

REGIONAL COMMITTEE ON EDUCATION FOR H.M. FORCES

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Springfield,
Maidstone.

2 October, 1940

Isolated Searchlight and Anti-aircraft Units.
Education for H.M. Forces. - H.2.

I am very glad to know that you have volunteered to help with Discussions for the Isolated Anti-aircraft and Searchlight Units in and around the Medway Area. Your name and address have been given to Major P.S. Cannon, A.E.C. Officer, Area Headquarters, Kitchener Barracks, Chatham, and he will arrange to put you in touch with the Commanding Officer of the Unit which is acting as collecting point for the sub-group with which you will work.

You will be asked to present yourself at a meeting point to be specified later, whence a guide will take you to the unit in the sub-group for which you will lead a Discussion on the particular night. It will be necessary for you to have an ordinary Army pass. I shall be glad if you will, therefore, fix passport photographs to the enclosed forms, sign them and have them witnessed. They should then be returned to this office. An additional pass for entry into special defence areas is also being obtained but for this pass no photographs are required and your identity card number and signature can be included on it when you receive it.

The A.E.C. Officer has suggested that those Discussion Leaders who have steel helmets should bring them and that Discussion Leaders might find it advisable to bring a stout mackintosh and some form of protective footwear, particularly if they are asked to visit Units in country districts.

It will, I think, be readily understood that the exigencies of anti-aircraft and searchlight services may interrupt or even cancel a discussion and Discussion Leaders will have to be prepared to make fruitless visits or to stay under cover as instructed by the Officer or N.C.O. commanding the Unit if the Unit goes into action. Consequently those who have volunteered will be wise to take with them some reading matter to pass the time if the men should have to stay in action for long periods.

It is expected that the scheme will begin some time towards the middle of October and that most of the discussions will be held in the early evening, say from 6.0 p.m. Fuller details will, however, be sent by Major Cannon. I have arranged for you to visit units in Area A 1-5 (Medway) and have told Major Cannon that you are willing to lead discussions on one evening(s) a week. If you have any correspondence to address to the Unit which is acting as collecting point for the sub-group with which you will work, will you be good enough to address it to the Commanding Officer, Letter and number of sub-group, C/o Major P.S. Cannon, Area Headquarters, Kitchener Barracks, Chatham. Major Cannon will ensure that any communications you have to make are delivered promptly, if necessary by special dispatch rider. Discussion Leaders are asked not to telephone the Headquarters of the Unit.

If you require extra petrol for this work, will you be good enough to let me know the make, number and horse power of your car. I will then arrange for coupons to be sent from this office. Forms for the claiming of the mileage allowance or other travelling or out-of-pocket expenses are obtainable from this office and will be sent out with the petrol coupons or with a compliment slip to those Discussion Leaders who do not propose to use their cars. It is suggested that the claim forms should be submitted to this office at the end of the Winter Term. Claims can, however, be received at shorter intervals if Discussion Leaders find it more convenient.

Yours faithfully,

P. R. Morris

Director of Education.

P.T.O.

Since this letter was typed, further information has been received about the requirements for the special pass referred to at the end of paragraph 2. The following particulars are required in respect of each discussion leader:-

Nationality
Height
Colour of hair
Colour of eyes
Build

In addition a specimen signature is required for attachment to the counterfoil.

Will you therefore please let me have the particulars and the specimen signature when you return the forms for the ordinary military pass.

P.R.M.