

66 ROYAL MARINES OFFICE

1. As part of the Defence re-organisation in Whitehall, the Commandant General, the Chief of Staff, their personal staffs and the Plans and Staff Duties Branch, together with a Sub-Registry, will move into the new Main Ministry of Defence Building in Whitehall Gardens during the period 2nd to 4th April, 1964.
 2. The balance of the staff will remain for the time being in what, from 1st April, will be known as the "Old Admiralty Building". Later in the year it is likely that this part of the staff will move to a permanent location in what will in future be known as the "Old War Office Building".
 3. With effect from 1st April, the title "Royal Marines Office" will be replaced by the new official title "*Department of the Commandant General Royal Marines*" (Short title "*Department of CGRM*". Signals and telegraphic title "*CGRM*"). These new titles, which are being introduced in the interests of standardisation with the rest of the integrated Defence organisation, are to be used exclusively and for all purposes from that date onwards.
 4. As from 1st April the Department as a whole will become part of the Naval Staff under the Vice Chief of Naval Staff, although remaining responsible to the Second Sea Lord for personnel matters. From the same date the existing Plans and Staff Duties Branch will be restyled the "General Staff".
 5. The resulting organisation and duties of the Department are set out at Annex 'A' to these Orders, and the revised telephone list, which will come into force on the dates indicated, at Annex 'B'.
 6. This is purely a geographical re-organisation and should in no sense be interpreted as a functional change. The Department will continue to work as a headquarters staff in exactly the same fashion as it has done in the past, the relationship between Branches to each other and to the Chief of Staff and the Commandant General remaining unchanged.
 7. So far as the Corps and authorities outside Whitehall Gardens are concerned, the correct *and only* address which is to be used for correspondence sent to the Department or to any individual member of it, *whether located in the Old Admiralty Building or in Whitehall Gardens*, will, from 1st April, be:—
Department of the Commandant General Royal Marines
Ministry of Defence
Old Admiralty Building
Whitehall
London, SW1
- It is most important that mail should not be addressed direct to Whitehall Gardens even if replying to letters received with that address on them, since the Sub Registry there will only be capable of dealing with local papers.
8. This Order is to be repeated in unit Routine Orders.