		
	150B	87/88	Hull	N.E.	63
		89	Scarborough		65
Southern	128A	90	Southampton	S.W.	41
		91	Bournemouth		
		92	Aldershot		43
	128B	93	Portsmouth		42
		94	Cowes		44
	129A	95	Bath		46A
		96	Taunton		46B
		97	Weymouth		38*
		98	Jersey		
		99	Guernsey		
	129B	100	Salisbury		47
		101	Swindon		
	130A	102	Exeter		36
		103	Barnstaple		
	130B	104	Plymouth		37
		105	Redruth		35
	143A	106	Coventry	Midland	59
		107	Worcester		60
	143B	108	Northampton		51
		109	Peterborough		

Command.	Recruiting Zone.	Serial Number.	Town.	N.S. Div.	N.S.R.O. No.
(a)	(b)	(c)	(d)	(e)	(f)
Southern (contd.)---	144	110	Bristol	S.W.	39
		111	Bristol		
		112	Gloucester		40
	145	113	Oxford		45
		114	High Wycombe ..	S.E.	20
		115	Reading	S.E.	21
		116	Newbury		
Birmingham Recruiting Area.	P	117	Birmingham ..	Midland	58
		118	Birmingham		
		119	Birmingham		
		120	Birmingham		
	Q	121	Wolverhampton ..		57A
		122	West Bromwich ..		57B
Western	126	123	Carlisle	Northern	85
		124	Workington		
		125	Kendal		
		126	Barrow	N.W.	77
		127	Lancaster		
	125	128	Blackburn		79A
		129	Blackburn		
		130	Burnley		
		131	Bury		
	127	132	Manchester		82
		133	Manchester		
		134	Manchester		
		135	Salford		84
		136	Ashton		
		137	Oldham		83
	164	138	Preston	N.W.	78
		139	Bolton		79B
		140	Wigan		80
		141	Warrington		
		142	Blackpool		
	165A	143	Liverpool		81
		144	Liverpool		
		145	Liverpool		
		146	Liverpool		
		147	Douglas	I.O.M.	
	165B	148	Chester	N.W.	75
		149	Birkenhead		
		150	Birkenhead		
	166	151	Hanley	Midland	56
		152	Hanley		
		153	Burton-on-Trent		
		154	Stafford		55
		155	Stockport	N.W.	74
		156	Crewe		76
	158	157	Wrexham	Wales	96
		158	Caernarvon		
		159	Shrewsbury	Midland	54
	159	160	Newport (Mon.) ..	Wales	95
		161	Pontypool		
		162	Hereford		
	160A	163	Cardiff		93
		164	Cardiff		
		165	Brecon		
		166	Pontypridd		92
	160B	167	Swansea		94
		168	Swansea		
		169	Carmarthen		
		170	Llanelli		98
		171	Aberystwyth		97
Scottish	152	172	Inverness	Scotland	1
		173	Elgin		
		174	Wick		

Command.	Recruiting Zone.	Serial Number.	Town.	N.S. Div.	N.S.R.O. No.
(a)	(b)	(c)	(d)	(e)	(f)
Scottish (contd.)—	153A	175	Aberdeen	Scotland	2
		176	Aberdeen		
	153B	177	Dundee		3
		178	Perth		
		179	Kirkcaldy		4
	154	180	Stirling		5
		181	Dumbarton		6
		182	Paisley		9
	155A	183	Edinburgh		11
		184	Edinburgh		
	155B	185	Dumfries		12
		186	Galashiels		
	156	187	Motherwell		8
		188	Ayr		10
	157	189	Glasgow		7
		190	Glasgow		
	N.I.D. X	191	Glasgow	Northern Ireland	
		192	Glasgow		
		193	Belfast		
		194	Belfast		
		195	Armagh		
		196	Ballymena		
		197	Newry		
		198	Omagh		
		199	Enniskillen		
		200	Londonderry		
	Y				

APPENDIX IV.

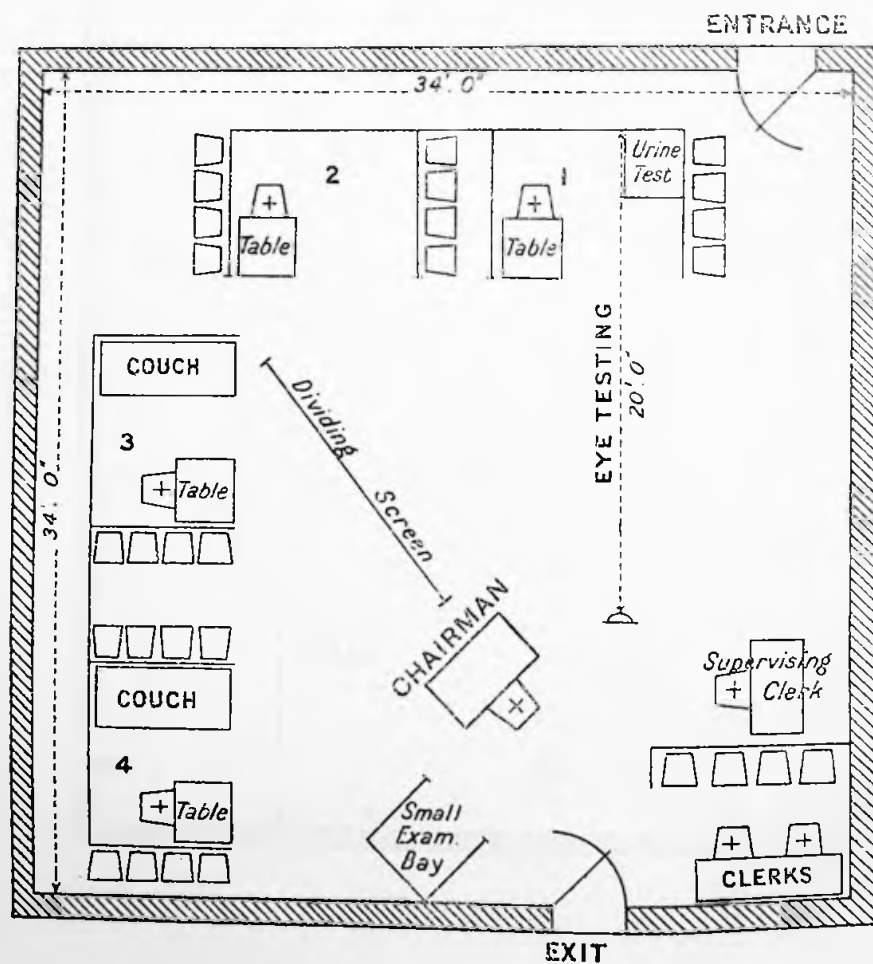
A.

SINGLE RECRUITING BOARD
WITH DRESSING ROOM ATTACHED

APPENDIX IV

B.

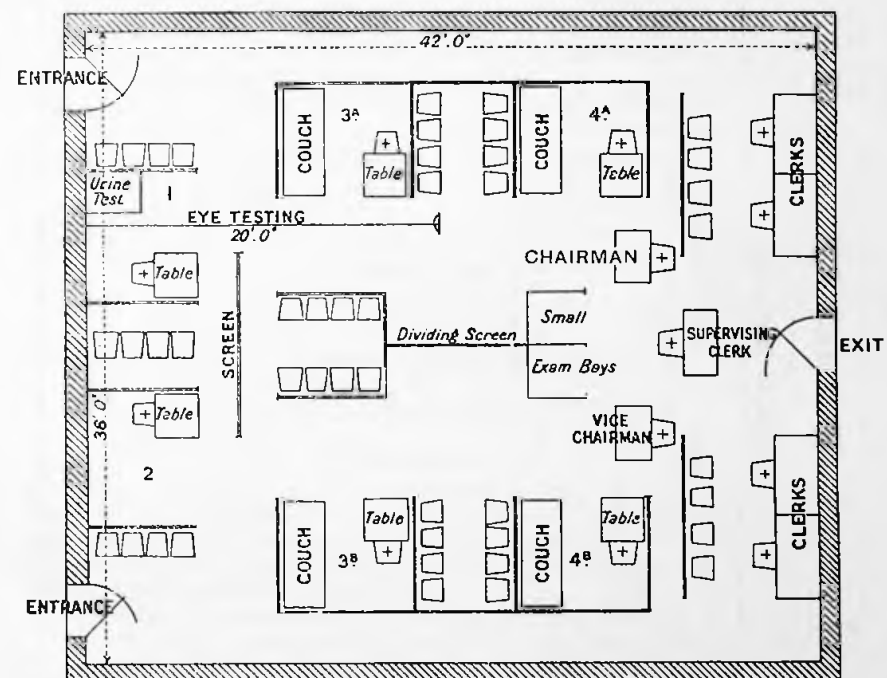
LAY-OUT FOR A RECRUITING BOARD
IN A RESTRICTED SPACE.



APPENDIX IV.

C.

COMPOSITE RECRUITING BOARD



[illegible]

APPENDIX VI

CIVILIAN MEDICAL BOARDS

Duties of Individual Members of the Board

EXAMINER No. 1

Examiner No. 1 will test the vision, hearing and nerve reflexes, especially the reaction of the pupils, the knee jerks, ankle jerks and plantar reflexes. He will also employ Romberg's test, and will examine the eyes, ears, nose, throat, thyroid gland and teeth, and will test the urine. All specimens of urine examined should be passed in the presence of the Examiner. He will also ask each recruit for any medical certificate which he may have brought; these will be examined and passed with the man's documents to the other Members of the Board.

APPENDIX VI

CIVILIAN MEDICAL BOARDS

Duties of Individual Members of the Board

EXAMINER No. 2

1. Examiner No. 2 will take the weight, height and chest measurements, will note the colour of hair and eyes, complexion, external marks such as scars, vaccination marks, tattooing, and any indication of venereal disease or enlargement of lymphatic glands; will enquire for a history of past or present lung trouble, and examine the lungs.

NOTE.—The accuracy of the weighing machine should be tested from time to time by comparing its indications with those of other machines, or by loading it with a known weight, such as 14 lbs., and reading its indication.

2. During the measurement of the chest the man must stand erect with his feet together and his arms raised above his head. The tape is so then adjusted that its upper border touches the lower angles of the scapulæ behind and its lower border the nipples in front. The arms are then lowered slowly to the sides, the tape being retained in position, and the girth noted after both extreme expiration and inspiration.

3. Even if no minimum of height, weight or chest measurement is fixed, yet any man must be carefully scrutinised if his height is below 5 feet, or his weight less than 100 lb., or his chest measurement less than 32 inches, to ensure that these low standards are not due to pathological conditions.

APPENDIX VI

CIVILIAN MEDICAL BOARDS

Duties of Individual Members of the Board

EXAMINER No. 3

1. Examiner No. 3 will pay attention to the physical development, will test the movements of the joints, will investigate deformities, *e.g.*, knock-knee, flat foot, hammer toes, etc., and will enquire into the history of injuries and operations, if any. He will examine the scrotum, testicles, abdominal rings and perineum. The pulse and heart will be examined at this stage, and the response to the exercise tolerance test noted in all suitable cases. If doubtful of the cardiac condition he should signify this to Examiner No. 4, who, when examining the chest, will pay particular attention to the heart and consult with No. 3.

2. When inspecting the physical development and movements, some system is necessary to avoid omissions. The man should stand about 6 feet away from the Examiner, who should show what movements he desires by going through them himself. The following movements should be performed in succession :—

Upper Extremities :—

- Extend both arms forwards, with the palms upwards, open and close the hands.
- Turn the backs of the hands upwards.
- Bend the elbows and wrists freely.
- Swing the arms round freely at the shoulder joints.

Lower Extremities and Back :—

- Stand on the right foot, first on the sole, then on the ball of the foot, then on the toes.
- Repeat on the left foot.
- Stand on the right foot, extend the left lower limb and move the ankle and toe joints freely.
- Repeat on the left foot.
- Kneel on the right knee—rise to erect posture.
- Repeat on the left knee.
- Kneel on both knees—rise with a spring to the erect posture.
- Swing the right lower limb freely from the hip.
- Repeat with the left lower limb.
- Stand erect with feet slightly separated and back towards the Examiner, bend forward and touch the ground with the finger.

3. The performance of these movements will give the Examiner an opportunity of noting any abnormality of the principal bones and joints of the limbs and trunk. Particular attention should be paid to the feet, and at the end of this part of the examination, the buttocks should be separated for inspection for hæmorrhoids or fistula.

APPENDIX VI

CIVILIAN MEDICAL BOARDS

Duties of Individual Members of the Board

EXAMINER No. 4

Examiner No. 4 will investigate the mental condition, nervous stability (*vide* Chapter II, paragraph 15) and previous health of each man, making special enquiry for a history of rheumatic fever, tuberculosis, fits, nervous breakdown or mental hospital treatment, or receipt of disability pension. He will examine the chest and abdomen, and, where necessary, will take the blood pressure. He will confirm any abnormalities noted by previous examiners, and, judging the case as a whole, will suggest his final grade, consulting with the Chairman and other Members of the Board when necessary.

6364/39

FALKLAND ISLANDS

CIRCULAR NOTE.

SECRET.



Transmitted with the compliments of the
Secretary of State for the Colonies.

Red 7
Reference telegram Circular No. 108 Secret,
dated 27th October, 1939 (paragraph 4).

Civilian Medical Boards - Instructions for
the Examination of Recruits on Mobilisation, *Copy* ~~Copies~~

~~Recd~~ 623

Colonial Office

5 DEC 1939

S 39/39

(18)

Fitzroy South,
10th. February 1940

The Hon. Colonial Secretary,

Stanley.

Sir,

Red 14

I have to acknowledge your letter of 4th Jan. ref.S/39/39
and note the contents.

I am,

Sir,

Your obedient servant,

K. Clement.

S/39/39.

13th February, 40.

Sir,

Red 15.
With reference to your letter dated 20th January, 1940, I am to inform you that should you decide to proceed to the United Kingdom for the purpose of joining His Majesty's Forces, a letter of recommendation will be given you to present at one of the Recruiting offices in that Country.

2. As you would have to pay your own passage it would be advisable for you to undergo Medical examination here to avoid the possibility of a useless trip to the United Kingdom.

I am,

Sir,

Your obedient servant

M.H.

Colonial Secretary

J. T. Clement, Esq.,
Fitzroy South,
EAST FALKLAND.

DEAN BROTHERS.

PEBBLE ISLAND,

FALKLAND ISLANDS.

February 12th.1940

The Hon.the Colonial Secretary,

Stanley.

Sir,

I am desired by one of my employees,Aubrey
Frederick Peck,aged 35,to enquire of you whether he will be
permitted to go to England for the purpose of joining His
Majesty's Forces,after the season's work is finished.

I am,Sir,

Yours faithfully,

A. G. Barton

Manager

Pebble Island
West Falklands
Feb 13th 1940

To The Colonial Secretary Stanley

Dear Sir

I am herein asking you to put
befor his Excellency the Governor my request
for promotion to go away and join up
for service in one of his Majesty's armed
forces if you will do this for me and
oblige yours sincerely

John Ashley

GOVERNMENT TELEGRAPH SERVICE.

FALKLAND ISLANDS AND DEPENDENCIES.

SENT.

Number	Office of Origin	Words	Handed in at	Date
				24. 2. 40.

To

DARTON

PERDUE ISLAND.

Red 20x21

REFERENCE YOUR LETTER 12TH FEBRUARY AND A LETTER RECEIVED FROM JOHN ASHLEY PARSONS MENTIONED SHOULD BE INFORMED THAT THERE IS NO OBJECTION TO THEM PROCEEDING TO ENGLAND TO JOIN UP BUT AS THEY WILL REQUIRE TO PROVIDE THEIR OWN PASSAGES THEY SHOULD UNDERGO MEDICAL EXAMINATION HERE SO AS TO AVOID THE POSSIBILITY OF A USELESS TRIP.

COLONIAL SECRETARY.

Time

23

DECODE.

TELEGRAM.

From Magistrate, South Georgia,

To Colonial Secretary.

Despatched : 14th March, 19 40. Time : 1900.

Received : 15th March, 19 40. Time : 1430.

No. 33. R. Grant and G. Harrison both of Stanley request permission to proceed to England to join His Majesty's forces. May they be permitted.

MAGISTRATE.

Members of Defence Force ?

R. Defence Force.

Is there any objection please ?

*met
cl.*

16. 3. 40

No.

MINUTE.

24

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).

16. 3.

1940.

To The Honourable
The Colonial Secretary.

From H.C. D.F.

Stanley, Falkland Islands.

Reference attached cable from Magistrate S. Georgia.

1. The men are members of the Defence Force.
2. On the principle of what one has never had one never misses - there is no local objection, but, I feel His Excellency may have these men in mind for S. Georgia Defence.

Clash Woodgate.
Major.

● DECODE.

TELEGRAM.

From. The Colonial Secretary, _____

To Magistrate, South Georgia. _____

Despatched : 19th March, 19 40 *Time :* ...

Received : 19 ... *Time :* ...

Red 23.

No. 29. Your telegram No. 33 persons mentioned may be permitted to go if they can obtain medical certificates of fitness from the Grytviken doctor for which they will have to pay themselves. Such certificate requisite as it may save them unnecessary trouble but no guarantee that they will be medically accepted in United Kingdom.

COLONIAL SECRETARY.

S/39/39.

15th April,

40.

Sir,

With reference to your application to proceed to the United Kingdom for the purpose of joining His Majesty's Forces, I am directed to inform you that there is no objection to your proceeding to England to join His Majesty's Forces provided you are prepared to meet the cost of your passage.

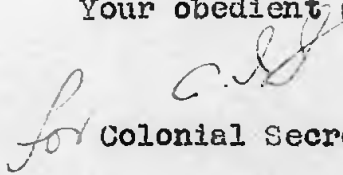
2. You should undergo medical examination here before leaving and on your arrival in the United Kingdom you should apply to one of the following recruiting offices :-

London:	Great Scotland Yard.
Liverpool:	Wrenshaw Hall.
Glasgow:	St. Mungo Grant Hall.
Southampton:	Lamb Memorial Hall.
Plymouth:	City Museum.
Bristol:	Provident Hall, Prewitt Street.

I am,

Sir,

Your obedient servant,


Colonial Secretary.

Mr. E. S. Courtney,
STANLEY.

DECODE.

TELEGRAM.

Nos. 108 From Secretary of State, London,
and 113.

To His Excellency the Governor, Falkland Islands.

Despatched : 10th June 19 40 Time : 17.40.

Received : 19 Time :

Circular No. 91 See my telegram No. 82 Circular paragraph 6.

1. In the light of consideration there stated I have reviewed the question of Colonial Service personnel and of man power generally in consultation with service and other departments concerned. My object has been to see whether any further help can be given by Colonias.

2. Conclusion reached is that in general there is at present no difficulty in obtaining in this country all the men that can be equipped and absorbed in the fighting services. In these circumstances it would be contrary to public interest to reduce the efficiency of the Colonial Service or to deplete potential reserves of power in Colonias by releasing men for the armed forces in this country. If there are exceptional cases in which men are required for a particular kind of service here I will advise you.

3. It is emphasised that firstly duty of men who can be spared from several civil occupations in Colonias is to service with such local forces as there exist. Although these local forces may have little chance at present of active service they fulfil essential purposes (a) defence, including discouragement to potential raiders (b) internal security and (c) training and provision of reinforcements when required. We must not overlook the possibilities of operations having to be undertaken in tropical or semi-tropical climates and in that event there would be an urgent need of personnel accustomed to such climates and with colonial experience. In the meantime by remaining in colonies they can make considerable contribution to the common effort.

4. So far as is possible therefore (and subject to important consideration mentioned in paragraph 5 of my telegram under reference) I consider all essential public services should be maintained and that capacity of colonies to support and defend themselves as well as to produce raw materials of importance to war effort should not be jeopardised by diversion of personnel whether official or unofficial. In each case the decision as to where a man should serve must be determined by public interest and not by preference of individual concerned; the desires of so many men who are called upon to remain at their civil post for duty and cannot share in the war command my the fullest appreciation and sympathy but I appeal to them to carry on in assurance they are of service where they are most needed and that if occasion arises they will be called upon for other duties.

5. Several civil officers on leave (especially medical officers) are applying for permission to join the armed forces (in this country and in view of the above I propose in the absence of exceptional circumstances to answer without reference to Colonial Governments) that their duty is to return to their Colony.

6. Governors may publish this circular telegram at their discretion.

G.T.C.

DECODE.

28

TELEGRAM.

No. 165 From Secretary of State, London,

To His Excellency the Governor, Falkland Islands.

Despatched: 13th June. 19 40 Time: 10.00.

Received : 19 Time :

No.96 Circular In my telegram No.91 paragraph 2 regarding man power, I said if there were exceptional cases in which men are required for particular kind of service here I would advise you. There is one class of personnel of whom there is a need here, namely Europeans with naval or mercantile marine experience as officers. Should be grateful if you would ascertain if there are any men in this category who could be spared, and if so forward particulars as early as possible.

G. T. C.

Colonial Secretary's Office,
Stanley, Falkland Islands,
18th June, 1940.

The question of civil servants of all classes joining the armed forces of His Majesty has recently been reviewed and reconsidered by the Secretary of State for the Colonies.

The conclusion reached is that in general there is at present no difficulty in obtaining in the United Kingdom all the men that can be equipped and absorbed in the fighting services. In these circumstances it would be contrary to the public interest to reduce the efficiency of the Colonial Service or to deplete potential reserves of power in Colonies by releasing men for the armed forces in Great Britain.

It is emphasised that the first duty of men who can be spared from their several civil occupations in the Colonies is to service with such local forces as there exist. Although these local forces may have little chance at present of active service they fulfil essential purposes (a) defence, including discouragement to potential raiders (b) internal security and (c) training and provision of reinforcements when required. They must not overlook the possibilities of operations having to be undertaken in tropical or semi-tropical climates and in that event there would be an urgent need of personnel accustomed to such climates and with colonial experience. In the meantime by remaining in their various colonies they can make considerable contribution to the common effort.

So far as is possible therefore it is considered that all essential public services should be maintained and that the capacity of colonies to support and defend themselves as well as to produce raw materials of importance to war effort should not be jeopardised by diversion of personnel whether official or unofficial. In each case the decision as to where a man should serve must be determined by the public interest and not by preference of the individual concerned; the desires of so many men, who are called upon to remain at their civil post for duty and cannot share in the war, command the fullest appreciation and sympathy of the Secretary of State but he appeals to them to carry on in the assurance that they are of service where they are most needed and that if occasion arises they will be called upon for other duties.

Several civil officers on leave (especially medical officers) have applied for permission to join the armed forces but the Secretary of State has informed them that their duty is to return to their Colony.

By Command,



Colonial Secretary.

Copy filed in M.P.P/216.



(31)

No.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).

MINUTE.

16th June, 1940.

From Customs Officer.

To The Hon. Colonial Secretary.

Port Stanley.

Stanley, Falkland Islands.

Sir,

Further to my interview with you of this morning, in the course of which you were good enough to explain that it was impossible to release me for service with the British armed forces, I beg that you will keep my name on record, and that, should the need arise, you will consider me among the first to be temporarily released,

In addition to a considerable experience of small boat and yacht work, four years' military training in my school cadet corps, and several years' naval training in the R.N.V.R. (in which I at present hold a commission as sub-lieutenant), I speak French and German quite well, and have an increasing knowledge of Italian - some or all of which assets would no doubt prove of use to the country in some way or other.

I am,

Sir,

Your obedient servant,

Customs Officer.

5/32/39.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted.)

MINUTE.

21st June, 19 40.

From

The Colonial Secretary,

Stanley, Falkland Islands.

To The Adjutant, F.I.D.F.
The Chief Constable,
The Govt. Naturalist,
The Hon. Financial Secretary,
" " S.M.O.
The Executive Engineer & Harbour Mstr.
The Director of Education, Local
Auditor and Magistrate,
The Director of Agriculture.
The Supervisor, E. & T.
The Colonial Postmaster
The Magistrate, South Georgia.

Red 30

to
I have the honor to forward you the attached copy of Government Notice, No. 67 of the 18th of June, 1940, relative to the question of civil servants joining His Majesty's armed forces and to request that you will cause the Notice to be circulated to all civil servants in your Department.

C. L. S.
for Colonial Secretary

S/39/39.

29th May,

41.

Sir,

With reference to your application to proceed to the United Kingdom for the purpose of joining His Majesty's Forces, I am directed to inform you that there is no objection to your proceeding to England to join His Majesty's Forces provided you are prepared to meet the cost of your passage.

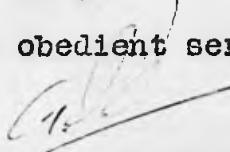
2. You should undergo medical examination here before leaving and on your arrival in the United Kingdom you should apply to one of the following recruiting offices :-

London:	Great Scotland Yard.
Liverpool:	Wrenshaw Hall.
Glasgow:	St. Mungo Grant Hall.
Southampton:	Lamb Memorial Hall.
Plymouth:	City Museum.
Bristol:	Provident Hall, Prewitt Street.

I am,

Sir,

Your obedient servant,


for Colonial Secretary.

Mr. R. G. McRae,
STANLEY.

Colonial Secretary's Office,
STANLEY.

FALKLAND ISLANDS.

29th May, 1941.

THIS IS TO CERTIFY that Roderick George
McRAE, a British subject, Born on 12th
October, 1922, in the Falkland Islands, is
proceeding to the United Kingdom, at his own
expense, to join one of His Majesty's Forces.


For Colonial Secretary.

DECODE.

TELEGRAM.

From The Secretary of State.

To His Excellency the Governor.

Despatched :	16/6/41	19	Time : 16.20
Received :	17/6/41	19	Time : 10.30.

Immediate. Circular Unnumbered (1) Secret Minister of State (Lord Beaverbrook) will broadcast to the Empire about midnight GMT on the 17/18 June regarding the need for Technicians for War effort and on June 18 the Secretary of State for Air will announce the formation of new non combatant body entitled the Civilian Technical Corps. For your personal information the true object of this Corps is to enable skilled men of various trades in the United States to volunteer for service in the United Kingdom and if necessary elsewhere without infringing the United States law. Corps will be employed on maintenance and repair of armament and equipment of armed forces. United States authorities are anxious that the true nature of the Corps should not be revealed and the appeal from this country for recruits will not be addressed specifically to United States and no suggestion will be made that the Corps is exclusively for United States Technicians. In the circumstances it is desirable to avoid any unnecessary publicity to this matter. If you are approached by members of the public who hear the broadcast you should dissuade them from offering services in this Corps on or appropriate cases could emphasize that only highly skilled men are required for this new Corps. If they can be spared from essential civil employment you should take the line that their first duty is in the service of their own territory. You should not however state that they are ineligible for civilian Technical Corps. If volunteers who are technically qualified press objection to enlistment in Corps you should promise to refer the matter to me and should give particulars of candidates qualifications.

I D C C.

Secretary of State.