

RM MUSEUM GUIDESHEET 42: SERVICE RECORD GUIDE

[A selected list of frequently found abbreviations and phrases from various periods appearing on documents R23, R138 and S535 & S1241 etc.]

Act. Or **A/** prefix for temporary rank

BEF British Expeditionary Force

Bdr. Bombardier, junior non-commissioned rank Royal Marine Artillery
1804-1923

Bd./Cpl. Band Corporal

Bd./Sgt. Band Sergeant

CELLS Confined to ships' cells or barracks detention block

CCAC Commando Cliff Assault Centre

CH/ service number prefix for Chatham Division

CHU Commando Holding Unit

C.M. Courts Martial

CMWTC Commando Mountain Warfare Training Centre

COPRA Combined Operations Pay & Records Administration (including RM
Landing craft crews 1939-46)

Cpl. Corporal

C/Sgt Colour-Sergeant (sometimes Col.Sgt)

CSM Company Sergeant Major

DAMS Defensively Armed Merchant Ships (1914-18)

DD Discharged Dead (usually written in red pencil or heavy black ink)

DEMS Defensively Equipped Merchant Ships (1939-45)

Demob. Demobilisation followed by release class and date

DEPOT Deal

D/Maj. Drum Major

DWS Died on War Service (as opposed to KIA)

EX/ service number prefix for Exton 1939-42.

FP Field Punishment, usually followed by a number that would refer to a set
discipline tabled in King/Queens Regulations, and with days forfeited

GD General Duties

HBL Home Base Ledger (personnel within the UK)

HDML Harbour Defence Motor Launch

Hd.Qtrs Head Quarters (usually followed by Division)

H.O. Hostilities Only (1939-46)

I of M Instructor of Musketry

ITC Infantry Training Centre (also CTCRM, Lympstone, Exton, etc.)

JSAWC Joint Services Amphibious Warfare Centre

K.I.A Killed In Action

L/Cpl. Lance-Corporal (also L/Sgt)

LS&GC Long Service & Good Conduct Medal

MCTC Military Correction Training Centre

MEF Mediterranean Expeditionary Force (1915-16)

M.I.A. Missing in Action

M.I.D. Mentioned-In-Despatches

MSM Meritorious Service Medal (can be with annuity)

MNBDO Mobile Naval Base Defence Organisation

Mne. Marine, entry rank of Royal Marines from 1923 onwards

MOA Marine Officers' Attendant
NGSM Naval General Service Medal
NCO Non Commissioned Officer
NP Naval Party
NSSC Novice Ski & Survival Course (Arctic Warfare Qualification)
ODYSSEY Accounting base, Ilfracombe 1939-45 (administered RM personnel for DEMS)
On Passage aboard ship or transport but not part of detachment
PEMBROKE Accounting bases Chatham/London. Can apply to RM personnel serving with RNAS
PLY service number prefix for Plymouth Division
PO service number prefix for Portsmouth Division
POW Prisoner Of War
PRESIDENT (I-VI) RN & RM personnel accounting bases London/Bristol/Shrewsbury. RM personnel for DAMS 1914-18
Pte. Private, entry rank of Marines up to 1923
PURMS Permanently Unfit for Royal Marines Service
PWC Post War Clothing (1939-45)
R run, deserted
RFR Royal Fleet Reserve (c1900-1914) sometimes given as a number prefix
RMA service number prefix for Royal Marine Artillery upto1923
RMB Royal Marine Barracks
RMB as service number prefix for Royal Marine Band personnel
RME Royal Marine Engineers (1939-46)
RMG Recommended for Medal & Gratuity (see NGSM & MSM)
RMLC Royal Marine Labour Corps (1917-19)
RMLI Royal Marines Light Infantry (1855-1923)
RMP Royal Marine Police (1922-49). Also **RMPSR** Special Reserve
RMRD Royal Marine Reserve Depot
RMSM Royal Marine School of Music
RMTG Royal Marines Training Group (c1942-46) usually one of four camps In Wales
RMTTD Royal Marines Technical Training Depot (Fort Cumberland c1930-1973, then to Poole, Dorset)
RNAS Royal Naval Air Service 1914-18
RND Royal Naval Division (1914-18) RM provided two Battalions & support units. Sometimes referred to as Victory Brigade and RM Brigade 1914-15.
RR Recommended for Re-engagement
RNSM Royal Naval School of Music (1903-50)
(s) Indicating short service when placed after service number (1914-18)
SEAC South East Asia Command (1942-46)
Sgt. Sergeant
SOS Struck Off Strength
Sup. Or **Supy.** Supernumerary, attached but not on the strength of i.e.unit or ship
TAMAR Base ship, Hong Kong and administration for Singapore c1863-1992
TG Training Group (see RMTG)
TOS Taken on Strength
Tpy. Or **Tempy.** Temporary rank or appointment

TSM Troop Sergeant-Major
TTD Technical Training Department (see RMTTD)
VICTORY (I-V) Depot for personnel for RN Division 1914-18 (Portsmouth & Crystal Palace)
WAR CHEVRONS sometimes known as service stripes, worn point up on lower right sleeve.
WG War Gratuity
WO Warrant Officer
WOUND STRIPES Two inch lengths of gold or red braid worn above left sleeve cuff. Issued for each time wounded.
WSI War Service Increment paid for years of war service completed 1939-45

Other Official Documents That Contain Service Detail

R105 Document of Attestation
R110 Particulars of Service upon discharge from the Royal Marines
R111 Certificate of Discharge, Royal Marines
R111a Character Certificate on Demobilisation
R133a Drill and Musical History Sheet (Royal Marines Band)
R154 Company Conduct Sheet
R165 Copy of Attestation to serve in the Royal Marines for 12 years (1914)
R293 RM Certificate of Education
R379 RM Swimming Certificate
R380 RM Certificate of Qualification in....(trade, skill etc.)
R381 Certificate of Qualification for Promotion
M22 Patient Discharge Certificate (Royal Naval Hospitals)
M183 Certificate For Wounds & Hurts
S332a Report Of Survey On Men (Royal Naval Hospitals)
GH Form 35 Certificate of entry to Royal Hospital School, Greenwich
B334 Life Pensioner recall (1906-)

Researching Ships & Units on a Service Record

1. To identify ships or shore bases quoted in a service record, the following sources will be of assistance:
 - ***Ships of the Royal Navy*** – J.J. Colledge (Greenhill 2003) ISBN 1 853675 660
 - ***Shore Establishments of the Royal Navy*** – Lt.Cdr. B Warlow RN (Maritime Books 1992) ISBN 0 907771 521

Following identification detailed vessel or operational history can be obtained by consulting a bibliography of Royal Navy ships and histories.

2. To identify and obtain details of Royal Marine units, the following sources will be of assistance:
 - ***Britain's Sea Soldiers (two volumes)***- Colonel Cyril Field RMLI (Lyceum Press: Liverpool 1924). These detailed volumes cover Marines history up to 1913.

- ***The Royal Marine Artillery 1804 –1923 (two volumes)***- Edward Fraser & L.G.Carr-Laughton (RUSI: 1930).
 - ***Britain's Sea Soldiers – The Royal Marines 1914-19*** – General Sir H.E. Blumberg KCB RM (Swiss: Devonport 1927).
 - ***By Sea By Land*** – James D. Ladd (Harper Collins:1998) ISBN 0 00472366 X. This volume covers Royal Marines history from 1919 to1997.
 - ***The Royal Marines Band Service*** – John Ambler (Royal Marines Historical Society SP28:2003) ISBN 0 9536163 2 0
3. For identification and details of any medals mentioned upon the service record, the following sources will be of assistance:
- ***Ribbons & Medals*** – H. Taprell Dorling (Osprey:1983) ISBN 0 85045 516 2
 - ***British Battles & Medals*** - Major L.L.Gordon (Spink:1988) ISBN 0 907605 25 7
 - ***Commando Gallantry Awards of WWII***- George A Brown (London Stamp Exchange:1991) ISBN 0 948130 09 1

RM Museum Guide Sheet 43: Royal Marines Abbreviations

[This selected list contains period abbreviations]

AA Anti-aircraft
AAC Army Air Corps
AADC Anti-Aircraft Defence Commander
ACG Amphibious Combat Group [Dutch]
ACPL Armed Customs Patrol Launch
AD Air Defence
AE Assault Engineer
AFO Admiralty Fleet Order
AFV Armoured Fighting Vehicle
AG Adjutant General (obsolete)
ALC see LCA
AMP Assisted Maintenance Period
ANCXF Allied Naval Command of Expeditionary Force
ANFO Ammonium Nitrate/Fuel Oil (explosive)
AOO Amphibious Operations Officer
AOR Amphibious Operations Room
AP Armour-piercing
APC Armoured Personnel Carrier
APD Assault Personnel Destroyer
AS Anti-Submarine (warfare)
ASI Arctic Survival Instructor
ASRM Assault Squadron Royal Marines
ATO Ammunition Technical Officer
ATTURM Amphibious Trials and Testing Unit Royal Marines
AVRE Assault Vehicle Royal Engineers
AW Amphibious Warfare
AWT Arctic Warfare Training

BARV Beach Armoured Recovery Vehicle
BAS Brigade Air Squadron (1968-95)
Bd/Cpl Band Corporal
Bde. Brigade
Bdr Bombardier (RM Artillery 1804-23)
BFT Basic Fitness Test
BL Breech-loading
BM Brigade Major
Bm Band Master
BMA Brigade Maintenance Area
RMBPD Royal Marine Boom Patrol Detachment (1942-45)
Bn Battalion
BOST Basic Operational Sea Training (1980s)
BPC Beach Patrol Craft
BRNVR Burmese Royal Naval Volunteer Reserve
Bd/Sgt Band Sergeant
BSM Battery Sergeant Major
BVM British Victory Medal (1914-19)

BWM British War Medal (1914-18)

CA Coastal artillery
CAFO Confidential AFO
CAP Cover Air Patrols
CCF Combined Cadet Force
CCO Chief of Combined Operations
CCO Clandestine Communist Organisation
Cdo Commando Unit
cdo commando, individual
CFMU Coastal Forces Maintenance Unit
CG Commandant General
CHOSC Commando Helicopter Operations and Support Cell
C-in-C Commander-in-Chief
CINCFLEET Commander-in-Chief Fleet
CL Cliff Leader
CLF Commander Land Forces
Co-Ops Combined Operations
COMAF Commodore, Amphibious Forces
COS Chief of Staff
'Co-op' Home-made explosive
Coy Company
CRS Common Recruit Syllabus
CS95 Combat Soldier [Dress] 1995
CSM Company Sergeant Major
CTC Commando Training Centre
CTC Combined Training Centre
CVRT Combat Tracked Reconnaissance Vehicle

DAA&QMG Deputy Assistant Adjutant General
& Quartermaster General
DAMS Defensively Armed Merchant Ships (1914-18)
DAQMG Deputy Assistant-Quartermaster-General
DAR Dual Appointed Regular (1980s)
D-Day First day of an operation
DCI Defence Council Instruction
DEMS Defensively Equipped Merchant Ships (1939-45)
DL Drill (formerly MTI, instructors)
DODAR Director of Drafting & Records
DP Displaced Person
DP Distribution Point
DPM Disrupted Pattern Material
DRORM Drafting & Records Officer Royal Marines
DTS Dartmouth Training Squadron
DTP Driver Training Platoon
DZ Dropping Zone

EMF Expeditionary Marine Force
EOD Explosive Ordnance Disposal
EVT Education & Vocational Training

FAA Fleet Air Arm
FARP Forward Arming and Refuelling Point
FOB Forward Operation Base
FOB Forward Officer Bombardment
FOF(1) Flag Officer, Flotilla (one), etc.
FONAC Flag Officer Naval Air Command
FOO Forward Observation Officer
FOST Flag Officer Sea Training
FPGRM Fleet Protection Group RM

FSRT Fleet Stand-By Rifle Troop
GD Gun Direction Exercise
GI Gunnery Instructor
GI General Infantry (US)
Gnr Gunner (RM Artillery 1804-1923)
GOC General Officer Commanding
GPMG General Purpose Machine Gun
GSW Gun Shot Wound
Grp Group

HA/LA High-Angle/Low-Angle (gun)
HALO High Altitude, Low Opening (parachute)
HATS Harbour Acceptance Trials
HBL Home Base Ledger
HE High Explosive
HG Heavy Goods Vehicle
H-hour Time of launching attack, etc
HF High Frequency (radio)
HMT Her Majesty's Transport
HV High Velocity (weapon)
HW Heavy Weapons

II Illegal Immigrant
IMTWRM Inspector of Motor Transport and Weapons RM
INTSUM Intelligence Summary
IO Intelligence Officer
IRA Irish Republican Army
IRC Inflatable Raiding Craft
IS Internal Security
ISTDC Inter-Services Training and Development Centre
IT Information Technology
ITC Infantry Training Centre
JCC Junior Command Course
JRDF Joint Rapid Deployment Force
JS Joint Services

K-bar USMC survival knife (slang)
KUA Kit Upkeep Allowance

LAD Light Aid Detachment
LADE Lineas Aereolinas del Esto (airline)
LAW Light Anti-Armour Weapon
L & M Landing and Maintenance
LC Landing craft
LCA Landing Craft Assault
LCAC (L) Landing Craft Air Cushion (Light)
LCAC (V) Landing Craft Air Cushion (Vehicle) became LCAC(L)
LCA (HR) LCA (Hedgerow)
LCF Landing Craft Flak
LCG(L) LC Gun (Large)
LCG(M) LC Gun (Medium)
LCM Landing Craft Mechanised
LCOCU Landing Craft Obstruction Clearance Unit
LCP Landing Craft Personnel
LCS Landing Craft Support
LCVP Landing Craft Vehicle Personnel
L-day Landing day
LFFI Landing Force Falkland Islands
L-hour Landing time for first assault wave
LMA Leading Medical Assistant (RN)
LMG Light Machine Gun
LP Landing Point
LPD Landing Platform Dock
LPH Landing Platform Helicopter
LS & GC Long Service & Good Conduct (medal)
LS Landing Ship
LSI Landing Ship Infantry
LSL Landing Ship Logistic
LV Low Velocity (weapon)
LZ Landing Zone

MACC Military Aid to Civil Community
MAD Metal Anomaly Detector
M&AW Mountain & Arctic Warfare
MAW Medium Anti-Armour Weapon
Med Mediterranean (slang)
Met Meteorological
MGRM Major General Royal Marines
Milan Wire guided anti-tank weapon
ML Mountain Leader MLC Motor Landing Craft (of 1930s)
MN Merchant Navy
MNBDO Mobile Naval Base Defence Organisation
MOA Marine Officer's Attendant
MOD Ministry of Defence
MOLCAB Mobile Landing Craft Advanced Base
MONAB Mobile Naval Advanced Base
MP Military Police
MTI Military Training Instructor
Mus Musician

MVP Moisture Vapour Permeable [material]

NAAFI Navy, Army and Air Force Institute (canteens)

NBC Nuclear, Biological and Chemical (warfare)

NEC Northern European Command

NES Naval Examination Service

NI Northern Ireland

NAMET Naval Mathematics & English Test

NATO North Atlantic Treaty Organisation

NBC Nuclear, Biological and Chemical (warfare)

NEC Northern European Command

NES Naval Examination Service

NI Northern Ireland

OCTU Officer Cadet Training Unit

OCRM Officer Commanding Royal Marines

ODA Overseas Development Administration

ODMA Operational Data Material Assessment

OOW Officer of the Watch

Ops Operations

ORP Okret Rzeczypospolitej Polskiej

(Warship of the Republic of Poland)

PE Physical Education

PE Plastic Explosive

PET Pre-embarkation Training

PLCE Personal Load Carrying Equipment

PM Prime Minister

PTI Physical Training Instructor

PVR Premature Voluntary Release

PWI Platoon Weapons Instructor

PX Post Exchange (US)

QF Quick Firing

QMS Quartermaster sergeant

QR Quarters Range Taking (a qualification)

QRF Quick Reaction Force

Q-ships Decoy merchant ships with hidden guns

RA Royal Artillery

RA Ration Allowance

RAN Royal Australian Navy

RAPC Royal Army Pay Corps

R&R Rest & Recuperation

RBW MNBDO staff study references

RCL Ramp Cargo Lighter

RCN Royal Canadian Navy

RCT Royal Corps of Transport

RFA Royal Fleet Auxiliary

Rgt Regiment
RIB Rigid Inflatable Boat
RL Recce Leader
RMA Royal Marine Artillery
RMA Royal Marine Association
RMASG Royal Marine Armoured Support Group (1944)
RMC Royal Marine Command (units commanded by HQRM)
RMBDSU RM Boom Defence Scaffolding Unit
RME Royal Marine Engineers (1939-46)
RMFVR Royal Marine Forces Volunteer Reserve
RMLC Royal Marine Labour Corps (1917-19)
RMLI Royal Marine Light Infantry
RMNS Royal Malayan Navy Ship
RMO Royal Marine Officer
RMP Royal Military Police
RMR Royal Marines Reserve
RMR Royal Malayan Rgt
RMRO Royal Marine Routine Orders
RMSM Royal Marine Submarine Miners (1914-18)
RMSM Royal Marines School Music
RNAS Royal Naval Air Station
RND Royal Naval Division (1914-18)
RNLMC Royal Netherlands Marine Corps
RNSM Royal Naval School Music (1903-46)
RNZN Royal New Zealand Navy
RoRo Roll on/Roll off
RRC Rigid Raiding Craft
RRS Survey ship
RSM Regimental Sergeant Major
RSRM Raiding Squadron Royal Marines
RSS Regional Security Team (in the West Indies)
RTU Returned To Unit
RUC Royal Ulster Constabulary

SA80 Small Arm for the 80's, 5.56mm replacement for SLR
SATCOM Satellite Communications
SBS Special Boat Section
SBS Special Boat Squadron
SC Swimmer Canoeist
SCC Senior Command Course
SD Special Duties
SEME School of Electrical & Mechanical Engineering [Army]
SITREP Situation Report
S/L Searchlight
SLR Self-loading Rifle
SMG Sub-machine-gun
SMP Self-maintenance Period
SO3 G1 Staff Officer [Grade] 3 General Duties 1 (Personnel)
SO3 G2 Staff Officer [Grade] 3 General Duties 2 (Intelligence)
SO3 G3 Staff Officer [Grade] 3 General Duties 3 (Operations)

SO3 G3 Staff Officer [Grade] 3 General Duties 4 (Logistics)
SQ Specialist Qualification
SS Special Service (usually a numbered Brigade 1942- 45 but dropped in favour of Commando Brigades).

TacHQ Tactical Headquarters
TAOR Tactical Area of Responsibility
TAVR Territorial Army Volunteer Reserve
TQ Trade Qualification
T/S Transmitting Station (associated with ships' gunnery)

UHF Ultra High Frequency (radio)
UIF Unit Institute Fund
UCAV Uninhabited Combat Air Vehicle
UNPROFOR United Nations Protection Force
USMC United States Marine Corps

VCP Vehicle Check Point
VHF Very high Frequency (radio)

WE War Establishment
WO Warrant Officer
WP White Phosphorus (grenade)
W/T Wireless/Telegraphy

YO Young Officer
YVT Youth Visiting Teams