

Circular Letter No. 7.

(Boat number plates.)

1. To identify all Coast Guard boats in the records at Headquarters, on the cutters, at the stations, and in the offices of persons supervising the building and repair of boats and motors, it has proved desirable to assign a new boat number to each and every boat, the property of the Coast Guard. The previous numbering scheme will be succeeded by the special numbering system now adopted.

2. Commanding officers, district superintendents, and officers having to do with boat repairs will number the boats under their cognizance as directed by Headquarters, and the commandant of the Coast Guard Depot, South Baltimore, Md., will be directed to furnish the corresponding new boat plates, with an ample number of screws. The new boat plate shall be clearly visible and neatly screwed to the boat on top of the after permanent thwart, at the starboard end, or for a boat without thwarts, shall be screwed to the bulkhead forming the after cockpit, the plate to be on the after side near the starboard cockpit coaming. All old boat numbers or equivalent markings shall be neatly canceled, and if there is an old boat plate it will be removed when the new boat number plate is attached and returned to the Commandant, Coast Guard Depot, South Baltimore, Md., through the proper channels; Headquarters to be notified of the boat number on each plate thus returned. While the new plate may be painted to match the boat, care shall be taken in repainting not to fill up the plates and to keep the numbering clear and legible.

Circular Letter No. 8.

(Signing Official Papers During Absence District Superintendent.)

1. District superintendents may authorize their clerks, in writing, giving notice of such action to Headquarters, to sign official matter of a routine character which does not involve the superintendent's official judgment or discretion, and such as will not readily admit of delay, during the absence of the superintendent for one or more days. In no case shall a clerk sign official papers of any description when the superintendent is present, or during his absence for a portion of a day.

2. All original papers pertaining to accounts must be signed by the district superintendent himself.

3. The form used by a clerk should be as follows:

"By direction of the district superintendent.

(Signature) _____,

Clerk to District Superintendent."

On telegrams the surnames only will be used, followed by the word "clerk."

Circular Letter No. 9.

(Repainting buildings at Coast Guard stations.)

1. The following paints will be used for repainting, when needed, the buildings at Coast Guard stations:

OUTSIDE.

(a) Outside white paint mixed: For walls of buildings, including trim; also fences and flagpoles. The walls of unpainted buildings and fences, constructed of rough lumber, should be whitewashed.

- (b) Green paint, mixed: For underside of porch roofs and for blinds.
 (c) Light lead-color paint, mixed: For porch floors and treads of outside steps and for repainting all painted floors in buildings.
 (d) Red roof paint, mixed: For roofs.

INSIDE.

- (e) Inside white paint, mixed: For inside trim.
 (f) Regulation straw-color paint, mixed: For plastered and celled walls when painted.
 (g) Light green paint (Navy No. 34), mixed: For plastered and celled walls when painted.
 (h) Varnish, hard-oil finish: For ceilings that are to be kept bright.
 (i) Floor oil: For all finished floors and treads of stairs, not painted.

2. It is the intention not to paint buildings which heretofore have not been painted. Shingles on roofs and walls that have not been stained or painted will not now be stained or painted.

3. Any supply of paint on hand at the stations will be used up on the buildings before a supply of the new paints is obtained.

4. Repainting of entire buildings will not be done without permission from Headquarters, but touching up should be done when needed to keep the wood properly protected from the weather. When parts are dirty or dingy, they shall not be painted for the purpose of giving a clean appearance, so long as the old paint is sufficient to protect the parts; such parts shall be scrubbed as often as necessary, and no paint shall be applied until that existing is worn thin. This applies to the exterior of buildings as well as to the interior. In cases where the paint is at present excessively thick, cracked, peeling, or blistered, it shall be scraped off and surfaces sandpapered before any more paint is applied. When a blow torch is used, care shall be taken regarding fire risks, and the torch must not be inverted while lighted.

5. Where shingles on buildings have heretofore been stained by the application of regular shingle stain, the same treatment will be continued.

6. Floor oil.—Floor oil is prepared in accordance with the following formula:

Formula.

Commercial grade paraffin oil, 2 gallons.
 Kerosene oil, 1 gallon.
 Mix, and apply to floors.

This mixture will form a light oil which is readily absorbed by the pores of the wood. The kerosene constituent, besides having disinfecting properties, will also tend to drive off vermin. The oil can be applied by means of rags. In no case should this oil be applied to dirty floors. Before each application the floors should be thoroughly cleaned and scrubbed. For scrubbing the floors preliminary to the application of the floor oil, a strong solution of soap powder may be used; otherwise, soap may be used in the ordinary manner. No soda or cleaning materials should be used other than those above mentioned. After a floor has been thoroughly cleaned and allowed to dry, the floor oil should be applied. Only the amount of oil that the wood will absorb should be applied at one time. The floor should then be given a fair polish. It may then be kept clean by wiping up with a damp cloth. However, should the floor become so dirty that wiping up with a damp cloth does not remedy the condition, it may be scrubbed as above described, and the oil treatment renewed. Cloths used for applying the floor oil should be burned after using, and not left around so as to endanger the buildings by fire.

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7. *Whitewash.*—An excellent receipt for whitewashing is as follows: Slake half a bushel of unslaked lime with boiling water, keeping it covered during the process; strain it and add a peck of salt dissolved in warm water; 3 pounds of ground rice put in boiling water and boiled to a thin paste; half a pound of powdered Spanish whiting and a pound of clear glue dissolved in warm water; mix these well together, and let the mixture stand for several days. Keep the wash thus prepared in a kettle or portable furnace, and when used put it on as hot as possible with painter's or whitewash brushes.

8. *Windows.*—All window sashes must be kept well puttied. When it is found that the old putty is cracked it should be entirely removed and sashes allowed to become perfectly dry, after which they will be primed with white-lead paint and, when paint has dried sufficiently to become sticky, the putty may then be replaced and paint and putty allowed to harden together. When putty becomes hard it may then be painted. In so doing care must be used not to get paint on the glass and make a ragged appearance.

9. *Scrubbing and cleaning.*—To clean painted woodwork or other painted surface, scrub with clean, fresh water and soap. If necessary, a small amount of sal soda, ammonia, or washing compound may be put in the water. After scrubbing wipe off with clean water and cloth.

10. *Preparation of work for painting.*—Paint will not adhere to nor dry upon wood or metal which is not perfectly clean and entirely free from moisture, dust, soot, and grease. The surface to be painted must be thoroughly dry, and no painting should be done in rainy or foggy weather or just after a frost. Dust and soot must be removed by brushes and cloths and by washing with hot soft water and soap.

11. Before painting all nail holes, cracks, etc., should be carefully puttied.

12. When paint is opened for use it should be thoroughly stirred so that there is no thick paint remaining in the bottom of the can. The paint should be kept well stirred while it is being applied in order that it may cover evenly. Should the paint in the pot become too thick while it is being applied, it may be thinned by the addition of linseed oil and turpentine in proper quantities.

Circular Letter No. 10.

(Narcotic Drugs.)

In order to prevent infractions of the drug act of December 17, 1914, it is hereby ordered that officers in charge of medical supplies, and particularly of the narcotic drugs, shall be required to keep an accurate record of such drugs received and dispensed, and that those officially responsible for the proper use thereof shall be required to keep such narcotic drugs under lock and key and that access thereto shall be limited to only those who in their official capacity have legitimate use therefor or distribution thereof.

Circular Letter No. 11.

(Operation of Coast Guard When a Part of the Navy.)

The following Executive order is published for the information and guidance of the Coast Guard.

By the President of the United States of America:

EXECUTIVE ORDER.

"By virtue of the authority vested in the President by the act approved January 28, 1916, entitled 'An act to create the Coast Guard * * *', it is hereby directed that whenever the Coast Guard or any part of it shall in time of peace

operate as a part of the Navy, in accordance with law, the personnel of the Coast Guard shall be subject to the regulations of the Coast Guard service, except in so far as relates to military requirements which have to do solely with the movements or operations of ships, concerning which they shall be subject to the orders of the senior naval officer to whom they are directed by proper authority to report. It is further directed that whenever the whole or any part of the personnel of the Coast Guard is operating with the personnel of the Navy, officers and men of each service shall have the same authority and control over officers and men of the other service as that to which their rank or rating entitles them in their respective services."

The WHITE HOUSE,

May 2, 1916.

(No. 2378.)

WOODROW WILSON.

BYRON R. NEWTON,
Assistant Secretary.

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MATERIAL FOR PAINTING BOATS.



Circular Letter No. 36. ✓
NAVY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, October 29, 1917.

To Supervisor of Lifeboats, Division Commanders, District Superintendents, Assistant Inspectors, Keepers, and Purchasing Officers.

1. Referring to Circular Letter No. 9, relative to painting stations and the material therefor, you are advised that the standard ready-mixed paints suitable for buildings are likewise suitable for boats, the formulas having been based on the Navy general instructions for painting. The colors for boats are covered in articles 171 to 179, inclusive, of the booklet Instructions for Coast Guard Stations. Ready-mixed paints for all uses at stations, including boats, therefore should be obtained on requisition in the usual manner.

2. For thinning the ready-mixed paints for stations and boats, raw linseed oil, turpentine, and drier should be obtained on requisition as necessary.

E. P. BERRHOLT,
Captain Commandant.

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