

# PERSONNEL INSTRUCTIONS

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UNITED STATES COAST GUARD



1934

Treasury Department  
Washington  
March 29, 1934.

The following instructions concerning personnel of the United States Coast Guard are approved and promulgated. They will become effective upon receipt.

Articles of Regulations for the United States Coast Guard are reprinted throughout these instructions in capital letters.

Changes in these instructions will be made from time to time by means of "Amendments to Personnel Instructions", which will be consecutively numbered. Additional information of a temporary nature will be promulgated frequently by means of "Personnel Bulletins", which will be numbered consecutively for each calendar year, the number being in two parts; the first group being the consecutive number for the year, and the second group being the last figures of the calendar year.

It is directed and required that all officers and other persons of the Coast Guard, as far as the duties of each are concerned, make themselves familiar with, observe, and comply with the instructions contained herein.

STEPHEN B. GIBBONS,  
Assistant Secretary.

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# PERSONNEL INSTRUCTIONS

## CHAPTER I

### COMMISSIONED OFFICERS

#### Appointments

**201.** (1) THE COMMISSIONED OFFICERS OF THE COAST GUARD SHALL BE APPOINTED BY THE PRESIDENT, BY AND WITH THE ADVICE AND CONSENT OF THE SENATE. (USC Title 14, Sec. 6.) Appointment.

(2) COMMISSIONS SHALL BE SIGNED BY THE SECRETARY OF THE TREASURY, EXCEPT THAT OF THE COMMANDANT WHICH SHALL BE SIGNED BY THE PRESIDENT, AND SEALED WITH THE OFFICIAL SEAL OF THE TREASURY DEPARTMENT.

(3) NO PERSON WHO IS NOT A CITIZEN OF THE UNITED STATES SHALL BE APPOINTED A COMMISSIONED OFFICER IN THE COAST GUARD.

**202.** (1) THE TOTAL NUMBER OF COMMISSIONED OFFICERS ON THE ACTIVE LIST (EXCLUSIVE OF THE COMMANDANT AND COMMISSIONED WARRANT OFFICERS AND ADDITIONAL NUMBERS THAT HAVE BEEN AUTHORIZED BY LAW) AUTHORIZED IN THE COAST GUARD SHALL BE FIVE HUNDRED AND EIGHTY EIGHT, CONSISTING OF LINE OFFICERS, ONE ENGINEER IN CHIEF, ENGINEER OFFICERS, FIVE CONSTRUCTORS, AND FOURTEEN DISTRICT COMMANDERS. (USC Title 14, Sec. 231.) Number authorized.

(2) THE LINE OFFICERS SHALL BE DISTRIBUTED IN THE PROPORTION OF FOUR IN THE GRADE OF CAPTAIN, TO EIGHT IN THE GRADE OF COMMANDER, TO FIFTEEN IN THE GRADE OF LIEUTENANT COMMANDER, TO THIRTY IN THE GRADE OF LIEUTENANT, TO FORTY THREE IN THE GRADES OF LIEUTENANT (JUNIOR GRADE) AND ENSIGN. (USC Title 14, Sec. 231.) Distribution.

(3) EACH VACANCY OCCURRING AT THE BOTTOM OF THE LIST OF COMMISSIONED ENGINEER OFFICERS ON ACTIVE LIST SHALL OPERATE TO REDUCE BY ONE THE TOTAL NUMBER OF ENGINEER OFFICERS AND TO INCREASE BY ONE THE TOTAL NUMBER OF LINE OFFICERS AUTHORIZED. (USC Title 14, Sec. 232.) Vacancies in engineers.

(4) IN MAKING ANY COMPUTATION REQUIRED OR AUTHORIZED BY PARAGRAPH (2) ABOVE, THERE SHALL BE EXCLUDED FROM CONSIDERATION THOSE OFFICERS Computation.



CARRIED BY LAW AS ADDITIONAL NUMBERS, AND WHENEVER A FINAL FRACTION OF ONE-HALF OR MORE OCCURS THE WHOLE NUMBER NEXT ABOVE SHALL BE REGARDED AS THE AUTHORIZED NUMBER. (USC Title 14, Sec. 233.)

**Effecting number.** 2021. The effective number of commissioned officers on the active list was reduced to five hundred and eighty seven (exclusive of the commandant and additional numbers allowed by law) by the death of one engineer officer between the date of passage of the Act of Congress and the date the Act became effective.

**Accruals.** 2022. On 1 July, 1929, the number of line officers authorized was five hundred and twenty six. Between that date and 1 January 1934, eight additional numbers had accrued to the line through the death and retirement of engineer officers, in accordance with article 202 (3).

**Appointment as Commandant.** 203. THE PRESIDENT IS AUTHORIZED TO APPOINT IN THE COAST GUARD, BY AND WITH THE ADVICE AND CONSENT OF THE SENATE, ONE COMMANDANT FOR A PERIOD OF FOUR YEARS WHO MAY BE APPOINTED FOR FURTHER PERIODS OF FOUR YEARS EACH, WHO SHALL ADMINISTER THE AFFAIRS OF THE COAST GUARD. THE COMMANDANT SHALL BE SELECTED FROM THE ACTIVE LIST OF LINE OFFICERS NOT BELOW THE GRADE OF COMMANDER; *PROVIDED*, THAT AN OFFICER WHOSE TERM OF SERVICE AS COMMANDANT HAS EXPIRED MAY BE APPOINTED A CAPTAIN AND SHALL BE AN ADDITIONAL NUMBER IN THAT GRADE; BUT IF NOT SO APPOINTED, HE SHALL TAKE THE PLACE ON THE LINEAL LIST IN THE GRADE HE WOULD HAVE ATTAINED HAD HE NOT SERVED AS COMMANDANT AND BE AN EXTRA NUMBER IN SUCH GRADE; *PROVIDED FURTHER*, THAT THE POSITION VACATED BY AN OFFICER APPOINTED COMMANDANT SHALL BE FILLED BY PROMOTION ACCORDING TO LAW. (USC Title 14, Sec. 11.)

**Appointment as Engineer in Chief.** 204. THE PRESIDENT IS AUTHORIZED TO APPOINT IN THE COAST GUARD, BY AND WITH THE ADVICE AND CONSENT OF THE SENATE, ONE ENGINEER IN CHIEF FOR A PERIOD OF FOUR YEARS WHO MAY BE APPOINTED FOR FURTHER PERIODS OF FOUR YEARS EACH. THE ENGINEER IN CHIEF SHALL BE SELECTED FROM THE ACTIVE LIST OF ENGINEER OFFICERS NOT

BELOW THE GRADE OF LIEUTENANT COMMANDER (ENGINEERING): *PROVIDED*, THAT AN OFFICER WHOSE TERM OF SERVICE AS ENGINEER IN CHIEF HAS EXPIRED MAY BE APPOINTED A COMMANDER (ENGINEERING) AND SHALL BE AN ADDITIONAL NUMBER IN THAT GRADE; BUT IF NOT SO APPOINTED HE SHALL TAKE THE PLACE ON THE LINEAL LIST IN THE GRADE HE WOULD HAVE ATTAINED HAD HE NOT SERVED AS ENGINEER IN CHIEF AND BE AN ADDITIONAL NUMBER IN SUCH GRADE; AND *PROVIDED FURTHER*, THAT THE POSITION VACATED BY AN OFFICER APPOINTED ENGINEER IN CHIEF SHALL BE FILLED BY PROMOTION ACCORDING TO LAW. (USC Title 14, Sec. 12.)

205. See Chapter II.

206. APPOINTMENTS AS ENSIGNS IN THE COAST GUARD SHALL BE MADE FROM THE CADETS WHO GRADUATE FROM THE COAST GUARD ACADEMY. NO ONE SHALL BE ORIGINALLY APPOINTED TO A HIGHER GRADE THAN ENSIGN EXCEPT AS A CONSTRUCTOR OR AS A DISTRICT COMMANDER. Appointment  
as Ensign.

207. A CONSTRUCTOR, UPON ORIGINAL APPOINTMENT AS SUCH, SHALL HAVE THE RANK OF LIEUTENANT. AN ORIGINAL APPOINTMENT AS CONSTRUCTOR SHALL BE MADE UNDER REGULATIONS PRESCRIBED BY THE PRESIDENT FROM THE LIST OF COMMISSIONED OFFICERS OF THE COAST GUARD OR FROM CIVIL LIFE AND SHALL BE FOR A PROBATIONARY PERIOD OF TWO YEARS, AND, PRIOR TO THE EXPIRATION OF SUCH PROBATIONARY PERIOD OF SERVICE, THE FITNESS OF THE OFFICER WHO HAS THUS SERVED SHALL BE PASSED UPON BY A BOARD OF COMMISSIONED OFFICERS OF THE COAST GUARD APPOINTED BY THE PRESIDENT. IF THE BOARD FINDS THAT THE OFFICER IS IN ALL RESPECTS FITTED TO BE A CONSTRUCTOR IN THE COAST GUARD, HE MAY BE REGULARLY APPOINTED A CONSTRUCTOR TO RANK FROM THE DATE OF HIS ORIGINAL PROBATIONARY APPOINTMENT: *PROVIDED*, THAT NO PERSON SHALL RECEIVE AN ORIGINAL PROBATIONARY APPOINTMENT AS CONSTRUCTOR WHO IS MORE THAN THIRTY YEARS OF AGE. (USC Title 14, Sec. 218.) Appointment  
as constructor.

2071. (1) ~~To be eligible for an original appointment as Constructor (with the rank of lieutenant) an applicant must:~~ Requirements.

(a) Be a citizen of the United States.

(b) Have passed his twenty-first birthday and not have passed his thirtieth birthday at the time of appointment.

(c) Have graduated in the full course in naval architecture and/or marine engineering from a college or university accredited by the Association of American Universities, or be a commissioned officer of the Coast Guard. \*

**Application.**

(2) The application for appointment must be made in writing and must include the following information:

(a) Date and place of birth.

(b) Citizenship and how acquired.

(c) Education; including schools and colleges attended, degrees obtained, subjects specialized in at college.

(d) Record of any service in the Coast Guard, Army, Navy, Marine Corps, or the reserve of any of these services.

(e) Employment engaged in since 18 years of age, giving period of employment and why terminated in each case.

**Letters of re-**

**commendation.**

(3) The application must be accompanied by:

(a) At least two letters of recommendation that will thoroughly establish the candidate's reputation for honor, integrity, and reliability. The letters must be more than mere perfunctory indorsements and should be obtained only from those who know the candidate personally and well, such as professors and employees.

(b) A recent photograph of the candidate.

**Written**

**examination.**

2072. (1) An examining board of commissioned officers of the Coast Guard will be convened by the Commandant to pass upon all applications and to select those candidates deemed eligible for examination. Selected candidates will be given a written examination prepared by the examining board. The examination will be conducted in various cities of the United States where commissioned officers of the Coast Guard may be appointed as subboards. All papers will be graded by the examining board.

**Mark in**

**adaptability.**

(2) When all examination papers have been graded, the examining board will assign a mark in adaptability to each candidate who has passed the written examination. The grade made on the examination will be given

a weight of seventy and the mark on adaptability a weight of thirty.

(3) The three candidates having the highest final marks will be informed that they may appear before the examining board at Coast Guard Headquarters, Washington, D. C., for final selection. The three candidates will be interviewed by the board and given the necessary physical examination. The board will then select the candidate whom it considers the best qualified and adapted, and make suitable recommendation to the Commandant.

Appearance  
before board.

(4) The government will bear no expense incident to the examinations, either before the subboard or the board at Washington, D. C.

2073. Candidates for original appointment as Constructor (with the rank of lieutenant) will be given a written examination in the following subjects:

Outline of  
examination.

(1) Theoretical Naval Architecture - including problems in displacement, stability, trim, strength, resistance and similar subjects.

(2) Practical Ship Construction - materials, structural details of steel vessels, details of rigging and deck equipment, and allied subjects.

(3) Marine Power Plants - including boilers, steam engines, turbines, pumps, internal combustion engines, marine electric propulsion systems, marine power plant auxiliaries, marine refrigerating equipment, propellers, etc.

(4) Theoretical Marine Engineering - problems in thermodynamics; electrical computation; principles of hydraulics; physics of air as applied to compressed air, ventilation and combustion; etc.

2074. An original appointment as Constructor will be for a probationary period of two years. Prior to the expiration of the probationary period of service, the fitness of the officer who has thus served will be passed upon by a board of commissioned officers of the Coast Guard appointed by the President. If the board finds the officer in all respects fitted to be a Constructor in the Coast Guard, he may be regularly appointed as such, to rank from the date of his original probationary appointment. The probationary period of two years will not be extended. An officer failing to be

Probationary  
period.

regularly appointed will be required to resign.

**Appointment as district commander.** 208. AN ORIGINAL APPOINTMENT AS DISTRICT COMMANDER SHALL BE MADE UNDER REGULATIONS PRESCRIBED BY THE PRESIDENT FROM THE WARRANT AND CHIEF PETTY OFFICERS OF THE COAST GUARD. (USC Title 14, Sec. 5a.)

**Eligibility.** 2081. (1) Original appointments as district commander (with the rank of lieutenant) will be made from chief boatswains (L), boatswains (L) who have served in that grade for at least six years, chief boatswain's mates (L) who have served as such in charge of Coast Guard Stations for at least six years, or boatswains (L) whose service as chief boatswain's mate (L) in charge of Coast Guard Stations plus service as boatswain (L) totals at least six years.

**Application.** (2) Applications must be submitted to Headquarters by those who desire to take the examination and only those applications favorably indorsed by district commanders, or in their absence, by division commanders, will receive consideration.

**Age.** (3) No applicant will be designated for the examination who on the last day of the month in which the examination is to be held has not reached his thirtieth birthday or who has passed his fifty-fifth birthday.

**Physical examination.** (4) Before being appointed a district commander the candidate must pass the prescribed physical examination.

**Written examination.** (5) The examination for original appointment will embrace a written examination of the applicant and a review of his official record by a selection board consisting of at least three commissioned officers. The provisions of article 2361 will be followed in the conduct of the examination.

**Outline of examination.** 2082. The following paragraphs outline the written examination for original appointment as district commander:

(a) English.-- Writing of essays and preparation of official reports to indicate ability to express thoughts in clear and correct English and to prepare official reports in clear, orderly, and correct manner. Spelling, punctuation, and neatness will be considered in addition to grammar and development of the subject.

References: Standard works on English.

(b) **Mathematics.** -- Problems in common numbers, fractions and decimals; percentage; ratio and proportion; square and cube-roots; mensuration; estimates of cost and bills of material for construction of fences, walks, excavations, cellars, etc.

References: Standard works on subject.

(c) **Boatmanship.** -- Seamanship in general; construction; equipment and upkeep of boats; handling boats under oars, sail, and motor; launching and anchoring boats; handling boats in surf; carrying out anchors; laws of storms; rescuing crew of wreck; assisting vessels in distress; restoring the apparently drowned as practiced in the Coast Guard.

References: Standard works on seamanship; Instructions for Coast Guard Stations; Boat Book, United States Navy.

(d) **Navigation and coast pilotage.** -- Rules of the road; use of charts, aids to navigation; pilotage; compensation of compass; use of lead.

References: Standard works on navigation, Coast Pilot, publications of Coast and Geodetic Survey and Navy Hydrographic office.

(e) **Gunnery and Drill Regulations.** -- Small arms, including nomenclature, dismounting, and assembling; reports of ammunition and ordnance equipment; ammunition stowage; infantry drill through company; small arms target practice.

References: Official publications issued by Coast Guard and Navy.

(f) **Coast Guard Regulations.** -- Organization; general duties; duties of officer in charge of a station and district commander; organization and care of personnel; customs of Service; honors and distinctions; salutes, visits of ceremony, ceremonies, etc.; intercourse with United States and foreign officials, both civil and military.

References: Coast Guard Regulations, Personnel Instructions, Uniform Regulations, Pay and Supply Instructions.

(g) **Navigation, Customs, and Motor Boat Laws.** -- Those parts of navigation, customs, and motor boat laws of the United States that pertain to and are connected with the duties of the Coast Guard.

References: Navigation, customs, and motor boat laws; Boarding Manual, U. S. Coast Guard.

(h) Military Law. -- Duties of officer in charge of a station and district commander regarding discipline and administration of justice; duties of various members of Coast Guard courts and boards; manner of conducting proceedings of courts and boards; rules of evidence; extent of power of Coast Guard courts and boards.

References: Coast Guard Courts and Boards; Regulations, U. S. Coast Guard; Naval Digest.

(i) Communications. -- Communication administration, policy, regulations, and instructions; ability to send and receive messages by each method prescribed for use at stations; methods of conducting a signal drill.

References: Boat Book, U. S. Navy; Instructions for Coast Guard Stations; International Code of Signals, Communication Instructions, U. S. Coast Guard; Visual Manual, U. S. Coast Guard.

(j) Pay and Supply. -- Pay periods and grades; pay in general; allotments; allowances; travel expenses; transportation of dependents and personal effects; methods of securing, issuing, and accounting for rations, clothing, and general supplies.

References: Pay and Supply Instructions, U. S. Coast Guard.

(k) Engineering. -- Descriptions and types of gasoline engines used at Coast Guard stations; operation and management; methods used in securing efficiency and safety.

References: Marine Engineer's Handbook; Regulations, U. S. Coast Guard; Manufacturers' Instruction Books.

NOTE: Subjects printed in heavy type in the above paragraphs indicate major subjects. (See article 2334.)

**209 - 210.** See Chapter III.

#### OATH OF OFFICE

**To be taken.** **221.** WHEN A COMMISSION, APPOINTMENT, OR WARRANT IS ISSUED TO ANY PERSON, HE SHALL, AS SOON AS PRACTICABLE, TAKE AND SUBSCRIBE THE OATH OF OFFICE PRESCRIBED BY LAW.

**Form of.** 2211. The oath of office prescribed for a person accepting a commission, appointment or warrant in the Coast Guard is as follows:;

Having been appointed a \_\_\_\_\_ in the United

States Coast Guard, I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

And I do further swear (or affirm) that I will use my best endeavors to prevent and detect frauds against the laws of the United States imposing duties upon imports. So help me God.

\_\_\_\_\_ and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 19\_\_.

(Official Seal)

2212. The oath will be taken in quadruplicate before the commanding officer of a vessel, an officer authorized by the Commandant to administer oaths, or, if no such officer is available, before an officer authorized to administer oaths generally. One copy of the oath will be retained by the person taking the oath, one retained by the officer handling his pay accounts, and two copies forwarded to Headquarters. Taken in quadruplicate.

2213. An original commission, appointment, or warrant does not take effect until accepted; the acceptance may be evidenced by a formal acknowledgment in writing or by entrance upon duty under the commission, appointment, or warrant, provided the prescribed oath of office is taken at that time or subsequent thereto. Effecting date.

### PROMOTION

231. (1) WHEN A VACANCY OCCURS IN THE ACTIVE LIST OF REGULAR COMMISSIONED LINE OR ENGINEER OFFICERS (EXCEPT A VACANCY AS COMMANDANT OR ENGINEER IN CHIEF) THE SENIOR OFFICER OF THE NEXT LOWER GRADE SHALL BE PROMOTED AS OF THE DATE OF SUCH VACANCY, ACCORDING TO THE ESTABLISHED RULES OF THE SERVICE, AND THE SAME RULE OF PROMOTION SHALL BE APPLIED SUCCESSIVELY TO THE VACANCIES CONSEQUENT UPON SUCH PROMOTION. Line and engineer officers.

(2) NOTWITHSTANDING THE NUMBER OF OFFICERS AUTHORIZED IN THE GRADE OF CAPTAIN (ENGINEERING), AND COMMANDER (ENGINEERING), RESPECTIVELY. Engineer officer.



AN ENGINEER OFFICER MAY BE PROMOTED, SUBJECT TO EXAMINATION AS PROVIDED BY LAW, TO EITHER OF THESE GRADES AT THE SAME TIME AS A LINE OFFICER OF THE SAME LENGTH OF TOTAL COMMISSIONED SERVICE IN THE COAST GUARD IS PROMOTED TO EITHER OF THE CORRESPONDING GRADES IN THE LINE. (USC Title 14, Sec. 231.)

Constructor.

~~(3) A CONSTRUCTOR, AFTER TEN YEARS' COMMISSIONED SERVICE IN THE COAST GUARD, SHALL HAVE THE RANK OF LIEUTENANT COMMANDER, AND AFTER TWENTY YEARS' COMMISSIONED SERVICE THE RANK OF COMMANDER. (USC Title 14, Sec. 122.)~~

District

commander.

~~(4) A DISTRICT COMMANDER OF LESS THAN TEN YEARS' COMMISSIONED SERVICE SHALL HAVE THE RANK OF A LIEUTENANT, AND AFTER TEN YEARS' COMMISSIONED SERVICE, SHALL HAVE THE RANK OF A LIEUTENANT COMMANDER. (USC Title 14, Sec. 5a.)~~

Service

before

promotion.

232. NO OFFICER SHALL BE PROMOTED TO LIEUTENANT COMMANDER WHO HAS HAD LESS THAN EIGHT YEARS' COMMISSIONED SERVICE, REGULAR OR TEMPORARY, IN THE COAST GUARD. NO OFFICER SHALL BE PROMOTED IN THE REGULAR COAST GUARD FROM LIEUTENANT (JUNIOR GRADE) TO LIEUTENANT UNTIL HE SHALL HAVE SERVED AT LEAST TWO YEARS AS A LIEUTENANT (JUNIOR GRADE) IN THE REGULAR SERVICE. AN ENSIGN SHALL BE REQUIRED TO COMPLETE THREE YEARS' SERVICE IN HIS GRADE, AFTER WHICH HE SHALL BE ELIGIBLE FOR PROMOTION TO THE NEXT HIGHER GRADE WITHOUT REGARD TO THE NUMBER ALREADY IN THAT HIGHER GRADE. (USC Title 14, Sec. 217.)

Examination.

233. NO COMMISSIONED OFFICER SHALL BE PROMOTED TO A HIGHER GRADE OR RANK ON THE ACTIVE LIST, EXCEPT TO COMMANDANT OR ENGINEER IN CHIEF, UNTIL HIS MENTAL, MORAL, AND PROFESSIONAL FITNESS TO PERFORM ALL THE DUTIES OF SUCH HIGHER GRADE OR RANK HAVE BEEN ESTABLISHED TO THE SATISFACTION OF A BOARD OF EXAMINING OFFICERS APPOINTED BY THE PRESIDENT AND UNTIL HE HAS BEEN EXAMINED BY A BOARD OF MEDICAL OFFICERS AND PRONOUNCED PHYSICALLY QUALIFIED TO PERFORM ALL THE DUTIES OF SUCH HIGHER GRADE OR RANK. (USC Title 14, Sec. 18.)

General

Instructions.

2331. The examination to establish the mental, moral, and professional fitness of an officer for promotion

will be conducted by an examining board consisting of not less than three commissioned officers senior in rank to the officer to be examined. The examination will embrace a written or oral examination of the officer and a review of the record of service of the officer, the reports of his commanding officers, and all other official records which relate in any way to the mental, moral, or professional fitness of the officer, with the exception that no fact which occurred prior to the last examination of the candidate whereby he was promoted, which has been inquired into and decided upon, will be again inquired into, but such previous examination if approved, will be conclusive unless such fact continuing shows the unfitness of the officer to perform all the duties of the grade or rank for which he is being examined.

2332. The subject of "moral" fitness needs no definition; the commonly accepted principles of morality are well known and the board should determine whether the officer in question is shown by official records to adhere to these principles. "Mental" and "professional" fitness are more or less related and should be considered together. In considering these subjects, the board should consider not only the result of the written or oral examination, but also the official record of the officer as regards the kind of duty performed by him, his practical ability as indicated by the way he has performed his duties, and his mental attitude toward assigned duty. Fitness.

~~2333. An officer examined for promotion to grades up to and including that of commander or commander (engineering), except constructor with the rank of commander, will be given a written examination. An officer examined for promotion to the grade of captain, captain (engineering), or constructor with the rank of commander, will be given an oral examination.~~ Written or oral.

*See A. 29*

~~2334. (1) Failure to attain a mark of 70 per cent in any one major subject, or in any two minor subjects, or to attain a general average of 70 per cent in all subjects of the written or oral examination will be prima facie evidence of mental and professional unfitness and will be so considered by the board. Major professional subjects for promotion to the various ranks are designated in outlines of written examinations.~~ Failure.

(2) An officer who upon oral examination for promotion fails to obtain the necessary marks will immediately be given a written examination in the subjects in which found deficient and in determining his mental and professional fitness the examining board will consider, with respect to these subjects, the written examination together with the oral examination.

**Appearance before board.** 2335. An officer whom the board believes to be not mentally, morally, or professionally qualified for promotion as a result of official records other than the written or oral examination, will have the right to appear before the board and make a statement in his own behalf prior to the time the report of the board is submitted.

234. EXAMINATION IS NOT REQUIRED FOR APPOINTMENT AS COMMANDANT OR ENGINEER IN CHIEF.

**Failure in physical examination.** 235. IF ANY COMMISSIONED OFFICER SHALL FAIL IN HIS PHYSICAL EXAMINATION FOR PROMOTION AND BE FOUND INCAPACITATED FOR SERVICE BY REASON OF PHYSICAL DISABILITY CONTRACTED IN LINE OF DUTY, HE SHALL BE RETIRED WITH THE RANK TO WHICH HIS SENIORITY ENTITLED HIM TO BE PROMOTED. (USC Title 14, Sec. 171.)

**Conduct of examination.** 236. THE SCOPE AND MANNER OF CONDUCTING EXAMINATIONS FOR PROMOTION OF COMMISSIONED OFFICERS SHALL BE AS PRESCRIBED BY PERSONNEL INSTRUCTIONS.

**Subboard.** 2361. (1) The examination (written) of an officer for promotion may be supervised by a subboard consisting of one or more officers senior to him in rank.

**Questions.** (2) The questions to be used in the examination (written) will be prepared by the examining board and supplied to the subboard - one set for each officer to be examined. Upon completion of the examination the papers will be returned to the examining board.

**Papers included.** (3) The papers sent to the subboard will include the following:

- (a) Title page. To be filled out by the subboard.
- (b) Report of subboard. To be filled out and signed by the subboard.
- (c) Instructions to candidates. To be furnished the officer taking the examination and to be strictly enforced by the subboard.

# AMENDMENT TO THE PERSONNEL INSTRUCTIONS

HEADQUARTERS



TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Washington, D. C., 29 August, 1937.

Amendment No. 9

The Personnel Instructions, United States Coast Guard, 1934, are amended as follows:

Strike out from Page 113; Article 2333 and including Article 237 ending on page 124 (1), and substitute therefor the following:

"2333. (1) All examinations for promotions of officers shall be written, except as provided in Article 2334.

(2) Written promotion examinations will be held semiannually in February and August or at such other times as Headquarters may designate.

(3) The Personnel Division shall determine the probable date of eligibility of an officer for promotion, and if a written promotion examination is required, shall notify the officer concerned at least two years prior to the probable date of his promotion. An officer may begin the written examinations two years prior to his eligibility for promotion, if practicable. Each officer shall have the opportunity to distribute his written promotion examinations over four semi-annual examinations. When an oral examination is required it shall, if practicable, be given during the six months prior to eligibility for promotion.

(4) An officer taking written examinations may select from the list of the required subjects those subjects in which he wishes to be examined during any semiannual examination.

(5) The number of subjects which an officer may select for any semiannual examination shall be restricted to not more than one half of the subjects required, plus those subjects in which such officer may have failed in previous semiannual examinations, except that a candidate for promotion to commander may elect to take two of the required subjects at any semiannual examination.

"2334. An officer examined for promotion to the rank of captain, captain (engineering), or constructor with the rank of commander, will be given an oral examination.

"2335. An officer who upon oral examination for promotion fails to obtain a mark of 70 per cent in any subject will immediately be given a written examination in the subject or subjects in which found deficient, and in determining his mental and professional fitness the examining board will consider, with respect to these subjects, the written examination together with the oral examination.

"234. EXAMINATION IS NOT REQUIRED FOR APPOINTMENT AS COMMANDANT OR ENGINEER IN CHIEF.

"235. IF ANY COMMISSIONED OFFICER SHALL FAIL IN HIS PHYSICAL EXAMINATION FOR PROMOTION AND BE FOUND INCAPACITATED FOR SERVICE BY REASON OF PHYSICAL DISABILITY CONTRACTED IN LINE OF DUTY, HE SHALL BE RETIRED WITH THE RANK TO WHICH HIS SENIORITY ENTITLED HIM TO BE PROMOTED. (U.S.C. title 14 sec. 171).

"236. THE SCOPE AND MANNER OF CONDUCTING EXAMINATIONS FOR PROMOTION OF COMMISSIONED OFFICERS SHALL BE AS PRESCRIBED BY THE PERSONNEL INSTRUCTIONS.

"236. (1) The examination (written) of an officer for promotion may be supervised by a subboard consisting of one or more officers senior to him in rank.

(2) The questions to be used in the examination (written) will be prepared by the examining board and supplied to the subboard - one set for each officer to be examined. Upon completion of the examination the papers will be returned to the examining board.

(3) The papers sent to the subboard will include the following:

- (a) Title page. To be filled out by the subboard.
- (b) Report of the subboard. To be filled out and signed by the subboard.
- (c) Instructions to candidates. To be furnished the officer taking the examination and to be strictly enforced by the subboard.
- (d) Instructions to subboard. To be exactly followed by the subboard. Any deviation from these instructions and the reason therefor must be reported to the examining board.
- (e) Certificate of subboard. To be completed and signed by all officers supervising the examination.
- (f) Time limit sheet. Copy to be furnished the officer taking the examination. The order in which the subjects are to be given and the time allowed for each subject will be followed by the subboard. Any deviation from this schedule and the reason therefor must be reported to the examining board.
- (h) List of questions. To be given to the officer taking the examination in accordance with (f). Answers to questions will be on plain sheets 8" x 10½" written on one side, and shall be fastened to the question papers.

(4) The examining board will mark all examination papers and review the official record of each officer examined as required by Article 2331. The board will then make a report of its findings to the Commandant.

"2362. The following paragraphs outline the examinations for promotion of officers. Where examinations of the same scope are indicated for different ranks, it may be expected that those for the higher ranks will be of a more advanced nature.

A. For the promotion of ensign to rank of lieutenant (junior grade).

(1) Navigation and Surveying.

References: Standard works and publications. (See references furnished with list of questions.)

(2) Gunnery and Drill Regulations. Duties of a battery officer, and spotter; exterior and interior ballistics; errors of gunfire; ordnance; infantry drill through battalion; small arms and machine guns, small arms target practice; explosives.

References: Standard works and publications. (See references furnished with list of questions.)

(3) Marine Engineering. Boilers, description of various types of boilers, efficiency steam pressures, fuels, boiler attachments, boiler erosion materials.

Auxiliaries, description and types used for marine purposes, materials used.

References: Standard works and publications. (See references furnished with list of questions.)

(4) Radio and Communications. Fundamental principles of radio; operation of radio telegraph, radio telephone, and radio compass (including calibration) and storage batteries.

Communication administration, policy, reg-

ulations, and instructions; signaling by wigwag, flashlight, semaphore, sound, distant signals, and international code.

References: Standard works and publications. (See references furnished with list of questions.)

(5) Law. Principles of Military Law; Law Enforcement; Navigation and Customs Law.

References: Standard works on subject; Coast Guard publications. (See references furnished with list of questions.)

(6) Seamanship. General; including mooring and maneuvering board problems, rules of the road, data and sketches of cutter to which last attached.

References: Standard works and publications. (See references furnished with list of questions.)

B. Promotion of lieutenant (junior grade) to rank of lieutenant.

(1) Navigation and Surveying.

References: Standard works and publications. (See list of references furnished with questions.)

(2) Ordnance and Gunnery. Target practice; fire control; spotting; ordnance; ammunition and stowage; mines and derelict destruction. (See (2) under "A" for promotion of ensign.)

References: Standard works and publications. (See list of references furnished with questions.)



(3) Marine Engineering.

- (a) Propelling plants, advantages and disadvantages of various marine types, efficiency; care of machinery; steam trials; safety precautions.
- (b) Thermodynamics, properties of gases, heat cycles.
- (c) Electricity; fundamental principles; theory, definitions; lighting, wiring, searchlights, currents, motors, generators and electric power drive.

References: Standard works and publications. (See list of references furnished with questions.)

(4) Seamanship. General, including mooring and maneuvering board problems; ship handling; rules of the road; data and sketches of cutter to which at present or last attached.

References: Standard works and publications. (See list of references furnished with questions.)

(5) Law. See (5) for promotion to rank of lieutenant (junior grade).

C. For promotion of lieutenant to rank of lieutenant commander.

(1) Naval Construction and Care of Vessels. A general knowledge of the elements of naval construction, with simple calculations; the care, repair and preservation of vessels; damage control; specifications.

References: Standard works and publications. (See list of references furnished with questions.)

(2) Marine Engineering. Includes (3) for promotion to lieutenant (junior grade) and (3) for promotion to lieutenant, plus speed and power of ships; Theory of Resistance and Propulsion of Vessels.

References: Standard works and publications. (See list of references furnished with questions.)

(3) Law. Including a knowledge of the principles of military law and of international law; law enforcement; duties of the Coast Guard; navigation and customs law; treaties; etc. Elements of Maritime Law.

References: Standard works and publications. (See list of references furnished with questions.)

(4) Ordnance and Gunnery. Fire control problems; ship control; organization and training of observing party. See (2) for promotion of lieutenant (junior grade).

References: Standard works and publications. (See list of references furnished with questions.)

D. For promotion of lieutenant commander to rank of commander.

(1) Law. Principles of International Law and of Military Law; Treaties; laws regarding Coast Guard enforcement duties; legal powers of the Coast Guard; Coast Guard Regulations and policies; Navigation and Customs Law; Elements of Maritime Law.

References: Standard works and pub-

lications. (See list of references furnished with questions.)

(2) General. Duties of a division commander; duties of a commanding officer; handling ships; rescue and assistance operations; organization and care of personnel; intercourse with foreign and United States officials, both civil and military; strategy and tactics.

References: Standard works and publications. (See list of references furnished with questions.) Connolly's "Line Officers' Examination".

(3) Naval Construction and Care of Vessels. (See (1) for promotion of lieutenant to lieutenant commander; Add - Knowledge of materials used in ship constructions.)

References: Standard works and publications. (See list of references furnished with questions.)

E. For promotion of commander to rank of captain.

(1) Law. Principles of Maritime Law, International Law and of Military Law; laws of the marginal seas; law enforcement; legal powers of the Coast Guard; Navigation and Customs Law.

References: Standard works and publications.

(2) General. Duties, functions, and responsibilities of a division commander and of Captain of the Port; Service organizations; Service policies.

References: Standard works and publications.

F. For promotion of commander (engineering)

to rank of captain (engineering).

(1) General. Duties, functions and responsibilities of division engineer; maintenance of Coast Guard vessels; matters affecting docking, repairs, materials; Service organization and policies.

References: Standard works and publications.

(2) Marine Engineering. A comprehensive covering of the subject with special emphasis upon Coast Guard practice and policies.

References: Standard works on the subject.

~~CONSTRUCTORS.~~

"2364. The following paragraphs outline the examination for promotion of constructors. The examination for promotion to constructor, with the rank of lieutenant commander, will be written; that for promotion to constructor, with the rank of commander, will be oral. The examinations for both ranks are of the same scope but it may be expected that that for the higher rank will be of a more advanced nature.

*See A. #10*

(1) General. Duties of constructor; customs of the Service; intercourse with United States and foreign officials, both civil and military.

Reference: Regulations, U. S. Coast Guard.

(2) Military Law. Duties of various members of Coast Guard courts and boards, manner of conducting proceedings of courts and boards, rules of evidence, extent of power of Coast Guard courts and boards.

Reference: Regulations, U. S. Coast Guard: Coast Guard Courts and Boards, Naval Digest.

(3) Professional.

- (a) Design and calculations.
- (b) Practical construction. A working knowledge of naval construction, riveting and welding, laying down a cutter in a mold loft.
- (c) Maintenance of vessels. Matters affecting docking, repairs, and inspection of Coast Guard vessels.
- (d) Materials. Use, properties, and constituents of materials; composition of alloys; processes of steel castings; deterioration of metals; protective coatings; fouling of ships' bottoms and kindred subjects.

References: Standard works on subject.

DISTRICT COMMANDERS.

"2365. The following paragraphs outline the written examination for promotion of district commanders of the rank of lieutenant to the rank of lieutenant commander.

A - Boatmanship. Same as for C for original appointment as district commander.

B - Navigation and Coast Pilotage. Same as D for original appointment as district commander.

C - Gunnery and Drill Regulations. Same as E for original appointment as district commander.

D - Coast Guard Regulations. Same as F for original appointment as district commander.

E - Law. Legal powers of the Coast Guard; Law Enforcement; Navigation; Customs and Motor Boat Laws.

References: Boarding Manual, U. S. Coast Guard; Duties of Boarding Officers, U. S. Coast Guard; Law Enforcement at sea, U. S. Coast Guard; Navigation Laws of the United States; Standard works on subject; Coast Guard publications.

F - Military Law. Same as H for original appointment as district commander.

G - Communications. Same as K for original appointment as district commander.

H - Engineering. Same as K for original appointment as district commander.

I - Naval Construction and Care of Vessels. General knowledge of the elements of naval construction in regard to small boats; care and preservation of small boats; methods of determining seaworthiness of boats; preparation of specifications for repairs.

References: Standard works on subject; Regulations, U.S. Coast Guard; Naval Artificer's Manual, Pate.

The requirements for original appointment as a district commander will be found in article 2082.

"237. FAILURE OF AN OFFICER TO ATTAIN A MARK OF AT LEAST 70 PER CENT IN EVERY SUBJECT AT THE COMPLETION OF HIS FOUR SEMIANNUAL WRITTEN EXAMINATIONS WILL BE PRIMA FACIE EVIDENCE OF MENTAL AND PROFESSIONAL UNFITNESS FOR PROMOTION, AND SUCH OFFICER SHALL BE PLACED OUT OF THE LINE OF PROMOTION AND ASSIGNED THE NUMBER IN HIS GRADE TO WHICH HIS SENIORITY ENTITLES HIM."

STEPHEN B. GIBBONS,  
Assistant Secretary.

SEE FIT TO MAKE IN THE PREMISES. AN OFFICER SO APPEARING BEFORE AN EXAMINING BOARD MAY, IF HE SO DESIRES, BE REPRESENTED BY COUNSEL DURING THE EXAMINATION BY THE BOARD.

(6) IF, AFTER APPEARING IN PERSON BEFORE THE EXAMINING BOARD, OR HAVING EXPRESSED A DESIRE NOT TO APPEAR, AN OFFICER IS FOUND NOT MORALLY FITTED FOR PROMOTION, THE RECORD OF PROCEEDINGS OF THE BOARD SHALL BE TRANSMITTED TO THE PRESIDENT, VIA OFFICIAL CHANNELS, TOGETHER WITH THE RECOMMENDATIONS OF THE EXAMINING BOARD IN THE PREMISES.

(7) A CONSTRUCTOR OR DISTRICT COMMANDER WHO, AS A RESULT OF AN EXAMINATION FOR PROMOTION, IS FOUND NOT MENTALLY, MORALLY, OR PROFESSIONALLY FITTED FOR SUCH PROMOTION, SHALL BE SUSPENDED FROM PROMOTION FOR A PERIOD OF SIX MONTHS FROM THE DATE ORIGINALLY DUE FOR PROMOTION. UPON THE TERMINATION OF SUCH SUSPENSION FROM PROMOTION THE OFFICER SHALL BE REEXAMINED IN THE SUBJECTS IN WHICH HE PREVIOUSLY FAILED. IF HE IS AGAIN FOUND NOT FITTED FOR PROMOTION, HE SHALL BE SUSPENDED FROM PROMOTION FOR A FURTHER PERIOD OF ONE YEAR FROM THE DATE OF TERMINATION OF THE FIRST PERIOD OF SUSPENSION. UPON THE TERMINATION OF THIS FURTHER PERIOD OF SUSPENSION HE SHALL AGAIN BE EXAMINED IN ALL THE SUBJECTS REQUIRED FOR THE ORIGINAL EXAMINATION. IN CASE OF FAILURE UPON SUCH EXAMINATION, HE SHALL BE OUT OF THE LINE OF PROMOTION.

#### RESIGNATIONS

270. (1) THE RESIGNATION OF A COMMISSIONED OR CHIEF WARRANT OFFICER SHALL BE ADDRESSED TO THE PRESIDENT OF THE UNITED STATES. Submission.

(2) THE RESIGNATION OF A CADET OR WARRANT OFFICER SHALL BE ADDRESSED TO THE SECRETARY OF THE TREASURY.

2701. All resignations will be forwarded through the proper channels to Headquarters and the persons tendering them will be considered in service until they are accepted. Forwarded.

2702. Each resignation will be accompanied by a Reason.

statement of the reason therefor, or the circumstances under which it is tendered.

2703. A resignation tendered under charges will be forwarded as above directed, accompanied by a report of the case, and, if practicable, by a copy of the charges.

271. Any commissioned, chief warrant, or warrant officer who, having tendered his resignation, quits his post of proper duties without leave and with intent to remain permanently absent therefrom, prior to the acceptance of such resignation, shall be deemed a deserter.

#### RETIREMENTS

280. (1) A COMMISSIONED, CHIEF WARRANT, OR WARRANT OFFICER, OR ENLISTED MAN WHO HAS SERVED THIRTY YEARS, UPON SUITABLE APPLICATION AND AS TO COMMISSIONED OFFICERS UPON APPROVAL BY THE SECRETARY OF THE TREASURY, MAY BE RETIRED FROM ACTIVE SERVICE. (USC Title 14, Sec. 175.)

(2) WHEN A COMMISSIONED, CHIEF WARRANT, OR WARRANT OFFICER, OR AN ENLISTED MAN IS FOUND INCAPACITATED FOR ACTIVE SERVICE AND HIS INCAPACITY IS THE RESULT OF AN INCIDENT OF SERVICE, OR IS DUE TO THE INFIRMITIES OF AGE, OR PHYSICAL OR MENTAL DISABILITY, AND NOT HIS OWN VICIOUS HABITS, AND SUCH FINDING IS APPROVED BY THE PRESIDENT, HE SHALL BE RETIRED FROM ACTIVE SERVICE. (USC Title 14, Sec. 169.)

(3) WHEN A COMMISSIONED, CHIEF WARRANT, OR WARRANT OFFICER, OR AN ENLISTED MAN IS FOUND INCAPACITATED FOR ACTIVE SERVICE AND SUCH INCAPACITY IS THE RESULT OF HIS OWN VICIOUS HABITS AND NOT TO ANY INCIDENT OF SERVICE, AND SUCH FINDING SHALL BE APPROVED BY THE PRESIDENT, THE OFFICER OR ENLISTED MAN SHALL BE DROPPED FROM THE SERVICE. (USC Title 14, Sec. 168.)

(4) WHEN ANY COMMISSIONED, CHIEF WARRANT, OR WARRANT OFFICER, OR ENLISTED MAN IN THE COAST GUARD HAS REACHED THE AGE OF SIXTY-FOUR YEARS HE SHALL BE RETIRED BY THE PRESIDENT FROM ACTIVE SERVICE. (USC Title 14, Sec. 173.)

2801. Any person retired from active service by reason of disability or by reason of having served 30



years may be assigned to such duties as he may be able to perform, in the discretion of the Secretary of the Treasury. (USC Title 14, Sec. 169 and 175.)

Permanent  
promotion.

2802. During the existence of war or of a national emergency declared by the President to exist, any commissioned or warrant officer of the Coast Guard of the United States on the retired list may, in the discretion of the Secretary of the Navy, be ordered to active duty at sea or on shore; and any retired officer performing such active duty in time of war or national emergency, declared as aforesaid, shall be entitled to promotion on the retired list to the grade or rank, not above that of lieutenant commander in the Coast Guard, which his total active service as an officer both prior and subsequent to retirement, in the manner rendered by him, would have enabled him to attain in due course of promotion had such service been rendered continuously on the active list during the period of time last past, except as provided in the following article. (USC Title 14, Sec. 164.)

Temporary  
promotion.

2803. During the existence of war or of a national emergency, as outlined in the preceding paragraph, any commissioned officer of the Coast Guard of the United States on the retired list, while on active duty, may be temporarily advanced to and commissioned in such higher grade or rank on the retired list, not above that of lieutenant commander in the Coast Guard, as the President may determine: PROVIDED, That any such commissioned or warrant officer who has been so temporarily advanced in grade or rank shall, upon his relief from active duty, or in any case not later than six months after the termination of the war or of the national emergency, declared as aforesaid, revert to the grade or rank on the retired list which he would have held had he not been so temporarily advanced. (USC Title 14, Sec. 165.)

Commandant.

281. ANY OFFICER WHO SHALL SERVE AS COMMANDANT, SHALL WHEN RETIRED, BE RETIRED WITH THE RANK OF COMMANDANT. (USC Title 14, Sec. 162.)

Engineer in  
chief.

282. ANY OFFICER WHO SHALL SERVE AS ENGINEER IN CHIEF SHALL, WHEN RETIRED, BE RETIRED WITH THE RANK OF ENGINEER IN CHIEF. (USC. Title 14, Sec. 162.)

283. WHEN A COMMISSIONED OFFICER OF THE

COAST GUARD WHO HAS HAD FORTY YEARS' SERVICE After 40  
 SHALL RETIRE, HE SHALL BE PLACED ON THE RE- years' service.  
 TIRED LIST WITH THE RANK OF ONE GRADE ABOVE  
 THAT ACTUALLY HELD BY HIM AT THE TIME OF RE-  
 TIREMENT; AND, IN THE CASE OF A CAPTAIN, OR  
 CAPTAIN (ENGINEERING), THE RANK OF ONE GRADE  
 ABOVE SHALL BE THE RANK OF COMMODORE. (USC  
 Title 14, Sec. 174.)

284. ALL COMMISSIONED OFFICERS WHO SERVE Service  
 DURING THE WORLD WAR, AND WHO HAVE BEEN OR MAY during world  
 BE HEREAFTER RETIRED ACCORDING TO LAW, SHALL, war.  
 UPON RETIREMENT, BE ADVANCED IN RANK ON THE  
 RETIRED LIST TO THE HIGHEST GRADE HELD BY THEM  
 DURING THE WORLD WAR; *PROVIDED*, THAT ANY SUCH  
 OFFICER ON THE ACTIVE LIST WHO MAY HEREAFTER  
 DIE BEFORE RETIREMENT, SHALL BE ADVANCED IN  
 RANK TO SAID HIGHER GRADE AS OF THE DATE OF  
 DEATH; *PROVIDED FURTHER*, THAT NO INCREASE OF  
 ACTIVE OR RETIRED PAY OR ALLOWANCES SHALL RE-  
 SULT FROM THE PROVISIONS OF THIS SECTION (USC  
 Title 10, Sec. 1028a).

#### PRECEDENCE

2851. Officers take precedence in their several grades In grade.  
 in accordance with the date of their commission in that  
 grade except as that order of precedence may be altered  
 by reason of a loss of numbers.

2852. Precedence between line and engineer officers Line and  
 of the same rank is determined by length of continuous engineer.  
 service as a commissioned officer.

2853. Precedence between line or engineer officers All officers.  
 and constructors and district commanders of the same  
 rank is determined by the date of their commission in  
 that rank. In case this date is the same the following  
 order of precedence will govern:

- (a) Line or engineer officer.
- (b) Constructor.
- (c) District commander.

2854. The engineer in chief takes precedence over Engineer  
 all other engineer officers regardless of rank or date in chief.  
 of commission.

NOTE: The Coast Guard register shows the offi-  
 cial order of precedence of officers as determined in

accordance with the above paragraphs. (See article 604, Regulations.)

**With Navy.** 2855. Whenever the personnel of the Coast Guard, or any part thereof, is operating with the personnel of the Navy in accordance with law, precedence between commissioned officers of corresponding grades in the two Services shall be determined by the date of commissions in those grades.

## CHAPTER II

### CADETS

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# PERSONNEL INSTRUCTIONS

## CHAPTER II

### CADETS

205. THE NUMBER OF CADETS IN THE COAST GUARD Appointment.  
SHALL BE SUCH AS THE SECRETARY OF THE TREASURY  
MAY FROM TIME TO TIME DETERMINE AS NECESSARY  
FOR THE NEEDS OF THE SERVICE. APPOINTMENTS  
TO CADETSHIP SHALL BE MADE UNDER REGULATIONS  
PRESCRIBED BY THE SECRETARY OF THE TREASURY,  
WHO SHALL DETERMINE AGE LIMITS, METHODS OF  
SELECTION OF APPLICANTS, AND ALL OTHER MATTERS  
AFFECTING SUCH APPOINTMENTS. CADETS SHALL  
SERVE TWO YEARS, THREE YEARS, OR FOUR YEARS,  
AS THE SECRETARY OF THE TREASURY MAY DETERMINE  
FROM TIME TO TIME, IN ACCORDANCE WITH THE  
NEEDS OF THE SERVICE, BEFORE BEING ELIGIBLE  
TO BE COMMISSIONED AS ENSIGNS. (USC Title 14,  
Sec. 216.)

2051. (1) A sound body and constitution, suitable General  
preparation, good natural capacity and aptitude for requirements.  
study, industrious habits, perseverance, an obedient  
and orderly disposition, and a correct moral deportment  
are essential qualifications, and young men knowingly  
deficient in any of these respects should not endeavor  
to obtain appointment as cadets in the Coast Guard and  
thereby subject themselves and their friends to chances  
of future mortification and disappointment by entering  
on a career which they can not successfully pursue.

(2) The following general requirements must be  
fulfilled by a candidate.

(a) He must be a citizen of the United States  
and must be not less than ~~18~~<sup>17</sup> years of age nor more than  
22 years of age on ~~June~~<sup>May</sup> 1 of the calendar year in which  
he is appointed a cadet. If the candidate has not  
reached his ~~eighteenth~~<sup>seventeenth</sup> birthday, or if he will have  
reached his twenty second birthday, on or before ~~June~~<sup>May</sup>  
1 of the calendar year in which he seeks to be appointed  
a cadet, he will be ineligible for appointment. If  
under 21 years of age he will be required to furnish  
the written consent of parent or guardian before ad-  
mission to the Coast Guard Academy.

(b) He must present satisfactory evidence as to his good moral character and standing in the community.

(c) He must show that he has had sufficient educational opportunities to justify his being designated for examination.

(d) He must be unmarried. A cadet who shall marry, or who shall be found to be married before his final graduation, shall be dismissed from the Service.

(e) He must be physically sound.

(f) He must be not less than five feet six inches and not more than six feet four inches in height.

(g) No person who has been dismissed or compelled to resign from the United States Military Academy, the United States Naval Academy, or the United States Coast Guard Academy for improper conduct is eligible for appointment as a cadet in the Coast Guard.

Method of  
application.

2052. (1) Upon request an application blank and school certificate form will be sent. These should be carefully filled out according to instructions printed thereon and returned to Headquarters, together with the supporting papers called for on the application blank. The application and accompanying papers will be carefully examined at Headquarters and if it appears on the face of these papers that the applicant is suitable material for examination for appointment, his application will be approved and notice sent him accordingly.

(2) The application ~~should~~<sup>must</sup> be carefully and completely filled out and returned promptly, in order that all papers may be fully considered and the candidate given an opportunity to correct any errors, or to clear up any misunderstanding as to his eligibility. Negligence on the part of candidates may prevent them from taking the examination. Applications and supporting papers ~~should~~<sup>must</sup> reach Headquarters at least four (4) weeks before the examination date, as applications received during the last four weeks preceding the examination will not be considered.

Educational  
certificates.

2053. (1) A candidate must submit one of the following:

(a) A properly attested certificate (Form 9539) that he has attended, or is attending an accredited university, college, or technical school, provided that the entrance conditions of the course he has pursued, or is pursuing, require proficiency in subjects amounting to not less than 15 units of the list given

in paragraph (2) of this article.

(b) A properly attested certificate (Form 9539A) that he has graduated from an accredited preparatory school or public high school, provided that he has in his school work shown proficiency in subjects amounting to not less than 15 units of the list given in paragraph (2) of this article.

(c) A properly attested certificate (Form 9539A) that he is in actual attendance in his senior year at an accredited preparatory school or public high school, and has satisfactorily completed three and one half years' work at such a school, provided that the course which he is pursuing will, when completed, show his proficiency in subjects amounting to not less than 15 units of the list given in paragraph (2) of this article. A candidate submitting a certificate showing actual attendance at and prospective graduation from a preparatory school or public high school must as a condition of admission continue his course of study, and at the time of entrance to the Coast Guard Academy be prepared to submit his diploma or other formal evidence of graduation. Failure to submit evidence of graduation may disqualify the candidate for entrance. Diplomas should not be submitted until called for.

(d) A properly attested certificate from the College Entrance Examination Board or a State Board of Regents that the candidate has shown proficiency in the examinations set by the Board in subjects amounting to 15 units of the list given in paragraph (2) of this article.

(e) Correspondence schools do not meet the requirements for "Accredited Schools", and this class of schools is not recognized. Certificates issued by correspondence schools will not be accepted in lieu of those specified in (a), (b), (c), and (2) of this article.

(2) Lists of subjects and their corresponding weights in units, which must be presented for credits, are given below:

(a) REQUIRED

*Mathematics A 1, Algebra to Quadratics	- - - - 1	Required
*Mathematics A 2, Quadratics and beyond	- - - - 1	credits.
*Mathematics C, Plane Geometry	- - - - - - - - 1	

*Mathematics D, Solid Geometry - - - - -	1/2
*Mathematics E, Trigonometry - - - - -	1/2
English 1 & 2 - - - - -	3
Chemistry - - - - -	1
Physics - - - - -	1
-----	
Total - - - - -	9

\* ~~For credit to be given in these subjects the mark attained must have been at least 80%.~~

## (b) OPTIONAL

Optional  
credits.

The remaining six units may be supplied from among the following, and no others:

Mathematics B, <del>Descriptive Geometry</del> <i>Advanced Algebra</i> - - - - -	1
History A, Ancient History - - - - -	1
History C, European History - - - - -	1
History D, American History with Civil Government - - - - -	1
Physical Geography - - - - -	1/2-1
Biology - - - - -	1
Botany - - - - -	1
Zoology - - - - -	1
Mechanical Drawing - - - - -	1/2-1
Greek, Cp. 2, Two-year Greek - - - - -	2
Greek, Cp. 3, Three-year Greek - - - - -	3
French, Cp. 2, Two-year French - - - - -	2
French, Cp. 3, Three-year French - - - - -	3
French, Cp. 4, Four-year French - - - - -	4
German, Cp. 2, Two-year German - - - - -	2
German, Cp. 3, Three-year German - - - - -	3
German, Cp. 4, Four-year German - - - - -	4
Spanish, Cp. 2, Two-year Spanish - - - - -	2
Spanish, Cp. 3, Three-year Spanish - - - - -	3
Spanish, Cp. 4, Four-year Spanish - - - - -	4
Latin, Cp. 2, Two-year Latin - - - - -	2
Latin, Cp. 3, Three-year Latin - - - - -	3
Latin, Cp. 4, Four-year Latin - - - - -	4

NOTE: Credit will be given for only one subject under each foreign language.



2054. (1) A candidate who has been accepted as such, **Holding of examinations.** will be designated to report for examination and will be advised of the time and place where he should report. A list of places where the examination will be held will be sent to each candidate in order that he may select the place at which he desires to take the examination.

(2) Examinations will be held annually (usually about the middle of June) at places where examiners and medical boards may be available. The examiners will be commissioned officers of the Coast Guard, Army, Navy, or Marine Corps, or civil service examiners, and the medical boards will consist of medical officers of the Army, Navy, or Public Health Service. All expenses connected with the candidate's appearance before examiners and medical boards must be borne by the candidate.

2055. (1) The candidate will be required to take a **Written examination.** written examination in each of the ~~four~~<sup>two</sup> following subjects:

- (a) English.
- (b) Mathematics (Algebra and Plane and Solid Geometry).
- ~~(c) Physics.~~
- ~~(d) Chemistry.~~

(2) The schedule of the examination normally will **Schedule of examination.** be as follows:

First day -- Mathematics, 9:00 a.m. to 12:30 p.m., three and one-half hours. English, 1:30 p.m. to 4:30 p.m., three hours.

~~Second day -- Physics, 9:00 a.m. to 12:00 m., three hours. Chemistry, 1:00 p.m. to 4:00 p.m., three hours.~~

~~Third~~<sup>second</sup> day -- Physical examination. During this period the examiner will talk with candidates and pass upon their adaptability.

(3) The examiner before whom the candidate takes **Appraisal by examiner.** his written examination will report to Coast Guard Headquarters his careful appraisal of the candidate's general fitness and adaptability for the Service, taking particular cognizance of such matters as personality, physical appearance, neatness and cleanliness, fitness to command others, qualities of leadership, bearing, manner of speech--in short, all matters that tend to indicate whether or not the candidate is good officer material.

Rating of papers. 2056. (1) The papers of all candidates will be examined and rated by commissioned officers of the Coast Guard. After the examination papers have been rated, a board of commissioned officers of the Coast Guard appointed by the Commandant will consider carefully the general adaptability for the Coast Guard of those candidates who have attained a mark of not less than 70 in each of the ~~four~~<sup>two</sup> subjects in the examination and will assign a mark thereon. In determining this mark the board will carefully consider the report of the examiner before whom the candidate personally appeared, and also all information at hand bearing upon the candidate's previous scholastic work, evidence of leadership at school or elsewhere, physical attributes, and other matters indicating probable class of officer material.

Weight of subjects. (2) In determining the final mark of candidates, each subject will be given the following weight:

Mathematics	- - - - -	20	33 $\frac{1}{3}$
English	- - - - -	20	33 $\frac{1}{3}$
Physics	- - - - -	20	
Chemistry	- - - - -	20	
General adaptability	- - - - -	20	33 $\frac{1}{3}$

(3) No candidate will be appointed who does not attain a mark of at least 70 in each of the subjects listed in the preceding paragraph.

Number of appointments. 2057. (1) The number of appointments to be made each year from candidates who have successfully passed the examinations is discretionary with the Department, and will depend upon the needs of the service at the time.

Reporting at Academy. (2) Candidates who are considered eligible for appointment will be required to report to the Coast Guard Academy at New London, Connecticut, on a specified date (about August ~~15~~) where they will be given a final physical examination by a board of medical officers.

Mileage. (3) Candidates who successfully pass this physical examination will be issued appointments as cadets. Having been appointed and having taken the oath of office, a cadet will be reimbursed for the actual mileage from his home to the Academy at the rate of five cents per mile. No reimbursement will be made to those who do not pass this physical examination.

Obligation to serve 3 years. (4) No person shall become a cadet in the Coast Guard who does not obligate himself, in such manner

as the Secretary of the Treasury may prescribe, to serve at least three years as an officer in the Service after graduation, if his services be so long required.

2058. (1) Upon appointment each cadet shall deposit with the superintendent of the Academy the sum of \$200, to be applied toward defraying the cost of his first outfit of uniforms and equipment and of his textbooks and for other necessary expenses. No exception to this rule will be permitted, and the deposit must be made before the candidate can be received into the Academy: *Provided*, however, that a cadet may use so much of this \$200 as may be necessary to defray his traveling expenses to the Academy, the amount thus used to be deposited with the superintendent when the cadet shall have been paid his mileage. Deposit of  
\$200.

(2) A cadet in the Coast Guard receives the same pay and allowances as are now or may hereafter be provided by law for midshipmen in the Navy, which at present are \$780 per annum and commutation for one ration per day. Pay commences upon the date the oath of office is taken. Pay of  
cadets.

(3) Practically all of a cadet's pay will be required to defray his expenses during his cadetship and for deposits that he will be required to make toward a fund which, upon his graduation, will be available to be applied toward the cost of the outfit required for a commissioned officer. Use of pay.

(4) No cadet may contract any debt or receive any financial assistance from home or elsewhere without the permission of the superintendent of the Academy. The pay of a cadet is sufficient for his support. No financial  
assistance.

2059. Instructions concerning the submission of resignations are contained in articles 270 and 2701-2703, Chapter I, of these instructions, to which attention is directed. Resignation.

# CHAPTER III

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### WARRANT OFFICERS

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# PERSONNEL INSTRUCTIONS

## CHAPTER III

### PART I

#### CHIEF WARRANT OFFICERS

209. UNDER SUCH REGULATIONS AS HE MAY PRE- Appointment.  
SCRIBE, THE PRESIDENT IS AUTHORIZED TO APPOINT, BY AND WITH THE ADVICE AND CONSENT OF THE SENATE, CHIEF WARRANT OFFICERS OF THE COAST GUARD FROM THE PERMANENT LIST OF WARRANT OFFICERS OF THE COAST GUARD AS THE NEEDS OF THE SERVICE MAY REQUIRE, AND SUCH CHIEF WARRANT OFFICERS SHALL RECEIVE THE SAME PAY, ALLOWANCES, AND BENEFITS AS COMMISSIONED WARRANT OFFICERS OF THE NAVY OF LIKE LENGTH OF SERVICE: PROVIDED, THAT NO WARRANT OFFICER SHALL SUFFER A REDUCTION IN PAY OR ALLOWANCES ON ACCOUNT OF HIS APPOINTMENT AS A CHIEF WARRANT OFFICER UNDER THE PROVISIONS OF THIS SECTION. (ACT OF JULY 3, 1926, U.S.C. TITLE 14, SEC. 219.)

2091. (1) When the needs of the Service require the Selection.  
appointments of chief warrant officers, appointments shall be made in order of precedence from the names of permanent warrant officers on the promotion list for the required specialty established by a board of not less than five commissioned officers convened for that purpose by the Commandant. Promotion lists will contain the names of warrant officers who have satisfactory service records and have been selected by the aforementioned board after satisfactorily passing the required written and standard physical examinations. A promotion list, after approval by the Commandant, will remain in force for two (2) years following its date of publication, unless sooner exhausted.

(2) Notice will be served, through suitable publica- Notification.  
tion, of the intention to hold examinations for promotion to chief warrant officers, stating the final day for receiving applications. Every permanent warrant officer of the required specialty or specialties with not less than six (6) years' practical experience in the particular kind of duty he will be called upon to per-

form or supervise on the day that the application lists close, is eligible and may submit application for permission to take the written examinations. Each application shall be indorsed by the commanding officer, who will state fully thereon his estimate of the officer-like qualities possessed by the candidate and state definitely whether or not the candidate is recommended for promotion.

**Evaluation.**

(3) The board, in determining the standing of a candidate on the promotion list of his specialty will grant equal weight to the written examination and the service record in the evaluation of marks, and the average mark of these two shall determine the standing of the candidate on the promotion list. The candidate attaining the highest mark will head the promotion list and others will follow in the order of their marks. A candidate failing to attain a passing mark of 70 per centum in either the written examination or for his service record shall not be placed on the promotion list. In considering the individual's service record, the board will consider, among other things, the proficiency in his specialty, personality, appearance, general demeanor, temperament, qualities of leadership, force, judgment, discretion, loyalty, attention to duty, resourcefulness, interest in the Service, and length of service as a permanent warrant officer.

**Physical examination.**

(4) Candidates for promotion to chief warrant officers shall undergo the standard physical examination within thirty (30) days prior to the date of the written examination, and any candidate failing to pass the physical examination will not be permitted to take the written examination. Candidates who are to be appointed six (6) months or more subsequent to the physical examination heretofore mentioned will be required to undergo another physical examination.

**Mental examination.**

2092. Examinations for promotion to chief warrant officer will be written and will embrace the subjects outlined in succeeding articles. They will be conducted in the same manner as examinations for promotion of commissioned officers. When an examination has been completed, the papers will be forwarded to Headquarters, where they will be marked and grades assigned by a board of commissioned officers convened for that purpose.

2093.

## OUTLINE OF EXAMINATIONS.

2094. The following paragraphs outline the examinations for chief warrant officers:

A. The examination for promotion to Chief Boat- Chief  
swain will include the following: boatswain.

(1) SEAMANSHIP. - Getting underway and anchoring; handling ship; handling vessels alongside of dock; steering of steamers; rules of the road; laws of storms; handling steamers in heavy weather; towing; rescuing crew of wreck; assisting vessels in distress.

References: Standard works on seamanship; Boat Book, United States Navy; Instructions for Coast Guard Stations.

(2) NAVIGATION. - Solving of problems for determination of ship's position by sights of sun and stars; use and adjustment of navigational instruments; charts; aids to navigation; pilotage; compensation of compasses; use of Government publications.

References: Standard works on navigation, publications issued by the Government.

(3) ORDNANCE, GUNNERY AND DRILL REGULATIONS. - Construction and nomenclature of rifled guns and naval gun mounts; ammunition stowage and tests; reports of ammunition and ordnance equipment; derelict destruction; training of gun's crew; bore sighting; target practice; infantry drill, through company; small arms and machine guns, including nomenclature, dismounting, and assembly; small arms target practice.

References: Standard works on ordnance and gunnery; Ship and Gunnery Drills, U. S. Navy; Ordnance Instructions, U. S. Coast Guard; Landing Force Manual, U. S. Navy; Ordnance Pamphlets, U. S. Navy.

(4) NAVIGATION, CUSTOMS, AND MOTOR BOAT LAWS. - Those parts of navigation, customs, and motor-boat laws that pertain to and are connected with the duties of the Coast Guard.

References: Navigation, customs, and motor boat laws; Boarding Manual, U. S. Coast Guard.

(5) COMMUNICATIONS. - Communication administration, policy, regulations, and instructions; signaling by wigwag, flashing light, semaphore, and international code.

References: Boat Book, United States Navy;

Instructions for Coast Guard Stations; International Code of Signals; Communication Instructions, U. S. Coast Guard.

(6) NAVAL CONSTRUCTION AND CARE OF VESSELS. - A general knowledge of the elements of naval construction; care and preservation of vessels; methods of determining seaworthiness of vessels; stowage and trim; preparation of specifications for repairs.

References: Standard works on subject: Regulations, U. S. Coast Guard; Naval Artificer's Manual, Pate.

(7) MILITARY LAW. - Duties and powers of commanding officer as regards discipline and administration of justice; powers and procedure of Coast Guard courts and boards; formulation of charges and specifications.

References: Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.

(8) REGULATIONS. - Organization; general duties; handling of personnel; duties of officers; general instructions; routine, reports, and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

Chief  
boatswain  
(Lifesaving)

B. The examination for promotion to Chief Boatswain (Lifesaving) will include the following:

(1) STATION MANAGEMENT. - General instructions; duties of officer in charge; patrols and lookouts; care and preservation of property; boats, characteristics, general instructions, equipment, handling; drills, requirements and conduct; infantry drill, through company; small arms, including nomenclature, dismounting, and assembly; small arms target practice.

References: Instructions for Coast Guard Stations; Landing Force Manual, U. S. Navy.

(2) NAVIGATION, CUSTOMS, AND MOTOR BOAT LAWS. - Those parts of Navigation, customs and motor boat laws that pertain to and are connected with the duties of the Coast Guard.

References: Navigation, customs and motor boat laws; Boarding Manual, U. S. Coast Guard.

(3) COMMUNICATIONS. - Communication administration, policy, regulations, and instructions; signaling by wigwag, flashing light, semaphore, and international code.

References: Boat Book, United States Navy;



Instructions for Coast Guard Stations; International Code of Signals; Communications Instructions, U. S. Coast Guard.

(4) ~~MILITARY LAW.~~ - Discipline; complaints; offenses; procedure in case of offenses; redress of wrongs; punishments; confinement and imprisonment; powers and procedure of Coast Guard courts and boards; formulation of charges and specifications. A. 2

References: ~~Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.~~

(5) PAY AND SUPPLY. - Pay periods and grades; pay in general; allotments; allowances; pay and personnel records; travel expenses; transportation, dependents and personal effects; methods of securing, issuing, and accounting for rations, clothing and general supplies.

References: Pay and Supply Instructions, U. S. Coast Guard.

(6) REGULATIONS. - Organization; general duties; duties of district commanders; handling personnel; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

References: Regulations, U. S. Coast Guard.

C. The examination for promotion to chief gunner Chief  
gunner. will include the following:

(1) SEAMANSHIP. - Getting underway and anchoring; handling vessels alongside of dock; steering of steamers; rules of the road.

References: Standard works on seamanship.

(2) NAVIGATION. - Simple latitude and longitude or line of position sights, compass correction; charts; aids to navigation; pilotage.

References: Standard works on navigation, publications issued by the U. S. Government.

(3) ORDNANCE, GUNNERY AND DRILL REGULATIONS. - Service explosives; description and use of various kinds of recoil systems; rifled guns, their construction and nomenclature; naval gun mounts; breech mechanisms; gun sights; firing and gas expelling devices; projectiles; ammunition and ammunition stowage; range finders; reports of ammunition and ordnance equipment; mines; derelict destruction; training of gun's crew; fire control; splash diagrams; spotter diagrams; boresighting; computing

the ballistic correction; errors of gunfire; target practice; time range diagrams; drills for 5-inch and all smaller caliber guns; infantry drill, through company; small arms and machine guns, including nomenclature, dismounting, and assembling; small arm target practice.

References: Standard books on ordnance and gunnery. Ship and Gunnery Drills; U. S. Navy; Ordnance Instructions, U. S. Coast Guard; Landing Force Manual U. S. Navy; Ordnance Pamphlets, U. S. Navy.

(4) NAVIGATION, CUSTOMS, AND MOTOR BOAT LAWS. - Those parts of navigation, custom, and motor boat laws that pertain to and are connected with the duties of the Coast Guard.

References: Navigation, customs, and motor boat laws; Boarding Manual, U. S. Coast Guard.

(5) NAVAL CONSTRUCTION AND CARE OF VESSELS. - General knowledge of the elements of naval construction; care and preservation of vessels; methods of determining seaworthiness of vessels; stowage and trim; preparation of specifications for repairs.

References: Standard works on subject; Regulations, U. S. Coast Guard; Naval Artificer's Manual, Pate.

*A. #2*  
(6) ~~MILITARY LAW. - Power and procedure of Coast Guard courts and boards, formulation of charges and specifications.~~

~~References: Coast Guard Courts and Boards; Regulations U. S. Coast Guard.~~

(7) REGULATIONS. - Organization; general duties; duties of officers; general instructions; routine, reports, and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

References: Regulations, U. S. Coast Guard.

Chief radio  
electrician.

D. The examination for promotion to Chief Radio Electrician will include the following:

(1) ELECTRICITY. - Fundamental theories of direct and alternating current; construction and care of batteries and single phase generators and motors; calculations involving simple series and parallel circuits;

impedance reaction and phase angles as applied to motors and generators; computation of electrical problems.

References: Standard works on electricity and algebra, text books issued by Coast Guard Institute.

(2) RADIO. - Description of various types of standard Coast Guard radio equipment, including transmitters, receivers, direction finders, and measuring instruments; function of various tubes, including electron theory.

References: Communication Plants, U. S. Coast Guard instruction books issued with equipment.

(3) ADMINISTRATION. - Mission, policy, and organization of Coast Guard communication system; factory inspections of material; preparation of specifications and procedure in purchasing equipment and materials.

References: Regulations, U. S. Coast Guard; Pay and Supply Instructions, U. S. Coast Guard; Communication Plants, U. S. Coast Guard.

(4) ~~MILITARY LAW. - Powers and procedure of Coast Guard courts and boards; formulation of charges and specifications.~~ A 2

References: ~~Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.~~

(5) REGULATIONS. - Organization; general duties; duties of officers; general instructions; routine, reports, and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

References: Regulations, U. S. Coast Guard.

E. The examination for promotion to Chief Machinist will include the following: Chief  
machinist.

(1) MARINE ENGINEERING.

(a) Boiler: Description of various types, their advantages and disadvantages; combustion of fuel and methods of handling and stowing fuels; theory of combustion; corrosion; apparatus for determining and increasing efficiency.

(b) Engines: Types; designs and arrangement to suit various conditions; sketches and description of details; attachments and auxiliaries; care, repairs and management.

(c) Auxiliaries: Description and sketches of

condensers, pumps, feed-water heaters, forced-draft blowers, distilling plants, etc.

(d) Materials of construction; Description of various materials used in marine construction; inspection and the various tests required; effects of alloys; methods employed in the manufacture of engine and boiler parts.

(e) Organization: The organization of the engineer's force on board ships.

References: Marine Steam, Babcock & Wilcox Co.; Marine Engineer's Handbook, Sterling; The Marine Steam Turbine, Southern; Electric Propulsion, Robinson; Diesel Engines, Chalky; Manual of Engineering Instructions, U. S. Navy; Catalogues of Manufacturing concerns, such as General Electric, Westinghouse, etc; Regulations, U. S. Coast Guard.

(2) ELECTRICITY.- Fundamental principles; definitions of terms and units; description, construction, care, and operation of batteries, generators, and motors; lighting, wiring, interior communication, and electric-bell system; searchlight.

References: Naval Electricians Textbook; standard works on subject.

(3) ~~MILITARY LAW.- Powers and procedure of Coast Guard courts and boards; formulation of charges and specifications.~~

References: ~~Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.~~

(4) REGULATIONS.- Organization; general duties; duties of officers; general instructions; routine, reports, and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

References: Regulations, U. S. Coast Guard.

Chief  
carpenter.

(F) The examination for promotion to chief Carpenter will include the following:

(1) NAVAL CONSTRUCTION.- Materials; keel; stem; sternpost and rudder; joints and connections; framing; plating; bulkheads and docks; watertight subdivision; appurtenances, equipment, and fittings; draining, flooding, ventilating, fire protection, sanitary, communication, and fuel oil systems; nomenclature and labeling.

References: Standard works on naval construction.

(2) MAINTENANCE OF VESSELS.- Inspections; preservation of surfaces; docking; repairs to hulls and fittings; upkeep of appurtenances and equipment.

References: Standard works on subject; Regulations, U. S. Coast Guard.

~~(3) MILITARY LAW.- Powers and procedure of Coast Guard courts and boards; formulation of charges and specifications.~~

A. \*2

References: ~~Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.~~

(4) REGULATIONS.- Organization; general duties; duties of officers; general instructions; routine, reports and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

References: Regulations, U. S. Coast Guard.

G. The examination for promotion to Chief Pay Clerk will include the following: Chief pay clerk.

(1) DISBURSING.- Procedure concerning bonds; Coast Guard appropriations; obtaining and handling funds; accounting for funds as prescribed by General Accounting Office; making payments in foreign countries; payments to Public Health Service; keeping of ledger accounts; preparation of requests, reports, and returns; auditing of disbursing agent's accounts.

References: Regulations, U. S. Coast Guard; Pay and Supply Instructions, U. S. Coast Guard; standard works on the subject of accounting.

(2) SUPPLIES.- Methods of obtaining commissary, clothing, recreation and general supplies, including proposals, advertising, and preparation of vouchers; issuing, handling and accounting for all supplies; preparation of reports and returns; general knowledge of foodstuffs and preparation of menus; auditing of clothing and commissary accounts.

References: Regulations, U. S. Coast Guard; Pay and Supply Instructions, U. S. Coast Guard; standard works on the subject of auditing and accounting.

~~(3) MILITARY LAW.- Powers and procedure of Coast Guard courts and boards, formulation of charges and specifications.~~

A. \*2

References: Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.

(4) REGULATIONS.- Organization; general duties; duties of officers; general instructions; routine, reports and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

References: Regulations, U. S. Coast Guard.

Chief electrician. H. The examination for promotion to Chief Electrician will include the following:

(1) ELECTRICITY.- Fundamental theories of direct and alternating current; theory, construction, and use of local and common battery telephone sets; protection; telephone circuits; transmission; induction; transpositions; pairing and balancing of cables; theory, construction and use of telegraph instruments and circuits, computation of electrical problems using algebra and logarithms.

References: Communication Plants, U. S. Coast Guard; American Telephone Practice, Miller; Principles of Electricity Applied to Telephone and Telegraph Work, American Telephone and Telegraph Co.; standard works on the subject, text books issued by Coast Guard Institute, Algebra for the Practical Man, Thompson.

(2) CONSTRUCTION AND MAINTENANCE. - Installation, splicing, terminating, and testing standard Coast Guard submarine, aerial, and underground cables; construction and maintenance of pole lines and open wire; installation, operation, and maintenance of switching equipment.

References: Plant Bulletins; Standard Specifications; Telephone Instructions, U. S. Coast Guard; standard works on subject.

(3) ADMINISTRATION.- Mission, policy, and organization of Coast Guard communication system; contracts with commercial companies; making of surveys; obtaining right of way; preparation of estimates; preparation of specifications and procedure in purchasing equipment and materials; inspections.

References: Telephone Instructions, U. S. Coast Guard; Pay and Supply Instructions, U. S. Coast Guard; Communication Instructions, U. S. Coast Guard; Plant Bulletins.

(4) ~~MILITARY LAW.~~ - Powers and procedure of Coast Guard courts and boards; formulation of charges and specifications.

A. #2

References: ~~Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.~~

(5) REGULATIONS. - Organization; general duties; duties of officers; general instructions; routine, reports, and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

References: Regulations, U. S. Coast Guard.

I. The examination for promotion to Chief Pharmacist will include the following:

(1) PROFESSIONAL. - Pharmacy; incompatibilities, chemical, pharmaceutical, and therapeutic; organic and inorganic chemistry; definitions; administration of medicines, including controlling factors; personal hygiene; physical properties of air and relation to health; methods of illumination; food and its relation to health and disease; food poisoning.

Reference: Hand Book, Hospital Corps, U. S. Navy.

(2) ~~MILITARY LAW.~~ - Powers and procedure of Coast Guard courts and boards, formulation of charges and specifications.

A. #2

References. ~~Coast Guard Courts and Boards; Regulations, U. S. Coast Guard.~~

(3) REGULATIONS, - Organization; general duties, duties of officers; routine, reports and inspections; drills; customs of service; honors and distinctions, salutes, visits of ceremony, ceremonies, etc.; intercourse with officials, both civil and military.

Reference: Regulations, U. S. Coast Guard.

## RESIGNATION

2095. Instructions concerning the submission of resignations are contained in articles 270 and 2701-2703, Chapter I, of these instructions, to which attention is directed.

## RETIREMENT

2096. The laws governing the retirement of chief warrant officers are given in articles 280 and 2801-2803, Chapter I, of these instructions, to which attention is directed.

# PERSONNEL INSTRUCTIONS

## CHAPTER III

### PART II

#### WARRANT OFFICERS

210. WARRANT OFFICERS SHALL BE APPOINTED FROM THE PERMANENTLY RATED CHIEF PETTY OFFICERS OF THE COAST GUARD BY THE SECRETARY OF THE TREASURY AND UNDER REGULATIONS PRESCRIBED BY HIM. **Appointment.**

2101. (1) Examinations for promotion of enlisted men to warrant grade will be held at regular intervals at such time as may be found desirable by Headquarters. Notification, by means of a Personnel Bulletin, will be sent to all units designating the grades for which examination will be held, the officers who are authorized to convene boards, the time such boards will meet, and the dates when applications should reach Headquarters. **Notice of examination.**

(2) Responsible officers will see that the notice of impending examinations is brought to the attention of all eligible men.

2102. (1) When information has been received that examinations for any of the warrant grades are to be held, those who desire to compete in the examination and who fulfill the necessary requirements and possess the necessary qualifications will submit their applications to Headquarters through official channels. An application received at Headquarters after the date designated will not be considered. No waivers will be authorized. **Application.**

(2) In forwarding an application to take an examination, the commanding officer will carefully consider whether the applicant is qualified for the grade of warrant officer and is worthy of such advancement. His decision will be noted in his forwarding indorsement.

(3) With each request the commanding officer will forward a copy of article 5, page 2, of the applicant's current service record (Form 2500-C) entered to date and signed by the commanding officer.



Authori-  
zation.

2103. (1) When Headquarters receives an application bearing favorable indorsement and accompanied by other necessary papers, the entire service record of the man concerned will be examined. Only men whose records indicate that they possess the necessary qualifications will be authorized to appear for examination. Others will be informed that they will not be designated. A candidate whose mark in adaptability for the warrant grade is less than 2.5 will not be designated to take the examination.

(2) Authorization to appear for examination will be addressed to the candidate via his commanding officer who will arrange to have the man appear before the most convenient board authorized to conduct the examination.

(3) Any person who fails to present himself for examination after having been authorized will be considered as having forfeited his right to appear.

Composition  
of board.

2104. (1) Division Commanders will be authorized to convene local boards to conduct the examination of candidates attached to units under their jurisdiction. They will be informed of the date of the examination and the grades for which candidates are to be examined. A copy of each letter designating a man attached to a unit operating under them also will be furnished.

(2) When so notified, Division Commanders will convene such boards as may be necessary for the examination of candidates. These boards are termed "local boards" hereafter in these instructions.

(3) Headquarters will furnish Division Commanders with the required number of sets of examination questions.

(4) Local boards for the examination of all candidates for warrant grade will be composed of one or more commissioned officers.

Procedure  
of board.

2105. (1) After providing themselves with the necessary forms for use in examining the candidates, the local board will proceed to examine the candidates who have been authorized to appear before it.

(2) The board will conduct the written examination as follows:

(a) As the examination is competitive and in order to eliminate the possibility of any candidate obtaining unfair prior information of the questions,

all written examinations will be held simultaneously, except insofar as the time is affected by difference in longitude.

(b) Any written examination held at other than the prescribed time and date for any reason whatsoever will be null and void.

(c) Attention is invited to detailed instructions contained in article 2106.

(d) At the completion of the examination all papers, including unused questions, will be forwarded by registered mail to Coast Guard Headquarters, Washington, D. C.

2106. In conducting the written examination, the following instructions will be followed.

Conduct of  
examination.

(a) Each examination day will be divided into two periods of three hours each, with an intervening recess of at least one hour. One group of questions, under separate seal will be assigned for each period; the seal will be broken and the group of questions given out at the beginning of the period. The prescribed sequence must not be departed from.

(b) Each day's work will begin at 9 o'clock as nearly as practicable.

(c) The instructions for candidates will be read and explained to them during the first period before the first group of questions is given out. It must be made clear to them that the general character of their examination papers, including writing, clearness of expression, spelling, and attention to instructions, will be taken into account by the examining board in assigning marks. The work for each period must begin on a new sheet and must be complete in itself. Paper 8 x 10½ inches must be used.

(d) A candidate having finished the group of questions assigned for that period may be allowed to leave the examination room. Before leaving the room he must be required to close his examination papers for that period, whatever may be the reason for leaving and whether he has finished answering the questions or not. No candidate who leaves the room shall be allowed to return during that period, nor shall he be allowed to add any-

thing to the answers he has submitted for that period either at that period or thereafter, nor shall any candidate be allowed to remain longer than three hours on any group of questions.

**Final marks.** 2107. (1) An examining board will be appointed at Headquarters by the Commandant to mark all papers received.

(2) This examining board will assign a mark on a scale of 4.0 for the written examination. The written examination is divided into two parts, the educational and the professional. In order to be considered for promotion a candidate must obtain an average mark not below 3.0 on a scale of 4.0 in each part and must obtain a mark of not less than 2.5 in each professional subject.

(3) The examining board also will assign a mark for adaptability. In computing this mark the average mark obtained from the service record in proficiency in rating and in ability as leader of men during the time the candidate served in the ratings of chief petty officer and petty officer, first class, is combined with the average mark obtained from the service record in adaptability for the warrant grade. The average of these two marks is the mark for adaptability. Candidates whose mark in adaptability is below 3.0 on a scale of 4.0 will not be recommended for promotion to the warrant grade.

(4) The marks thus assigned to each candidate will be combined by the examining board at Headquarters in accordance with the formula at the end of this paragraph. The result is the final mark of the candidate to determine his position on the eligibility list for promotion.

3 x educational + 4 x professional + 3 x adaptability.

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(5) Any candidate who receives marks below the standard set up in paragraphs (2) and (3) of this article will be considered as having failed in the examination. Such candidate will not be granted a reexamination but he may apply to take the next examination, if then eligible.

(6) All examinations are on a purely competitive

basis and are for the purpose of establishing an eligibility list for promotion. Such lists will remain in force for two years if not sooner exhausted or rescinded by the Commandant.

(7) The report of the examining board at Headquarters, showing the marks of each candidate and his relative standing on the eligibility list, will be submitted to the Commandant for his approval. After his approval has been obtained, candidates will be informed whether they passed the examination, their final mark, and their standing on the eligibility list.

2108. The following general requirements must be fulfilled before an enlisted man is eligible for promotion to any warrant grade: General requirements.

- (a) Be a citizen of the United States.
- (b) Be able to pass the required physical examination.
- (c) Be an excellent leader of men and possess executive ability to a marked degree.
- (d) Be serving under continuous service as a chief petty officer of the regular establishment.
- (e) Have an average of all marks in proficiency in rating during his service as chief petty officer and petty officer, first class, (as shown by his service record) of not less than 3.5 on a scale of 4.0.
- (f) Have service in the Coast Guard as indicated in the following table:

Grade	Total Service	Sea Service	Remarks
Boatswains		5 yrs.	Not less than one year at sea as a permanent CBM or CQM.
Boatswains [L]	5 yrs.		Not less than one year as permanent CBM [L] in charge of a station.
Gunners		5 yrs.	Not less than one year at sea as a permanent CGM.
Radio Electricians		5 yrs.	Not less than one year at sea as a permanent CRM.
Machinists		5 yrs.	Not less than one year at sea as a permanent CMM, CMEM, CWT, or CEM.
Carpenters	5 yrs.	3 yrs.	Not less than one year at sea as a permanent CCM.
Pay Clerks	5 yrs.	3 yrs.	Not less than one year at sea as a permanent CY, CSK, CCStd, CPhM.
Electricians	5 yrs.		Not less than one year as a permanent CEM. [Tel].
Pharmacists	5 yrs.	3 yrs.	Not less than one year at sea as a permanent CPhM.

**General qual-ifications.** 2109. The educational examination for promotion to any warrant grade will be in the following subjects:

(a) SPELLING. Words of common, everyday use, including nautical terms.

(b) ARITHMETIC. Addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; proportion.

(c) ENGLISH GRAMMAR AND COMPOSITION. Simple rules of grammar, capitalization, punctuation; sentence construction; letter writing.

(d) GENERAL INFORMATION. Current events; geography; civil government; important events and persons in history.

## OUTLINE OF EXAMINATIONS

2110. A. The professional examination for promotion **Boatswain.** to Boatswain will include the following:

(1) SEAMANSHIP.- Cordage and canvas; mechanical appliances aboard ship; handling heavy weights; ground tackle; towing gear; types, construction, equipment, and upkeep of boats; handling boats under oars, sail, and power; lowering and hoisting boats; handling boats in a surf; general knowledge of ship construction and upkeep, including nomenclature, division of decks and compartments, drainage system, preservation of various materials, mixing and applying paints, and work in connection with drydocking; handling ships alongside dock and at sea.

References: Standard works on the subject; The Naval Artificer's Manual, Pate; Modern Seamanship, Knight; Boatbook, U. S. Navy; Regulations, U. S. Coast Guard, articles 2001-2013 and 2067-2076.

(2) NAVIGATION .- Rules of the road; buoyage system of the United States; weather and laws of storms; tides; care of chronometer; compass correction; use of charts; piloting; simple latitude and longitude or line of position sights.

References: Standard works on the subject; American Practical Navigator, Bowditch; Modern Seamanship, Knight; Practical Manual of the Compass, U. S. Navy; Government publications.

(3) ORDNANCE AND GUNNERY. - Drilling a landing force; nomenclature and construction of machine guns, magazine rifles, and automatic pistols; nomenclature of guns; drilling a gun's crew; firing a gun; safety precautions regarding guns and ammunition.

References: Ship and Gunnery Drills, U. S. Navy; Ordnance Instructions, U. S. Coast Guard; Landing Force Manual, U. S. Navy.

(4) LAWS AND ENFORCEMENT.- Navigation, customs, and motorboat laws and duties and legal powers of the Coast Guard in connection therewith.

References: Boarding Manual, U. S. Coast Guard; Duties of Boarding Officer, U. S. Coast Guard; Law Enforcement at Sea, U. S. Coast Guard, 1929; Navigation Laws, U. S. Department of Commerce; Regulations,

U. S. Coast Guard, Chapter XXIV and articles 1028-1032.

(5) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel and ship; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

Boatswain  
(Lifesaving)

B. The professional examination for Boatswain (Lifesaving) will include the following:

(1) SEAMANSHIP. - Cordage and canvas; blocks and tackles; handling heavy weights; ground tackle; types, construction, equipment, and upkeep of boats (including engines); handling of life boats and surfboats under all conditions; care and upkeep of all grounds, buildings, and equipment at a station.

References: Modern Seamanship, Knight; Boat Book, U. S. Navy; Instructions for Coast Guard Stations; Regulations, U. S. Coast Guard, articles 2059-2076 and 2639.

(2) NAVIGATION. - Rules of the road; buoyage system of the United States; weather and laws of storms; tides; compass corrections; use of charts; piloting; special knowledge of the waters and navigational aids in the vicinity of the station to which attached.

References: Standard works on subject; American Practical Navigator, Bowditch; Modern Seamanship, Knight; Practical Manual of the Compass, U. S. Navy; Government Publications.

(3) DRILLS. - Boat, beach apparatus, life car, resuscitation, swimming, signal, fire, school of recruit and squad drills; small arms instruction; first aid.

References: Instructions for Coast Guard Stations Regulations, U. S. Coast Guard, chapter XI; Landing Force Manual, U. S. Navy.

(4) LAWS AND ENFORCEMENT. - Navigation, customs, and motor boat laws and duties and legal powers of the Coast Guard in connection therewith.

References: Boarding Manual, U. S. Coast Guard; Duties of Boarding Officer, U. S. Coast Guard; Law Enforcement at Sea, U. S. Coast Guard, 1929; Navigation Laws, U. S. Department of Commerce;

Regulations, U. S. Coast Guard, Chapter XXIV and article 1028-1032.

(5) REGULATIONS. - Duties of officer in charge of station and district commanders; organization and care of personnel of a station; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard; Instructions for Coast Guard Stations.

C. The professional examination for Gunner will include the following:

(1) ORDNANCE AND GUNNERY. - Construction, Gunner. method of assembling and dismounting, care, preservation, adjustment, and repair of broadside guns, mounts, and appurtenances, machine guns, magazine rifles, automatic pistols, sub-caliber and other training devices, fire control and optical instruments (except assembly); bore sighting; manufacture, stowage, handling, inspections, and tests of service explosives and projectiles of various types and calibers; care and handling of mines, pyrotechnics, demolitions and black powder; training of a broadside gun's crew; sub-caliber, short range, and long range battle practice; small arms target practice; organization, equipment, and training of a landing force; safety precautions; method of keeping records, making out requisitions, invoices, and reports (including battle practice and small arms reports).

References: Landing Force Manual, U. S. Navy; Bureau of Ordnance Manual, U. S. Navy; Small Arms Firing Regulations, U. S. Navy; Orders for Gunnery Exercises, U. S. Navy, Gunnery Instructions, U. S. Navy; Ship and Gunnery Drills, U. S. Navy; Ordnance Instructions, U. S. Coast Guard; Ordnance Pamphlets 4, 80, 96, 101, 119, 128, 141, 159, 165, 239, 343, 357, 458, and 478, U. S. Navy.

(2) SEAMANSHIP. - Handling heavy weights; ground tackle; mooring and unmooring; handling vessels alongside of dock and at sea; construction, types, and equipment of boats; handling boats under oars, sail, and power; lowering and hoisting boats.

References: Standard works on subject; Modern Seamanship, Knight; Boat Book, U. S. Navy; Instructions for Coast Guard Stations.



(3) NAVIGATION. - Rules of the road; buoyage system of the United States; weather and laws of storms; tides; care of chronometer; compass correction; use of charts; piloting; simple latitude and longitude or line of position sights.

References: Standard works on subject; American Practical Navigator, Bowditch; Modern Seamanship, Knight; Practical Manual of the Compass, U. S. Navy; Government publications.

(4) LAWS AND ENFORCEMENT. - Navigation, customs, and motor boat laws and duties and legal powers of the Coast Guard in connection therewith.

References: Boarding Manual, U. S. Coast Guard; Duties of Boarding Officer, U. S. Coast Guard; Law Enforcement at Sea, U. S. Coast Guard, 1929; Navigation Laws, U. S. Department of Commerce; Regulations, U. S. Coast Guard, chapter XXIV and articles 1028-1032.

(5) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel and ship; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

Radio  
electrician.

D. The professional examination for Radio Electrician will include the following:

(1) OPERATION. - Mission, policy, organization, and administration of communication system; preparation and routing of dispatches; method of control of radio traffic; duty and responsibilities of officer in charge of a radio traffic station or communication center; care and use of codes, ciphers, and confidential publications.

References: Communication Instructions, U. S. Coast Guard; Communication Plant, U. S. Coast Guard; Communication Facilities, U. S. Coast Guard; Registered Publications Instructions, U. S. Coast Guard; International Radio Telegraph Convention with attached regulations; books and pamphlets required to be kept in radio rooms for guidance of personnel.

(2) MATERIAL. - Definitions and formulae pertaining to electricity and radio; electron theory; use of vacuum tubes as detectors, oscillators, and amplifiers; measuring and calibrating instruments;

construction, care, maintenance, and operation of all types of standard Coast Guard radio equipment, including marine radio direction finder; storage batteries and charging equipment; installation, operation, and maintenance of gas driven auxiliary power equipment.

References; Standard works on subject; Elements of Electricity, Timbie; Principles of Radio, Henny; Communication Plants, U. S. Coast Guard; manufacturer's instruction books and pamphlets furnished with Coast Guard equipment.

(3) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel and ship; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

E. The professional examination for Machinist Machinist. will include the following:

(1) MARINE ENGINEERING.

(a) BOILERS AND FUEL. - Construction, economical operation, upkeep, and repairs of types of both fire and water tube boilers used in the service; fuel oil equipment; combustion of fuels; heat transfer; safety precautions in storing and handling various kinds of fuel.

(b) PROPELLING MACHINERY. - General proportions, manner of putting in operation, adjustment, preservation, and precautions to be taken at sea and in port with various types of propelling machinery (including internal combustion engines) used in the Coast Guard; materials used in construction of propelling machinery.

(c) AUXILIARIES. - Operation and maintenance of all auxiliaries in the fireroom, engineroom, or elsewhere, on a modern Coast Guard cutter; purpose and use of instruments and apparatus such as clearance (dummy) micrometers, CO2 indicator, salinity indicators, gauge testers, etc.; operation of lathe, drill press, shaper, and grinder (including grinding equipment used in upkeep of internal combustion engines).

References: Standard works on subject; Marine Engineers' Handbook, Sterling; Marine Steam, Babcock & Wilcox Co.; Diesel Engines, Chalkley; Manual of Engineering Instructions, U. S. Navy; Regulations,

U. S. Coast Guard, articles 2017-2042 and 2045-2054; Catalogues of manufacturing concerns.

(2) ELECTRICITY.- Definitions, units, formulae, measurements, tests, circuits and safety precautions; construction, care, operation and repair of batteries, generators, motors, transformers, and all other electrical apparatus found on a modern Coast Guard vessel; lighting, power, telephone, and bell circuits as installed on vessels.

References: Standard works on subject; Elements of Electricity, Timbie; Lessons in Practical Electricity, Swoope; Marine Engineers' Handbook, Sterling; Manual of Engineering Instructions, U. S. Navy; Catalogues of manufacturing concerns.

(3) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel and ship; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

**Carpenter.**

F. The professional examination for Carpenter will include the following:

(1) SHIP AND BOAT BUILDING. - Practical ship-building in wood, iron, and steel; quality and strength of materials; tests and inspections; reading of plans; laying off work from plans; making sketches; materials and methods of construction and repairs of boats.

References: Standard works on the subject; principles of Naval Architecture and Warship Construction, Manning & Schumacher; Naval Artificer's Manual, Pate; Rules for Building and Classing Steel Vessels, American Bureau of Shipping; Naval Architecture Simplified, Charles Desmond.

(2) SHIP'S CARPENTRY. - Care, preservation, and repair of hull, decks, and fittings of a vessel; dry-docking of vessels, including preparation of ship and dock, precautions, and work to be accomplished; operation and upkeep of capstans, windlass, winches, fire extinguishing apparatus, hand pumps and attachments.

References: Naval Artificer's Manual, Pate; Practical Seamanhsip, Knight; Bureau of Construction and Repair Manual, U. S. Navy; Thayer's Pocketbook of Ship Materials and Their Uses; Regulations, U. S. Coast Guard, articles 2001-2013 and 2067-2076.

(3) SEAMANSHIP. - Cordage and canvas; ground tackle, towing gear; rules of the road; handling boats

under oars, sail, and power; lowering and hoisting boats.

References: Standard works on the subject; Modern Seamanship, Knight; Boat Book, U. S. Navy.

(4) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel and ship; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

G. The professional examination for promotion to Pay clerk. Pay Clerk will include the following:

(1) PAY AND DISBURSING. - Base pay; allowances; transient additions; longevity; authorized deductions; mileage; forfeitures; adjustments; clothing bounty; allotments; travel; transportation; insurance; death gratuity; preparation and handling of all forms, reports, and returns required of a disbursing officer

References: Pay and Supply Instructions, U. S. Coast Guard; Ordnance Instructions, U. S. Coast Guard; Rules for Engineering Performances, U. S. Coast Guard.

(2) COMMISSARY. - Method of obtaining stores; components of rations; subsistence and ration allowances; sales to messes; check inventory; boards of survey; procedure upon relief; preparation of forms, reports, and returns.

References: Pay and Supply Instructions, U. S. Coast Guard; Regulations, U. S. Coast Guard, articles 857, 955-959, 1326, 1468, 1855, and 2131-2135.

(3) CLOTHING. - Methods of obtaining, issuing and correctly accounting for the clothing necessary at a unit; preparation of forms, reports, and returns.

References: Regulations, U. S. Coast Guard, articles 458, 858, 961-966, 1855, and 2182; Pay and Supply Instructions, U. S. Coast Guard; Regulations Governing the Uniforms, U. S. Coast Guard, chapters IX, X, XI, XII, and XIII.

(4) GENERAL SUPPLIES. - Methods of obtaining all general stores and supplies, including stationery, books and blanks, linen, chinaware, plated ware, etc. needed by the unit; preparation and handling of proposals, requisitions, invoices, and other necessary forms.

References: Pay and Supply Instructions, U. S. Coast Guard.

(5) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel and ship; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

Electrician.

H. The professional examination for Electrician will include the following:

(1) Theory.- Theory of electricity and magnetism and their application to telephony and telegraphy, including definitions, formulae; measurements, tests, and circuits; manufacture, connection, and protection of various types of telephone and telegraph instruments.

References: Lessons in Practical Electricity, Swoope; Elements of Electricity, Timbie; Principles of Electricity Applied to Telephone and Telegraph Work, A.T.T.& T. Co.

(2) PRACTICE.- Mission, policies, organization, and administration of the telephone lines system of the Coast Guard; telephone specifications; construction, operation, and maintenance of telephone and telegraph lines and cables; purchase, inspection, storage, handling, and use of standard telephone equipment and materials; care, operation, and maintenance of motor trucks, tractors, motor boats, and machinery used in the construction of telephone and cable lines.

References: Telephone Instructions, U. S. Coast Guard; Plant Bulletins; Standard Specifications.

(3) FORMS, REPORTS, AND RETURNS. - Regulations and policies governing contracts for telephone service, leased wires, pole attachments, and rights of way; preparation and handling of forms, reports, and returns, such as contracts, schedules, proposals, vouchers, requisitions, plant records, etc.

References: Telephone Instructions, U. S. Coast Guard; Pay and Supply Instructions, U. S. Coast Guard; Travel Regulations, Treasury Department.

(4) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

I. The professional examination for Pharmacist will include the following:

(1) PROFESSIONAL. - Pharmacy; materia medica; **Pharmacist.** toxicology; chemistry; minor surgery and first aid; anesthetics; classification of foods; hygiene and sanitation.

References: Hand Book, Hospital Corps, U. S. Navy.

(2) FORMS, REPORTS, AND RETURNS. - Medical requisitions; emergency purchases; medical reports; health records; regulations relative to misconduct as affecting pay and enlistment status; qualifications for enlistment or appointment; emergency medical care.

References: Regulations, U. S. Coast Guard; Pay and Supply Instructions, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

(3) REGULATIONS. - Duties of commissioned and warrant officers; organization and care of personnel; honors, distinctions, and salutes.

References: Regulations, U. S. Coast Guard; Personnel Instructions, U. S. Coast Guard.

2111. An original appointment of a warrant officer will be an acting appointment. The appointment of an enlisted person as an acting warrant officer does not constitute a separation from the service, it is simply a promotion. An enlisted person appointed an acting warrant officer will not be discharged -- his enlistment contract will be completed to date of oath and forwarded to Headquarters, suitable entry being made concerning the appointment. **Original appointment.**

2112. (a) An enlisted person appointed an acting warrant officer will be required to serve a probationary period of one year before eligible for appointment as a permanent warrant officer. This period may be extended, by the Secretary of the Treasury, for a period of one year, provided that the immediate commanding officer and Headquarters so recommend, but if, at the expiration of two years, he fails to qualify for a permanent appointment, his acting appointment will be revoked. **Acting appointment.**

(b) An acting warrant officer who has served a satisfactory probationary period will be eligible for a warrant bearing the same date as his acting appointment, provided the commanding officers or district commander under whom he has served recommend him for such warrant and he passes the prescribed physical examination.

Revocation of appointment. 2113. An enlisted person of the permanent Coast Guard who has been appointed an acting warrant officer will, if his acting appointment be revoked, revert to the enlisted rating from which he was appointed, and none of his rights, benefits, privileges, or gratuities will be lost or abridged in any respect because of his service as an acting warrant officer. If his acting appointment is revoked subsequent to the expiration of the period for which he enlisted, he will be discharged in the rating from which appointed as of the date the revocation of such acting appointment is made effective.

Change in branch. 2114. A warrant officer may make application for appointment in another branch provided he fulfills all requirements. A warrant officer appointed in another branch will be given an acting appointment and will be required to qualify under such acting appointment before being issued a permanent appointment. Should he fail to qualify for the new warrant he will resume duty under his former warrant where directed.

#### RESIGNATION

2115. All instructions concerning the submission of resignations are contained in articles 270 and 2701-2703, Chapter I, of these instructions, to which attention is directed.

#### RETIREMENTS

2116. The laws governing the retirement of warrant officers are given in articles 280 and 2801-2803, Chapter I, of these instructions, to which attention is directed.

## CHAPTER IV

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# PERSONNEL INSTRUCTIONS

## CHAPTER IV

### ENLISTED PERSONNEL

#### COMPLEMENTS

401. THE COMPLEMENT OF ANY UNIT SHALL INCLUDE THE COMMISSIONED, CHIEF WARRANT, AND WARRANT OFFICERS ASSIGNED FROM TIME TO TIME BY HEADQUARTERS AND SUCH NUMBER OF ENLISTED PERSONS AS MAY BE AUTHORIZED BY HEADQUARTERS FOR THE UNIT.

Complement includes.

4011. Headquarters will, from time to time, issue master complement sheets giving the total authorized complement for a division and for the individual units of the division, and will issue complement sheets direct to units not under a division.

Complement sheets.

402. THE TOTAL NUMBER OF ENLISTED PERSONS AUTHORIZED FOR A UNIT SHALL NOT BE EXCEEDED EXCEPT UNDER SPECIAL CIRCUMSTANCES WHEN A REPORT OF THE FACT SHALL BE PROMPTLY MADE.

Complement not to be exceeded.

4021. Units under a division will report the circumstances to the division commander who will, if he considers it necessary, refer the matter to Headquarters. Units not under a division will report direct to Headquarters. Should the authorized complement be exceeded temporarily, the responsible officer will cause a return to the proper complement as soon as circumstances permit.

Report of excess.

403. THE NUMBER OF ENLISTED PERSONS AUTHORIZED IN ANY RATING SHALL NOT BE EXCEEDED EXCEPT TO MAKE UP A DEFICIENCY IN A HIGHER RATING OR BY EXPRESS AUTHORITY OF HEADQUARTERS.

Number in rating not to be exceeded.

4031. In effecting exchanges of sea and shore duty it may be necessary to assign petty officers of one rating to fill vacancies in the next higher or next lower rating. Such procedure is authorized, even though it may in some cases cause an excess in certain ratings at a given unit, as long as the total complement of the division in those ratings is not exceeded. (See art. 4771 et seq.)

Authorized excess.

When vacancy exist. **404.** A VACANCY SHALL BE DEEMED TO EXIST AS FOLLOWS:

- (a) ON THE DAY FOLLOWING THE DATE UPON WHICH, UNDER THESE REGULATIONS, A PERSON IS DECLARED A DESERTER.
- (b) ON THE DAY FOLLOWING THE DATE UPON WHICH A PERSON IS DELIVERED TO THE PROPER AUTHORITY FOR IMPRISONMENT IN ACCORDANCE WITH THE SENTENCE OF A COAST GUARD COURT.
- (c) ON THE DAY FOLLOWING THE DATE UPON WHICH A PERSON DIES OR RESIGNS, OR IS RETIRED, ADVANCED OR REDUCED IN RATING, TRANSFERRED, OR DISCHARGED.

Filling vacancies. **4041.** Units under a division, other than districts, will request the division commander for personnel to fill vacancies. Division commanders and units not under a division will request Headquarters for personnel to fill vacancies. District commanders are authorized by article 415 to enlist, under existing regulations and instructions, such men as may be necessary to fill vacancies.

#### VACANCY LISTS

Vacancy lists. **4042.** (1) Division commanders will submit to Headquarters, on the last day of each month, a vacancy list covering only the personnel attached to the division office, and, at the end of each quarter, a composite vacancy list covering the personnel attached to the division officer and all units under the division.

(2) Units under a division will submit to the division commander, on the 15th and last day of each month, a vacancy list covering the personnel attached to the unit. A copy of the vacancy list submitted on the last day of each month will be forwarded direct to Headquarters.

(3) Units not under a division will submit to Headquarters, on the last day of each month, a vacancy list covering the personnel attached to the unit.

**405.**

#### ENLISTMENTS, GENERAL

Kinds of enlistment. **406.** (1) ENLISTMENTS IN THE COAST GUARD SHALL

BE EITHER SPECIAL TEMPORARY ENLISTMENTS OR ENLISTMENTS IN THE REGULAR ESTABLISHMENT.

(2) NO PERSON SERVING IN A SPECIAL TEMPORARY ENLISTMENT SHALL BE ENTITLED TO RETIREMENT BECAUSE OF HIS TEMPORARY ENLISTMENT. (USC Title 14, sec. 206.)

4061. (1) The Controller General has ruled that, in the case of a special temporary enlisted person appointed a temporary warrant officer and whose appointment has terminated or been terminated and who reenlists later, the time served as a temporary warrant officer will not count when computing longevity for such enlisted person for pay purposes.

Status of special temporary enlisted men.

(2) The Controller General has ruled that a person, serving in a special temporary enlistment, ceases to have an enlisted status upon being appointed a temporary warrant officer. Revocation of the appointment of a temporary warrant officer, promoted while in a special temporary enlistment, therefore constitutes a severance from the service.

407. ALL ENLISTMENTS IN THE COAST GUARD SHALL BE FOR GENERAL SERVICE, WITHOUT REFERENCE TO ANY PARTICULAR UNIT, AND ENLISTED PERSONS MAY BE TRANSFERRED FROM ONE UNIT TO ANOTHER.

Enlistments for general service.

4071. The enlisting officer will impress on the person being enlisted that enlistment in the Coast Guard is for general service and that he may be transferred at any time to any unit. The enlisting officer will make no promise whatever regarding future station and will disabuse the mind of the person being enlisted that he may expect assignment in accordance with his wishes.

No promises to be made

408. WHEN A PERSON WHO IS NOT ENTITLED TO ENLIST IN THE COAST GUARD UNDER EXISTING REGULATIONS AND INSTRUCTIONS, PROCURES HIS ENLISTMENT BY INTENTIONALLY CONCEALING OR MISSTATING FACTS SUCH ENLISTMENT SHALL BE FRAUDULENT. (See Art. 1804.)

Fraudulent enlistment.

4081. The enlisting officer will not enlist men without ascertaining who they are, where they came from, and what they are. Persons being enlisted will be warned that the finger prints will be carefully checked against the files of the Army, Navy, Marine Corps, and Department of Justice, and if they have had previous

Knowledge of men to be obtained.



service or a police record, which they have concealed, the fact will be detected and the necessary disciplinary action taken.

**Enlistment contract to be read aloud.** 4082. The enlistment contract will be read aloud to each applicant and the main parts pertaining to pay, uniform outfit, clothing and other allowances, discharges, and the requirements of war and service with the Navy, shall be explained to him by the enlisting officer prior to his signing the agreement and contract.

**Time served under fraudulent enlistment.** 4083. Time served under a fraudulent enlistment is not creditable time if the enlistment is voided upon discovery of the fraud, or is completed without knowledge of the fraud upon the part of the Government. Such time is creditable if the Government with knowledge of the fraud elects to hold the man to his contract of enlistment.

**Termination by Headquarters.** 409. THE TERM OF ENLISTMENT MAY BE TERMINATED AT ANY TIME BY DIRECTION OF HEADQUARTERS.

4091. Discharges will not be authorized simply because a person is not wholly satisfied or because he is unable to support dependents whom he has voluntarily acquired since enlistment.

**Definition of "Military service".** 410. THE EXPRESSION "MILITARY SERVICE" AS USED IN REGULATIONS AND INSTRUCTIONS SHALL BE CONSTRUED TO INCLUDE SERVICE IN THE NAVY, NAVAL RESERVE FORCE ON ACTIVE DUTY, ARMY, ARMY RESERVE CORPS, NATIONAL GUARD WHEN MUSTERED INTO FEDERAL SERVICE, MARINE CORPS, AND COAST GUARD (INCLUDING REVENUE CUTTER SERVICE AND LIFE SAVING SERVICE.)

**Abstract of discharges.** 4101. The enlisting officer shall make and certify to an abstract from the latest discharge received from each of such services, and shall attach a copy of this abstract to each copy of the enlistment contract. Members of the Naval Reserve, Marine Corps Reserve, and National Guard who apply for enlistment in the Coast Guard, will not be enlisted until after the enlisting officer has received a written communication from the officer in command of the organization concerned that discharge will be effective upon receipt of notification of enlistment in the Coast Guard, as of the date preceding that on which enlistment in the Coast Guard was effected.

**Enlisting officers.** 411. ENLISTING OFFICERS SHALL BE COMMISSIONED, CHIEF WARRANT OFFICERS, OR CHIEF PETTY OFFICERS IN

RESPONSIBLE CHARGE OF UNITS, AND THE EXECUTIVE OFFICERS OF THE UNITS (IF COMMISSIONED, CHIEF WARRANT, OR WARRANT OFFICERS) UNDER THE DIRECTION OF THEIR COMMANDING OFFICERS. (SEE ARTS. 415 and 421.)

A 48 (2) 412. NONE OF THE FOLLOWING PERSONS SHALL BE ENLISTED IN THE COAST GUARD:

Persons who may not be enlisted.

(a) A PERSON UNDER 18 OR OVER 25 YEARS OF AGE (EXCEPT AS PROVIDED BY INSTRUCTIONS ISSUED BY HEADQUARTERS).

(b) AN INSANE OR INTOXICATED PERSON.

(c) A PERSON OF KNOWN BAD CHARACTER.

(d) A PERSON KNOWN TO HAVE COMMITTED A CRIME.

(e) A PERSON WHO IS A DESERTER FROM THE MILITARY SERVICE OF THE UNITED STATES.

(f) A PERSON WHO HAS BEEN IN THE MILITARY SERVICE OF THE UNITED STATES WHOSE SERVICE RECORD HAS NOT BEEN VERIFIED, EXCEPT A PERSON WHO ENLISTS ON THE DAY FOLLOWING DISCHARGE AT THE UNIT FROM WHICH DISCHARGED.

(g) A PERSON UNDER 21 YEARS OF AGE WHO HAS NOT THE CONSENT OF HIS FATHER, ONLY SURVIVING PARENT, OR LEGAL GUARDIAN, PROOF OF WHICH MUST BE ESTABLISHED, UNLESS HE HAS NONE RESIDING IN THE UNITED STATES OR IN THE TERRITORY OR POSSESSION OF THE UNITED STATES WHERE HIS ENLISTMENT IS BEING MADE, IN WHICH CASE HIS ENLISTMENT MAY BE EFFECTED PROVIDED HE SHALL EXECUTE A STATEMENT TO THAT EFFECT ON THE REVERSE SIDE OF THE ENLISTMENT CONTRACT.

(h) A PERSON WHO IS AN ALIEN AND HAS NOT DECLARED HIS INTENTIONS TO BECOME A CITIZEN OF THE UNITED STATES.

4121. A person over 25 and not over 35 years of age, who has had previous service in the Coast Guard, and whose discharge was under honorable conditions, may be enlisted if otherwise qualified and the length of such previous service is equal to or greater than the excess of his age over 25 years. Credit will not be given, in this connection, for previous service in the Army, Navy, or Marine Corps.

Exception to age limit.

4122. The enlisting officer will satisfy himself that the person being enlisted does not have a criminal record. If desirable the local police and the police of

Police record to be investigated.

the man's home may be consulted. Letters of recommendation from at least two reputable persons in the community may be required.

- Verification of service.** 4123. A request for verification of service will set forth name, branch of service from which discharged, and service number, if obtainable. If the service number is unknown, place and date of discharge will be given.
- Consent papers.** 4124. (1) When a person less than 21 years of age is being enlisted he must submit "consent papers" (Form 2551) signed by the father, only surviving parent, or legal guardian, and sworn to before an officer authorized to administer oaths or a notary public.
- Certificate of minor.** (2) Certificate on the enlistment contract wherein a minor certifies that he has neither parent nor guardian in the United States or in the territory or possession where enlistment is being effected, will be accepted only from natives of the insular possessions of the United States and foreign-born applicants who are otherwise eligible for enlistment.
- Birth certificate.** (3) In case of doubt the enlisting officer will require a person seeking enlistment to produce a birth certificate or other evidence as to date of birth.
- Preference to citizens.** 4125. (1) Preference will be given by the enlisting officer; first to citizens of the United States; and second, to those who have legally declared their intentions to become citizens not more than four years prior to the date upon which application for enlistment is made. An alien who has declared his intention to become a citizen should not be enlisted unless he produces to the enlisting officer, in addition to his declaration of intention, documentary evidence that he has lawfully entered the United States and paid head tax.
- Citizenship noted.** (2) The enlistment contract of each person enlisted must bear a notation showing how citizenship was attained, if the person be a citizen of the United States.
- Period between physical examination and enlistment.** 4126. Physical examination record Form 2525-B will be forwarded to Headquarters in duplicate by means of the first indorsement on reverse of the form. When action has been taken on the report of physical examination by Headquarters, duplicate copy will be returned by means of the third indorsement on the reverse of the form. The action noted on the third indorsement of physical examination record will be the unit's authority

to effect enlistment. No original enlistment will be effected until the duplicate copy of physical examination record showing Headquarters' action is received. Duplicate copy will be placed in the individual health record if enlistment is effected. The original copy will be retained for Headquarters' files. Enlistments must be effected within fifteen days after date of physical examination. If the applicant fails to enlist during the fifteen day period he will be reexamined physically.

413.

## ORIGINAL ENLISTMENTS

414. THE ENLISTMENT OF ANY PERSON WHO HAS NOT PREVIOUSLY SERVED IN THE REVENUE CUTTER SERVICE, THE LIFE SAVING SERVICE, OR THE COAST GUARD SHALL BE CONSIDERED AN ORIGINAL ENLISTMENT. Definition of.

415. ORIGINAL ENLISTMENTS SHALL BE EFFECTED ONLY BY UNITS OF THE LIFE SAVING BRANCH AND SUCH OTHER UNITS AS MAY BE SPECIFICALLY AUTHORIZED BY HEADQUARTERS. Authority to effect.

4151. (1) Division commanders not authorized to effect original enlistments and units (other than districts) for. Applicants attached to a division will refer all applicants for original enlistments to the nearest recruiting office.

(2) Units not attached to a division desiring to effect an original enlistment will submit direct to Headquarters a request for the necessary authority.

416. ALL ORIGINAL ENLISTMENTS IN THE COAST GUARD SHALL BE SPECIAL TEMPORARY ENLISTMENTS AND SHALL BE FOR A TERM OF THREE YEARS. (USC Title 14, secs. 35 and 206.) *(See Art. 460)* Term of.

417. ORIGINAL ENLISTMENTS SHALL BE EFFECTED IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HEADQUARTERS AND ONLY THOSE PERSONS QUALIFIED UNDER SUCH INSTRUCTIONS SHALL BE ORIGINALLY ENLISTED. (SEE ART. 412.) How effected.

4171. None of the following will be originally enlisted: Persons who

(a) A person who is not a citizen of the United States except that natives of the Phillippine Island may be enlisted as mess attendants. may not be.

(b) A person who cannot read, write, readily understand, and speak the English language.

(c) A person who is married, unless he has the written consent of his wife and his enlistment has been specifically authorized by Headquarters.

(d) A person who does not pass the prescribed physical examination. No waiver of physical defect will be granted for original enlistment.

(e) A person under 5 feet 6 inches in height, except Filipinos as officers' stewards and mess attendants, who will be not less than 4 feet 9 inches in height.

4172. (1) In making original enlistments the following forms and supporting papers will be made out and forwarded Papers to be prepared.

to Headquarters as soon as the enlistment has been effected:

(a) Form 2520 (Application for Enlistment) in applicant's own hand writing and duly certified.

(b) Form 2551 (Consent of Parent or Guardian) in cases of minors.

(c) Form 2678 (For Investigating Schooling and Previous Employment.)\*

(d) Form 2679 (For Investigating Police Record.)\*

(e) Birth Certificate or other documentary evidence establishing correct date of birth.\*

(f) Written consent of wife in cases of married men.

(g) Form 2515 (Finger-print Record.)

(h) Form 2529 (Designation of Beneficiaries), original and one copy.

(i) Identification photographs. (See Articles 4321 and 4322.)

(j) Form 2500B (Enlistment Contract.)

(k) Form 2500 D (Statement of Applicant That No Promises Have Been Made.)

(l) Form 2599 (Report of Change in Enlisted Personnel.)

(m) Form 2508 (Abstract of Discharges,) when applicable.

(n) Sheet showing previous education and employment.

\*These forms need not be forwarded when applicant has had previous military service in Army, Navy, or Marine Corps unless an investigation has been deemed necessary.

(2) A service record (Form 2500C, Sheets 1, 2, 3, and 4) and a health record (Form 2525) will be opened for each man originally enlisted and will thereafter always accompany the man and be kept current.

**Ratings upon.** 4173. (1) Original enlistments will be made only in the following ratings and under the following conditions:

(a) Apprentice seamen--applicants who have the physical, mental, and moral qualifications.

(b) Surfmen--applicants who have the physical, mental and moral qualifications.

(c) Yeoman, third class--graduates of recognized business colleges and applicants who have held a yeoman rating in the Navy, who are competent typists and

stenographers and who possess the necessary physical, mental, and moral qualifications.

(d) Mess attendants, second class--applicants who have held the rating of mess attendants in the Navy and who have the physical, mental and moral qualifications.

(e) Mess attendants, third class--applicants who have the physical, mental and moral qualifications.

(2) Applicants for enlistment who have had previous Navy Service may be enlisted in ratings in which original enlistments are authorized.

4174. No original enlistments will be made in the rating of fireman. Vacancies in fireman ratings will be filled by changing the rating of apprentice seaman, and seaman, second class, who desire duty in the fire-room and meet the requirements for advancement to that rating. None in rating of fireman.

#### SWIMMING QUALIFICATIONS

418. A PERSON ORIGINALLY ENLISTED AS A SURFMAN SHALL BE REQUIRED TO DEMONSTRATE HIS ABILITY AS A GOOD SWIMMER AT THE EARLIEST OPPORTUNITY AFTER ENLISTMENT HAS BEEN EFFECTED. Surfman must demonstrate ability as swimmer.

4181. (1) At the earliest opportunity after original enlistment each surfman will be required to demonstrate his ability as a good swimmer by passing the following tests: Requirements.

(a) To swim 100 yards, dive properly from the surface, and swim 50 yards on his back.

(b) To dive from the surface of the water and bring up a 10 pound object from a depth of at least 7 feet.

(c) To carry a supposedly drowning person of at least his own weight 20 yards.

(d) To jump into the water with shoes, trousers, and coat on, and to remove these articles without touching bottom.

(2) The officier in charge of a station is expected to use proper discretion in conducting the tests, and will not require men to undergo them under unfavorable conditions or to remain in the water or in wet clothing too long at a time. He will not require any man to undergo all four tests in immediate succession, or in any one day, unless the person desires to do so and the officer in charge regards it as safe and expedient. He may, however, require a man to undergo tests (a) and (b) at any one time. Conduct of tests.

**Entry on enlistment record.** 4182. When a surfman serving in original enlistment has qualified as a good swimmer by passing the prescribed tests, the following entry will be made in the blank space provided for entry of swimming qualifications on all copies of his enlistment record: "Qualified as a good swimmer at \_\_\_\_\_ Station, 19\_\_\_\_." This entry will be repeated in the new enlistment record upon each reenlistment.

**Only good swimmer may be reenlisted.** 4183. (1) No man discharged from an original enlistment will be reenlisted in a life saving rating, unless his original enlistment bears the entry required by the preceding article or, in case this entry is missing, until he has qualified as a good swimmer by passing the prescribed tests, prior to reenlistment.

(2) A man discharged from other than an original enlistment may be reenlisted in a life saving rating, provided his previous enlistment bears the entry previously mentioned or one of the following two entries:

(a) "Regarded as a good swimmer by authority of Headquarter's letter\_\_\_\_, 19\_\_\_\_ (\_\_\_\_)."

(b) "Not a good swimmer, but permanently excused from taking the swimming tests by authority of Headquarters letter\_\_\_\_, 19\_\_\_\_, (\_\_\_\_)."

Such entry will be repeated in the new enlistment contract and record upon each reenlistment.

**Must qualify.** 4184. Each enlisted man serving in a life saving rating, or attached to a station, whose enlistment record does not bear one of the three entries previously mentioned, will be required to take the prescribed tests at the earliest practicable date. If a person fails to pass the prescribed tests, the matter will be referred to Headquarters by the district commander, with an appropriate recommendation.

**Swimming practice.** 4185. The crew of a station will keep in good swimming practice. To this end the officer in charge will conduct swimming practice at least once each month during the summer season when the temperature of the water permits. Particular attention should be paid to the method which would be employed in saving drowning persons.

419.

#### REENLISTMENTS

**Definition of.** 420. THE ENLISTMENT OF ANY PERSON WHO HAS PREVIOUSLY SERVED IN THE REVENUE CUTTER SERVICE, THE LIFE SAVING SERVICE, OR THE COAST GUARD



SHALL BE CONSIDERED A REENLISTMENT.

421. REENLISTMENTS SHALL BE EFFECTED BY THOSE AUTHORIZED TO EFFECT ORIGINAL ENLISTMENTS AND, IN THE CASE OF A PERSON REENLISTING ON THE DAY FOLLOWING DISCHARGE AT THE UNIT FROM WHICH DISCHARGED, BY THE ENLISTING OFFICER OF THE UNIT. (SEE ARTS. 411 and and 415.)

Authority for  
effecting.

4211. The reenlistment of a man may be effected at the unit from which the man was discharged on the day following discharge to fill the vacancy created by the man's discharge. Reenlistment at a later date may be effected only by officers authorized to effect original enlistments. The same procedure relative to disposition of physical examination record will be followed in the cases of reenlistment when the man is in a continuous service status as for original enlistment.

Day following  
discharge.

4212. A person discharged from the Coast Guard who fails to reenlist at the unit from which discharged the day following discharge will not be reenlisted without authority from Headquarters.

Later date.

4213. (1) In making reenlistments the following forms will be made out and forwarded to Headquarters as soon as the enlistment has been effected.

Papers to be  
prepared.

(a) Form 2529 (Designation of Beneficiaries), original and one copy.

(b) Form 2500 (Regular) or 2500 B (Special Temporary), dependent upon the character of enlistment.

(c) Form 2515A (Identification Record), except when reenlistment is on day following discharge at unit from which discharged.

(d) Form 2599 (Report of Change in Enlisted Personnel.)

(e) Form 2511A (Statement of Creditable Service.)

(2) A service record (Form 2500C, sheets 1, 2, 3, and 4) will be opened for each man reenlisted and thereafter will always accompany the man and be kept current. A health record (Form 2525) also will be opened for each man reenlisted except when reenlistment is effected on the day following discharge at the unit from which discharged, when the health record in use during the previous enlistment will be continued.

4214. An alien who has allowed seven years to elapse since the declaration of his intention to become a citizen of the United States reverts to the status of an alien who has not declared his intentions to become a

Alien with  
intentions  
declared.

naturalized citizen, and will not be reenlisted without authority from Headquarters. In presenting the case of such an alien for reenlistment, enlisting officers will furnish Headquarters all facts and circumstances obtainable relating to the case and show why citizenship has not been accomplished.

May be denied. 4215. The enlisting officer may refuse to reenlist a person when he has become cognizant of any valid objection to the person's reenlistment by reason of circumstances not known at the time of his discharge. In each such case a full report thereof will be made to Headquarters for final decision.

Discharge to be produced. 4216. No person who has served in the Coast Guard will be reenlisted unless he produces an honorable discharge, or an ordinary discharge with recommendation for reenlistment, unless such action is expressly authorized by Headquarters.

Entry on discharge. 4217. The enlisting officer will note in red ink on each certificate of discharge from a former enlistment, of whatever kind, produced to him by the applicant, the fact of enlistment or reenlistment in the Coast Guard, with the date and place thereof and the name of the unit.

Form and term of. 422. REENLISTMENTS SHALL BE EITHER SPECIAL TEMPORARY ENLISTMENTS OR ENLISTMENTS IN THE REGULAR ESTABLISHMENT, AND SHALL BE FOR SUCH NUMBER OF YEARS NOT TO EXCEED THREE, AS HEADQUARTERS MAY DIRECT. (USC TITLE 14, secs. 35 and 206). *(See Art. 426)*

Term. 4221. All reenlistments will be for a period of three years.

Man discharged from regular enlistment. 4222. A man discharged from a full enlistment in the regular establishment of the Coast Guard under honorable conditions entitling him to reenlistment may be reenlisted in the regular establishment on the day following discharge without physical reexamination, or at any time within three months from the date of discharge provided he is able to pass the prescribed physical examination. After the expiration of the three-month period he may be enlisted only in a special temporary enlistment.

Man discharged from special temporary enlistment. 4223. (1) A man discharged from a special temporary enlistment under honorable conditions entitling him to reenlistment who has completed less than six (6) years' continuous service in the Coast Guard may be reenlisted only in a special temporary enlistment provided he is able to pass the prescribed physical examination. If

he is unable to pass the physical examination without waiver he will not be reenlisted.

(2) A man discharged from a special temporary enlistment under honorable conditions entitling him to reenlistment who has completed six (6) or more years' continuous service in the Coast Guard may be reenlisted in the regular establishment provided he is able to pass the prescribed physical examination without waiver and reenlists within the continuous service period. If a waiver of physical condition is necessary and is granted he may be reenlisted only in a special temporary enlistment. If he is unable to pass the physical examination (with such waiver as may be granted) he will not be reenlisted.

423. A PERSON DISCHARGED FROM THE COAST GUARD UNDER HONORABLE CONDITIONS ENTITLING HIM TO REENLISTMENT MAY BE REENLISTED IN THE RATING IN WHICH DISCHARGED, WITHOUT REGARD TO AGE, PROVIDED HE REENLISTS WITHIN THREE MONTHS FROM DATE OF DISCHARGE. Ratings upon re-enlistment.

4231. A person discharged while holding a C. P. O. chief petty officer's rating, acting appointment, reenlisting under continuous service, will be reenlisted with the rating of petty officer, first class, and immediately issued a renewal of the acting appointment held in the previous enlistment. In such cases service under the previous acting appointment will be credited to the prescribed probationary period. (acting) re-enlisted as P.O. 1c.

424. A PERSON DISCHARGED FROM THE COAST GUARD UNDER HONORABLE CONDITIONS ENTITLING HIM TO REENLISTMENT WHO RE- Continuous Service Status.

ENLISTS WITHIN THREE MONTHS FROM THE DATE OF LAST DISCHARGE IS CONSIDERED AS BEING IN CONTINUOUS SERVICE STATUS AND IS ENTITLED TO ALL BENEFITS ACCRUING FROM SUCH A STATUS.

**When service not continuous.** 4241. A person reenlisting under other than continuous service will be reenlisted only in a rating authorized for original enlistments.

**Re-enlistment Allowances** 4242. An enlistment allowance of \$50, multiplied by the number of years served in the enlistment period from which last discharged, but not to exceed \$150, will be paid to every person of the first three grades reenlisting in continuous service status. An enlistment allowance of \$25, multiplied by the number of years served in the enlistment period from which last discharged, but not to exceed \$75, will be paid to every person of the other grades reenlisting in continuous service status. (Payment of the above allowances shall be suspended when appropriation therefor is not made).

**Waivers.** 4243. A waiver by Headquarters may be granted for any physical defect received in line of duty, or incident to service, during previous enlistment upon reenlistment in continuous service status. Cases of this kind will be referred to Headquarters together with a complete history of the case.

**Definition of "Discharge under Honorable Conditions"** 425. A PERSON DISCHARGED FROM THE COAST GUARD WITH A DISCHARGE OTHER THAN DISHONORABLE, BAD CONDUCT, OR UNDESIRABLE SHALL BE CONSIDERED AS "DISCHARGED UNDER HONORABLE CONDITIONS". ONLY A PERSON DISCHARGED FROM THE COAST GUARD WITH AN HONORABLE DISCHARGE OR AN ORDINARY DISCHARGE, WITH RECOMMENDATION

FOR REENLISTMENT, SHALL BE CONSIDERED AS "DISCHARGED UNDER HONORABLE CONDITIONS ENTITLING HIM TO REENLISTMENT."

#### EXTENSION OF ENLISTMENT

426. (1) THE TERM OF ENLISTMENT OF ANY ENLISTED MAN IN THE COAST GUARD MAY, BY VOLUNTARY WRITTEN AGREEMENT, UNDER SUCH REGULATIONS AS MAY BE PRESCRIBED BY THE SECRETARY OF THE TREASURY, BE EXTENDED FOR A PERIOD OF ONE, TWO OR THREE FULL YEARS FROM THE DATE OF EXPIRATION OF THE THEN-EXISTING TERM OF ENLISTMENT. (ACT OF JULY 30, 1937. 50 STAT. 547.)

*Extensions of Enlistment. The Law.*

(2) AN AGREEMENT TO EXTEND A TERM OF ENLISTMENT SHALL BE EXECUTED ON THE PRESCRIBED FORM AND FORWARDED THROUGH REGULAR CHANNELS TO HEADQUARTERS. ANY SUCH AGREEMENT SHALL BECOME BINDING UPON APPROVAL BY HEADQUARTERS. AN EXTENSION SHALL SERVE A DEFINITE PURPOSE, AND SHALL NOT BE DESIGNED MERELY TO SECURE A PECUNIARY ADVANTAGE TO THE APPLICANT. AN EXTENSION SHALL NOT PREJUDICE THE INTERESTS OF THE GOVERNMENT.

*Manner and purpose of extensions.*

(3) SUBSEQUENT TO THE DATE OF EXPIRATION OF THE THEN-EXISTING TERM OF ENLISTMENT, AN ENLISTED MAN WHO EXTENDS HIS TERM OF ENLISTMENT AS HEREIN AUTHORIZED SHALL BE ENTITLED TO AND SHALL RECEIVE THE SAME PAY AND ALLOWANCES IN ALL RESPECTS AS THOUGH REGULARLY DISCHARGED AND REENLISTED UPON EXPIRATION OF HIS TERM OF ENLISTMENT. (ACT OF JULY 30, 1937. 50 STAT. 547.)

*Pay and Allowances not affected.*

**No benefits,  
etc. lost by  
extension.** (4) NO SUCH EXTENSION SHALL OPERATE TO DEPRIVE THE ENLISTED MAN CONCERNED, UPON DISCHARGE AT THE TERMINATION THEREOF, OF ANY RIGHT, PRIVILEGE, OR BENEFIT TO WHICH HE WOULD HAVE BEEN ENTITLED IF HIS TERM OF ENLISTMENT HAD NOT BEEN SO EXTENDED. (ACT OF JULY 30, 1937, 50 STAT. 547.)

**Manner of  
extending  
enlistment.** 4261. Personnel desiring to extend their enlistments shall make request on Form 2500-A (Voluntary Agreement to Extend Enlistment). The original and one copy of this form must reach Headquarters at least ten days in advance of the date of expiration of enlistment. The copy bearing Headquarters action will then be returned to the unit to which the man is attached and will become the first page of the service record. The original will be filed with the record of the man at Headquarters.

**Reasons for  
extending  
enlistment.** 4262. A request for a voluntary extension of enlistment may be submitted for the following reasons:

**Schools.** (a) When a man is about to be detailed to a trade or service school or other duty where it is desirable that the Coast Guard be assured of a reasonable length of service after completion of the detail.

**Enlistment  
expiring out-  
side U. S.** (b) When the enlistment of a man expires while the vessel on which he is serving is on duty outside the continental limits of the United States.

**Where re-  
enlistment  
facilities  
unavailable** (c) When the enlistment of a man expires while he is on detailed duty at a place where regular reenlistment facilities are not available.

(d) When the reenlistment of a man serving in the special temporary establishment would require service in excess of the time which would entitle him to reenlist in the regular establishment.

(e) When a man has been placed on probation in a court-martial case and his enlistment expires before the termination of the probationary period.

(f) When unusual circumstances exist which, after careful investigation, warrant the submission of the request to Headquarters. Commanding officers will, in such cases, be careful to submit only worthy cases for consideration.

4263. The general policy of Headquarters in connection with the extension of enlistments is to require three year extensions, and a request, except as provided herein, for an extension for a lesser period should not be submitted. In the case of a man detailed to a trade or service school, serving in other than his first enlistment, a request to extend his enlistment should be for a period of not less than two years if the detail begins during the second year of the enlistment period, and not less than three years if such detail begins during the third year of the enlistment period. However, in the case of a man serving in a special temporary enlistment, where the application of this rule would require service beyond a period which would entitle him to reenlistment in the regular establishment, the matter will be referred to Headquarters for consideration and decision in that particular respect.

Physical Ex- 4264. A man in the special temporary estab-  
amination. lishment who desires to voluntarily extend his  
When enlistment upon the completion of the current  
required. enlistment period, shall be given a complete  
physical examination prior to such extension.  
The standard physical examination will be given  
and the findings reported on Form 2525-B. Such  
examination will be held not earlier than forty  
days prior to the expiration of the enlistment;  
the report thereof, original only, will be  
forwarded to Headquarters with the application  
for extension

Required of 4265. A man in the special temporary estab-  
men in lishment who voluntarily extends his enlistment  
Special to enter a trade school, or to serve a proba-  
Temporary tionary period as the result of a court-martial  
Establish- action, or for such other reasons as Headquarters  
ment to may authorize, will be given a complete physical  
trade examination. The standard physical examina-  
schools, etc. tion will be given at such time as the extension  
is requested; the report thereof, original only,  
will be forwarded to Headquarters with the ap-  
plication for extension.

Regular Es- 4266. A man in the regular establishment  
tablishment will not be required to undergo a physical ex-  
men exempt. amination prior to any extension.

#### ENLISTMENT CONTRACT AND SERVICE RECORD.

Manner of 427. THE ENLISTMENT CONTRACT AND SER-  
preparing VICE RECORD, WHICH IS TO ACCOMPANY EACH  
Enlistment PERSON DURING THE TERM OF HIS ENLISTMENT,  
Contract & SHALL BE PREPARED AT THE UNIT WHERE THE  
Service ENLISTMENT IS MADE. IT SHALL BE SIGNED  
Record. BY THE PERSON ENLISTING, BY THE ENLISTING  
OFFICER, AND BY THE COMMANDING OFFICER,  
THE DISTRICT COMMANDER, THE OFFICER IN  
CHARGE, OR THE RECRUITING OFFICER.



4271. (1) As there are two kinds of enlist- Forms in ment in the Coast Guard the following forms use. will be used to effect such enlistments:

(a) Special temporary enlistments in accordance with the provisions of the Act of Congress approved April 21, 1924, executed on Form 2500B.

(b) Enlistment for the regular establishment of the Coast Guard executed on Form 2500.

(2) The enlistment contract Form 2500 (white) for enlistment in the regular establishment, and Form 2500B (green) for special temporary enlistment, is a single sheet to be

made out in duplicate. The original is mailed to Headquarters and the copy is placed in the service record (Form 2500C) as its first page. The service record is loose leaf and consists of a durable cover (Form 2500C) and four sheets (Form 2500C, and sheets 1, 2, 3, and 4) bound with an Acco fastener. The loose leaf form permits the incorporation into the record of all correlated forms such as the designation of beneficiaries for death gratuity, Form 2529, consent of parent or guardian, Form 2551, etc., so that the entire service record of an enlisted man is embraced in one document. The service record is the same for regular and special temporary enlistment, and but one record is made out upon enlistment or reenlistment. This record accompanies the man throughout his enlistment or as long as he remains in the service under the enlistment. Upon discharge, or separation from the service prior to expiration of enlistment, the service record is completed and forwarded to Headquarters.

Preparation  
and handling.

4272. The service record will be signed by the commanding officer, district commander, or officer in charge upon the transfer, discharge, desertion, death, or retirement of the person.

Signatures.

4273. The following entries will be made in the service record and signed by the responsible officer:

Entries in.

(a) When occurring:

*add A. #3*

- (1) Waiver of physical disability granted (art. 1).
- (2) Vaccination and inoculation (article 2).
- (3) Changes in rating and appointment or revocation of appointment as warrant officer (article 4).
- (4) Qualification as good swimmer (article 6).
- (5) Punishments adjudged by Coast Guard courts and dates of approval of all authorities necessary to render the sentences operative (article 7).
- (6) Meritorious conduct, award of medals, commendation by Headquarters, etc. (article 8).
- (7) Special qualifications including those gained by attendance at service schools. The entry concerning schools will include class standing and final average mark, (article 9).
- (8) Details to duties not usually connected with the rating including attendance at service schools. (Article 10). If course at school

When  
occurring.

not completed, entry to that effect will be made.

- (9) Leave accruing or taken (article 11.)
- (10) Unauthorized absence from duty (article 12.)
- (11) Extension of enlistment and reason therefore (article 12.)

(b) Quarterly:

Quarterly.

- (1) Efficiency marks (article 5.) (See articles 5181 et seq.)

(c) Upon expiration of enlistment and discharge:

Upon  
discharge.

- (1) Efficiency marks, including estimate of qualification for warrant grade in case of permanently rated chief petty officers (article 5). (See articles 5181 et seq.)
- (2) Information relative to discharge (art. 14).
- (3) Record of service (article 18).
- (4) Certificate upon termination of service (article 20).
- (5) In case there has been no unauthorized absence from duty an entry will be made under article 12 as follows:

"No unauthorized absence while attached to this unit."

(d) On transfer:

On transfer.

- (1) Efficiency marks, including estimate of qualification for warrant grade in case of permanently rated chief petty officers (article 5). (See articles 5181 et seq.)
- (2) Information relative to transfer (article 3.)
- (3) In case there has been no unauthorized absence from duty an entry will be made under article 12 as follows:

"No unauthorized absence while attached to this unit."

(e) On desertion:

On desertion.

- (1) Information relative to desertion (art. 15).
- (2) Certificate of desertion (article 19).

(f) On death:

On death.

- (1) Efficiency marks (article 5). (See articles 5181 et seq.)
- (2) Information relative to death (article 17).
- (3) Certificate upon termination of service (article 20).

(g) On retirement:

On  
retirement.

- (1) Efficiency marks, including estimate of

qualification for warrant grade in case of permanently rated chief petty officers (article 5.) (See articles 5181 et seq.)

- (2) Information relative to retirement (art. 16.) The signature of the Commanding Officer will appear under article 16.

(h) Upon detachment of responsible officer: Upon detach-

- (1) Estimate of qualification for warrant grade in case of permanently rated chief petty officer (article 5). (See art. 5195.) ment of  
responsible  
officer.

(i) After a naval or a military action or campaign and after service on shore with an expeditionary force or a force of occupation, an entry shall be made on each person's service record of the character, duration, and dates of the service, and the names of any engagements in which he took part. A certified transcript of these entries shall be appended to the person's discharge. After  
military  
campaign.

4274. Any error or discrepancy which may at any time be observed in any enlistment contract and service record will be at once reported to Headquarters and authority requested to make the necessary correction. All corrections made on these records or similar documents will be initialed in red ink, by the person making the correction. Correction of  
errors.

4275. The full names and addresses of the following will be entered on the enlistment contract: Information  
to be given.

- (a) Wife, if any.  
(b) Each child under 21 years of age, if any, giving age of each.  
(c) Mother, if living.  
(d) Nearest of kin or person interested, if there are none of the above.

4276. (1) In case of transfer the service record will be forwarded to the unit to which the man is transferred. Upon discharge, desertion, death, or retirement it will be forwarded to Headquarters. Disposition of.

(2) In the event of the loss of any service record, application will be made for a copy.

428.

## FINGERPRINT AND IDENTIFICATION RECORDS

Made in accordance with instructions. **429. FINGERPRINT AND IDENTIFICATION RECORDS SHALL BE MADE AND KEPT IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HEADQUARTERS.**

Forwarded to Headquarters. **4291. An identification record, consisting of fingerprints and personal description, is to be made on the prescribed form and forwarded to Headquarters with the enlistment contract in the case of each enlistment.**

Impression on discharge. **4292. For identification purposes a rolled impression of the right index finger will be made on each discharge issued.**

Form 2515A. **4293. In all cases where an enlisted man discharged from the Coast Guard reenlists at a unit other than one from which discharge was effected, Form 2515A will be completed and forwarded to Headquarters with reenlistment papers.**

Instructions for making fingerprints. **4294. The following requirements relative to identification and fingerprint records will be strictly observed:**

(1) An identification record consisting of fingerprints and personal description will be made on Form 2515 and forwarded to Headquarters in the case of each commissioned, chief warrant and warrant officer, cadet, and enlisted person. It will be forwarded with the enlistment contract in each case of enlistment or reenlistment, except when a person reenlists on the day following his discharge at the unit from which discharged.

(2) The apparatus for taking a fingerprint consists of an ink plate and a roller for spreading the ink on the plate. The roller and ink plate must be kept clean and free from dust, grit, dirt, hairs, and the ink tube closed when not in use. If the ink is cold, it will be slightly heated before using. When the day's work is finished, the ink must be cleaned from the plate and the roller by means of a cloth and benzine, and the roller rubbed with a little sweet oil or lubricating oil before laying it away, to prevent the composition from becoming hard.

(3) Preparatory to taking fingerprints a small quantity of ink should be squeezed from the tube and carefully worked into a thin film on the plate by use of the roller. The spreading of the ink may be facilitated

qualification for warrant grade in case of permanently rated chief petty officers (article 5.) (See articles 5181 et seq.)

- (2) Information relative to retirement (art. 16.)  
The signature of the Commanding Officer will appear under article 16.

(h) Upon detachment of responsible officer: Upon detach-

- (1) Estimate of qualification for warrant grade in case of permanently rated chief petty officer (article 5). (See art. 5195.) ment of  
responsible  
officer.

(i) After a naval or a military action or campaign and after service on shore with an expeditionary force or a force of occupation, an entry shall be made on each person's service record of the character, duration, and dates of the service, and the names of any engagements in which he took part. A certified transcript of these entries shall be appended to the person's discharge. After  
military  
campaign.

4274. Any error or discrepancy which may at any time be observed in any enlistment contract and service record will be at once reported to Headquarters and authority requested to make the necessary correction. All corrections made on these records or similar documents will be initialed in red ink, by the person making the correction. Correction of  
errors.

4275. The full names and addresses of the following will be entered on the enlistment contract: Information  
to be given.

- (a) Wife, if any.  
(b) Each child under 21 years of age, if any, giving age of each.  
(c) Mother, if living.  
(d) Nearest of kin or person interested, if there are none of the above.

4276. (1) In case of transfer the service record will be forwarded to the unit to which the man is transferred. Upon discharge, desertion, death, or retirement it will be forwarded to Headquarters. Disposition of.

(2) In the event of the loss of any service record, application will be made for a copy.

428.

## FINGERPRINT AND IDENTIFICATION RECORDS

Made in accordance with instructions. **429. FINGERPRINT AND IDENTIFICATION RECORDS SHALL BE MADE AND KEPT IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HEADQUARTERS.**

Forwarded to Headquarters. **4291. An identification record, consisting of fingerprints and personal description, is to be made on the prescribed form and forwarded to Headquarters with the enlistment contract in the case of each enlistment.**

Impression on discharge. **4292. For identification purposes a rolled impression of the right index finger will be made on each discharge issued.**

Form 2515A. **4293. In all cases where an enlisted man discharged from the Coast Guard reenlists at a unit other than one from which discharge was effected, Form 2515A will be completed and forwarded to Headquarters with reenlistment papers.**

Instructions for making fingerprints. **4294. The following requirements relative to identification and fingerprint records will be strictly observed:**

(1) An identification record consisting of fingerprints and personal description will be made on Form 2515 and forwarded to Headquarters in the case of each commissioned, chief warrant and warrant officer, cadet, and enlisted person. It will be forwarded with the enlistment contract in each case of enlistment or reenlistment, except when a person reenlists on the day following his discharge at the unit from which discharged.

(2) The apparatus for taking a fingerprint consists of an ink plate and a roller for spreading the ink on the plate. The roller and ink plate must be kept clean and free from dust, grit, dirt, hairs, and the ink tube closed when not in use. If the ink is cold, it will be slightly heated before using. When the day's work is finished, the ink must be cleaned from the plate and the roller by means of a cloth and benzine, and the roller rubbed with a little sweet oil or lubricating oil before laying it away, to prevent the composition from becoming hard.

(3) Preparatory to taking fingerprints a small quantity of ink should be squeezed from the tube and carefully worked into a thin film on the plate by use of the roller. The spreading of the ink may be facilitated

by frequently turning over the roller and by turning the plate so as to change the direction of the stroke. If too much ink is used, the impression will be blurred and consequently unsatisfactory. The thickness of the ink after being spread on the plate should be less than one-half the elevation of the ridges, and this can be tested by taking impressions. In a satisfactory impression the ridges will show as distinct black lines with no blurring over the intervening white spaces. A stamp pad will not be used at any time in taking fingerprints.

(4) The recruit will wash his hands thoroughly with soap and brush using, if practicable, running water, special care being taken to rinse off all soap or lather with cold water. Failure to do this will cause white blotches to appear in the impressions. Immediately before placing the fingers on the inked plate they will be well wiped with a cloth dampened with benzine which should remove all traces of grease, water, or perspiration.

(5) Two kinds of impressions will be taken--"plain" and "rolled". A plain impression is obtained by placing the bulb of the finger, with the fingers straight or flat, on the inked plate and then on the form in the same manner. A rolled impression is obtained by placing the side of the finger on the inked plate, with the plane of the nail at right angles to the plane of the plate, and rolling the finger over from one side to the other until the plane of the nail is again at right angles to the plane of the plate, but with the bulb surface of the finger facing in the opposite direction, thus inking the surface of the finger, and then rolling the finger over the paper in the same manner, in this way obtaining a clear impression of the ridges on the surface of the finger. This latter impression will include both the palmer surface and the sides of the finger between the tip and flexure of the first joint. Always roll the fingers from the awkward position to the natural position. It is absolutely necessary that the fingerprints be clear, that the ridges be distinctly outlined, and that the rolled impressions be taken to the first joint, and rolled from nail to nail. Black impressions are better than light ones if the spaces between the ridges are free from blur. When the skin of the fingers is



in poor condition, special effort will be made to get the best results, forwarding several impressions if necessary.

(6) The recruit will be required to sign his name, and then to roll the impression of the right index finger in the space above his signature. This will eliminate entirely the possibility of the recruit signing other than his own identification record. Only one recruit at a time will be present in the room where prints are being made, and each record will be completed before the next person enters or is taken up. In this way no other record than the one in question is available or within reach of the recruit being recorded, and he can sign no record but his own. Records will not be allowed to lie around, but will be forwarded at once after completion of the examination.

(7) In taking impressions the operator himself will manipulate the hands of the recruit, who will be directed to relax his fingers and not attempt to assist by adding to the pressure on the inked plate or on the paper. In order that the ink may be taken up on the finger evenly and in sufficient quantity, an unused part of the plate will be selected each time for inking the finger, and when no unused part remains the ink will be redistributed with the roller or the plate reinked. There will be no clots of ink on the plate where the fingers are to be rolled.

(8) In recording fingerprint impressions on Form 2515, the form will be placed on a flat surface at about the height of the elbow of the recruit when he is standing with his arms hanging at his sides. The rolled impressions of the fingers of the right hand will be taken first, and then the plain impressions of the right hand in the space provided therefor in the lower right-hand corner of the form. When this has been done the rolled impressions of the fingers of the left hand will be recorded on the space at the lower left-hand corner of the form. In recording rolled impressions each finger will be recorded in the spaces provided on the form, starting with the right thumb (No. 1) and recording in numerical order.

(9) In recording plain impressions the finger will be held close together and straight or flat (not bowed or arched) and applied in this position to the

inked plate and in like manner recorded on the form. A slight pressure at the base of the nail, both in inking the finger and in making the impression will insure good results. When this has been done the thumb will be recorded separately in the same way. Plain impressions will be taken to the first joint. If a finger is missing, that fact will be noted in the space for that finger; if, however, any portion of the first joint remains, the finger will not be recorded as "missing" but the mutilated or deformed end will be inked and recorded in the usual manner.

(10) The entries on the reverse side of Form 2515 will be filled out, and the personal description completed. In case of prior service, the branch of the service will be indicated, as well as the length of such service. The principal identification marks, particularly those that are prominent and unusual, will be entered on the back of the form, tattoo being described in full and missing or deformed fingers noted. Before making these entries, the ink on the fingerprint side of the form will be allowed to become sufficiently dry to prevent blurring by rubbing. A few minutes will be enough if the form is handled carefully and not rubbed about on the desk. A sheet of blotting paper placed under the form will protect it to some extent. If an impression becomes blurred at any time, a new form will be completed and the imperfect one destroyed.

(11) Enlisting officers will explain to all applicants that if they attempt to conceal previous service in the Army, Navy, Marine Corps, or Coast Guard they are certain to be detected through the fingerprint system and will be subject to trial by a Coast Guard court with the probability of receiving a sentence involving imprisonment.

(12) The efficiency of the files at Headquarters depends upon the care taken in the preparation of fingerprint records. Those charged with this duty will endeavor to secure the best impressions obtainable.

(13) It will be explained to each recruit that fingerprints of every enlisted person in the service are on file at Headquarters and have often been of value in determining identity in case of accidental death, making possible the settlement of the person's accounts, the collection of insurance by his beneficiaries, and

in other ways. It should be pointed out that by keeping undesirables out of the service the fingerprint system is a direct benefit to everyone in the service.

(14) In cases of the identification of bodies of persons recovered from the water, the skin of the fingertips will be greatly wrinkled or shriveled, so that without some treatment it may be difficult, and even impossible, to obtain satisfactory prints. This may be overcome by injecting water with a hypodermic syringe beneath the skin of the bulb of the finger, which will smooth out the skin so that a good impression may be made.

(15) Each yeoman and each pharmacist's mate must be proficient in the taking of fingerprints. Each will be instructed in this special duty, and when one becomes qualified a report to that effect will be forwarded to Headquarters.

430.

431.

#### IDENTIFICATION PHOTOGRAPHS

To be furnished prior to enlistment. 432. AN APPLICANT FOR ORIGINAL ENLISTMENT, AND AN APPLICANT FOR REENLISTMENT WHO HAS NOT PREVIOUSLY DONE SO, SHALL FURNISH THREE PHOTOGRAPHS OF HIMSELF PRIOR TO ENLISTMENT.

Description to accompany. 4321. The photographs furnished prior to enlistment will be uniform in size (2 inches square) and will contain on the reverse side the following information:

Name

Service number

Color of eyes

Height

Weight

Date of birth

No head covering will be worn and the subject will face the camera when the photographs are taken.

Disposition of. 4322. One copy of the photograph will be attached to the inside cover of the man's service record and the other two forwarded to Headquarters with the enlistment papers. Photographs forwarded to Headquarters will not be clipped to records with a clipping machine.

433.

434.

## SERVICE NUMBER

435. EACH ENLISTED MAN IN THE COAST GUARD SHALL BE ASSIGNED A SERVICE NUMBER. To be assigned to every man.

4351. Service numbers will consist of six numerals and will commence with the number 100-000. In writing the service number a hyphen will be inserted between the first three and the last three numerals. Form of.

4352. Men originally enlisted will be assigned service numbers by the enlisting officer at the time of enlistment. Men reenlisted who have previously been assigned a service number will be assigned a number by Headquarters. This number should be ascertained by the enlisting officer in order that it may be inserted in all records at the time of enlistment. Assignment of

4353. A man's service number will appear in parentheses immediately after the man's name in all official correspondence and records as follows: To be used in correspondence.

"John Smith (000-000), Sea. 2c" (See art. 2405 (14) Regulations.)

436.

## RATINGS

437. THE FOLLOWING RATINGS HAVE BEEN ESTABLISHED IN THE COAST GUARD: Established ratings.

## SEAMAN BRANCH:

CHIEF BOATSWAIN'S MATE - - - - -	C.B.M.	Seaman
CHIEF BOATSWAIN'S MATE (LIFESAVING) -	C.B.M. (L)	branch.
BOATSWAIN'S MATE, FIRST CLASS - - - - -	B.M. 1c.	
BOATSWAIN'S MATE, FIRST CLASS (LIFE SAVING) - - - - -	B.M. 1c (L)	
BOATSWAIN'S MATE, SECOND CLASS - - - - -	B.M. 2c.	
BOATSWAIN'S MATE, SECOND CLASS (LIFE SAVING) - - - - -	B.M. 2c. (L)	
COXSWAIN - - - - -	COX.	
CHIEF GUNNER'S MATE - - - - -	C.G.M.	
GUNNER'S MATE, FIRST CLASS - - - - -	G.M. 1c.	
GUNNER'S MATE, SECOND CLASS - - - - -	G.M. 2c.	
GUNNER'S MATE, THIRD CLASS - - - - -	G.M. 3c.	
CHIEF QUARTERMASTER - - - - -	C.Q.M.	
QUARTERMASTER, FIRST CLASS - - - - -	Q.M. 1c.	
QUARTERMASTER, SECOND CLASS - - - - -	Q.M. 2c.	
QUARTERMASTER, THIRD CLASS - - - - -	Q.M. 3c.	
SEAMAN, FIRST CLASS - - - - -	SEA. 1c.	

SURFMAN- - - - - SURF.  
 SEAMAN, SECOND CLASS - - - - - SEA. 2c.  
 APPRENTICE SEAMAN - - - - - A.S.

## ARTIFICER BRANCH:

Artificer  
branch.

CHIEF ELECTRICIAN'S MATE - - - - - C.E.M.  
 ELECTRICIAN'S MATE, FIRST CLASS - - - E.M. 1c.  
 ELECTRICIAN'S MATE, SECOND CLASS- - - E.M. 2c.  
 ELECTRICIAN'S MATE, THIRD CLASS - - - E.M. 3c.  
 CHIEF ELECTRICIAN'S MATE

(TELEPHONE) - - - - - C.E.M. (TEL.)  
 ELECTRICIAN'S MATE, FIRST CLASS

(TELEPHONE)- - - - - E.M. 1c. (TEL.)  
 ELECTRICIAN'S MATE, SECOND CLASS

(TELEPHONE) - - - - - E.M. 2c. (TEL.)  
 ELECTRICIAN'S MATE, THIRD CLASS

(TELEPHONE) - - - - - E.M. 3c. (TEL.)

CHIEF RADIOMAN- - - - - C.R.M.

RADIOMAN, FIRST CLASS - - - - - R.M. 1c.

RADIOMAN, SECOND CLASS - - - - - R.M. 2c.

RADIOMAN, THIRD CLASS - - - - - R.M. 3c.

CHIEF CARPENTER'S MATE - - - - - C.C.M.

CARPENTER'S MATE, FIRST CLASS - - - - C.M. 1c.

CARPENTER'S MATE, SECOND CLASS - - - - C.M. 2c.

CARPENTER'S MATE, THIRD CLASS - - - - C.M. 3c.

## ARTIFICER BRANCH, ENGINE-ROOM FORCE:

Artificer  
branch,  
engine-room  
force.

CHIEF MACHINIST'S MATE - - - - - C.M.M.

MACHINIST'S MATE, FIRST CLASS - - - - M.M. 1c.

MACHINIST'S MATE, SECOND CLASS - - - - M.M. 2c.

CHIEF MOTOR MACHINIST'S MATE - - - - C.Mo.M.M.

MOTOR MACHINIST'S MATE, FIRST

CLASS - - - - - Mo.M.M. 1c.

MOTOR MACHINIST'S MATE, SECOND

CLASS - - - - - Mo.M.M. 2c.

CHIEF MOTOR MACHINIST'S MATE,

(LIFE SAVING)- - - - - C.Mo.M.M. (L)

MOTOR MACHINIST'S MATE, FIRST

CLASS (LIFE SAVING) - - - - - Mo.M.M. 1c. (L)

MOTOR MACHINIST'S MATE, SECOND

CLASS (LIFE SAVING) - - - - - Mo.M.M. 2c. (L)

CHIEF WATER TENDER - - - - - C.W.T.

WATER TENDER, FIRST CLASS - - - - - W.T. 1c.

WATER TENDER, SECOND CLASS- - - - - W.T. 2c.

FIREMAN, FIRST CLASS- - - - - F. 1c.

FIREMAN, SECOND CLASS- - - - - F. 2c.

FIREMAN, THIRD CLASS - - - - - F. 3c.

AVIATION BRANCH:

~~CHIEF AVIATION PILOT - - - - - C. A. P. Aviation~~  
~~AVIATION PILOT, FIRST CLASS - - - - - A. P. 1c. branch.~~  
 AVIATION CHIEF MACHINIST'S MATE - - - A.C.M.M.  
 AVIATION MACHINIST'S MATE, FIRST CLASS - A.M.M. 1c.  
 AVIATION MACHINIST'S MATE, SECOND CLASS - A.M.M. 2c.  
 AVIATION MACHINIST'S MATE, THIRD CLASS - A.M.M. 3c.  
 AVIATION CHIEF CARPENTER'S MATE - - - A.C.C.M.  
 AVIATION CARPENTER'S MATE, FIRST  
 CLASS - - - - - A.C.M. 1c.  
 AVIATION CARPENTER'S MATE, SECOND  
 CLASS - - - - - A.C.M. 2c.  
 AVIATION CARPENTER'S MATE, THIRD  
 CLASS - - - - - A.C.M. 3c.

SPECIAL BRANCH:

CHIEF YEOMAN - - - - - C. Y. Special  
 YEOMAN, FIRST CLASS - - - - - Y. 1c. branch.  
 YEOMAN, SECOND CLASS - - - - - Y. 2c.  
 YEOMAN, THIRD CLASS - - - - - Y. 3c.  
 CHIEF STOREKEEPER - - - - - C. S. K.  
 STOREKEEPER, FIRST CLASS - - - - - S. K. 1c.  
 STOREKEEPER, SECOND CLASS - - - - - S. K. 2c.  
 STOREKEEPER, THIRD CLASS - - - - - S. K. 3c.  
 CHIEF PHARMACIST'S MATE - - - - - C. Ph. M.  
 PHARMACIST'S MATE, FIRST CLASS - - - - Ph. M. 1c.  
 PHARMACIST'S MATE, SECOND CLASS - - - - Ph. M. 2c.  
 PHARMACIST'S MATE, THIRD CLASS - - - - Ph. M. 3c.  
 BANDMASTER - - - - - Bmstr.  
 FIRST MUSICIAN - - - - - 1st. Mus.  
 MUSICIAN, FIRST CLASS - - - - - Mus. 1c.  
 MUSICIAN, SECOND CLASS - - - - - Mus. 2c.

COMMISSARY BRANCH:

CHIEF COMMISSARY STEWARD - - - - - C. C. Std. Commissary  
 SHIP'S COOK, FIRST CLASS - - - - - S. C. 1c. branch.  
 SHIP'S COOK, SECOND CLASS - - - - - S. C. 2c.  
 SHIP'S COOK, THIRD CLASS - - - - - S. C. 3c.

MESSMAN BRANCH:

OFFICERS' STEWARD, FIRST CLASS - - - Off. Std. 1c. Messman  
 OFFICERS' STEWARD, SECOND CLASS - Off. Std. 2c. branch.  
 OFFICERS' STEWARD, THIRD CLASS - - Off. Std. 3c.  
 MESS ATTENDANT, FIRST CLASS - - - - M. Att. 1c.  
 MESS ATTENDANT, SECOND CLASS - - - - M. Att. 2c.  
 MESS ATTENDANT, THIRD CLASS - - - - M. Att. 3c.

Use in official record. 4371. Only those designations and abbreviations given in article 437, Regulations, will be used in official records and correspondence.

Established precedence. 438. THE PRECEDENCE OF THE VARIOUS RATINGS ESTABLISHED IN THE COAST GUARD SHALL BE IN ACCORDANCE WITH THE FOLLOWING LIST:

#### CHIEF PETTY OFFICERS

Chief petty officers.

##### SEAMAN BRANCH:

CHIEF BOATSWAIN'S MATE  
 CHIEF BOATSWAIN'S MATE (LIFE SAVING)  
 CHIEF GUNNER'S MATE  
 CHIEF QUARTERMASTER

##### ARTIFICER BRANCH:

CHIEF MACHINIST'S MATE  
 CHIEF MOTOR MACHINIST'S MATE  
 CHIEF MOTOR MACHINIST'S MATE (LIFE SAVING)  
 CHIEF WATER TENDER  
 CHIEF ELECTRICIAN'S MATE  
 CHIEF RADIOMAN  
 CHIEF CARPENTER'S MATE  
 CHIEF ELECTRICIAN'S MATE (TELEPHONE)

##### AVIATION BRANCH:

~~CHIEF AVIATION PILOT;~~  
 AVIATION CHIEF MACHINIST'S MATE  
 AVIATION CHIEF CARPENTER'S MATE

##### SPECIAL BRANCH:

CHIEF YEOMAN  
 CHIEF STOREKEEPER  
 CHIEF COMMISSARY STEWARD  
 BANDMASTER  
 CHIEF PHARMACIST'S MATE

#### PETTY OFFICERS, FIRST CLASS

Petty officers.  
 first class.

##### SEAMAN BRANCH:

BOATSWAIN'S MATE, FIRST CLASS  
 BOATSWAIN'S MATE, FIRST CLASS (LIFE SAVING)  
 GUNNER'S MATE, FIRST CLASS  
 QUARTERMASTER, FIRST CLASS

##### ARTIFICER BRANCH:

MACHINIST'S MATE, FIRST CLASS  
 MOTOR MACHINIST'S MATE, FIRST CLASS

MOTOR MACHINIST'S MATE, FIRST CLASS (LIFE SAVING)  
 WATER TENDER, FIRST CLASS  
 ELECTRICIAN'S MATE, FIRST CLASS  
 RADIOMAN, FIRST CLASS  
 CARPENTER'S MATE, FIRST CLASS  
 ELECTRICIAN'S MATE, FIRST CLASS (TELEPHONE)

AVIATION BRANCH:

~~AVIATION PILOT, FIRST CLASS~~  
 AVIATION MACHINIST'S MATE, FIRST CLASS  
 AVIATION CARPENTER'S MATE, FIRST CLASS

SPECIAL BRANCH:

YEOMAN, FIRST CLASS  
 STOREKEEPER, FIRST CLASS  
 FIRST MUSICIAN  
 SHIP'S COOK, FIRST CLASS  
 PHARMACIST'S MATE, FIRST CLASS

PETTY OFFICERS, SECOND CLASS

SEAMAN BRANCH:

BOATSWAIN'S MATE, SECOND CLASS  
 BOATSWAINS'S MATE, SECOND CLASS (LIFE SAVING)  
 GUNNER'S MATE, SECOND CLASS  
 QUARTERMASTER, SECOND CLASS

ARTIFICER BRANCH:

MACHINIST'S MATE, SECOND CLASS  
 MOTOR MACHINIST'S MATE, SECOND CLASS  
 MOTOR MACHINIST'S MATE, SECOND CLASS (LIFE  
 SAVING)  
 WATER TENDER, SECOND CLASS  
 ELECTRICIAN'S MATE, SECOND CLASS  
 RADIOMAN, SECOND CLASS  
 CARPENTER'S MATE, SECOND CLASS  
 ELECTRICIAN'S MATE, SECOND CLASS (TELEPHONE)

AVIATION BRANCH:

AVIATION MACHINIST'S MATE, SECOND CLASS  
 AVIATION CARPENTER'S MATE, SECOND CLASS

SPECIAL BRANCH:

YEOMAN, SECOND CLASS  
 STOREKEEPER, SECOND CLASS  
 SHIP'S COOK, SECOND CLASS  
 PHARMACIST'S MATE, SECOND CLASS

Petty officers,  
 second class.



PETTY OFFICERS, THIRD CLASS

Petty officers,  
third class. SEAMAN BRANCH:  
COXSWAIN  
GUNNER'S MATE, THIRD CLASS  
QUARTERMASTER, THIRD CLASS  
ARTIFICER BRANCH:  
ELECTRICIAN'S MATE, THIRD CLASS  
RADIOMAN, THIRD CLASS  
CARPENTER'S MATE, THIRD CLASS  
ELECTRICIAN'S MATE, THIRD CLASS (TELEPHONE)  
AVIATION BRANCH:  
AVIATION MACHINIST'S MATE, THIRD CLASS  
AVIATION CARPENTER'S MATE, THIRD CLASS  
SPECIAL BRANCH:  
YEOMAN, THIRD CLASS  
STOREKEEPER, THIRD CLASS  
SHIP'S COOK, THIRD CLASS  
PHARMACIST'S MATE, THIRD CLASS

NONRATED MEN, FIRST CLASS

Nonrated  
men, first  
class. SEAMAN BRANCH:  
SEAMAN, FIRST CLASS  
SURFMAN  
ARTIFICER BRANCH:  
FIREMAN, FIRST CLASS  
SPECIAL BRANCH:  
MUSICIAN, FIRST CLASS  
MESSMAN BRANCH:  
OFFICERS' STEWARD, FIRST CLASS  
OFFICERS' STEWARD, SECOND CLASS  
OFFICERS' STEWARD, THIRD CLASS  
MESS ATTENDANT, FIRST CLASS

NONRATED MEN, SECOND CLASS

Nonrated  
men, second  
class. SEAMAN BRANCH:  
SEAMAN, SECOND CLASS  
ARTIFICER BRANCH:  
FIREMAN, SECOND CLASS  
MESSMAN BRANCH:  
MESS ATTENDANT, SECOND CLASS

## NONRATED MEN, THIRD CLASS

SEAMAN BRANCH:  
 APPRENTICE SEAMAN  
 ARTIFICER BRANCH:  
 FIREMAN, THIRD CLASS  
 MESSMAN BRANCH:  
 MESS ATTENDANT, THIRD CLASS

Nonrated men,  
 third class.

4381. Precedence between men of the same rating will be determined by dates of rating. Precedence in same rating.

439.

## ADVANCEMENTS IN RATING

440. NO ENLISTED MAN IN THE COAST GUARD SHALL BE ADVANCED IN RATING UNTIL HE HAS DEMONSTRATED THAT HE HAS THE NECESSARY QUALIFICATIONS FOR THE HIGHER GRADE AND THAT HE FULFILLS ALL THE REQUIREMENTS FOR PROMOTION TO THAT GRADE, AS SET FORTH IN INSTRUCTIONS ISSUED BY HEADQUARTERS. Fitness to be shown.

4401. The qualifications for promotion to each rating and the methods of conducting the examination, where examination is necessary, are set forth in Chapter VI of these Instructions. Qualifications.

4402. The following table shows the requirements necessary for promotion to the several grades. Requirements.

(1) No man will be advanced in rating who has received marks lower than those shown in columns (a) and (b) for the period, immediately preceding the date on which recommended for advancement, shown in column (c).

(2) ~~No man will be advanced in rating who has not served in the next lower rating the period shown in column (d) and who has not the total Coast Guard service shown in column (e).~~ See A #13

(3) A man disrated for any other than by sentence of a general or summary court will be required to serve in the rating to which reduced, the period shown in column (f) before again being eligible for advancement.

(4) A man disrated by sentence of a general court will be required to serve, in the rating to which reduced, the period shown in column (g) before again being eligible for advancement.

(5) A man disgraced by sentence of a summary court will be required to serve, in the rating to which reduced, the period shown in column (h) before again being eligible for advancement.

### REQUIREMENTS FOR PROMOTION

	Minimum mark in proficiency in rating	Minimum mark in conduct	Period	Minimum period of <del>continuous</del> service in next lower grade	Minimum period of total service	Service after disrating other than by general or summary court	Service after disrating by general court	Service after disrating by summary court
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Advancement or readvancement to:			Mos.	Mos.	Mos.	Mos.	Mos.	Mos.
Nonrated, second class	2.5	3.0	3		3	3	12	6
Nonrated, first class	3.0	3.0	3	3	6	3	12	6
Petty officer, third class	3.0	3.5	6	6	12	6	12	9
Petty officer, second class	3.0	3.5	6	6	18	6	12	9
Petty officer, first class	3.0	4.0	6	6	24	6	12	9
Chief petty officer, acting	3.5	4.0	12	12	36	12	12	12
Chief petty officer, permanent	3.5	4.0	12	12	48			

Sea service required. 4403. (1) A chief petty officer, acting, before being eligible for permanent appointment, must have served at least one year at sea in such rating. (Sea service not required of men with life saving, aviation, or telephone ratings.)

(2) A petty officer, first class, before being eligible for advancement to chief petty officer, acting appointment, must have served at least one year at sea in ratings above petty officer, third class. (Sea service

not required of men with life saving, aviation, or telephone ratings.)

441. NO ADVANCEMENTS IN RATING SHALL BE MADE RETROACTIVE. ACCORDINGLY, NO ADVANCEMENT TO A RATING OF PETTY OFFICER, FIRST CLASS, OR A LOWER RATING SHALL BE MADE AS OF A DATE PRECEDING THAT ON WHICH EXAMINATION FOR ADVANCEMENT WAS HELD. NO ADVANCEMENT TO ACTING CHIEF PETTY OFFICER SHALL BE MADE PRIOR TO RECEIPT OF AUTHORITY FROM HEADQUARTERS.

4411. Requests for authority to make advancements retroactive cannot be given favorable consideration and such requests should not be forwarded to Headquarters. Advancement to acting chief petty officers will be authorized by Headquarters "upon receipt hereof" and advancements so authorized will be effected as of the date such authority is received by the unit concerned and not of any other date.

4412. The Comptroller General has decided that an advancement in rating contrary to regulations and instructions, which is subsequently cancelled, does not entitle the enlisted man to pay of the higher rating for the period he was so rated unlawfully.

442. ADVANCEMENTS IN RATING BELOW THE RATING OF CHIEF PETTY OFFICER, ACTING APPOINTMENT, SHALL BE MADE ONLY BY THE COMMANDING OFFICER OF THE UNIT TO WHICH THE MAN IS PERMANENTLY ATTACHED, EXCEPT AS OTHERWISE AUTHORIZED BY HEADQUARTERS.

4421. Men performing temporary duty at a unit other than that to which regularly attached, notwithstanding the nature or length of such temporary duty, will not be advanced in rating without specific authority from Headquarters for such advancement.

443. COMMANDING OFFICERS AND DISTRICT COMMANDERS ARE AUTHORIZED TO MAKE SUCH ADVANCEMENTS IN RATING BELOW THE RATING OF CHIEF PETTY OFFICER, ACTING APPOINTMENT, AS MAY BE ALLOTTED TO THEIR COMMANDS BY HEADQUARTERS OR DIVISION COMMANDERS. IN MAKING ADVANCEMENTS IN RATING THE MEN ADVANCED SHALL BE THE BEST QUALIFIED MEN AVAILABLE.

4431. (1) At the end of each quarter Headquarters will assign to division commanders, a quota of petty officers

(other than chief petty officers) that may be filled during the following quarter. Division commanders will distribute the allowed advancements among units of the division in an equitable manner.

(2) No quota will be assigned to units not under a division. Responsible officers of such units will make suitable recommendation to Headquarters when it is desired to effect an advancement in rating.

**Below petty officer.** 4432. Advancements in rating below that of petty officer, third class, will be made by commanding officers of units under a division, as authorized by the division commander, who may authorize as many such advancements as he deems desirable, as long as the total authorized complement of the division in any rating is not exceeded. Commanding officers of units not under a division will request Headquarters for authority to make advancements in rating below that of petty officer, third class.

4433. (1) No man will be advanced to a petty officer rating who is not a citizen of the United States.

**To petty officer.** (2) No man will be advanced to a petty officer rating or to a higher petty officer rating until he has demonstrated under actual service conditions his practical qualifications for that rating to which advancement is desired. Men on special assignments who are not performing the duties of their rating will not be advanced in rating.

**Restrictions on.** 4434. No man will be advanced more than one rating at a time nor will he be advanced within a period short of the service requirements shown in article 4402. No man will be advanced in rating while awaiting trial by Coast Guard court or while under deferred sentence of a Coast Guard court.

**Report of examination.** 4435. Whenever a man is advanced in rating to a grade higher than that of non-rated second class, the original of the report of examination (Form 9555) will be forwarded to Headquarters. In cases where men are examined for advancement to the rating of yeoman, first class, stenographic notes, copy of subject matter used in dictation, and transcript of same will be forwarded with the report.

**Restrictions in certain ratings.** 4436. (1) Only seamen, first class, will be advanced to the rating of ship's cook, third class.

(2) Only men who have held the rating of pharmacist's

mate in the Coast Guard or Navy or who are graduates of a Naval hospital apprentice's school will be advanced to the rating of pharmacist's mate, third class.

(3) Only non-rated men, first class, will be advanced to petty officer, third class, ratings, except that a man who is fully qualified for advancement to the rating of radioman, third class, may be advanced to that rating provided such promotion does not advance him more than one pay period.

4437. No appointments, except those of chief petty officers, will be issued. The notation of an advancement or of a reduction in a petty officer's rating entered on the service record will be considered an appointment or the revocation of an appointment, as the case may be. Appointments issued.

#### 444.

445. ADVANCEMENTS TO CHIEF PETTY OFFICER RATINGS SHALL BE MADE ONLY BY HEADQUARTERS. Advancements to C.P.O.

4451. Petty officers, first class will be advanced to chief petty officers, acting appointments; in accordance with the instructions given in article 6031, Chapter VI, of these instructions. Instructions for.

4452. A man advanced to the rating of chief petty officer with acting appointment will be required to serve a probationary period of one year *at sea* before being eligible for permanent appointment. This period may be extended by Headquarters upon suitable recommendation from the responsible officer, but if the man fails to qualify for permanent appointment at the expiration of two years he will be reduced on the day following such period to the rating held prior to his advancement to a chief petty officer status. The requirements of one year at sea during the probationary period will not apply to men with life saving, aviation, or telephone ratings. Probationary period.

4453. At the expiration of one year from the date of acting appointment the responsible officer will make definite recommendations to Headquarters, certifying that the man concerned has or has not the following qualifications: Recommendation necessary.

- (a) Is a leading man of strong character.
- (b) Is capable of directing the work of a force under him and planning details for its best employment.
- (c) Is capable of maintaining discipline.

- (d) Has had no mark below 3.5 in proficiency in rating or below 4.0 in conduct during the probationary period.
- (e) Has served one year at sea as an acting chief petty officer in the Coast Guard (except for men with life saving, aviation, or telephone ratings.)
- (f) Is recommended for permanent appointment as chief petty officer of the specific branch indicated.

(2) On receipt of this recommendation, Headquarters will issue a permanent appointment to the man concerned, provided such action is indicated by the recommendation. This permanent appointment will be effective as of the date of issuance at Headquarters.

**Unsatisfactory probationary period.** 4454. If a person holding the rating of a chief petty officer with acting appointment proves unsatisfactory for any reason during the probationary period or extension thereof the responsible officer will immediately report the facts to Headquarters with his specific recommendations in the premises. The acting appointment of any chief petty officer may be revoked by Headquarters.

**Expiration of appointment.** 4455. A permanent appointment as chief petty officer, or a rating as petty officer, will expire with the current enlistment of the holder, unless he is re-enlisted in the same rating within the period of continuous service.

**Vacancies in life saving ratings.** 446. VACANCIES IN LIFE SAVING RATINGS SHALL BE FILLED BY THE ADVANCEMENT IN RATING OF MEN ALREADY HOLDING LIFE SAVING RATINGS.

**Life saving ratings.** 4461. The following ratings are life saving ratings:

- (a) Chief Boatswain's mate (Life Saving).
- (b) Boatswain's mate, first and second class (Life Saving).
- (c) Chief motor machinist's mate (Life Saving).
- (d) Motor machinist's mate, first and second class (Life Saving).
- (e) Surfman.

447.

448.

449.

#### DISRATINGS

**By Headquarters.** 450. ANY ENLISTED PERSON IN THE COAST GUARD

MAY BE DISRATED AT ANY TIME BY HEADQUARTERS.

4501. If a person holding an acting appointment as **Acting C.P.O.** a chief petty officer is not entitled to a discharge under honorable conditions he will, on the day of discharge, be reduced to the rating from which he was last advanced and be discharged in that rating.

451. NO ENLISTED PERSON SHALL BE DISRATED AS **As** A PUNISHMENT EXCEPT BY SENTENCE OF A COAST **punishment.** GUARD COURT OR BY DIRECTION OF HEADQUARTERS.

4511. (1) When a person is disrated by sentence of a general or summary court the disrating is effective as **Effective date.** of the date of approval of the sentence by the Department unless some other date is specifically stated as the effective date.

(2) When a person is disrated by sentence of a deck court, the disrating is effective as of the date of approval of the sentence by the convening authority.

452. COMMANDING OFFICERS AND DISTRICT COM- **Petty officers** MANDERS ARE AUTHORIZED TO DISRATE FOR INCOMPE- **for incompe-** TENCY, WITHOUT REFERENCE TO HEADQUARTERS AND **tency.** WITHOUT CONSIDERATION BY A BOARD OF INVESTIGATION, ANY ENLISTED PERSON IN THE COAST GUARD BELOW THE RATING OF PETTY OFFICER, SECOND CLASS.

4521. The reason for disrating must be solely incom- **What consti-** petency as evidenced by the fact that the man does not **tutes in** properly and efficiently perform the duties of his rat- **competency.** ing. A man should not be disrated for incompetency unless his mark for proficiency in rating has been less than 2.0 for two successive quarters.

4522. If a person in a rating higher than petty offi- **Board of** cer, third class, is considered incompetent in his rat- **investigation.** ing, a board of investigation will be convened by the commanding officer or district commander to inquire into the competency of the man. The report of the board will be forwarded to Headquarters with the recommendation of the convening authority and no further action will be taken until Headquarters' decision in the matter has been received.

453. NO ENLISTED PERSON IN THE COAST GUARD **Limitations** SHALL BE REDUCED FOR INCOMPETENCY MORE THAN **on.** ONE RATING AT A TIME, NOR SHALL HE AGAIN BE REDUCED FOR INCOMPETENCY WITHIN A PERIOD OF THREE MONTHS FROM THE DATE OF HIS LAST REDUCTION UNLESS SUCH FURTHER REDUCTION IS AUTHORIZED



BY HEADQUARTERS.

**Man's own request.** 454. A COMMANDING OFFICER OR DISTRICT COMMANDER MAY DISRATE AN ENLISTED PERSON UPON THE MAN'S OWN REQUEST, WHICH REQUEST SHALL BE IN WRITING AND SHALL BE FORWARDED TO HEADQUARTERS, WITH THE ACTION TAKEN NOTED THEREON.

455.

#### CHANGES IN RATING

**Commanding officers authority.** 456. COMMANDING OFFICERS ARE AUTHORIZED TO CHANGE THE RATINGS OF ENLISTED PERSONS OTHER THAN PETTY OFFICERS FROM ONE BRANCH TO ANOTHER IN THE SAME CLASS, IF SUCH PERSONS MAKE APPLICATION FOR THE CHANGE IN RATING, ARE FULLY QUALIFIED, AND A VACANCY EXISTS IN THE NEW RATING.

**Units under division.** 4561. Commanding officers of a unit (other than a district) under a division will obtain the approval of the division commander before making any changes in rating.

**Petty officers.** 457. THE RATINGS OF PETTY OFFICERS SHALL BE CHANGED FROM ONE BRANCH TO ANOTHER, ONLY WHEN HEADQUARTERS HAS SPECIFICALLY AUTHORIZED THE CHANGE.

**Other than C.P.O.** 4571. Petty officers, other than chief petty officers, desiring a change from one branch to another in the same class will make application in writing for such change. Upon receipt of such request, commanding officers will cause the man to be examined as to his qualifications for the rating he desires and a report of the examination will be forwarded to Headquarters with the commanding officer's recommendation.

**Chief petty officers.** 4572. Chief petty officers desiring to change their rating from one branch to another of the same grade will be required to take the regular examination prescribed for petty officers, first class, seeking advancement to chief petty officer in the branch desired. If successful in passing this examination, they will take their regular place on the eligible list and their rating will be changed when their name is reached on the eligible list.

458.

DISCHARGES

459. UPON SEPARATION FROM THE COAST GUARD Issued upon separation from service. FOR ANY REASON OTHER THAN DEATH, AN ENLISTED MAN SHALL BE ENTITLED TO RECEIVE A DISCHARGE, THE CHARACTER OF WHICH SHALL BE DETERMINED BY THE REASON FOR DISCHARGE AND/OR THE CHARACTER OF SERVICE RENDERED DURING HIS PERIOD OF ENLISTMENT. DESERTION SHALL NOT BE CONSIDERED SEPARATION FROM THE COAST GUARD. (SEE ART. 425.)

4591. The forms to be used in the various classes Forms of. of discharge are given in the tables in article 4592. The list of forms follows:

- Form No. 2510---Honorable discharge.
- Form No. 2510A--Ordinary discharge.
- Form No. 2510B--Special order discharge.
- Form No. 2510C--Special order discharge (under age).
- Form No. 2510D--Inaptitude discharge.
- Form No. 2510E--Undesirable discharge.
- Form No. 2510F--Bad conduct discharge.
- Form No. 2510G--Dishonorable discharge.

4592. Discharges from the Coast Guard will be issued Instructions. in accordance with the provisions of the following tables:

(1) Class A--Discharges by reason of expiration of enlistment, extension of enlistment, or for convenience of the Government.

Character

of service Form

Conditions

Character of service	Form	Conditions	
Honorable	2510	(1) Discharge at expiration of enlistment, or for extended enlistment, or for the convenience of the Government. (2) Average of marks for enlistment, or enlistment as extended, not less than 2.75 in proficiency in rating and 3 in conduct. (3) Never convicted by general Coast Guard court or more than once by a summary Coast Guard court, or more than twice by a Coast Guard deck court.	<small>Expiration of enlistment.</small>

Character of service	Form	Conditions	(Cont'd.)
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Good	2510A	(1) Same as (1) above.
		(2) Average of marks for enlistment, or enlistment as extended, less than required for honorable discharge but not less than 2.5 in proficiency in rating, and 2.75 in conduct.
		(3) Recommended for reenlistment.
Indifferent	2510A	(1) Same as (1) above.
		(2) Average of marks less than 2.5 in proficiency in rating or 2.75 in conduct; or
		(3) Not recommended for reenlistment.

(2) Class B--Discharges by reason of medical survey for physical or mental disability:

Character of service	Form	Conditions
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Medical survey.	Honorable	2510	(1) Discharged as result of approved board of medical survey for physical or mental disability not the result of own misconduct.
			(2) Marks and records meet requirements for an honorable discharge as outlined in Class A.
			(3) Strike out the words "expiration of enlistment" if the enlistment has not expired.
Good	2510A	(1) Same as (1) above.	
		(2) Marks and record do not meet the requirements for an honorable discharge.	
Good	2510A	(1) Discharged as result of approved board of medical survey for physical or mental disability the result of own misconduct.	

(3) Class C--Discharges by special order of Headquarters:

Cause	Character of service	Form	Conditions	Special order.
For man's own convenience at own request	Good	2510B	(1) Discharged prior to expiration of enlistment for own convenience and at own request. (2) Average of marks not less than 2.5 in proficiency in rating and 2.75 in conduct.	
	Indifferent	2510B	(1) Same as (1) next preceding. (2) Average of marks less than 2.5 in proficiency in rating and 2.75 in conduct.	
At request of surviving parent or guardian (dependent)	Good	2510B	(1) Discharged prior to expiration of enlistment at request of surviving parent or dependent. (2) Average of marks not less than 2.5 in proficiency in rating and 2.75 in conduct.	
	Indifferent	2510B	(1) Same as (1) next preceding. (2) Average of marks less than 2.5 in proficiency in rating and 2.75 in conduct.	
For underage enlistment	Good	2510C	(1) Discharged at request of parent or guardian prior to expiration of enlistment, if true date of birth was concealed or not given, and if consent of parent or guardian was not first obtained. (2) Is recommended for reenlistment on becoming of legal age.	
	Indifferent	2510C	(1) Same as (1) next preceding. (2) Is not considered desirable material for the Coast Guard and is not recommended for reenlistment on becoming of legal age.	

## (4), Class D--Discharges for inaptitude:

	Character of service	Form	Conditions
Inaptitude.	Good	2510D	(1) General qualifications such as not to warrant further retention in the service; no reflection on the moral character of the man; does not leave the service under dishonorable conditions. (2) Average of marks not less than 2.5 in proficiency in rating and 2.75 in conduct.
	Indifferent	2510D	(1) Same as (1) next preceding. (2) Average of marks less than 2.5 in proficiency in rating and 2.75 in conduct.

## (5) Class E--Discharges by reason of undesirability:

	Cause	Form	Conditions
Undesirability.	Fraudulent enlistment	2510E	Discharged for fraudulent enlistment (including discharges because of underage enlistment not at request of parent or guardian where the conditions are such as to warrant an undesirable discharge.)
	Desertion without trial.	2510E	Discharged because of desertion without being brought to trial for that offense.
	Trial and conviction by civil authorities	2510E	Discharged because of trial and conviction by civil authorities.
	Unfitness	2510E	Discharged because unfitted for further retention in the service.

(6) Class F--Discharges in accordance with sentence of courts:

Character of service	Form	Conditions
Dishonorable	2510G	Discharged in accordance with the approved sentence of a general or summary Coast Guard court.
Bad conduct	2510F	Discharged in accordance with the approved sentence of a general or summary Coast Guard court, as mitigated.

4593. If, in any individual case, the responsible officer is of the opinion that a discharge should be issued of a character other than authorized in these instructions he will so recommend to Headquarters in ample time to permit of a reply before the date of discharge. All such recommendations will be accompanied by a full report in the case, with a transcript of the service record.

Recommendation of responsible officer.

4594. The efficiency marks will not be entered on a "Dishonorable discharge", or a "Bad-conduct discharge", but the blank space thereof will be ruled in a manner to prevent subsequent entries.

Marks not entered.

4595. (1) An honorable discharge button will be issued to each man when he receives his first honorable discharge. When an honorable discharge button is issued to an enlisted man a

Honorable discharge button.

a notation to that effect will be made on the discharge and on each copy of the enlistment contract and service record. This notation will be continued on each succeeding discharge and enlistment contract so that only one honorable discharge button is issued to a man by the Government.

**Replacement of button.** (2) If an honorable discharge button has been lost, stolen, or destroyed, and the man to whom it belongs desires a duplicate button, he should submit a request for same to Headquarters. Upon receipt of the request Headquarters will forward the man concerned an order upon the firm manufacturing the buttons to furnish him a button, the cost of such to be borne by the man requesting same.

**Commendation to be noted.** 4596. Whenever an enlisted man is commended by an order from Headquarters during his current enlistment, the fact will be briefly noted on his discharge at the expiration of his enlistment.

**Statement of service.** 4597. Upon discharge under honorable conditions of a man entitled to reenlistment, who is not reenlisting at the unit from which discharged, and to whom a continuous service certificate has not been issued, there will be affixed to the back of the discharge which the man receives, the original or a certified copy of the last statement of service received from Headquarters for the man concerned. (See art. 5217.)

4598. On the reverse side of each discharge Mileage issued there will be entered in red ink the amount paid in mileage. This entry will be made in the space directly above the notation indicating the amount paid in full on discharge. The amount paid in full will include the amount paid in mileage.

460. (1). THE DATE OF EXPIRATION OF ENLISTMENT SHALL BE THE DAY OF THE MONTH NEXT PRECEDING THE ANNIVERSARY DATE OF ENLISTMENT.

(2). AN ENLISTMENT IN THE COAST GUARD SHALL NOT BE REGARDED AS COMPLETE UNTIL THE ENLISTED MAN CONCERNED SHALL HAVE SERVED ANY TIME, IN EXCESS OF ONE DAY, LOST ON ACCOUNT OF UNAUTHORIZED ABSENCE FROM DUTY, OR INJURY, SICKNESS, OR DISEASE, RESULTING FROM HIS OWN INTEMPERATE USE OF DRUGS OR ALCOHOLIC LIQUORS, OR OTHER MISCONDUCT, OR WHILE IN CONFINEMENT UNDER SENTENCE, OR WHILE AWAITING TRIAL AND DISPOSITION OF HIS CASE IF THE TRIAL RESULTS IN CONVICTION. (ACT OF JULY 30, 1937. 50 STAT. 547).

4601. (1) When a man is absent from duty as a result of sickness, disease, or injury, the responsible officer will immediately determine whether such sickness, disease, or injury is a result of the person's own misconduct. If the status is in doubt all available information will be furnished Headquarters and a decision in the matter requested. As soon as a decision has been reached appropriate entry will be made in the man's Health Record (Form 2525).



**Assumption in case of venereal disease.** (2) It should be presumed that venereal disease is due to a man's own misconduct unless there is sufficient evidence to the contrary. The burden is on the man to show affirmatively, and not by mere denial or disclaimer of opportunity, that infection was not the result of misconduct.

**Opinion of Medical Officer.** (3) In each case of venereal disease in which the medical officer expresses his opinion that the disease is not due to the man's own misconduct, the medical officer will attach to the Return Medical Certificate a statement of the grounds on which his opinion is based.

**Statement by man.** (4) In each case of any disease or condition in which the medical officer expresses his opinion that the disease is due to the man's own misconduct, the man will be informed and given an opportunity to submit a statement, which will be attached to the Return Medical Certificate in the case. The medical officer, if he so desires, may attach a statement of his reasons for his opinion in any case where the man claims that the disease is not due to his own misconduct.

**Absence for own misconduct to be made up.** 4602. (1) When absent from duty for sickness, disease, or injury, the result of a man's own misconduct (including when placed off duty for any of these causes) for more than one day (24 hours), the day the absence began is a day of absence, and each succeeding day is a day of absence, but the day a man is discharged from the hospital or is pronounced physically fit, if not in the hospital, whatever the hour, is the day of return to duty status. The number of days lost must be made up day for day.

(2) When the initial symptoms of disease, as above, occurred a year or more previous to a period off duty on account of same, the man is entitled to pay during any such period off duty on that account. His enlistment, however, is not complete until he has made up any time so off duty and, if discharged without making up such time, he jeopardizes his enlistment allowance.

Pay when absent for own misconduct.

(3) Should a man be in the hospital due to the above causes on the date when his enlistment would have expired he need only serve, after recovery, commencing with the date of discharge from the hospital, a period of time equal to that from and including the date of departure from duty to and including the date the enlistment would have expired, in order to complete a full term of enlistment. The entire period is, however, time not served.

Extension after enlistment expires.

(4) When absent for more than one day (24 hours) without leave, or undergoing confinement awaiting trial by a Coast Guard court (when convicted by such court) the day the absence began is a day of absence and each succeeding day is a day of absence but the day of return is a day of duty whatever the hour. The number of days lost must be made up, day for day. Absence without leave includes overleave, desertion and time spent under arrest by civil authorities, except that when a man on authorized leave is arrested by civil authorities he will not be considered as absent without leave until his leave of absence has expired.

Absence - what included and how computed.

**"Confinement" defined.** (5) In determining confinement it is important to clearly have in mind the distinction between confinement (sometimes wrongly designated as restriction to the limits of ship or other unit) and deprivation of liberty. The term "confinement" should not be used unless it is intended that the man involved shall be placed in a non-duty status (i.e. suspension from regular duty) coupled with physical restraint.

**When imposed.** (6) No person against whom disciplinary action is contemplated should be confined awaiting trial unless his commanding officer determines that such confinement is necessary to prevent injury, damage, or escape."

**Arrest by civil authorities.** 4603. Whenever a man is arrested by civil authority, whether or not he is later convicted of an offense against civil law, the case will be fully investigated by the responsible officer and all the facts reported to Headquarters in order that the time absent may be computed and determination made as to whether it is "time not served." Pending receipt of advice to the contrary all absence because of detention by civil authority will be regarded as "time not served." The report will show whether the man was on authorized leave, liberty or absent without leave at the time of detention.

**Deductible time.** 4604. (a) Deductible time includes absence from duty as a result of a man's own misconduct, absence without leave, overleave, desertion, civil arrest, and confinement awaiting trial by a Coast Guard court resulting in conviction. The day the absence began is a day of absence, and each succeeding day is a day of absence, but

the day of return is a day of duty, whatever the hour. When the absence is less than one month, the actual number of days will be considered as days not served; for instance:

February 28 (not leap year), day of departure, to March 2, day of return, 2 days.

March 29, day of departure, to April 2, day of return, 4 days.

A month not served is computed from the day the non-duty status began until the day next preceding in the following month; for instance:

February 28, day of departure, to March 28, day of return, 1 month.

March 1, day of departure, to April 1, day of return, 1 month.

February 28, day of departure, to April 26, day of return, 1 month and 29 days.

To compute total time not served during an enlistment, add all time lost and divide into months and days; for instance:

In a 3-year enlistment--absent February 28, day of departure to March 31, day of return, 1 month and 3 days; absent June 1, day of departure, to June 30, day of return, 29 days. Total time lost, 2 months and 2 days. Total time served, 2 years 9 months and 28 days.

(b) It should be noted that the method of computing time served for longevity has no bearing on time served for purposes of enlistment allowance. It is thus possible that, for purposes of longevity, a man has served 2 years 11 months and 28 days, whereas for purposes of enlistment allowance he has served a complete 3-year enlistment. It is also possible for purposes of longevity for a man to serve 3 years and 1 day where as for purpose of enlistment allowance he has only completed a 3-year enlistment.

Example 1. If a man whose enlistment expires on March 31, 1930, is absent without leave the entire month of February, 1929, (28 days), his enlistment will be extended day for day (28 days). On April 28, 1930 the enlistment as extended would be complete and the man, upon reenlistment, would be entitled to the full enlistment allowance; but, in computing time for longevity, absences are considered in terms of years, months, and days. Therefore, the absence mentioned here is considered as 1 month. This man serves from April 1, 1927, to April 28, 1930, which is 3 years and 28 days, minus the 1 month of absence without leave, or a total of 2 years 11 months and 28 days, for longevity purposes.

Example 2. If a man whose enlistment expires on March 31, 1930, is absent without leave the entire month of March, 1929 (31 days), his enlistment would be extended day for day (31 days). On May 1, 1930, the enlistment as extended would be complete and the man, upon reenlistment, would be entitled to the full enlistment allowance; but in computing time for longevity, absences are considered in terms of years, months, and days. Therefore, the absence mentioned herein is

considered as 1 month. This man serves from April 1, 1927, to May 1, 1930, which is 3 years 1 month and 1 day, minus the 1 month of absence without leave, or a total of 3 years and 1 day for longevity purposes.

**Commanding officers or district commanders.** 461. COMMANDING OFFICERS AND DISTRICT COMMANDERS ARE AUTHORIZED TO DISCHARGE ENLISTED MEN FROM THE COAST GUARD, WITHOUT RECOURSE TO HEADQUARTERS:

**Upon completion of enlistment.** (a) WITH THE FORM OF A DISCHARGE TO WHICH THE CHARACTER OF THE MAN'S SERVICE ENTITLES HIM, UPON COMPLETION OF A FULL TERM OF ENLISTMENT AND AUTHORIZED EXTENSION THEREOF. (SEE ARTS. 459, 460, and 463.)

**Order for discharge.** 4611. The order of a commanding officer to an executive officer for the discharge of a person may be verbal. Such an order of a district commander to an officer in charge of a station will be written. The name and rating of the person discharged, cause of discharge, and other pertinent matter relating thereto will be entered in the log of the unit.

**For inaptitude.** (b) WITH AN INAPTITUDE DISCHARGE ON ACCOUNT OF "INAPTITUDE" OF ENLISTED MEN HAVING MORE THAN FOUR MONTHS AND LESS THAN TWELVE MONTHS' COAST GUARD SERVICE.

**Not to exceed 5%.** 4612. The number of men discharged from any unit for "inaptitude" will not exceed 5 per cent of the authorized complement of the unit in any one fiscal year.

**Investigation made.** 4613. Before making discharges for inaptitude, responsible officers will investigate each case, giving the man concerned an opportunity to make any statement in his own behalf that he may desire. The signed statement of the man will be attached to his service record and forwarded to Headquarters upon the discharge of the man.

**Undesirability and inaptitude.** 4614. Responsible officers should differentiate between unfitness and inaptitude. A discharge for inaptitude carries no reflection upon the moral qualifications of the man and is considered issued under honorable conditions. A discharge for unfitness is an undesirable discharge and is considered issued not under honorable conditions. An undesirable discharge for unfitness will be issued only by direction of Headquarters. (See arts. 4618 and 4626.)

4615. A man whose unfitness is traceable to fundamental inaptitude for conditions of service life and who gives no evidence of being able eventually to adapt himself to the requirements of service life should be discharged for inaptitude. Where inaptitude is traceable to a physical or mental disease or injury, a man should be brought before a board of medical survey with a view to his discharge for physical or mental disability. A man who is constantly committing wilful and malicious petty offenses not necessitating trial by courts, who is an habitual shirker, or who shows evidence of moral turpitude, should be brought before a board of investigation with a view to his discharge for unfitness. (See arts. 4618 and 4626.)

4616. Special instructions to be followed by receiving units for the elimination of the inapt and unfit will be issued from time to time by Headquarters. **Receiving unit.**

4617. In every case where discharge is effected for undesirability or inaptitude, a notation will be made in the service record to show clearly wherein the man was undesirable or inapt for retention in the service. **Notation on service record.**

4618. When a man is considered unfit for further service by reason of inaptitude and the man has less than 4 months or more than 12 months service in the Coast Guard, or more than 5% of the unit's complement has been discharged for inaptitude during the current fiscal year, or when a man of any length of service is considered undesirable because of unfitness, the responsible officer will convene a board of investigation. This board will carefully consider the circumstances and its recommendations will be based upon statements of competent witnesses or upon proper documentary evidence. The person under investigation will appear before the board and will have all the rights and privileges of a defendant as laid down in Courts and Boards. The record in each case will be separate and complete and will be forwarded to Headquarters with suitable indorsement by the responsible officer. The man will be discharged only by authority of Headquarters. (See arts. 4626 and 4628.) **Board of investigation necessary.**

(c) WITH THE FORM OF DISCHARGE REQUIRED BY AN APPROVED SENTENCE OF A COAST GUARD COURT. **By court sentence.**

4619. No man will be discharged in accordance with the sentence of a Coast Guard court until the action of **Action published.**

the reviewing authority is published.

By Head- 462. HEADQUARTERS MAY DIRECT THE DISCHARGE  
quarters. OF A MAN;

Fraudulent (a) AS UNDESIRABLE FOR:  
enlistment. (1) FRAUDULENT ENLISTMENT.

Entitled to 4621. A man upon discharge for fraudulent enlistment  
pay. is entitled to such pay and allowances as he may have  
received and none other.

(2) FRAUDULENT UNDERAGE ENLISTMENT.

Underage. | 4622. (1) If it is conclusively proved that an enlisted  
man was under the age of 21 years at date of enlistment  
and the written consent of parent or guardian, if any,  
was not first obtained, Headquarters may direct the  
discharge of the man under the following conditions:

Conditions. (a) His discharge is requested by the parent  
or guardian.  
(b) The request for discharge and evidence  
of age are received at Headquarters  
within 60 days from the date of en-  
listment.  
(c) If over the age of 21 years at date his  
discharge is directed the man himself  
must join in the application for dis-  
charge.

Investigation (2) Whenever a commanding officer or district com-  
to be made. mander receives a request for discharge of a man be-  
cause of being under the age of 21 years at date of en-  
listment, he shall investigate the case. Upon comple-  
tion of such investigation as may be practicable he  
shall immediately forward to Headquarters a full report  
of the facts adduced, together with all obtainable evi-  
dence upon which the findings are based. Evidence of  
the correct date of birth, such as birth certificate,  
baptismal certificate, or attending physician's certifi-  
cate, and the statement of the man as to the circum-  
stances under which he enlisted will be forwarded with  
the report. In the case of a recruit at a receiving unit  
he shall not be transferred to other duty until receipt  
of Headquarters' action. Attention is invited to the  
limitation of 60 days within which the requests and



and evidence must be received at Headquarters.

4623. In case the parent having legal custody (the father, in case both parents are living together, or the parent awarded the custody of the minor, in case of divorce) or the guardian has consented in writing to the enlistment, the enlistment is binding, and the man will not be discharged on the application of the other parent.

### (3) DESERTION WITHOUT TRIAL.

4624. Headquarters may discharge, or direct the discharge of, an enlisted man who has been declared a deserter from the Coast Guard, when the statute of limitations has run before the return of the man to the custody of the Coast Guard, and no trial has been held. The discharge in such a case will be an undesirable discharge and will have written across the front of the discharge in red ink, the following: "Discharge based on desertion, mark of desertion remains on record."

### (4) TRIAL AND CONVICTION BY CIVIL AUTHORITIES.

4625. When an enlisted person is convicted by civil authorities and sentenced to confinement in a jail or penitentiary for any period, regardless of the fact that such sentence may have been suspended or the man in question placed on probation, the responsible officer will immediately make a complete report of the matter to Headquarters with appropriate recommendation. This action will be followed regardless of whether the man was arrested by civil authorities or was turned over to the civil authorities for trial for an offense for which he could not be tried by a Coast Guard court.

### (5) UNFITNESS.

4626. When a man is considered undesirable for duty in the Coast Guard by reason of unfitness, an investigation will be held and the report of the investigation forwarded to Headquarters. No man will be given an undesirable discharge for unfitness until such a discharge has been authorized by Headquarters. (See arts. 4614, 4615, 4618.)

- Special order.** (b) BY SPECIAL ORDER:
- (1) AT THE MAN'S OWN REQUEST.
  - (2) AT THE REQUEST OF A SURVIVING PARENT OR DEPENDENT.

**Request made.** 4627. (1) A request for discharge will be written, addressed to the commandant, and forwarded through official channels. The request must contain the following information.

- (a) Rating.
- (b) Date of expiration of current enlistment.
- (c) Present home address of man and addresses of interested parties, if any.
- (d) Amount of allotment, if any, name and relationships of allottee, and date registeed.
- (e) Reasons in full for discharge.

The request must be accompanied by at least two affidavits substantiating statements made.

**Statements verified.** (2) Before forwarding a request for discharge the responsible officer will verify, as far as practicable, the statements made therein and will see that all information required by the preceding paragraph is included. He may make a recommendation by indorsement and will include in his indorsement a statement of any disciplinary action that may be pending.

**Government reimbursed.** (3) No person serving in the first year of his original enlistment shall receive his discharge upon request therefor or for his own convenience, until he reimburses the Government in the manner by prescribed by Headquarters for the cost of the outfit of uniform clothing furnished him. No person serving under reenlistment, who has received an enlistment allowance therefor, shall receive his discharge upon his request therefor, or for his own convenience, until he reimburses the Government in the manner prescribed by Headquarters for the enlistment allowance paid him upon reenlistment.

**Request of surviving parent or dependent.** (4) When discharge is requested by surviving parent or dependent the man must also submit a request for discharge, giving the information required in paragraph (1) above. Additional information is necessary before authorizing a discharge at request of surviving dependent, and should it appear in any case that the necessity for discharge had arisen on account of the

death of the main contributor to a surviving dependent the commanding officer or district commander shall cause the following information to be included with the papers before forwarding to Headquarters:

(a) Certificate of death, coroner's or physician's affidavit or other indisputable evidence of the death of the main contributor.

(b) Affidavits of dependent and of disinterested persons showing that dependency actually exists.

(c) Request of surviving parent or dependent for the man's discharge.

(5) A man discharged at the request of dependent parent is entitled to mileage as indicated in paragraph 442, Pay and Supply Instructions, and is not required to reimburse the Government for clothing issued out of clothing bounty or to refund reenlistment allowance. **Reimbursement not required.**

(6) A "surviving dependent" is defined as a surviving member of the immediate family of the enlisted man. **Surviving dependent.**

(c) FOR INAPTITUDE.

4628. When a man with less than four months' or more than twelve months' service is considered to be unsuited for service in the Coast Guard because of inaptitude, an investigation will be held and a report of the investigation forwarded to Headquarters. The same procedure will be followed in the case of a man with more than four months' and less than twelve months' service when more than 5 per cent of a unit's complement has been discharged during any one year for inaptitude. (See art. 4618. P.I.) **Inaptitude. Report to Headquarters.**

## (d) FOR PHYSICAL OR MENTAL DISABILITY.

**Physical or mental disability.** 4629. (1) A discharge for physical or mental disability will be directed by Headquarters after final action has been taken on the recommendation of a board of medical survey. The character of discharge to be issued in any particular case depends upon whether or not the physical or mental disability was due to the man's own misconduct, and also upon the record of the man concerned during his current enlistment. When a person is discharged for mental or physical disability a notation to that effect will be made on the face of the discharge in red ink. In all such cases the man concerned will not be recommended for reenlistment. (See art. 1946 (10) Regulations).

**Refusal of operation** (2) When a man is under a physical disability, irrespective of the origin and the disability, which, in the opinion of the medical officer in charge, can be removed by an operation to which the man refuses to submit, a complete report will be procured from a medical board setting forth all the circumstances, accompanied by a refusal in writing signed by the man. In the event that it is impracticable to secure such refusal in writing the medical officer will obtain the signature of at least one witness to the act of refusal. The complete report will be indorsed with appropriate recommendation by the commanding officer and forwarded to Headquarters.

463. (1) THE COMMANDING OFFICER OF ANY VESSEL OF THE COAST GUARD IS AUTHORIZED, IN HIS DISCRETION, TO DETAIN AN ENLISTED MAN BEYOND THE TERM OF HIS ENLISTMENT UNTIL THE FIRST ARRIVAL OF THE VESSEL AT ITS PERMANENT STATION, OR AT A PORT IN A STATE OF THE UNITED STATES OR IN THE DISTRICT OF COLUMBIA, UNLESS, IN HIS OPINION, THE DETENTION OF SUCH PERSON FOR A FURTHER PERIOD IS ESSENTIAL TO THE PUBLIC INTERESTS, IN WHICH CASE HE MAY DETAIN HIM FOR A FURTHER PERIOD, NOT EXCEEDING THIRTY DAYS, AFTER ARRIVAL AT SUCH STATION OR PORT. ANY PERSON SO DETAINED SHALL BE SUBJECT IN ALL RESPECTS TO THE LAWS AND REGULATIONS FOR THE GOVERNMENT OF THE COAST GUARD UNTIL HIS DISCHARGE THEREFROM. (ACT OF JULY 30, 1937. 50 STAT. 547).

4631. Any commissioned or chief warrant officer in command of a vessel may exercise the authority given in Article 463 (1). However, in the case of a warrant officer in charge of a vessel, permission shall be first obtained from his immediate superior officer, before such authority is exercised.

4632. If a commanding officer feels that there is sufficient reason for the discharge of a man in a foreign country, a full report of the matter will be made to Headquarters and its decision awaited before any further action is taken. The enlistment will be extended as may be necessary.

**When discharge not to be granted.** 463. (2). DISCHARGE UPON COMPLETION OF A FULL TERM OF ENLISTMENT SHALL NOT BE GRANTED UNDER THE FOLLOWING CONDITIONS:

(A) IF DISCIPLINARY ACTION IS PENDING AGAINST A MAN.

**Disciplinary action pending.** 4633. The man's enlistment will be extended until the disciplinary action has been completed.

(B) IF THE MAN IS SERVING IN A SPECIAL TEMPORARY ENLISTMENT AND INTENDS TO REENLIST ON THE DAY FOLLOWING DISCHARGE AND PHYSICAL DEFECTS ARE FOUND TO EXIST.

**When physical defects exist.** 4634. No man who has signified his intention to reenlist on the day following discharge, who has been found to have physical defects, will be discharged, but his enlistment will be extended if necessary, until receipt of Headquarters action on the report of physical examination. (See articles 4721 and 4722.)

(C) IF A MAN IS UNDERGOING TREATMENT FOR INJURY OR DISEASE. (SEE ARTICLE 1946, REGULATIONS)

**When undergoing treatment.** 4635. If the enlistment of a man expires while undergoing treatment for injury or disease he will be brought before a board of medical survey with a view to discharge for physical disability, or for retirement if the man is entitled to same. (See article 1946, Regulations.)

(D) IF THE EXPIRATION DATE, OR REENLISTMENT DATE, IN THE CASE OF A MAN INTENDING TO REENLIST THE NEXT DAY, FALLS ON A SUNDAY OR HOLIDAY.

4636. When the administrative office to which a man is attached is closed, as on Sunday or on a legal holiday, the enlistment of the man concerned may be extended until the office is open. Should the day of discharge fall on the day previous to a day on which the office is closed and the man concerned desires to reenlist on the day following discharge, his enlistment may be extended until such time as two successive days occur in which the office is open so that he may be discharged on one day and reenlisted on the following day.

(E) IF A MAN IS ON PROBATION AWAITING FINAL ACTION BY THE DEPARTMENT ON A COAST GUARD COURT.

4637. When an enlisted man has been placed on probation by department order deferring action on a sentence of Coast Guard court in his case, he will not be discharged until final action has been taken by the department on the said deferred sentence.

464. DISCHARGES OF PERSONS UNDERGOING IMPRISONMENT BY SENTENCE OF A COAST GUARD COURT SHALL IN ALL CASES BE ISSUED AS DIRECTED BY HEADQUARTERS.

4641. When the sentence of a court involves imprisonment, Headquarters will designate the officer to issue the discharge, the date the discharge is to be issued, the form of discharge to be used, and the necessary instructions regarding pay and transportation.

**Recipient of life-saving medal.**      **465.** AN HONORABLE DISCHARGE WILL NOT BE ISSUED TO A MAN WHO HAS BEEN CONVICTED BY A GENERAL COAST GUARD COURT. PROVIDED, THAT REGARDLESS OF ANY PREVIOUS BAD RECORD OR CONVICTION BY A GENERAL COAST GUARD COURT A MAN WHO HAS BEEN AWARDED A LIFE-SAVING MEDAL OF HONOR OR WHO HAS RECEIVED A LETTER OF COMMENDATION FROM THE SECRETARY OF THE TREASURY IS ENTITLED TO AN HONORABLE DISCHARGE; HOWEVER, HIS RECORD SUBSEQUENT TO THE ACT FOR WHICH HE WAS REWARDED OR COMMENDED MUST BE SUCH AS WOULD ENTITLE HIM TO AN HONORABLE DISCHARGE.

**Remission of sentence.**      4651. Department action in remitting the sentence of a general Coast Guard court will not be construed as authority for granting an honorable discharge.

**466.**

**Duplicate not to be issued.**      **467.** NO DUPLICATE OR COPY OF A DISCHARGE SHALL BE MADE OR ISSUED NOR SHALL WRITTEN INFORMATION CONCERNING A DISCHARGE BE GIVEN, EXCEPT BY HEADQUARTERS.

**Certificate in lieu of discharge.**      4671. Duplicate discharges will not be issued but upon receipt of a request (Form 9552) Headquarters will issue a certificate in lieu of discharge (Form 9553 or 9553A).



4672. A discharge is a testimonial of the service rendered to the Coast Guard by an enlisted man. When a discharge is legal in all respects, the character of the discharge cannot be changed by administrative action. However, should an incorrect class of discharge be issued, either through an error of the issuing officer or an error in an order from Headquarters, such discharge should be amended or a new discharge of the character to which he was entitled should be issued to the man involved. No new discharge shall be issued nor shall any discharge be amended without specific authority of Headquarters.

Discharge  
not to be  
changed.

468. OFFICERS TO WHOM HONORABLE DISCHARGE BLANKS ARE ISSUED SHALL BE RESPONSIBLE FOR THEM AND SHALL KEEP THEM IN THEIR PERSONAL CUSTODY.

Blanks kept  
in personal  
custody.

4681. Officers to whom honorable discharge blanks are issued are responsible for their safekeeping and proper issue and for the return of the bound stubs to Headquarters by registered mail when all discharges in a book have been issued. Each stub will be signed by the officer issuing the discharge.

Responsibility  
for blanks.

4682. Every honorable discharge blank and stub is numbered and each must be accounted for. In case of error, mutilation, or defacement in making out a discharge, the blank and stub will be marked "canceled" in red ink over the signature of the responsible officer

Accountancy  
of blanks.

and returned to Headquarters with the book of stubs.

4683. When a responsible officer is relieved, he will make a written report to Headquarters of the number of honorable discharges (giving serial numbers) and honorable-discharge buttons that he has turned over to his relief. This report will be indorsed by the relief, acknowledging receipt. Upon relief.

4684. When a vessel is placed out of commission, the commanding officer will forward to Headquarters by registered mail all honorable discharge blanks, stubs, and buttons in his custody. Discharges returned.

4685. In case of loss or theft of an honorable-discharge blank the responsible officer will immediately report the fact to Headquarters, with all circumstances in the case. Loss or theft reported.

4686. Blank discharge forms other than honorable are not numbered but care must be exercised to prevent their loss or misuse. They may be kept in the custody of the executive officer. Other than honorable discharges.

469. ANY PERSON DISCHARGED IN ACCORDANCE WITH THE SENTENCE OF A COAST GUARD COURT, OR FOR UNDESIRABILITY, SHALL BE REQUIRED UPON DISCHARGE TO SURRENDER HIS OUTER GARMENTS AND DISTINCTIVE PARTS OF THE UNIFORM, AND SHALL BE FURNISHED WITH A SUIT OF CIVILIAN CLOTHES, AT THE EXPENSE OF THE GOVERNMENT AT A COST NOT EXCEEDING \$15 IN EACH CASE. Surrender of outer parts of uniform.

4691. Section 125 of the act of Congress approved June 3, 1915, as amended by section 1 of the act of August 29, 1916, prohibits the wearing of the Coast Guard uniform by a person not an officer or enlisted man of the Coast Guard, except that it will not be construed to prevent honorably discharged members of the Coast Guard from wearing the uniform from the place of discharge to their homes within three months after the date of discharge. The term "honorably discharged members" in this paragraph will be construed to mean men discharged under honorable conditions. A commanding officer will inform every enlisted man who is discharged under conditions not honorable that he is prohibited from wearing the uniform subsequent to discharge, and if he does so he becomes liable to arrest by civil authorities for illegal wearing of the uniform. He will likewise inform every enlisted man who is discharged Wearing of uniform after discharge.

under honorable conditions that he is permitted to wear the uniform from the place of discharge to his home within three months from date of discharge, and if he does so after the expiration of three months from date of discharge, he becomes liable to arrest by civil authorities for illegal wearing of the uniform.

**Men acquainted with inducements for reenlisting.** 470. PRIOR TO DISCHARGE FROM THE COAST GUARD, EVERY MAN ENTITLED TO REENLISTMENT SHALL BE MADE ACQUAINTED WITH THE INDUCEMENTS FOR REENLISTING.

**Recruiting officer appointed.** 4701. Commanding officers and district commanders will appoint a recruiting officer, who will acquaint himself with the benefits of reenlistment, continuous service, allowances, and retirements. He will interview all men sufficiently in advance of the expiration of their enlistment (about one month) in order that no man may be lost to the service who might have been induced to reenlist.

**Men leaving the service.** 4702. Men leaving the service will be instructed that, should they desire to reenlist at some subsequent date, they should apply to the nearest recruiting officer and not direct to Headquarters. Individual cases will be referred to Headquarters, when necessary by the recruiting officers themselves.

**Government insurance.** 4703. At the time of leaving the service every man who is carrying Government insurance will receive explicit notice that he must pay premiums direct to the United States Veterans' Bureau, Wash. D. C., if he wishes to continue the insurance. Further details will be found in the Pay and Supply Instructions.

**Allowance for delay.** 4704. Men will be notified that frequently the physical qualifications of a man applying for reenlistment must be referred to Headquarters and that, as this takes time, due allowance for such delay should be made in applying for reenlistment, in order that their continuous service may not be jeopardized.

**Physical examination prior to discharge.** 471. PRIOR TO DISCHARGE EVERY ENLISTED MAN TO BE DISCHARGED FOR ANY REASON OTHER THAN PHYSICAL DISABILITY SHALL BE EXAMINED PHYSICALLY TO THE EXTENT NECESSARY TO DETERMINE WHETHER OR NOT HE HAS ANY DISEASE OR PHYSICAL CONDITION LIKELY TO RESULT IN PHYSICAL OR MENTAL DISABILITY OR DEATH.

**Nature and report.** 4711. This physical examination will be made by

a medical officer and a report of the finding will be forwarded to Headquarters for file in the man's service record. The report will state the nature of any disease or unsatisfactory physical condition and a statement of the opinion of the medical examiner as to whether it was incurred as incident to service. If necessary, the man's enlistment will be extended to permit this to be carried out.

4712. In addition to the foregoing examination by a medical officer each man about to be discharged will be required, on the date of discharge, to sign a statement to the effect that:

- (a) He knows of no physical defects that exist; or
- (b) That he knows of the following defects which exist (to be specified.)

This statement will be recorded in the same manner as the medical certificate.

472. PRIOR TO DISCHARGE AT THE EXPIRATION OF ENLISTMENT OF A MAN SERVING UNDER SPECIAL TEMPORARY ENLISTMENT WHO IS TO REENLIST ON THE DAY FOLLOWING DISCHARGE HE SHALL BE GIVEN A COMPLETE PHYSICAL EXAMINATION.

4721. Men serving in a special temporary enlistment who have signified their intention to reenlist on the day following discharge, will be examined physically in sufficient time before the expiration of enlistment to permit Headquarter's action on report of examination. The standard physical examination will be given and Form 2525B used for reporting the findings. The report of the examination will be forwarded in duplicate to Headquarters. No letter of transmittal will be necessary when forwarding physical examination reports, but the first indorsement on the reverse of form will be completed. Headquarters upon receipt of the physical examination report will take necessary administrative action on same and return the duplicate copy to the unit by means of the third indorsement on the reverse of the form. The action noted on the third indorsement on physical examination record will be the unit's authority to effect discharge and reenlistment. No discharge or re-enlistment will be effected until the duplicate copy of physical examination record is received from Headquarters, the enlistment being extended if necessary. Upon receipt of duplicate physical examination record from Headquarters, same will be placed in the individual health record.

4722. Should physical defects not shown on the report of physical examination develop during the interim be-

tween date of physical examination and expiration of enlistment, Headquarters will be advised immediately by dispatch. (See art. 4633.)

**Physical examination not required.** 4723. Physical examination upon discharge at the expiration of enlistment other than that required by article 471, Regulations, is not required for a man serving under regular enlistment who has signified his intention to reenlist on the day following discharge.

#### RETIREMENT.

#### 473.

4731. The laws governing the retirement of enlisted personnel are given in articles 280 and 2801-2803, Chapter I, of these instructions, to which attention is directed.

#### TRANSFERS.

**Made as prescribed by Headquarters.** 474. THE TRANSFER OF AN ENLISTED MAN FROM ONE UNIT TO ANOTHER UNIT OF THE COAST GUARD SHALL BE MADE AS PRESCRIBED IN THE REGULATIONS AND INSTRUCTIONS FROM HEADQUARTERS.

**Area commanders.** 4741. (1) Area commanders are authorized by article 46 (2), Regulations, to perform or to direct any person attached to their office, or to any unit within their respective area, to perform such travel within the limits of their area as may be necessary for the proper conduct of official business of the Coast Guard and to authorize the expense incident thereto in accordance with existing travel regulations. This authority is for temporary duty in meeting emergencies which may arise and in carrying out official business of the Coast Guard. Area commanders are not authorized to effect permanent transfers of personnel within their area or from one division to another. An area commander may direct the commander of a division in his area to effect transfers of enlisted persons within the division.

**Division commanders.** (2) Division commanders are authorized by article 720, Regulations, to perform or to direct any person attached to their division to perform such travel within the limits of the division as may be necessary for the proper conduct of official business of the Coast Guard, and to authorize the expense incident thereto in accordance with existing travel regulations. In addition, division commanders will be authorized by letter from Headquarters to effect temporary or permanent transfers of enlisted persons within the division (except

district personnel) whether or not travel or permanent change of stations may be involved, and to authorize necessary travel and the allowance for subsistence and quarters prescribed by articles 248-251, Pay and Supply Instructions. Division commanders also will authorize the expense incident to transfers desired by the district commander within a district whenever expense is involved.

(3) District commanders are hereby authorized to effect temporary or permanent transfers of enlisted men between stations in a district, except that a chief petty officer or petty officer, first class, in charge of a station will not be transferred under this authority. When no expense is involved, transfers within a district may be initiated by the district commander. When expense is involved, the district commander will request from the division commander the authority to incur the expense. District commanders.

(4) A temporary transfer of enlisted men between vessels may be made in an emergency, when the interests of the service require it, by mutual agreement of the commanding officers concerned provided such transfer can be made without expense to the Government. Between vessels.

(5) All transfers made by the authority of area, division, or district commanders or by mutual agreement of commanding officers will be reported to Headquarters. To be reported.

4742. Whenever a district commander considers it necessary or desirable, in the interest of efficiency, to transfer a chief petty officer or petty officer, first class, in charge of a station, from one station to another in a district, either temporarily or permanently, he will forward his recommendation for such transfer, together with his reasons therefor, to Headquarters, but such transfer will not be made until authorized by Headquarters. Authority from Headquarters.

4743. When the transfer of an enlisted man is directed, responsible officers may grant leave not to exceed 10 days, except when the order is by dispatch or otherwise expresses haste. The enlisted man being transferred may be authorized to perform the travel by his own privately owned conveyance. Leave upon transfer.

4744. An enlisted man being transferred from a unit will report to the unit to which transferred upon the Performance of travel.

expiration of the shortest time in which the distance between the two units may be traveled by regular commercial carrier. No extension of this time will be allowed unless leave en route is granted under authority of article 4743. The date and hour of departure from a unit will be indorsed on the orders issued to the man.

**Procedure upon transfer from a unit.** 4745. The responsible officer of the unit from which a man is transferred is responsible for the following:

(1) Preparation and prompt mailing of the report of transfer, in duplicate, with accompanying papers. The report of transfer will in all cases, be made in triplicate on Form 2503. The triplicate copy will be placed in a temporary file used for that specific purpose. When the original of Form 2503 is returned from the unit to which the man has been transferred, duly indorsed to show the date and hour of arrival of the man, the copy on temporary file will be destroyed and the original placed in the man's jacket. The papers to accompany the report of transfer include the following:

(a) Service record. All necessary entries will be made to date of transfer.

(b) Forms 2677 and 2677A, complete to date of transfer.

(c) Record of Government insurance, if any.

(d) Forms 2528 and 2528A, with acknowledgements in each case.

(e) Designation of Beneficiary for Death Gratuity (Form 2529).

(f) Health Record (Form 2525). All entries will be made to date of transfer.

(g) Certified copy of the latest statement of service for pay purposes (Form 2511).

(h) Continuous Service Certificate, if one has been issued.

(i) All letters from Headquarters or other sources on which final action has not been taken prior to transfer.

(j) Department action on any court of which the sentence has not been carried out.

(k) All other letters or papers from the man's record of which the responsible officer of the unit to which the man is transferred should have cognizance.

(2) Reporting transfer to Headquarters, on Form 2599,

giving hour and date of departure.

(3) Making inquiry of the unit to which the man was transferred in case the original of Form 2503 is not returned promptly.

(4) If the transfer is from one district to another district the service record will be forwarded to the commander of the district to which the man is transferred, who will make such notation as he may desire for the personnel records of his office and forward the service record to the station where the man's records are to be kept.

4746. The service record, reports, etc., required to be transmitted by preceding article will not be carried by the enlisted man concerned. Papers not carried by man.

4747. The responsible officer of a unit to which an enlisted man is transferred will proceed as follows: Procedure upon transfer to a unit.

~~(1) Take up the person on his records from the day following the date on which he departs from his former unit and be guided thereafter by the provisions of the regulations as prescribed for other enlisted men under his command.~~

(1)(2) In the event that the person fails to report at the expected time, and in the absence of definite information as to his whereabouts, notify the commanding officer of his former unit and request him to furnish any information which he may have as to the failure of the person to report at the proper time. If a person is declared a deserter, return all papers to the commanding officer of the former unit, who will complete the papers and forward them to Headquarters.

(2)(2) Receipt for the papers on original of Form 2503 and return the receipted copy immediately to the unit from which the man was transferred, noting thereon any discrepancies.

(3)(1) Upon the reporting of the man prepare Form 2599 and forward same immediately to Headquarters.

4748. In all cases where a man is permanently attached to a unit and doing temporary duty elsewhere, his name will appear on the muster roll of each unit with notation in the remarks column showing his proper status. Entries on muster rolls.

475. REQUESTS FOR TRANSFER BY ENLISTED MEN WILL BE HANDLED IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HEADQUARTERS. Handling of requests for.

4751. (1) An enlisted man desiring to be transferred Submission of request.



from one unit to another will make written request to his responsible officer. This request will be forwarded through official channels, with indorsement showing approval or disapproval, to the responsible officer of the unit to which transfer is requested. After indicating his approval or disapproval, this officer will forward the request through official channels to the action officer. If the request is approved the action officer will issue the orders necessary to effect the transfer. If the request is not approved the responsible officers of the units concerned will be so informed.

Papers to  
accompany  
request.

(2) Accompanying all requests for transfer must be a statement of the marks during current enlistment of the man requesting the transfer and when the transfer is from a vessel or other unit to a station the statement will show whether the man concerned is a good swimmer. When the transfer is an exchange of duties, the men concerned must be of the same rating and the correspondence must contain the written request of both parties to the request.

Action on  
requests.

(3) (a) When a transfer is requested from one unit in a district to another unit in the same district, the district commander will be the action officer except in the case of a chief petty officer or petty officer, first class, in charge of a station, when final action will be taken by Headquarters. (See art. 4741 (3).)

(b) When a transfer is requested from one unit in a division to another unit in the same division, the division commander will be the action officer.

(c) When a transfer is requested from a unit in a division to a unit outside the division, final action will be taken by Headquarters.

No expense to  
government.

4752. When the transfer of an enlisted man at his own request is authorized, no part of the expense involved will be paid by the Government. Headquarters also may require the man to waive his right to transportation upon discharge. When required, the waiver will be prepared in triplicate; the original will be forwarded to Headquarters, one copy will be attached to the man's pay card, and one copy will be retained in the files of the unit where prepared.

Relatives not  
assigned to  
same unit.

476. NO ENLISTED PERSON SHALL BE ASSIGNED TO DUTY ON ANY VESSEL OR AT ANY STATION WHO IS A RELATIVE OF ANY OFFICER OR ENLISTED MAN ATTACHED

TO SUCH VESSEL OR STATION. THE DEGREE OF RELATIONSHIP CONTEMPLATED HEREIN SHALL INCLUDE, FATHER, BROTHER, SON, NEPHEW, FATHER-IN-LAW, BROTHER-IN-LAW, AND SON-IN-LAW. (SEE ART. 1225 REGULATIONS).

### SEA AND SHORE DUTY

477. ASSIGNMENTS OF ENLISTED MEN TO SHORE DUTY SHALL BE IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HEADQUARTERS. Assignments to.

4771. The tour of duty ashore for enlisted men will be not over three years except that for yeomen it will be not over four years. A man will not be assigned to a second tour of shore duty until he has completed three years at sea subsequent to last shore assignment except that for yeoman and carpenter's mates the period at sea need be only two years. Only sea duty in the Coast Guard will be considered in determining a man's eligibility for shore duty. Division commanders will regulate sea and shore duty within their division in accordance with these instructions. (Sea service not required of men with life-saving, or telephone ratings). Tours of duty.

4772. When cases arise where no vacancies exist ashore within a division to which men entitled to shore-duty may be assigned, or where no vacancies exist afloat to which men who have completed their tour of shore duty may be assigned, the matter will be referred to Headquarters for disposition. Filling of vacancies.

4773. Headquarters assigns personnel to the unit's listed below: Personnel assigned by Headquarters.

ACADEMY	FORT TRUMBULL
COAST GUARD STORES	TRAINING STATION
DEPOT	HEADQUARTERS
ENGINE SCHOOL AND	INSPECTION DUTY
REPAIR BASE	RECRUITING DUTY

4774. Applications of men for assignment to shore duty will not be forwarded unless the following requirements are fulfilled: Requirements to be fulfilled.

(1) The man has a satisfactory record in proficiency in rating, conduct, and sobriety.

(2) The man has completed at least three years' sea duty during his last four years of service except

in the case of yeoman and carpenter's mates, who must have completed at least two years' sea duty during their last three years' service.

(3) The man is performing sea duty at the time the application is made and his last year of duty has been sea duty.

**Qualifications to be shown.** 4775. Applications for assignment to specialized duty, such as aviation, or duty at the Coast Guard Institute, will contain a full and detailed statement of the applicant's special qualifications for this duty.

### AVIATION DUTY

**Assignments.** 478. ASSIGNMENTS OF ENLISTED MEN TO AVIATION DUTY SHALL BE IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HEADQUARTERS.

4781. (a) Men holding ratings below seaman, first class, and firemen, first class, will not be assigned to aviation duty.

**Special instructions.** (b) Seamen, first class, and firemen, first class, on aviation duty as part of the regular complement of an air station will be eligible for advancement to aviation petty officer, third class, ratings. These advancements in rating will not be made unless the man concerned meets all requirements and is in every respect qualified. Such advancements in rating in the aviation branch will be made within the quota allotted the division commander.

(c) Men assigned to air stations for training for aviation ratings will not be advanced in rating until specific authority has been received from Headquarters. Commanding officers will recommend to Headquarters men who are in every respect qualified for advancement to an aviation rating.

**Qualification as pilot.** 4782. A man assigned to aviation duty and given flight training will not have his rating changed even though he qualifies as a pilot. An entry will be made on the man's service record and continuous service certificates to show such qualifications.

### DESERTIONS

**What constitutes.** 479. WHEN A MAN HAS BEEN ON UNAUTHORIZED ABSENCE FOR 10 DAYS, OR FOR LESS THAN 10 DAYS IF INTENTION NOT TO RETURN IS MANIFEST, HE SHALL BE DECLARED A DESERTER.

CHAPTER V  
ENLISTED PERSONNEL

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CHAPTER V

ENLISTED PERSONNEL

LEAVE OF ABSENCE

501. AUTHORIZED ABSENCE OF AN ENLISTED PERSON FROM DUTY FOR MORE THAN 48 HOURS SHALL BE CONSIDERED LEAVE. Definition

502. LEAVE OF ABSENCE BEGINS ON THE DAY FOLLOWING THAT ON WHICH AN ENLISTED PERSON DEPARTS FROM HIS STATION OR DUTY. THE DATE OF DEPARTURE, WHATEVER THE HOUR, IS COUNTED AS A DAY OF DUTY; THE DAY OF RETURN AS A DAY OF ABSENCE, EXCEPT WHEN SUCH RETURN IS MADE BEFORE MERIDIAN, IN WHICH CASE IT SHALL BE COUNTED AS A DAY OF DUTY. Computation

503. THE PROPER ENTRY IN SERVICE RECORDS SHALL BE MADE OF ALL LEAVE TAKEN, GIVING INCLUSIVE DATES. Entry in Service Record

5031. The hour and date of departure on leave or other absence and return therefrom will be inserted on muster rolls. Departure

504. DIVISION OR FORCE COMMANDERS, COMMANDING OFFICERS AND DISTRICT COMMANDERS ARE AUTHORIZED TO GRANT LEAVE OF ABSENCE TO ENLISTED PERSONS WHOSE SERVICES CAN BE SPARED AS FOLLOWS: Authority

(a) TO EVERY ENLISTED MAN, ANNUAL LEAVE OF ABSENCE NOT TO EXCEED 30 DAYS IN ANY ONE ENLISTMENT YEAR. THIS ANNUAL LEAVE IS NOT CUMULATIVE FROM ONE ENLISTMENT YEAR TO ANOTHER. Annual

(b) TO ALL ENLISTED MEN WHO RECEIVE AN HONORABLE DISCHARGE BY REASON OF EXPIRATION OF ENLISTMENT AND WHO REENLIST WITHIN 30 DAYS FROM DATE OF DISCHARGE, REENLISTMENT LEAVE OF ABSENCE OF 10 DAYS FOR EACH YEAR OF REENLISTMENT PERIOD, LESS THE NUMBER OF DAYS ELAPSING SINCE DATE OF HONORABLE DISCHARGE. ALL OR ANY OF THIS LEAVE MAY BE GRANTED AT ANY TIME DURING THE PERIOD FOR WHICH THE MEN REENLIST. Reenlistment

5041. All requests for leave of absence will be submitted on Form 2519 and the instructions contained on that form will be strictly complied with except that a copy of the form need not be forwarded to Headquarters in the case of enlisted men. Men will be instructed previously, by a notice on this form, that applications for extension of leave should be addressed to their own commanding officer and not to Headquarters. Request Submitted

5042. Commanding officers should assure themselves that men going on leave, particularly to places of considerable distance from their station of duty, have the funds necessary for their return. There is provision elsewhere in the regulations for officers to furnish transportation to deserving cases requiring this assistance, but the fact that the cost of such transportation is eventually checked against the pay of the men should not be considered as relieving them from all liability to punishment for failure to comply with such orders as may be issued on the subject. Sufficient Funds

by their commanding officer. Each case should be carefully investigated in order to discourage this practice.

**Return  
to Unit**

5043. An enlisted man who may be granted leave of absence will rejoin the vessel or other unit to which he is attached upon the expiration thereof. If he be attached to a vessel he will endeavor to keep himself informed of her whereabouts and will rejoin the vessel, if practicable, wherever she may be, upon the expiration of his leave. If the vessel be at sea upon the expiration of his leave, he will report to the division commander, or the nearest Coast Guard officer, who may assign him to other duty until the return of his vessel.

**Terminated  
upon  
Admittance  
to  
Hospital**

5044. When a man on leave of absence is admitted for in-patient treatment at any Army, Navy, or Public Health Service hospital or at any hospital with which the Public Health Service has a contract, the responsible officer will terminate the man's leave of absence as of the day the man enters the hospital and place him in the status of absent in the hospital. Upon release from the hospital the man will return to his unit unless he is again granted leave of absence by the responsible officer.

**Leave after  
arrest**

5045. (1) When an enlisted man in the Coast Guard is arrested by Federal, State or civil authority and returns to the unit to which he is attached on bail, the responsible officer may grant him leave of absence to appear for trial on the date set upon an official statement by the judge, prosecuting attorney, or clerk of the court, reciting the facts, giving the date on which the presence of the person is requested, and the approximate time that should be covered by such leave of absence.

**Leave  
to attend  
court**

(2) Leave of absence may be granted enlisted men of the Coast Guard subpoenaed or served with a writ issued by a court of competent jurisdiction. In such cases the responsible officer is authorized to grant leave of absence to the person subpoenaed or upon whom the writ is served, in order to permit him to obey the same, unless the public interests will be seriously prejudiced by his absence, in which case full report of the matter will be made to Headquarters.

**Extension  
not  
granted**

(3) Men arrested and detained by civil authorities while on liberty or leave of absence, who fail to return to their respective units upon expiration of such liberty or leave of absence, will not be granted an extension of liberty or leave of absence. Men so detained beyond date and hour of expiration of liberty or leave of absence will be considered as absent over leave unless they are acquitted of the charges on which held and upon their return have their absence over leave excused as unavoidable. (See art. 507, Regulations, and art. 4602 (4) of these instructions.)

**Visit  
foreign  
country**

5046. Men desiring leave for the purpose of proceeding to a foreign country must submit to Headquarters a request that the necessary authority to leave the continental limits of the United States be granted.

## LIBERTY

510. AUTHORIZED ABSENCE FROM DUTY FOR LESS THAN 48 HOURS SHALL BE CONSIDERED "LIBERTY". Definition of

511. THE RESPONSIBLE OFFICER SHALL GRANT SUCH LIBERTY TO THE CREW AS IS CONSISTENT WITH THESE REGULATIONS, THE SAFETY OF THE UNIT, AND THE DUE PERFORMANCE OF DUTY. HE SHALL CAUSE LIBERTY LISTS TO BE PREPARED AND SHALL EXERCISE GREAT CARE THAT NO INJUSTICE IS DONE OR UNJUST DISCRIMINATION MADE IN GRANTING LIBERTY. Granted

512. LIBERTY SHALL BE GRANTED THE CREW AT SUCH TIMES AND UNDER SUCH CONDITIONS AS THE RESPONSIBLE OFFICER MAY DIRECT. AN AMPLE ALLOWANCE IS RECOMMENDED IN THE INTERESTS OF RECREATION AND HEALTH, BUT WHEN LIBERTY IS GRANTED THERE SHALL BE MAINTAINED AT ALL TIMES A FORCE SUFFICIENT FOR ORDINARY EMERGENCIES. Ample allowance recommended

513. UNLESS THE EXIGENCIES OF THE SERVICE OR THE UNHEALTHY CONDITION OF THE PORT PREVENT GIVING LIBERTY TO THE CREW, NO PERSON SHALL BE DEPRIVED OF LIBERTY ON SHORE, EXCEPT BY ORDER OF THE COMMANDING OFFICER WITHIN THE LIMITS OF LAW AND REGULATIONS, OR WHEN CONFINED BY SENTENCE OF A COURT, OR FOR SAFEKEEPING, OR WHEN UNDER ARREST FOR TRIAL. Deprivation to be within limits of law

5131. The executive officer will cause to be kept a liberty book, which will be placed where it may be consulted by officers and enlisted men. Liberty book kept

5132. Requests for extra liberty or for other special privileges, will be made at such hour as may be prescribed by the daily routine, and will be heard by the executive officer at that hour. Preference in granting special privileges will be given enlisted men with excellent conduct records. Requests made at mast

5133. Persons on liberty will be encouraged to return to their ship for meals and to sleep, and the necessary boats will be provided for such return. Boats for liberty party

514. THE DISTRICT COMMANDER SHALL FORMULATE RULES GOVERNING LIBERTY FOR ENLISTED PERSONS IN HIS DISTRICT, WHICH RULES SHALL BE CONSISTENT WITH THESE REGULATIONS AND WITH INSTRUCTIONS ISSUED BY HEADQUARTERS. District Commander to formulate rules

5141. (a) The number of persons remaining at a station must be adequate for the performance of watch, patrol, and other duties, and sufficient for all ordinary emergencies. General instructions

(b) The hours at which liberty will begin and end at any station will be the same for all enlisted persons at that station.

(c) The officer in charge will grant liberty for such times and under such circumstances as the district commander may direct. The departure on liberty and the return from liberty of every person attached to a station will be entered in the station log. (See art. 510, Regulations).



(d) The officer in charge of a station and the senior petty officer will not be absent from duty at the same time except in cases of urgent necessity; except during an absence of either the officer in charge or the senior petty officer the one remaining at the station will not be deprived of his regular liberty if the person next in rating is competent to assume charge.

(e) Care will be taken that no injustice is done or unjust discrimination made in granting liberty to the deserving. A person about to go on liberty may be required to remain through a drill of any kind in which he lacks proficiency.

(f) Liberty will not be granted during official visits of the district commander or of an inspecting officer, or when engaged in assistance work which would warrant the employment of extra men. When liberty is not granted for any of the above reasons, an entry of the fact will be made in the log.

(g) Enlisted men will not be allowed to exchange liberty without permission of the officer in charge or, except in case of such exchange, will any man be granted liberty a second time until every other member of the crew entitled to liberty has had his turn. Should a person decline his regular liberty, or be deprived of it as a punishment, he will be required to perform his regular duties.

(h) A petty officer or other enlisted man before leaving his station on liberty will inform the officer in charge where he is likely to be found in case his services should be needed. When such man is in the vicinity of the station when his services are needed, the officer in charge will require him to return at once.

(i) The officer in charge of a station may require any person going on liberty to take the mail to, or to bring it from, the post office and to perform other errands of an official nature which will not interfere materially with his liberty.

(j) If a member of a station crew fail to return from liberty on time, the officer in charge will investigate the case and will award a punishment therefor in accordance with these regulations, unless he deem such failure excusable.

515.

#### GOOD-CONDUCT MEDALS

Issued as prescribed 516. GOOD-CONDUCT MEDALS SHALL BE ISSUED UNDER SUCH INSTRUCTIONS AS MAY BE PRESCRIBED BY HEADQUARTERS.

Recommendation 5161. A good-conduct medal will be issued by Headquarters to any enlisted man who, at the expiration of a period of service, will have been recommended for conduct by his responsible officer.

Period of service 5162. A period of service, as mentioned in the preceding paragraph, must be continuous service in the Coast Guard terminated by expiration of enlistment and receipt of honorable discharge and must be for four full years if

the last honorable discharge was received between 17 May, 1920, and 30 June, 1934, or for three full years if the last honorable discharge was received subsequent to 30 June, 1934. ~~The period of service must be followed by re-enlistment within continuous service period before the medal will be issued.~~

5163. Any man who has received one medal will, if recommended at the expiration of any subsequent period of service, be given in place of a medal, a bar, which will be worn above the medal on the same ribbon. Subsequent period.

5164. Upon the completion of a period of service under conditions which entitle a man to a good-conduct medal, the commanding officer or the district commander will forward to Headquarters a letter with appropriate recommendations. Recommendation.

5165. When a letter of recommendation for good-conduct awards is forwarded to Headquarters it will be accompanied by completed service record showing entries for discharge. Continuous service certificates will not be forwarded. Service record.

5166. A man in order to be recommended for good-conduct medal must have a mark of 4.0 in conduct for the three-year period indicated. If a mark of less than 4.0 has been received during an enlistment, no part of the time served during that enlistment may be counted toward a good-conduct medal. Marks.

## 517.

### RECORD OF PERFORMANCE OF DUTY

#### MARKS, GENERAL

518. QUARTERLY MARKS SHALL BE ASSIGNED AND THE RECORD OF PERFORMANCE OF DUTY SHALL BE KEPT IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HEADQUARTERS. To be assigned

5181. (1) Marks will be assigned to enlisted men on enlistment record at the end of each quarter and upon transfer or discharge, but no marks will be given for a period of less than one month, except that when a man has been found guilty of a breach of discipline he will be marked accordingly in "Conduct", and if the offense be one of insobriety he also will be marked in "Sobriety". When assigned.

If no mark is assigned, an entry "Less than one month" will be made. Marks must always be given upon discharge even though the period be less than one month.

Men attend-  
ing school.

(2) When a man is absent from his unit and in attendance at a service school at the end of a quarter, no marks will be assigned at that time. Upon the return of a man from the school, the marks for the preceding quarter(s) will be filled in, due consideration being given to any reports received from the school or from Headquarters.

(3) When a man has been performing temporary duty at a unit, other than a service school, for a month or more, marks shall be assigned by the Commanding Officer or Officer in Charge of that unit for the period of such temporary service.

General  
scale.

5182. Marks will be assigned under the headings "Proficiency in Rating", "Conduct", "Sobriety", "Ability as Leader of Men", and "Health" in accordance with the following general scale:

Perfect	- - - - -	4.0
Excellent	- - - - -	3.5 to 3.9
Good	- - - - -	3.0 to 3.4
Satisfactory	- - - - -	2.5 to 2.9
Indifferent	- - - - -	2.0 to 2.4
Poor	- - - - -	1.0 to 1.9
Bad	- - - - -	0.0 to 0.9

Marks for  
period.

5183. Marks for any period will be based solely upon the man's behavior and ability during that time. Good or bad behavior during a previous period will not be allowed to influence the marks being awarded for the period under consideration, except that when a mark has been assigned in conduct or sobriety for a period of less than one month in accordance with article 5181 (1) this mark will be considered in arriving at the mark in proficiency in rating the next time marks are assigned. Extreme care will be exercised that the marks as finally entered in the service record are a correct and just estimate of the ability, character, and worth of the man concerned. Selection for advancement and the character of discharge are dependent almost entirely on the record of a man as indicated by the marks assigned. The assignment of marks is an important duty of the

officers responsible therefor and will never be allowed to become perfunctory in the slightest degree.

5184. Marks will be assigned by division officers or heads of departments, after consultation with junior officers, warrant officers, chief petty officers, and petty officers under whom the man has worked. For certain petty officers and men of lower ratings, such as mess attendants, etc., who are under the continual observation of several officers during any period, the marks assigned by division officers will be combined with others recommended by the officers mentioned. Before being entered on the service record all marks will be approved by the commanding officer or district commander.

5185. When marks have been entered in a service record they will not be changed at a subsequent date unless an error was made at the time the marks were assigned. All changes in marks in a service record will be made in red ink and initialed by the officer making the change. In addition, a notation will be made in the service record, on the line following that on which changed marks appear, setting forth why the change was made.

## MARKS, STANDARDS ESTABLISHED

### HEALTH

5186. The marks assigned under the heading "Health" will indicate the general health of a man. Consideration will be given to the general physical condition of the man, his physical fitness to perform the general duties of his rating, and any periods of absence due to illness or injury. The following standards will be used as a guide in assigning marks for "Health":

- 4.0 - No injury, no illness, physically able to perform all duties.
- 3.5 to 3.9 - Illness or injury not sufficiently serious to interfere with performance of duty.
- 3.0 to 3.4 - Illness or injury sufficient to cause absence or interfere with performance of duty for one-sixth of the period for which marks are being assigned.
- 2.5 to 2.9 - Illness or injury sufficient to cause absence or interfere with performance of duty for one-third of the period for which marks are being assigned.
- 2.0 to 2.4 - Illness or injury sufficient to cause absence or interfere with performance of duty for one-half of the period for which marks are being assigned.
- 1.0 to 1.9 - Illness or injury sufficient to cause absence or interfere with performance of duty for two-thirds of the period for which marks are being assigned.
- 0.0 to 0.9 - Illness or injury sufficient to cause absence or interfere with performance of duty for more than two-thirds of the period for which marks are being assigned.

5187. A mark in "Health" below 2.5 for an entire quarter makes questionable the physical qualification of a man for retention in the service. A board of medical survey should be requested when a man receives a mark in "Health" below 2.5 for two consecutive quarters. Medical Board of Survey requested

5188. Marks assigned under the heading "Health" will be averaged upon discharge and this average mark will appear by itself on the discharge. The health mark on the discharge will direct the attention of the enlisting officer to the general health of the applicant during previous enlistment and enable the medical officer conducting the physical examination to determine whether any previous physical defects still exist. Health marks on discharge

#### ABILITY AS LEADER OF MEN

5189. Men of all ratings except apprentice seamen; seamen, second class; firemen, third class; firemen, second class; and mess attendants will be assigned marks in "Ability as Leader of Men". No standard for marks under this heading is set up other than that given in the article 5182, but consideration will be given to the man's ability to set a good example in appearance, conduct, execution of orders, etc., as well as to his manner of treating or handling subordinates. Ability as leader of men

#### SOBRIETY

5190. Marks assigned under the heading of "Sobriety" will show a man's record as regards the use of intoxicating liquor. The following standards will be used as a guide in assigning marks for "Sobriety": Sobriety

- 4.0 - No evidence of over indulgence in intoxicants.
- 3.5 to 3.9 - Evidence on not more than one occasion of prior over indulgence in intoxicants.
- 3.0 to 3.4 - Evidence on not more than one occasion while on duty of prior over indulgence in intoxicants but not sufficient to incapacitate for duty.
- 2.5 to 2.9 - Evidence on more than one occasion while on duty of prior over indulgence in intoxicants but not sufficient to incapacitate for duty.
- 2.0 to 2.4 - Incapacitated for duty because of prior over indulgence in intoxicants or convicted of drunkenness on shore.
- 1.0 to 1.9 - Convicted of drunkenness on shore on more than one occasion or of drunkenness on duty.
- 0.0 to 0.9 - Convicted of drunkenness on duty on more than one occasion or of smuggling or attempting to smuggle intoxicants, or under the influence of intoxicants, not having been on liberty.

#### CONDUCT

#### Conduct

5191. Marks assigned under the heading "Conduct" will show a man's personal deportment, mode of moral action, and behavior, either absolutely or in relation to others. An offense involving insobriety will be charged against "Conduct" as well as against "Sobriety". When a man has been absent in the hospital as a result of his own misconduct (except in the case of venereal disease, where the primary lesion occurred more than a year previous) the mark in "Conduct" will not exceed the mark in "Health". The following standards will be used as a guide in assigning marks for "Conduct":

- 4.0 - Exemplary in conduct, bearing, and appearance; good influence at unit.
- 3.5 to 3.9 - Not more than one minor offense; no absence without leave.
- 3.0 to 3.4 - More than one minor offense; absence over leave on not more than one occasion; no absence without leave.
- 2.5 to 2.9 - Repeated minor offenses or absence over leave; no absence without leave; sentence by deck court of less than 10 days' pay; less than 3.5 but not less than 3.0 in sobriety.
- 2.0 to 2.4 - Sentence by deck court of more than 10 days' pay; reduction of rating except for incompetency; no absence without leave; less than 3.0 but not less than 2.5 in sobriety.
- 1.0 to 1.9 - Sentence by summary court or more than one deck court; no absence without leave; considerable correspondence regarding dependents or indebtedness; less than 2.5 but not less than 2.0 in sobriety.
- 0.0 to 0.9 - Sentence by general court or more than one summary court; absence without leave; less than 2.0 in sobriety.

5192. Marks assigned under the heading "Conduct" will be averaged upon discharge and this mark will appear by itself on the discharge. It will be one of the factors determining the form of discharge to be issued. Conduct mark on discharge

#### PROFICIENCY IN RATING

5193. Proficiency in rating is the summation of the various elements that go to make up the service character of a man. The mark for it is not the average of his other marks, but it nevertheless depends upon them in so far as the particular ratings require reliability. In determining marks, therefore, it is to be borne in mind that the mark for proficiency in rating is intended to be sufficient by itself to denote a man's ability and also his habits and character--in short, his value to the service in his particular rating. Proficiency in rating

Mark	All Petty Officers	Other enlisted men
4.0 -	No room for improvement.	No room for improvement.
3.5 to 3.9 -	Reliable, attentive, energetic, thoroughly competent, distinctly above average.	Reliable, attentive, energetic, forceful, thoroughly competent, distinctly above average.
3.0 to 3.4 -	Qualities sufficient to justify advancement.	Qualities sufficient to justify advancement.
2.5 to 2.9 -	Reliable, competent in rating.	Reliable, competent in rating.
2.0 to 2.4 -	Sufficiently good to justify retention in rating if immediate improvement is shown.	Sufficiently good to justify retention in rating if immediate improvement is shown.
1.0 to 1.9 -	Unfit for retention in present petty officer rating.	Unfit for retention in present rating.
0.0 to 0.9 -	Unfit for any petty officer rating.	Unfit for retention in service because of inaptitude.

5194. Marks assigned under the heading "Proficiency in Rating" will be averaged upon discharge and this mark will appear by itself on the discharge. It will be one of the factors determining the form of discharge to be issued. Averaged on discharge

#### ADAPTABILITY FOR WARRANT GRADE

5195. A mark indicating adaptability for warrant grade will be assigned to each permanently rated chief petty officer upon his transfer or discharge and upon the detachment of the commanding officer or officer in charge. This mark will be on the scale of 4.0 and will be entered in the man's service record on the line below that used for the regular marks. It will be signed by the commanding officer or officer in charge. It will not be entered on the certificate of discharge but will Adaptability for warrant grade

*The average of these marks will* be entered on the continuous service certificate *at time of discharge.* The mark should indicate the man's adaptability in all respects for the warrant grade and should be assigned only after careful consideration. This mark will be included in any transcript of marks prepared for any purpose.

Standard  
of marks

5196. The following standards are established:

- (1) To be recommended for honorable discharge:-
  - (a) Proficiency in rating - - - - - 2.75
  - (b) Conduct - - - - - 3.0
- (2) To be recommended for reenlistment:-
  - (a) Proficiency in rating - - - - - 2.5
  - (b) Conduct - - - - - 2.75
- (3) To be recommended for good conduct medal:-
  - (a) Conduct - - - - - 4.0

Method of  
averaging  
marks

5197. The final average marks to be entered in a man's service record or on his certificate of discharge and continuous service certificate, will be arrived at by multiplying the mark assigned by the number of months in the period covered by the mark, adding these, and dividing by the total number of months in the entire period. Only the marks assigned in proficiency in rating, conduct, and health, after being averaged by this method, will appear on the certificate of discharge.

520.

#### CONTINUOUS SERVICE CERTIFICATES

Issued  
upon com-  
pletion  
of period  
of  
service

521. CONTINUOUS SERVICE CERTIFICATES SHALL BE ISSUED BY HEADQUARTERS TO PERSONNEL UPON THE COMPLETION OF THREE OR MORE YEARS CONTINUOUS SERVICE, PROVIDED SUCH SERVICE IS TERMINATED WITH A DISCHARGE UNDER HONORABLE CONDITIONS, RECOMMENDED FOR REENLISTMENT, AND REENLISTMENT IS EFFECTED WITHIN CONTINUOUS SERVICE PERIOD.

Prepared  
at Head-  
quarters

5211. Continuous Service Certificates will be prepared at Headquarters for all men entitled to them and will be forwarded to the unit to which the men concerned are attached.

Brought  
up to  
date

5212. Upon receipt of the Continuous Service Certificate at the unit to which the man concerned is attached, the print of the right index finger of the man will be inserted on the first page and the signature of the commanding officer placed opposite the finger print in the space headed "signed". On the reverse side of the sheet will be entered the amount of reenlistment allowance paid and the signature of the disbursing officer making payment. Any quarterly marks already assigned during current enlistment will be entered in the proper space and signed by the commanding officer so as to bring the Continuous Service Certificate up to date.

Receipt  
acknow-  
ledged

5213. The enlisted man concerned will acknowledge receipt of the Continuous Service Certificate by letter forwarded to Headquarters through official channels.



5214. Continuous Service Certificates are the property of the men to whom issued and will be delivered to them upon discharge, regardless of the character of the discharge. They will also be delivered to the man upon retirement and to the next of kin in case of death. However, during the enlistment, Continuous Service Certificate will be retained at the unit, the same as a service record. Upon desertion the Continuous Service Certificate will be forwarded to Headquarters with the service record and other papers. Handling of

5215. A discharge will be issued to a man even though he may have a Continuous Service Certificate. Discharge issued

5216. The following entries will be made in Continuous Service Certificate, using standard size type: Entries made

- (a) Enlistments and extensions thereof.
- (b) Quarterly marks (to correspond with marks on service record). *Average of marks on discharge*
- (c) Changes of rating.
- (d) Letters of commendation.
- (e) Transfers.
- (f) Discharges.
- (g) Courts.
- (h) Total net service for pay purposes on discharge.
- (i) Completion of course of instruction at Service school and other special qualifications.

In case of desertion no notation whatever will be made on the Continuous Service Certificate.

5217. Upon discharge under honorable conditions of a man entitled to reenlistment, who is not reenlisting at the unit from which discharged, there will be posted on the inside cover of the Continuous Service Certificate, the original or a certified copy of the last statement of service received from Headquarters for the man concerned. If no Continuous Service Certificate has been issued to the man, the record of service will be affixed to the back of the discharge which the man receives. (See art. 4597). Statement of service

522 - 560.

## CHAPTER VI

### STANDARDS OF EXAMINATIONS -- ENLISTED PERSONNEL

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# PERSONNEL INSTRUCTIONS

## CHAPTER VI

### STANDARDS OF EXAMINATIONS -- ENLISTED PERSONNEL

6001. All enlisted persons before being advanced in **Qualifications** rating will be required to prove their knowledge of **for all men.** the following:

- (a) The necessity of realizing the twofold nature of duty in the Coast Guard, namely, the military duties, irrespective of rating, and the particular duties of the rating in which men enlist or to which they may attain; the importance of accurate knowledge; discipline; the rules of discipline; questions on discipline; the nature of an order; the nature of a command.
- (b) What the Coast Guard offers. The various service schools and the qualifications necessary in order to gain admittance to these schools; the necessity for a good record in addition to special ability in any given line; the unit itself as a training school; promotion in the Coast Guard; difference between acting and permanent appointment; the opportunities of obtaining warrant and commissioned rank; continuous service men; leave; liberty; shore duty; retirement; pensions; rewards and privileges; medals and gratuities; citizenship.
- (c) Enlistments in general. Discharge; the various types of discharges and the effects of punishment thereon; the advantage of honorable discharge; transportation after discharge; service records; overstaying liberty and its effect on advancement; what constitutes desertion; the fact that desertion will be punished, irrespective of the motive that prompted it; punishment for desertion; types of Coast Guard courts.
- (d) Pay. Pay accounts; extra allowances; general remarks on pay; loss of pay due to breaking liberty; time lost due to misconduct.
- (e) Coast Guard customs. Rules concerning salutes; etiquette to officers and civilians; general information about the Coast Guard and its relation

to the government; the President; the Secretary of the Treasury; division commander; district commander; captain; executive officer; navigator; gunnery officer; engineer officer; communication officer; officer of the deck; division officer; officer in charge; the redress of wrongs; exercise of authority; quarrels and disturbances.

- (f) The general characteristics of ships of the Coast Guard. Questions thereon.
- (g) The routine in port and at sea. Bright work; sick call; quarters and drill; musters and inspections; messes; watches and divisions; patrols; scrubbing and cleaning; smoking hours; lucky bag; ship's orders.
- (h) The aim and object of all drills. What is intended to be accomplished in a place other than that in which any particular man is stationed; fire; collision; abandon ship; fire and rescue; general quarters; coaling ship.
- (i) Marking clothes. Uniform and regulations relating thereto; stowing bags and laying them out for inspection; airing bedding; stopping on wash clothes; requisitions for clothing; care of clothing.
- (j) Personal cleanliness. Elementary rules of hygiene; prophylaxis; elementary first aid; treatment of wounded in action; treatment of frost-bite; typhoid prophylaxis.
- (k) Painting and the preparation of surfaces therefor.
- (l) Swimming. Resuscitation of the apparently drowned; rescuing a drowning person by swimming to his relief; life buoys, how and when buoys should be dropped.
- (m) Athletics. The attention given to athletics in the service; various trophies awarded.

**General  
qualifications  
for C.P.O.**

6002. All chief petty officers, irrespective of ratings, must have a thorough knowledge of the following subjects: Responsibilities of chief petty officers; duties in general; privileges; pride in the performance of their duties; opportunities for advancement; duties at emergency drills (in general); uniform regulations; drill books; duties of beachmasters; patrol officers; routine division duties; and in general the duties of junior division officers; the ideals of an officer; the methods by which the chief petty officers

before he may be rated CHIEF STOREKEEPER:

- (a) Ability to direct and supervise the general activities of a supply department.
- (b) Thorough knowledge of all Coast Guard stores, with ability to identify them and with a well-grounded understanding for what they are used and how they should be stored and cared for.
- (c) Ability to direct proper stowage and to estimate capacities of storerooms.
- (d) Thorough knowledge of Regulations, Pay and Supply Instructions, and the functions, duties, and responsibilities of personnel of supply department.

6024. (1) A man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF COMMISSARY STEWARD:

- (a) Be familiar with the Regulations pertaining to the general mess.
- (b) Be familiar with the Pay and Supply Instructions regarding subsistence allowance, commuted rations, and all current instructions regarding the general mess.
- (c) Have demonstrated ability to cater for enlisted men.
- (d) Be able to plan menu for a week or longer and estimate the quantities of foodstuffs required for a given number of men.
- (e) Know current prices and normal seasonal fluctuations in prices of various ingredients of the ration and of other foodstuffs.
- (f) Be able to keep an accurate record and make correct report of all transactions connected with the general mess.
- (g) Be able to take complete charge of the delivery, handling, stowage, and issue of foodstuffs of a unit.
- (h) Be able to insure proper stowage and cleanliness of all galley and commissary spaces.
- (i) Understand and be able to direct the cooking and preparation of food in the galley and baking on board ship, embracing knowledge of the quantities of ingredients required for designated meals, the length of time required for cooking, and related matters.

(j) Understand the operation of a commissary department in a landing force.

Ship's cook, 6025. (1) A man must be found qualified by examination in the following before he may be rated SHIP'S COOK, THIRD CLASS:

- (a) Have general knowledge of the organization of the general mess.
- (b) Be able to care for and operate a galley range.
- (c) Be able to supervise and prepare food for cooking.
- (d) Be able properly to cook all usual articles of food with due regard to wholesomeness and palatability.
- (e) Know simple arithmetical processes, ordinary weights and measures.
- (f) Be able properly to clean galley utensils.
- (g) Be able to prepare food economically.
- (h) Know the routine regarding the withdrawal of provisions from storerooms.
- (i) Know the sanitary rules for commissary personnel.
- (j) Be able to take care of ice boxes, meat blocks, and vegetable lockers.
- (k) Know the division of duties in the galley.
- (l) Know the duties of the commissary ratings in military drills.
- (m) Be able to make up or save food for working parties and shore patrols.
- (n) Be able to prepare night rations for engineer force.

Ship's cook, second class. (2) In addition to the qualifications for ship's cook, third class, a man must be found qualified by examination in the following before he may be rated SHIP'S COOK, SECOND CLASS:

- (a) Be able to plan and prepare bills of fare.
- (b) Be able to take care of the delivery, inspection, and storage of provisions and fresh meats.
- (c) Be able to cut meats and understand economical use of meat.
- (d) Be able to determine the number of men on the ration list.
- (e) Be familiar with the Coast Guard ration, surveys, sales to messes, and recipes.
- (f) Have thorough knowledge of the keeping qualities of various kinds of provisions.
- (g) Be able to arrange details in advance according to the particular meal for serving food from the

galley expeditiously in food containers or in other manner suitable to the equipment of the ship.

(3) In addition to the qualifications for ship's cook, **Ship's cook, second class**, a man must be found qualified by examination in the following before he may be rated **SHIP'S COOK, FIRST CLASS**:

- (a) Be able to take complete charge of the galley.
- (b) Be thoroughly familiar with the duties of a cook detailed with a landing force.
- (c) Be able to provision a landing force with necessary cooking utensils.
- (d) Be able to bake bread, cake and pastries.

6026. (1) A man must have shown some aptitude for **Pharmacist's assignment to the medical department and must be found qualified by examination in the following before he may be rated PHARMACIST'S MATE, THIRD CLASS**:

- (a) Possess a satisfactory knowledge of the following subjects: materia medica - therapeutic classification of drugs of the United States Pharmacopoeia, their common, botanical, and official names, parts used, doses and active principles, toxic doses, poisonous symptoms and antidotes; nursing - practical and theoretical, beds and bed making, baths treatment other than by mouth, external applications, temperature, pulse, respiration, symptoms, names and uses of surgical instruments and appliances, medical and surgical nursing, including preparation of patient for operation.
- (b) Possess a satisfactory knowledge of the following subjects: elementary hygiene and sanitation (general and field), water, air, ventilation, heating and lighting of quarters, disposal of wastes, disinfection and disinfectants, sterilization, handling of infectious disease and prevention of disease.

(2) In addition to the qualifications for **Pharmacist's mate, third class**, a man must be found qualified by examination in the following before he may be rated **PHARMACIST'S MATE, SECOND CLASS**:

- (a) Possess a satisfactory knowledge of the following subjects: diets and messing for the sick, classes of food, various classes of diet, diet for special

diseases, obtaining and preparation of food, proper service of diets and patients.

- (b) Possess a satisfactory knowledge of the following subjects: clerical procedure and forms, knowledge and preparation of forms, typewriting, and ability to formulate tables and charts.
- (c) Possess a satisfactory knowledge of the following subjects: pharmacy and chemistry, various pharmaceutical processes employed in the manufacture of official preparations, relative proportions of the more important drugs entering into their composition, weights and measures, specific gravity, compatibilities, chemical symbols, the formulae of the more important chemicals with tests for identity and the reactions produced by their combination.

Pharmacist's  
mate, first  
class.

(3) In addition to the qualifications for pharmacist's mate, second class, a man must be found qualified by examination in the following before he may be rated PHARMACIST'S MATE, FIRST CLASS:

- (a) Possess a satisfactory knowledge of the following subjects: Sickbay duties and management, care of property and records, systematic duties in the care of the patient, systematic detail of hospital corpsmen and assistants to their duties, care of the storerooms and dispensary, proper stowage and safeguarding of property and records.
- (b) Possess a satisfactory knowledge of the following subject: objects and methods of producing anesthesia, forms of anesthesia, anesthesia, anesthesia-producing drugs, safeguarding of anesthetics, administration of anesthetics, restorative methods in anesthesia, instruments used and general anesthesia in special operative procedures.

Chief  
pharmacist's  
mate.

(4) In addition to the qualifications for pharmacist's mate, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF PHARMACIST'S MATE:

- (a) Be a good copyist. A satisfactory mark will be given for copying without error a printed page of the Regulations at the rate of twenty words per minute.
- (b) Possess a satisfactory knowledge of the following



subjects: supplies and property accountability, preparation of requisitions, vouchers, invoices, etc., commissary supervision, preparation of bills of fare, foods, special diets, preparation of official letters, care of records and use of the blank forms.

6027. (1) A man must be found qualified by examination in the following before he may be rated MUSICIAN, second class. Musician, second class.

SECOND CLASS:

- (a) Know the fundamentals of music.
- (b) Be able to read at sight and play second and third grade music on at least one band instrument.
- (c) Understand the proper use, handling, and care of his instrument.
- (d) Be familiar with the table of honors, so far as relates to the band.

(2) In addition to the qualifications for musician, second class, a man must be found qualified by examination to read at sight and play fourth grade music before he may be rated MUSICIAN, FIRST CLASS. Musician, first class.

(3) In addition to the qualifications for musician, first class, a man must be found qualified by examination in the following before he may be rated FIRST MUSICIAN: First musician.

- (a) Be able to play a first chair instrument in the band.
- (b) Be able to direct a band in the absence of the leader.
- (c) Be able to direct subordinates and to instruct members of the band and assist them in learning music.

(4) In addition to the qualifications for first musician, a man must be found qualified by examination in the following before he may be rated BANDMASTER: Bandmaster.

- (a) Have thorough knowledge of the first rudiments of theory and harmony, comprising the following 10 subjects:

- (1) Comprising all keys and scales. Examples:
  - What is the key of five flats in major?
  - What is the relative minor to this key?
  - What is the signature?
- (2) Comprising the four clefs in general use. Examples:
  - What clefs must we use in writing for the cello?

- What instruments play in the alto clef and why?
- (3) Comprising chords and their different positions; discovery of the fundamental basses. Examples: Write the chord of E major in the second division. What is the fundamental bass to the key of A major?
  - (4) The first rule of harmonizing comprising the following: Signature; finding the fundamental basses to melodies. Consecutive fifths and eights and how to prevent; diversification of the common chord; figuring the bass; chord of fundamental or dominant seventh and its resolution; harmony in four parts.
  - (5) The second rule of harmonizing, comprising the following: New applications of the fundamental basses and new effects in harmonizing a common melody.
  - (6) Diatonic major scales; intervals; chromatic alterations of intervals; consonances and dissonances; inversions and inversions of intervals of the major scale.
  - (7) The application of triads to the harmonization of melodies; movements of the voices or instruments; secondary triads of the major scale; parallel octaves and fifths.
  - (8) Minor scales in general use; harmonizing of minor scales; inversion of triads.
  - (9) The dominant chord of the seventh; inversion of the dominant chord of the seventh. Secondary chords of the sevenths; chords of the seventh; degree in major and the chord of the diminished seventh and its situation.
  - (10) The different cadences in the writing of music; tempos and expressions; the writing of a simple melody and harmonizing it; arranging from a piano score for both band and orchestra.

All the above subjects are contained in the following books:

- Logier's Harmony and Practical Composition;  
Harmony and Instrumentation, by Oscar Coon.
- (b) Be thoroughly qualified to conduct a band and orchestra.
  - (c) Be a proficient performer on one instrument.

6028. (1) A mess attendant, second class, must have the following qualifications:
- (a) Be able to keep rooms and compartments assigned to him in clean condition.
  - (b) Understand how to take care of laundry.
  - (c) Understand how to serve at table in an officer's mess.
  - (d) Be familiar with the various uniforms of commissioned officers.

(2) In addition to the subjects which all men in the service must know as prescribed by article 6001, a man must be found qualified by examination in the following before he may be rated MESS ATTENDANT, FIRST CLASS:

- (a) Be able to direct other mess attendants as to serving at table in an officers mess.
- (b) Be able to act as head pantry boy in officer's mess and assist the steward in preparation and service of food. Should be able to take charge in absence of steward.
- (c) Have general knowledge of catering for officers mess.
- (d) Be able to speak English with fair ability.

6029. (1) The qualifications for all classes of officer's stewards here have been combined. Men in the higher classes of this rating are required to show more detailed and thorough knowledge of each subject, and the practical examination must be such as to require greater skill.

(2) In addition to the qualifications for mess attendant, first class, a man must be found qualified by examination in the following before he may be rated OFFICER'S STEWARD:

- (a) Be able to maintain his part of the galley in proper condition in regard to cleanliness and good order.
- (b) Understand the method of obtaining and accounting for cooking utensils and galley equipment.
- (c) Understand the operation of an oil-fired galley and the safety precautions in the use of fuel oil.
- (d) Be a good cook of dishes required in an officer's mess for all occasions.
- (e) Be proficient in table arrangement and in the preparation and serving of special dishes.
- (f) Know the current prices and normal range of prices

of staple and fancy foodstuffs in various localities.

- (g) Be able to estimate quantities required of various foodstuffs for different occasions.
- (h) Know sufficient arithmetic and bookkeeping to enable him to keep an accurate record of all his transactions in a form that permits of ready auditing.
- (i) Understand the allowance of mess equipment and method of accounting for china, linen, silverware, etc.
- (j) Be able to make out menus for different occasions, both at sea and in port.
- (k) Be able to take charge of a number of mess attendants and require cleanliness, good service and discipline.
- (l) Be able to supervise the serving of a large number of people on special occasions.

**Examination requirements.** 6030. A man may be advanced to mess attendant, second class; seaman, second class; and fireman, third class, without examination provided he meets all requirements and is deemed qualified in all respects. Before being advanced to any other rating a man must be examined after he has met all other requirements. In the case of a man going to chief petty officer the examination will be written and will be in accordance with Art. 6031. In all other cases the examination may be oral except that where men are examined for advancement to the rating of yeoman, first class, stenographic notes, copy of subject matter used in dictation, and transcription of same will be forwarded to Headquarters. In all cases where oral examination may be held the original of the report of the examination for advancement (Form 9555) will be forwarded to Headquarters.

**Advancement to chief petty officer.** 6031. Petty officers, first class, will be advanced to chief petty officer ratings in accordance with the following instructions:

- (1) Headquarters, by means of a Personnel Bulletin, will inform all units of contemplated examinations for chief petty officers at least three months before the date of such examinations. The Bulletin will list the ratings from which applicants are desired and will set the date when applications should reach Headquarters. Applications received after the date set

6028. (1) A mess attendant, second class, must have the following qualifications: Mess attendant, second class.

- (a) Be able to keep rooms and compartments assigned to him in clean condition.
- (b) Understand how to take care of laundry.
- (c) Understand how to serve at table in an officer's mess.
- (d) Be familiar with the various uniforms of commissioned officers.

(2) In addition to the subjects which all men in the service must know as prescribed by article 6001, a man must be found qualified by examination in the following before he may be rated MESS ATTENDANT, FIRST CLASS: Mess attendant, first class.

- (a) Be able to direct other mess attendants as to serving at table in an officers mess.
- (b) Be able to act as head pantry boy in officer's mess and assist the steward in preparation and service of food. Should be able to take charge in absence of steward.
- (c) Have general knowledge of catering for officers mess.
- (d) Be able to speak English with fair ability.

6029. (1) The qualifications for all classes of officer's stewards here have been combined. Men in the higher classes of this rating are required to show more detailed and thorough knowledge of each subject, and the practical examination must be such as to require greater skill.

(2) In addition to the qualifications for mess attendant, first class, a man must be found qualified by examination in the following before he may be rated OFFICER'S STEWARD: Officers steward.

- (a) Be able to maintain his part of the galley in proper condition in regard to cleanliness and good order.
- (b) Understand the method of obtaining and accounting for cooking utensils and galley equipment.
- (c) Understand the operation of an oil-fired galley and the safety precautions in the use of fuel oil.
- (d) Be a good cook of dishes required in an officer's mess for all occasions.
- (e) Be proficient in table arrangement and in the preparation and serving of special dishes.
- (f) Know the current prices and normal range of prices

of staple and fancy foodstuffs in various localities.

- (g) Be able to estimate quantities required of various foodstuffs for different occasions.
- (h) Know sufficient arithmetic and bookkeeping to enable him to keep an accurate record of all his transactions in a form that permits of ready auditing.
- (i) Understand the allowance of mess equipment and method of accounting for china, linen, silverware, etc.
- (j) Be able to make out menus for different occasions, both at sea and in port.
- (k) Be able to take charge of a number of mess attendants and require cleanliness, good service and discipline.
- (l) Be able to supervise the serving of a large number of people on special occasions.

**Examination requirements.** 6030. A man may be advanced to mess attendant, second class; seaman, second class; and fireman, third class, without examination provided he meets all requirements and is deemed qualified in all respects. Before being advanced to any other rating a man must be examined after he has met all other requirements. In the case of a man going to chief petty officer the examination will be written and will be in accordance with Art. 6031. In all other cases the examination may be oral except that where men are examined for advancement to the rating of yeoman, first class, stenographic notes, copy of subject matter used in dictation, and transcription of same will be forwarded to Headquarters. In all cases where oral examination may be held the original of the report of the examination for advancement (Form 9555) will be forwarded to Headquarters.

**Advancement to chief petty officer.** 6031. Petty officers, first class, will be advanced to chief petty officer ratings in accordance with the following instructions:

- (1) Headquarters, by means of a Personnel Bulletin, will inform all units of contemplated examinations for chief petty officers at least three months before the date of such examinations. The Bulletin will list the ratings from which applicants are desired and will set the date when applications should reach Headquarters. Applications received after the date set

will not be given consideration.

(2) Upon receipt of notice of impending examinations, petty officers, first class, who are in all respects eligible, will submit through official channels their application to take the examination. In forwarding these applications commanding officers will show by indorsement whether or not the man is eligible and recommended for advancement. No man will be recommended who is not deemed morally, professionally, and physically qualified for advancement to the chief petty officer grade. Chief petty officers are potential warrant officer material and this fact should be considered in recommending a petty officer, first class, for examination for chief petty officer rating. No man will be designated to take the examination who is not recommended by his commanding officer.

(3) When Headquarters receives an approved application the entire service of the man concerned will be examined and men whose records indicate that they possess the necessary qualifications will be designated by letter to take the examination. Others will be informed that they are not deemed qualified.

(4) The letter designating a man to take an examination will be sent through official channels and will be accompanied by a form to be filled out by the commanding officer of the man concerned. On this form will be entered the marks received by the man during current enlistment, up to and including the date on which the examination is held, and a mark (scale 1.0 to 4.0) indicating the commanding officer's estimate of the man's qualifications for a chief petty officer rating. If the conduct or performance of duty of a man during the interim between the date of submitting request for examination and the date the examination is held has been of a nature to indicate the man's unfitness for a chief petty officer rating, the commanding officer will note this fact on the form under the heading "Remarks". This form will be completed on the date the examination is held and will be forwarded direct to Headquarters by the commanding officer.

(5) Division, Force, Area, and District Commanders and commanding officers of independent units will be authorized to convene boards to conduct examinations and commanding officers will arrange to have designated

candidates appear before the most convenient of such boards. Any candidate who fails to present himself after being designated will be considered as having forfeited his right to appear. The boards will function in the same manner as boards appointed to supervise examinations for promotion to the warrant grade. The candidate will undergo a written examination which will be issued to the board by Headquarters. The examination will be divided into two parts: educational and professional. The educational part will include such subjects as spelling, arithmetic, preparation of reports and returns, general service information, Regulations, uniform regulations, and drill regulations. The professional part will cover the particular duties of the rating for which the examination is being conducted. When examinations are completed they will be forwarded immediately to Headquarters or to such place as Headquarters may direct for grading and review.

(6) Upon receipt at Headquarters all examinations will be reviewed by a board and the men finally selected for the eligible list will be those who attain the highest final averages in accordance with the following standard:

(A) Service (weight 10)

(a) Total C. G. service (yrs. & tenths) \_\_\_\_\_ x 50 =

(b) Sea duty . . . . . " " " \_\_\_\_\_ x 50 =

(Maximum allowed 500 each)

All service in Lifesaving and Telephone ratings shall be considered sea duty and used in computing both (a) and (b) above.

(B) Adaptability (weight 40)

(a) Recommendation of C.O. (scale of 4) \_\_\_\_\_ x 500 =

(b) Average of marks in proficiency in rating and ability as leader of men during service as petty officer 1c. and 2c. (scale of 4) \_\_\_\_\_ x 500 =

(C) Examination (weight 50)

(Mark on professional subjects must be at least 70%) Average of exam. marks . . . . . \_\_\_\_\_ x 50 = \_\_\_\_\_

100/\_\_\_\_\_

FINAL AVERAGE \_\_\_\_\_



be rated CHIEF CAPRENTER'S MATE:

- (a) Be able to take charge of a carpenter shop on board ship, to apportion work among subordinates, make out bills of material, and estimate repair or construction jobs in time, labor, material, and cost.
- (b) Be familiar with water-tight subdivision of a vessel, the means employed to preserve its water-tight integrity, and the responsibility therefor.
- (c) Have knowledge of method of obtaining and accounting for stores, tools, and equipment.
- (d) Be familiar with action taken at all general and emergency drills.
- (e) Have general knowledge of paints and painting.
- (f) Have general knowledge of procedure in handling fresh water on board ship.
- (g) Be familiar with duties of a warrant Carpenter as given in Regulations.

6019. (1) A man must be found qualified by examination in the following before he may be rated AVIATION PILOT, FIRST CLASS: Aviation pilot,  
first class.

- (a) First and foremost, be a competent pilot for heavier-than-air craft.
- (b) Have completed satisfactorily a full course for aviation pilots in heavier-than-air training, ground, and flight, in accordance with the prescribed syllabus for aviation pilot training at the naval air station, Pensacola, Fla., or at other aviation training schools authorized by Headquarters.
- (c) Have flown alone in heavier-than-air craft not less than 75 hours and have flown in heavier-than-air craft a total of not less than 200 hours.
- (d) Possess sufficient mechanical and electrical knowledge and executive ability to plan and coordinate repairs and upkeep of airplanes.
- (e) Be familiar with the technical terminology relating to airplanes and their accessories.
- (f) Be able to take charge of a plane crew.
- (g) Understand the construction, care, and operation of catapults.
- (h) Have a thorough knowledge of all safety rules and precautions relating to airplane flying and handling.

**Chief aviation pilot.** (2) In addition to the qualifications for aviation pilot, first class, a man must be found qualified by examination in the following before he may be rated CHIEF AVIATION PILOT:

- (a) Be familiar with the general tactical and administrative aeronautic organizations and understand the functions and military value of aircraft when attached to vessels or when based ashore.
- (b) Be capable of taking charge of an aircraft division in all that pertains to personnel and material.
- (c) Be familiar with the methods of accounting for aviation stores on board ship and at air stations.

(3) In no case will a man be retained in the rating of chief aviation pilot or aviation pilot, first class, who, due to physical or other reasons, is not capable at all times to perform the duties of his rating, including flying, and in such cases the commanding officer shall so report to Headquarters in detail, in order that his rating may be changed to that which he is best qualified to fill.

**Aviation machinist's mate.** 6020. (1) The qualifications for all classes of aviation machinist's mate here have been combined. Men in the higher classes of this rating are required to show more detailed and thorough knowledge of each subject and the practical part of the examination must be such as to require more careful workmanship and greater skill. Before being advanced to chief petty officer in this rating a man must complete the prescribed course from the Coast Guard Institute.

(2) A man must be found qualified by examination in the following before he may be rated AVIATION MACHINIST'S MATE:

- (a) Have knowledge of the principles of aircraft engine performance and theory of operation.
- (b) Be familiar with nomenclature of internal-combustion engines of various types.
- (c) Be able to care for, operate, adjust, and overhaul internal-combustion engines of various types used on aircraft.
- (d) Be able to overhaul and adjust accessories, such as carburetors, ignition apparatus, and starting gears.
- (e) Be able to operate machine-shop tools and manufacture small replacements.

- (k) Know signal flags, Coast Guard, Navy and international; alphabet, semaphore and Morse codes.

6005. (1) Petty officers of the seaman branch should show a thorough knowledge of the following: Qualifications for petty officers, seaman branch.

General duties and responsibilities of petty officers; manner of performing duty; the necessity of exacting absolute and prompt obedience; general duties when detailed for guard and patrol duty; rules and regulations and manner of performing that duty; the order and precedence of petty officers and the various questions relating not to the specialty he is in, but to the functions of a petty officer; questions which should be known in common by all petty officers of the seaman branch, such as the school of the squad, handling boats under oars and sail.

- (2) Before being advanced to a petty officer rating a man shall have given evidence of his ability to direct subordinates and that he understands the obligations of a petty officer so far as relates to maintaining good order, discipline, and all that concerns the efficiency of the command.

6006. (1) In addition to the qualifications for seaman, first class, a man must be found qualified by examination in the following before he may be rated COXSWAIN: Coxswain.

- (a) Boats - boat box contents; lifeboats in detail, securing for sea, lowering, hoisting, use of steering oar, a practical knowledge of handling power boats and boats under sails and oars; duties of coxswains in charge of boats; towing; carrying stores; care and cleaning of boats; running a line; boat hails, salutes, and etiquette; elementary rules of the road; tides, handling boat in tideway; buoys; boat capacities; storm warnings; distress signals; recreation parties in boats.
- (b) Know duties in connection with handling a section and a watch at sea.
- (c) Be able to do practical work with palm and needle; knotting and splicing.
- (d) Understand general practice in deck seamanship;

rigging; overhaul of blocks and gear; know names and uses of lines used in mooring to dock; understand how to rig a collision mat.

- (e) Understand the importance of giving proper instructions to nonrated men; ability to impart information; duties of petty officers in general; shore patrol; precedences of petty officers; understand the obligations of a petty officer so far as related to maintaining good order, discipline, and efficiency; show evidence of ability to direct subordinates.
- (f) Have knowledge of general details of ground tackle and anchor engine; understand the principles of mooring ship, gear used and leads.
- (g) Know the school of the squad; meaning of the orders given in company and battalion formation sufficient to insure prompt and accurate execution.
- (h) Know details of individual and collective firing.
- (i) Know stations at a broadside gun; in general the duties of each member of the gun's crew.
- (j) A coxswain must be able to send and receive a signal by semaphore; he must be familiar with the use of the signals in the boat book as apply to handling small boats and as to directing a lifeboat from the ship; he must know boat recalls, the use of the guard flag, explosive flag.

**Boatswain's** 6007. (1) In addition to the qualifications for coxswain, a man must be found qualified by examination **mate, second** in the following before he may be rated **BOATSWAIN'S** **class.** **MATE, SECOND CLASS:**

- (a) Have practical ability to handle boats under oars and sails; understand how to handle boats through the surf; be able to provide and equip boats for abandon ship; understand how to carry out anchors and heavy weights.
- (b) Know detailed duties in connection with handling a section and a watch at sea; understand duties of police petty officers; know the routine duties at sea and in port.
- (c) Understand care of rigging and gear; practical use of boatswain's call; overhauling and marking anchor chain; rigging stages.

- (d) Have practical ability to do splicing, both wire and manila.
- (e) Be able to drill a squad at all maneuvers of closed and open order.
- (f) Have ability to station a gun's crew at broadside mount and explain the duties of each member of the crew; understand target practice procedure in general; understand common terms in fire control.
- (g) Understand all methods of signaling; be able to send and receive a semaphore message at moderate speed; know Morse code.

(2) In addition to the qualifications for boatswain's mate, second class, a man must be found qualified by examination in the following before he may be rated **Boatswain's mate, first class.**

**BOATSWAIN'S MATE, FIRST CLASS:**

- (a) Have practical ability to handle small boats under all conditions and circumstances; understand signals for pilots; boarding wrecks; be able to explain the general buoyage system in United States waters; understand the rules of the road; be able to hoist and lower boats.
  - (b) Know detailed duties of petty officers in port and at sea; detailed duties at emergency drills, getting underway and anchoring.
  - (c) Be able to do all splicing, etc., necessary to keep ship's gear in good condition; be able to reeve off new rigging, wire and manila; be able to instruct others in marlinspike seamanship.
  - (d) Have detailed knowledge of mooring ship and securing alongside dock; towing gear, its care and how used to tow a ship; clearing foul hawse; duties when ship is preparing to dock and while in dock.
  - (e) Have ability to drill section at closed and extended order.
  - (f) Have knowledge of target practice procedure; understand terms used in fire control and principles thereof; be able to take charge of a target raft repair party.
  - (g) Understand all methods of signaling; be able to send and receive a message by semaphore and Morse code.
- (3) In addition to the qualifications for boatswain's

**Chief boatswain's mate.**

mate, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF BOATSWAIN'S MATE:

- (a) Be familiar with the duties of boatswain as given in Regulations.
- (b) Have practical ability to handle all types of boats under all conditions and circumstances and be able to instruct others in this; have practical ability to handle heavy weights, hoist boats in rough weather, and rig for special work.
- (c) Have a practical knowledge of all marlinspike seamanship and ability to instruct others in this.
- (d) Have a detailed knowledge of the organization of the ship on which he is serving regarding duties of heads of departments, battle stations, repair parties, and emergency drills.
- (e) Understand the responsibilities of chief petty officers, beachmaster, shore patrol; have a detailed knowledge of a divisional officer's duty in connection with a deck division, have a knowledge of uniform regulations.
- (f) Be able to take a gangway watch at anchor and explain in detail duties in connection therewith.
- (g) Have a good knowledge of the proper way to prepare requisitions, care for supplies and equipment; have a general knowledge of responsibility for stores.
- (h) Be able to drill a company at infantry; understand the safety precautions and rules and principles which govern small arms target practice and galleries; be able to drill a gun's crew on a broadside mount; understand the principles of fire control; be able to take charge of an entire target repair party.
- (i) Have a general knowledge of all signal systems in use day and night.
- (j) Be familiar with navigation, customs, and motor boat laws and duties of the Coast Guard in the enforcement thereof.

Surfman.

6008. (1) In addition to the subjects all men in the service must know as prescribed by article 6001, SURFMEN must qualify in the following:

- (a) Boatmanship, especially in broken water.

- (b) Swimming; be able to pass test prescribed by Regulations.
- (c) Beach apparatus, use and care of.
- (d) Signals: Semaphore, flashing light, wigwag, International Code, storm, distress, pilot, and distant signals.
- (e) Rules of the road for boats, including buoyage.
- (f) Custom, navigation and motor boat laws.
- (g) Marlinspike seamanship (Practical work in knotting and splicing).
- (h) Elementary knowledge of the mariners compass.
- (i) Station routine (Instructions for Coast Guard Stations).
- (j) School of the recruit.
- (k) School of the squad.
- (l) Small arms.

(2) In addition to the qualifications for surfman, a man must be found qualified by examination in the following before he may be rated **BOATSWAIN'S MATE, SECOND CLASS (L)**. Boatswain's mate, second class (L).

**CLASS (L):**

- (a) Have practical ability to take charge of and handle small boats, especially in launching and landing through the surf.
- (b) Have thorough knowledge of care of boats attached to stations.
- (c) Have thorough knowledge of care and stowage of boat and beach apparatus equipment.
- (d) Have thorough knowledge of care and operation of boat wagons, beach apparatus carts, life cars, launching carriages, beach and signal lights, and other important life-saving equipment.

(3) In addition to the qualifications for boatswain's mate, second class (L), a man must be found qualified by examination in the following before he may be rated **BOATSWAIN'S MATE, FIRST CLASS (L)**. Boatswain's mate, first class (L).

- (a) Have practical ability to take charge of and handle small boats under all conditions and circumstances.
- (b) Have special knowledge of surf and broken water.
- (c) Have a good knowledge of elementary navigation and pilotage.
- (d) Have a good general knowledge of gasoline engines.
- (e) Understand ground tackle, especially that used in floating a stranded vessel.
- (f) Be able to drill a squad in all maneuvers and

properly supervise small arms target practice.

- (g) Have a good knowledge of English, be able to work ordinary problems in elementary arithmetic, and perform the clerical duties required at a Coast Guard station.
- (h) Be able to prepare watch, patrol and routine schedules for a station.
- (i) Understand the use and care of barometers, telescopes, binoculars and time detectors.

Chief  
boatswain's  
mate (L).

(4) In addition to the qualifications for boatswain's mate, first class (L), a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF BOATSWAIN'S MATE (L):

- (a) Have outstanding qualities of leadership and dependability.
- (b) Have a full and complete knowledge of the duties of an officer in charge of a Coast Guard Station as given in Coast Guard Regulations.
- (c) Have a good knowledge of English, letter writing, accounts, etc.
- (d) Have thorough knowledge of the preparation and submission of all reports and returns required from a station.

Motor ma-  
chinist's  
mate, second  
class (L).

(5) In addition to the qualifications for surfman, a man must be found qualified by examination in the following before he may be rated MOTOR MACHINIST'S MATE, SECOND CLASS (L):

- (a) Have a practical working knowledge of gasoline engines, particularly those used in boats and vehicles attached to stations.
- (b) Know the indications of engine troubles, how to interpret, and how to correct.
- (c) Have a thorough knowledge of the ignition system of internal combustion engines used at stations.
- (d) Be capable of making ordinary repairs, such as fitting and renewing gaskets, fitting and adjusting bearings, measuring for and installing new piston rings, etc.
- (e) Thoroughly understand the lubrication system and have a knowledge of the proper oils for gasoline engines.
- (f) Have a knowledge of storage batteries; their care and upkeep.



- (b) Swimming; be able to pass test prescribed by Regulations.
- (c) Beach apparatus, use and care of.
- (d) Signals: Semaphore, flashing light, wigwag, International Code, storm, distress, pilot, and distant signals.
- (e) Rules of the road for boats, including buoyage.
- (f) Custom, navigation and motor boat laws.
- (g) Marlinspike seamanship (Practical work in knotting and splicing).
- (h) Elementary knowledge of the mariners compass.
- (i) Station routine (Instructions for Coast Guard Stations).
- (j) School of the recruit.
- (k) School of the squad.
- (l) Small arms.

(2) In addition to the qualifications for surfman, a man must be found qualified by examination in the following before he may be rated **BOATSWAIN'S MATE, SECOND CLASS (L)**: Boatswain's mate, second class (L).

- (a) Have practical ability to take charge of and handle small boats, especially in launching and landing through the surf.
- (b) Have thorough knowledge of care of boats attached to stations.
- (c) Have thorough knowledge of care and stowage of boat and beach apparatus equipment.
- (d) Have thorough knowledge of care and operation of boat wagons, beach apparatus carts, life cars, launching carriages, beach and signal lights, and other important life-saving equipment.

(3) In addition to the qualifications for boatswain's mate, second class (L), a man must be found qualified by examination in the following before he may be rated **BOATSWAIN'S MATE, FIRST CLASS (L)**: Boatswain's mate, first class (L).

- (a) Have practical ability to take charge of and handle small boats under all conditions and circumstances.
- (b) Have special knowledge of surf and broken water.
- (c) Have a good knowledge of elementary navigation and pilotage.
- (d) Have a good general knowledge of gasoline engines.
- (e) Understand ground tackle, especially that used in floating a stranded vessel.
- (f) Be able to drill a squad in all maneuvers and

properly supervise small arms target practice.

- (g) Have a good knowledge of English, be able to work ordinary problems in elementary arithmetic, and perform the clerical duties required at a Coast Guard station.
- (h) Be able to prepare watch, patrol and routine schedules for a station.
- (i) Understand the use and care of barometers, telescopes, binoculars and time detectors.

**Chief**

**boatswain's  
mate (L).**

(4) In addition to the qualifications for boatswain's mate, first class (L), a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF BOATSWAIN'S MATE (L):

- (a) Have outstanding qualities of leadership and dependability.
- (b) Have a full and complete knowledge of the duties of an officer in charge of a Coast Guard Station as given in Coast Guard Regulations.
- (c) Have a good knowledge of English, letter writing, accounts, etc.
- (d) Have thorough knowledge of the preparation and submission of all reports and returns required from a station.

**Motor ma-  
chinist's  
mate, second  
class (L).**

(5) In addition to the qualifications for surfman, a man must be found qualified by examination in the following before he may be rated MOTOR MACHINIST'S MATE, SECOND CLASS (L):

- (a) Have a practical working knowledge of gasoline engines, particularly those used in boats and vehicles attached to stations.
- (b) Know the indications of engine troubles, how to interpret, and how to correct.
- (c) Have a thorough knowledge of the ignition system of internal combustion engines used at stations.
- (d) Be capable of making ordinary repairs, such as fitting and renewing gaskets, fitting and adjusting bearings, measuring for and installing new piston rings, etc.
- (e) Thoroughly understand the lubrication system and have a knowledge of the proper oils for gasoline engines.
- (f) Have a knowledge of storage batteries; their care and upkeep.

- (g) Have thorough knowledge of gasoline safety precautions.
- (6) In addition to the qualifications for motor machinist's mate, second class (L), a man must be found qualified by examination in the following before he may be rated a MOTOR MACHINIST'S MATE, FIRST CLASS (L):
- (a) Be capable of undertaking extensive repairs to the machinery or ignition system.
  - (b) Be capable of lining up engine and shafting.
  - (c) Have a good knowledge of English, and be able to work ordinary problems in elementary arithmetic.
- (7) In addition to the qualifications for a motor machinist's mate, first class (L), a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated a CHIEF MOTOR MACHINIST'S MATE (L):
- (a) Have a thorough knowledge of the machinery used in lifeboats, picket boats, and surfboats.
  - (b) Be able to overhaul and repair trucks, tractors, lighting plants, water pumps and hoisting engines used at stations.
  - (c) Be able to install and line up an engine properly.
  - (d) Be capable of planning details of work and of directing a force of men so as to employ them to the best advantage.
  - (e) Have a good knowledge of the method of obtaining and accounting for all repairs, supplies, and material.
  - (f) Have a thorough knowledge of all parts of the Regulations pertaining to his specialty.
6009. (1) In addition to the qualifications for seaman, first class, a man must be found qualified by examination in the following before he may be rated GUNNER'S MATE, THIRD CLASS.
- (a) Know duties of a petty officer.
  - (b) Know names and use of all general tools in the gunnery department.
  - (c) Have knowledge of lubrication and preservation.
  - (d) Know all safety orders and precautions in care and handling explosives.
  - (e) Understand the instructions for marking ammunition.
  - (f) Have general knowledge of ammunition stowage.

supply, flooding, cooling, ventilation, and lighting of magazines.

- (g) Have good knowledge of care and preservation of the battery.
- (h) Have general knowledge of the breech mechanisms, firing mechanisms, and gas expelling apparatus.
- (i) Have general information on telescope sights.
- (j) Have knowledge of bore sighting.
- (k) Have general information of a dotter, care of, etc.
- (l) Have general knowledge of a gun mount.
- (m) Have good working knowledge of the United States magazine rifle, .30-caliber.
- (n) Have good working knowledge of the automatic pistol, .45-caliber.
- (o) Have knowledge of the following:
  - (1) Liquid used in recoil cylinders.
  - (2) Care of landing force equipment.
  - (3) Accessories and spare parts of a gun.

**Gunner's  
mate, second  
class.**

(2) In addition to the qualifications for gunner's mate, third class, a man must be found qualified by examination in the following before he may be rated GUNNER'S MATE, SECOND CLASS:

- (a) Understand safety orders and precautions pertaining to the battery.
- (b) Have knowledge of firing attachments.
- (c) Understand rollers and roller paths, care and preservation, description, and methods of raising the various gun carriages.
- (d) Have knowledge of projectiles and ammunition.
- (e) Have detailed knowledge of machine guns.
- (f) Have general knowledge of recoil and counter recoil systems.
- (g) Have general knowledge of frictionless trunnion bearings and adjustments.
- (h) Have general information on metals in connection with ordnance materials.
- (i) Have knowledge of preliminary gun construction.
- (j) Have knowledge of gun rifling, care and preservation.

**Gunner's  
mate, first  
class.**

(3) In addition to the qualifications for gunner's mate, second class, a man must be found qualified by examination in the following before he may be rated GUNNER'S MATE, FIRST CLASS.

- (a) Have detailed knowledge of gun construction.

- (b) Understand the details of broadside-gun mounts.
- (c) Have detailed information of subcaliber and dotters.
- (d) Understand the manufacture of smokeless powder.
- (e) Be able to make examinations and tests of smokeless powder.
- (f) Understand sights and sighting.
- (g) Have working knowledge of all fire control instruments, proper care and maintenance of.
- (h) Understand electrical definitions - Ohm's law; conductors; insulators; instruments used; storage batteries, care, tests, etc.
- (i) Understand the conduct of range practice (small arms).
- (j) Have knowledge of gas protective apparatus.
- (k) Understand preparation of the battery for firing.
- (l) Be familiar with saluting instructions.
- (m) Be able to make routine inspections of magazines.
- (n) Be familiar with the following:
  - (1) Reports.
  - (2) Securing the battery for sea.
  - (3) Duties of an armorer.
  - (4) Ordnance supplies.

(4) In addition to the qualifications for gunner's Chief Gunner's mate, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated a CHIEF GUNNER'S MATE:

- (a) Be proficient in handling personnel.
- (b) Be thoroughly familiar with Ordnance Instructions.
- (c) Be familiar with definition and history of explosives.
- (d) Be familiar with ordnance allowances and instructions for the supply of ordnance materials to units.
- (e) Understand proof of guns, mounts, powder, shells, and fuses.
- (f) Have knowledge of pyrotechnics, mines, and depth charges.
- (g) Know procedure regarding repairs and alterations.
- (h) Be familiar with reports and returns.
- (i) Be able to conduct gun drills for broadside guns.
- (j) Be able to take charge and drill a company of infantry.
- (k) Be able to perform the general duties of a Gunner should the occasion arise.

Quarter- 6010. (1) In addition to the qualifications for seaman,  
 master, third first class, a man must be found qualified by exami-  
 nation in the following before he may be rated QUAR-  
 TERMMASTER, THIRD CLASS:

- (a) Have thorough knowledge of the duties of the quartermaster on watch at sea in connection with the ship's course, reading of instruments, sighting navigational aids, and keeping of Quartermaster's Bridge Book.
- (b) Be a good steersman and able to instruct others in steering.
- (c) Have a general knowledge of the United States buoyage system.
- (d) Be able to describe the lights carried by all vessels.
- (e) Understand use of drift lead.
- (f) Know the markings of and be able to use a hand lead.
- (g) Be familiar with boat hails.
- (h) Be able to identify and know the use of absentee lights, boat calls, man-overboard, breakdown, and speed lights.
- (i) Be able to identify man-of-war and merchant flags of the principal maritime nations and personal flags of the Coast Guard.
- (j) Be able to identify and know special uses of flags, such as pilot flag, mail flag, distress signal, union jack.
- (k) Be able to operate searchlights.
- (l) Know all procedure used in visual signaling.
- (m) Be able to send and receive semaphore at the rate of 20 words per minute; blinker plain text 10 words, and cipher text 7 words; and wigwag at 5 words per minute.

Quarter- (2) In addition to the qualifications for quartermaster  
 master, third third class, a man must be found qualified by examina-  
 tion in the following before he may be rated QUAR-  
 TERMMASTER, SECOND CLASS:

- (a) Know the use of the following instruments: sextant, pelorus, stadimeter, parallel rulers, dividers, etc.
- (b) Have a general knowledge of the sounding machine and its use.
- (c) Know symbols used in recording state of sea, weather, wind, and clouds.
- (d) Have good general knowledge of Rules of the Road.
- (e) Know weather, distress, and pilot signals, day and night.

- (f) Have thorough knowledge of the United States buoyage system.
  - (g) Understand deviation and variation and how applied.
  - (h) Be familiar with the various signal pyrotechnics.
  - (i) Be generally familiar with the various signal books, including International Code of Signals.
  - (j) Be able to send and receive semaphore at the rate of 25 words per minute; blinker plain text 12 words, and code text 8 words; wigwag 6 words per minute.
  - (k) Have ability to repair or make any of the signal flags.
  - (l) Be able to perform all the quartermaster's duties in preparing a ship for getting underway.
  - (3) In addition to the qualifications for quartermaster, second class, a man must be found qualified by examination in the following before he may be rated Quarter-  
master,  
first class.
- QUARTERMASTER, FIRST CLASS:

- (a) Understand the use and care of the following navigational equipment: sounding machine, chronometers, lead lines, barometers, steering gear, pelorus, compass, etc.
- (b) Be able to full dress ship.
- (c) Know when and how to obtain a time tick.
- (d) Know duties of quartermaster when navigator takes sights.
- (e) Be able to use tide and current tables.
- (f) Be familiar with Notice to Mariners, Sailing Directions, pilot charts, light lists, and buoy lists.
- (g) Understand the abbreviations on navigational charts.
- (h) Have thorough knowledge of Rules of the Road.
- (i) Be familiar with law of storms and storm charts.
- (j) Have thorough knowledge of method of obtaining and accounting for stores in navigational department.
- (k) Know where and how to obtain various charts and publications.
- (l) Be thoroughly familiar with the various signal books, including International Code of Signals.
- (m) Have general knowledge of ships organization and administration.
- (n) Be familiar with ship's communication system.
- (o) Have general knowledge of duties of the officer of the deck of a ship underway.

**Chief  
Quartermaster.** (4) In addition to the qualifications for quartermaster, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF QUARTERMASTER:

- (a) Have thorough knowledge of the use and care of all instruments and equipment in the navigational department, including telescopes, binoculars, stadimeter, sextant, gyro-compass and fathometer.
- (b) Understand the care of chronometers and chronometer records.
- (c) Be able to read navigational and pilot charts, lay courses, and pick off distances.
- (d) Be able to correct and properly stow charts.
- (e) Have thorough knowledge of the preparation of the ship's log - entries required by Regulations.
- (f) Have knowledge of the standard time zones at sea.
- (g) Have sufficient knowledge of the general and routine duties of the navigator to be a good assistant to that officer.
- (h) Know the general duties of the junior officer of the deck.

**Fireman,  
third class.** 6011. (1) A FIREMAN, THIRD CLASS, must have the following qualifications:

- (a) A natural preference for employment involving operation of power plant machinery.
- (b) Sufficient experience in connection with machinery to know that he qualifies under (a).
- (c) A general idea of the layout of the engineer department and a knowledge of the commoner engineering terms.
- (d) Good physique and physically capable of performing the duties of a fireman.

**Fireman,  
second class.** (2) In addition to the subjects which all men in the service must know, as prescribed by article 6001, a man must be found qualified by examination in the following before he may be rated FIREMAN, SECOND CLASS:

- (a) Know the names and purposes of all apparatus (especially valves and piping) installed in the fireroom of the vessel on which he is serving, or last served.
- (b) Understand thoroughly the operation of all fuel burning apparatus of the vessel on which he is serving, or last served.



- (c) Know how to perform properly any of the manual work required in cleaning fire and water sides of boilers.
  - (d) Be able to perform duties of a fireman on watch on the vessel on which he is serving, or last served, when underway.
  - (e) Know fireroom safety precautions, especially those applicable to vessel on which he is serving, or last served, and understand thoroughly the fire extinguishing apparatus installed therein.
- (3) In addition to the qualifications for a fireman, **Fireman, second class, a man must be found qualified by examination in the following before he may be rated FIREMAN, FIRST CLASS.** **Fireman, first class.**

- (a) Understand thoroughly the operation of all apparatus installed in fireroom of the vessel on which he is serving, or last served.
- (b) Know the purpose of every machinery unit installed in the vessel on which he is serving.
- (c) Be competent to operate engineroom machinery, refrigerating apparatus, motorboat engines, and similar equipment normally in use when vessel is not underway (referring to vessel on which he is serving, or last served).
- (d) Know the theory of heat and combustion to such extent that he may understand the principles of economical feeding and firing of boilers.
- (e) Be able to perform any operation required in routine cleaning and overhaul of boilers and boiler fittings.

6012. Petty officers of the artificer, special, commissary, and aviation branches are men rated for skill in their respective trades. In addition to the special technical qualifications outlined in succeeding articles, a man before being advanced to a petty officer rating shall have given evidence of his ability to direct subordinates, and that he understands the obligations of a petty officer so far as relates to maintaining good order, discipline, and all that concerns the efficiency of the command. **Petty officers other than seaman branch.**

6013. (1) In addition to the qualifications for a fireman, first class, a man must be found qualified by examination in the following before he may be rated a **MACHINIST'S MATE, SECOND CLASS.** **Machinist's mate, second class.**

- (a) Have sufficient general knowledge of the machinery of the vessel on which he is serving (or last served) to properly attend any auxiliary machinery, either when stopped or underway, with exception of auxiliary generating sets.
- (b) Be familiar with safety precautions relating to auxiliary machinery and also understand operation of hand emergency tripping devices or other gear to stop main propelling and auxiliary generating sets.
- (c) Have sufficient aptitude and experience to act as competent helper in overhaul and repair of machinery, know names of common machine shop hand tools, and be able to perform simple bench, grinder and drill press work.
- (d) Have sufficient education to read instruments and gauges, compute revolutions per minute, and enter date on rough engineer log sheets.

Machinist's  
mate, first  
class.

(2) In addition to the qualifications for machinist's mate, second class, a man must be found qualified by examination in the following before he may be rated MACHINIST'S MATE, FIRST CLASS:

- (a) Have thorough knowledge of normal care and operation of engine room and deck machinery and be able to fulfill the requirements for watertender, second class, as regards fireroom management (referring to vessel on which he is serving, or last served).
- (b) Must be a good mechanic, capable of performing commonplace repairs, overhaul, disassembling and assembling of auxiliary machinery; and be proficient in use of machinist's hand tools and power machine shop tools of the type used on Coast Guard cutters.
- (c) Be capable of temporarily performing under normal conditions the ordinary duties of engineer officer of the watch when underway, and engineer officer having day's duty in port, on the vessel on which he is serving or last served.
- (d) Know the principles of electricity sufficiently well to properly operate any electrical machinery of the vessel on which he is serving, or last served.

Chief machin-  
ist's mate.

(3) In addition to the qualifications for machinist's

mate, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF MACHINIST'S MATE:

- (a) Have good general understanding of construction, arrangement, and operation of all types of propelling machinery and auxiliaries used on Coast Guard vessels and intimate understanding of these matters as regards the machinery of the vessel on which he is serving or last served.
- (b) Be able to perform or supervise performance of ordinary dismantling, inspection, adjustment, and reassembling of machinery and be skillful in use of all machinist's hand tools and machine tools used on Coast Guard vessels.
- (c) Be familiar with Coast Guard Regulations pertaining to engineer department, and U. S. Navy Engineering Instructions; and competent to prepare engineering log, routine reports, requisitions, and similar papers.
- (d) Be outstanding as a leader of men, and be competent to supervise all matters pertaining to the engineer department of a Coast Guard vessel, during ordinary periods in port, when underway, or throughout an ordinary overhaul period involving drydocking and minor repairs.

6014. (1) In addition to the qualifications for fire- Water tender, second class.  
man, first class, a man must be found qualified by examination in the following before he may be rated WATER TENDER, SECOND CLASS:

- (a) Understand the principles of combustion, the characteristics of various fuels, and nomenclature applying to fuels.
- (b) Understand thoroughly the principles involved in economical operation of the feed water systems, forced draft systems, evaporators, and like apparatus.
- (c) Be sufficiently competent as a leader of men to have charge of fireroom and direct operations therein during normal operation underway or in emergencies such as fire, collision, or machinery casualty.

(2) In addition to the qualifications for water Water tender, first class.  
tender, second class, a man must be found qualified by

examination in the following before he may be rated WATER TENDER, FIRST CLASS:

- (a) Be competent to have full charge of routine operation, cleaning and repairs of all fireroom apparatus and supervise men engaged in such work.
- (b) Have thorough knowledge of Regulations regarding care and preservation of machinery.
- (c) Be able to inventory property used in connection with fireroom apparatus, keep legible and intelligible records of fuel, water and similar accounts, and be familiar with rules for keeping engineering log and making other routine reports of the engineer department.

Chief water  
tender.

(3) In addition to the qualifications for water tender, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF WATER TENDER:

- (a) Have a good general understanding of purpose and operation of all machinery in the vessel on which he is serving or last served.
- (b) Have general knowledge of all types of fireroom apparatus used on Coast Guard vessels.
- (c) Be outstanding as a leader of men.
- (d) Be competent to supervise repairs of major importance to any fireroom apparatus.

Electrician's  
mate, third  
class.

6015. (1) In addition to the qualifications for a fireman, first class, a man must be found qualified by examination in the following before he may be rated ELECTRICIAN'S MATE, THIRD CLASS:

- (a) Have a sufficient general knowledge of electricity and electrical apparatus as used on shipboard to insure his personal safety when cleaning, repairing, adjusting or operating such apparatus.
- (b) Understand meaning of common electrical terms such as volt, circuit breaker, double-throw switch, fuse, ampere, armature, field, kilowatt, short circuit, ground, open circuit, arc, etc.
- (c) Be familiar with names and uses of common hand tools used in electrician's trade and with nomenclature of electric machinery and devices, to such extent that he may act as competent helper in making repairs.

(2) In addition to the qualifications for electrician's mate, third class, a man must be found qualified by examination to perform duties of a machinist's mate, second class; as prescribed under Art. 6013 (paragraph 1) before he may be rated ELECTRICIAN'S MATE, SECOND CLASS. Electrician's mate, second class.

(3) In addition to the qualifications for electrician's mate, second class, a man must be found qualified by examination in the following before he may be rated ELECTRICIAN'S MATE, FIRST CLASS: Electrician's mate first class.

(a) Have a thorough knowledge of normal care and operation of all electrical machinery, wiring, appliances, and devices maintained by engineer division on vessel on which he is serving, or last served.

(b) Be sufficiently skillful as a mechanic to perform such repairs to electrical apparatus as are possible with the facilities available on board ship.

(c) Be capable of temporarily performing under the normal conditions the ordinary duties of engineer officer of the watch when underway, and engineer officer having day's duty in port, on the vessel on which he is serving, or last served.

(d) Understand thoroughly customary methods used for detecting, locating, and eliminating grounds, open circuits and short circuits; measuring insulation resistance, voltage drop, and power of electric motors; and locating troubles in armatures of field windings of generators and motors.

(e) Have a theoretical knowledge of electricity sufficient to enable him to solve simple problems pertaining to resistances in series or in parallel, power of circuits, size of conductors required under given conditions, and similar subjects.

(f) Have sound practical knowledge of the construction details of the several types of electric motors and generators, together with their control apparatus, as used on ship board; and know their characteristics and suitability for various applications.

(g) Be able to read with facility wiring diagrams and working drawings of marine electrical installations and make simple sketches of similar nature.

(4) In addition to the qualifications for an electrician's mate, first class, a man must complete the Chief electrician's mate.

prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF ELECTRICIAN'S MATE:

- (a) Have a thorough understanding of the design, method of construction, operation, care, and repair of all kinds of electrical apparatus used in the Coast Guard under cognizance of the engineer division.
- (b) Have a theoretical knowledge of electricity sufficient to enable him to visualize the intangible actions involved in normal or abnormal performances of electrical devices and thus diagnose troubles without undue testing and dismantling.
- (c) Have excellent reputation as leader of men and be competent to plan and supervise dismantling, inspection, erection and repairs to electrical apparatus either by the ship's force, or by shipyard workman.
- (d) Be familiar with Coast Guard Regulations pertaining to engineer department, the U. S. Navy Engineering Instructions; and competent to prepare engineering log, routine reports, requisitions, and similar papers.
- (e) Have sufficient general knowledge of steam and internal combustion machinery to be competent to perform, in case of emergency, the duties of engineer officer in charge of machinery on the vessel on which he is serving, or last served.

**Electrician's mate, third class (Tel.)** 6016. (1) A man must be found qualified by examination in the following before he may be rated ELECTRICIAN'S MATE, THIRD CLASS (TELEPHONE):

- (a) Understand meaning of electrical terms such as volts, amperes, watts, etc.
- (b) Be familiar with the elementary theory of direct current (Ohm's law).
- (c) Have working knowledge of telephone-line construction, maintenance and repair, setting and fitting of poles, use of lineman's tools, etc., and some previous experience as groundman.
- (d) Know personal safety precautions and first-aid procedure for electric shock.
- (e) Have sufficient knowledge of gasoline engines to be able to drive a motor truck and make minor repairs to same.

(2) In addition to the qualifications for electrician's mate, third class (telephone), a man must be found qualified by examination in the following before he may be rated ELECTRICIAN'S MATE, SECOND CLASS (TELEPHONE). Electrician's mate, second class (Tel.)

- (a) Know elementary electricity, including definitions of electrical terms and units, magnetism, electric circuits, condensers, transformers, etc.
- (b) Have thorough knowledge of telephone-line construction, tools, telephone equipment, and telephone practice.
- (c) Be able to climb poles, string wire, install telephone apparatus, and locate and rectify simple faults.
- (d) Have good knowledge of gasoline engines and demonstrated ability to drive, maintain, and repair motor trucks.
- (e) Have general knowledge of Telephone Instructions.

(3) In addition to the qualifications for electrician's mate, second class (telephone), a man must be found qualified by examination in the following before he may be rated ELECTRICIAN'S MATE, FIRST CLASS (TELEPHONE): Electrician's mate, first class (Tel.)

- (a) Know elementary electricity, including definitions of electrical terms and units, magnetism, telephone and telegraph circuits, batteries, etc.
- (b) Have thorough knowledge of telephone-line construction, care, maintenance, repair, and operation of all telephone appliances and equipment; laying, testing for faults, repairing, and splicing of submarine cables; testing of telephone lines and instruments; maintenance and operation of storage batteries; installation of simplex telegraph circuits; all as practiced in the Coast Guard.
- (c) Be able to prepare circuit diagrams and line sketches, together with such reports as are required to accompany same.
- (d) Have good general knowledge of Telephone Instructions.
- (e) Have knowledge of first four rules of arithmetic and converting decimals to common fractions and vice versa; keeping records of stores; preparation of correspondence and reports.

Chief electrician's mate (Tel.) (4) In addition to the qualifications for electrician's mate, first class (telephone), a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF ELECTRICIAN'S MATE (TELEPHONE):

- (a) Have demonstrated executive ability.
- (b) Have thorough knowledge of the duties of a section supervisor, including ability to express himself in writing.
- (c) Know standard telephone practice and care, upkeep, and operation of all types of Coast Guard telephones and telegraph apparatus, automobile gas engines, storage batteries, etc.
- (d) Be able to route and survey location for pole line and cable circuits, make estimates for line construction, and construct lines.
- (e) Be able to install inside telephone apparatus, lead-in installation, including pot head distribution; protection from lightning, power circuits, etc.
- (f) Be able to test cable for breaks, grounds, escapes, etc., and to splice and repair cable.
- (g) Have thorough knowledge of Telephone Instructions.
- (h) Have good working knowledge of Coast Guard communications and the relation of the coastal telephone lines to other methods of communication.

Radioman,  
third class.

6017. (1) A man must be found qualified by examination in the following before he may be rated RADIO-MAN, THIRD CLASS:

- (a) Be able to send and receive International Morse Code in accordance with the standard test for this rating, copying to be done on a telegraphic keyboard typewriter.
- (b) Be able to stand a watch, maintain the proper log, and handle traffic expeditiously, correctly, and unassisted, making the adjustments necessary to the efficient operation of the radio apparatus used.
- (c) Have thorough knowledge of all types of procedure set forth in the Communication Instructions, U. S. Coast Guard.
- (d) Have thorough knowledge of all existing instructions relative to the handling of distress communications.



- (e) Be able to perform routine upkeep of radio equipment, including charging of storage batteries, changing batteries, and the care of motor generators, etc.
- (f) Be able to obtain accurate bearings with any standard Coast Guard radio direction finder and to handle same properly.
- (g) Know personal safety precautions and first aid procedure for electrical shock.

(2) In addition to the qualifications for radioman, **Radioman,** third class, a man must be found qualified by examination in the following before he may be rated **second class.** RADIO-MAN, SECOND CLASS:

- (a) Be able to send and receive International Morse Code in accordance with the standard test for this rating, copying to be done on a telegraphic keyboard typewriter.
- (b) Be able to route and otherwise handle traffic in an efficient manner.
- (c) Have thorough knowledge of the Communication Instructions, U. S. Coast Guard, and of the Coast Guard organization.
- (d) Be able to perform routine radio and electrical repairs.
- (e) Have satisfactory knowledge of the elementary theory of standard Coast Guard radio equipment, including the radio direction finder.
- (f) Have satisfactory knowledge of the contents of instruction pamphlets concerning each standard Coast Guard type of radio equipment at the unit to which attached, with a detailed knowledge of the operation, adjustment, and care of this equipment.

(3) In addition to the qualifications for radioman, **Radioman,** second class, a man must be found qualified by examination in the following before he may be rated **first class.** RADIO-MAN, FIRST CLASS:

- (a) Be able to send and receive International Morse Code in accordance with the standard test for this rating, copying to be done on a telegraphic key board typewriter.
- (b) Be able to supervise the handling and routing of traffic and to take charge of a watch during operations of an emergency nature.
- (c) Know the precautions necessary for the safeguarding

of codes and ciphers.

- (d) Be able to operate a radio direction finder and obtain accurate bearings. Have knowledge of the points of the compass and the use of charts in plotting direction finder bearings, etc., and the principles of calibration of Coast Guard direction finders.
- (e) Have practical knowledge of the care, maintenance, and operation of gas engines.
- (f) Be able to make the usual repairs and adjustments to standard Coast Guard transmitting and receiving equipment and to calibrate transmitters.
- (g) Have thorough knowledge of the care and maintenance of storage batteries and other auxiliary power equipment.
- (h) Know methods of handling and proper routing of traffic with and between Coast Guard units in a division and units in adjacent and all other divisional areas.
- (i) Have ability to take charge of a section base radio station or the radioroom of a unit afloat, to properly supervise and instruct the junior radiomen, and to have a thorough knowledge of the submission of the required reports.

Chief

Radioman.

(4) In addition to the qualification for radiomen, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated CHIEF RADIOMAN:

- (a) Have demonstrated executive ability and leadership.
- (b) Have thorough knowledge of the duties of radio-man-in-charge of a Coast Guard radio traffic station, including the ability to express himself in writing.
- (c) Have a thorough knowledge of the care, maintenance, and operation of all types of standard Coast Guard radio equipment, including the radio direction finder, gas engines, auxiliary power equipment, and an elementary knowledge of land lines, telephones, etc.
- (d) Be able to read and make intelligent use of blue prints of wiring, circuit diagrams, etc., pertaining to installation and operation of Coast Guard radio equipment, as contained in the instruction pamphlets furnished.

- (e) Know the precautions necessary for the safeguarding of the codes and ciphers used by enlisted men.
  - (f) Be able to analyze traffic and improve its handling, with a thorough knowledge of the Coast Guard organization, afloat and ashore.
  - (g) Be able to instruct junior radiomen intelligently and to maintain the proper discipline over men under his charge.
  - (h) Know the duties and responsibilities of chief radiomen assigned to duty in communication centers.
- (5) In the standard operating tests for radiomen the International Morse code shall be used and the operating speed of radiomen shall be determined according to the following standard tests.

(a) **RADIOMAN, THIRD CLASS:**

Shall receive plain language at the rate of 20 words per minute for a period of three minutes; transmit plain language at the rate of 20 words per minute for a period of three minutes.

(b) **RADIOMAN, SECOND CLASS:**

Shall receive plain language at the rate of 25 words per minute for a period of three minutes; transmit plain language at the rate of 25 words per minute for a period of three minutes.

(c) **RADIOMAN, FIRST CLASS:**

Shall receive plain language at the rate of 30 words per minute for a period of three minutes; transmit plain language at the rate of 30 words per minute for a period of three minutes.

- (d) Operating speed (sending and receiving) shall be determined in the following manner:

Number of characters (sent or received)

-----

5 x time in minutes

6018. (1) A man must be found qualified by examination in the following before he may be rated **CARPENTER'S MATE, THIRD CLASS:** Carpenter's mate, third class.

- (a) Have sufficient knowledge of arithmetic to solve problems appertaining to the rating.
- (b) Know the nomenclature of ships and boats.

- (c) Have knowledge of materials used in the trade on board ship.
- (d) Be able to make repairs to boats, decks, linoleums, etc.
- (e) Be able to sound compartments.
- (f) Have general knowledge of use and care of different kinds of tools used in the trade.

Carpenter's  
mate, second  
class.

(2) In addition to the qualifications for carpenter's mate, third class, a man must be found qualified by examination in the following before he may be rated CARPENTER'S MATE, SECOND CLASS:

- (a) Have knowledge of different lines of piping on board ship.
- (b) Be able to read draft of ship.
- (c) Have thorough knowledge of use and care of different kinds of tools used in the trade.
- (d) Have thorough knowledge of various woods used in ship and boat building.
- (e) Be able to use leak stoppers and fire extinguishers and to operate water-tight doors and hatches.
- (f) Have general knowledge of anchor windlass and its operation.

Carpenter's  
mate, first  
class.

(3) In addition to the qualifications for carpenter's mate, second class, a man must be found qualified by examination in the following before he may be rated CARPENTER'S MATE, FIRST CLASS:

- (a) Have thorough knowledge of boat building, spar making, and lumber inspection.
- (b) Be able to lay off cabinet and joiner work.
- (c) Have working knowledge of pattern making.
- (d) Have thorough knowledge of anchor windlass, deck winches, steering gear, compartment testing, and the entire drainage system.
- (e) Be able to test water-tight doors, hatches, etc.
- (f) Understand terms such as tonnage, Plimsoll mark, displacement, etc.
- (g) Have general knowledge of the ventilating system.
- (h) Have general knowledge regarding dry-docking a vessel.
- (i) Be able to use power tools designed for the trade.

Chief carpen-  
ter's mate.

(4) In addition to the qualifications for carpenter's mate, first class, a man must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may

can obtain exact knowledge. Before a man submits his application for participation in any examination he shall be fully qualified according to Regulations.

6003. The qualifications for petty officers in all branches have been divided into those required for each class. Each petty officer must possess the qualifications required for all lower classes of the same rating, but he is required to show more detailed and thorough knowledge of such subjects and to exhibit more skill on the practical examination. All petty officers must be citizens of the United States and must have shown a proper appreciation of the importance of loyalty and devotion to duty. Referring to a petty officer of the artificer branch, special attention must be paid to his knowledge of the safety precautions pertaining to his rating and his ability to carry them out in an emergency. The nonrated men look to the petty officers leadership at such times, and all candidates for advancement in rating should be required to demonstrate this ability.

General  
qualifications  
for petty  
officers.

6004. (1) When recruits are received at a unit, instruction will be given to the end that they will be qualified in the following subjects before being rated to SEAMAN, SECOND CLASS:

Seaman,  
second class.

- (a) Be able to read and write English and to do elementary arithmetic.
- (b) Have a knowledge of the particular unit on which he is serving, especially as to general location of compartments, names and duties of officers, names and types of boats, location of emergency signal controls, lighting switches, recognition of emergency signals, etc.
- (c) Understand the general duties of men assigned to lookout, side boys, messengers, and members of the anchor watch.
- (d) Be able to state generally what duties he is expected to perform at fire, collision, abandon ship, general quarters and man overboard.

(2) In addition to the subjects which all men in the service must know as prescribed by article 6001, a man must be found qualified by examination in the following before he may be rated to SEAMAN, FIRST CLASS:

Seaman,  
first class.

- (a) Know types and nomenclature of boats; gear carried in boats, (not in boat box); life boats,

- how secured for sea, lowered and hoisted, duties of crew; meaning of various orders given in boats under oars and sails; meaning of trim; reefing, running before the wind, tacking, wearing, and gybing; duties of boat keeper, salutes required by boat keepers; have ability to pull a good oar.
- (b) Have an elementary knowledge of knots and splices; varieties of ropes, with uses; kinds of sailing rigs; sails, names of parts; have ability to do simple practical work in knotting and splicing.
  - (c) Know the duties of a lookout, masthead and deck; understand use of engine-room telegraph, breakdown flag, speed cone, fog whistle; know the duties of the various messengers; the general duties of a sentry, of an orderly; side boys, sweepers, side cleaners; anchor watch.
  - (d) Understand heaving a line; clapping a jigger on a line; boat lines and their uses; spreading awnings; blocks, their parts, uses and proper leads; definitions of sea terms and expressions.
  - (e) Have general knowledge of ground tackle, terms, purpose for which various parts are used; definitions and object of mooring ship.
  - (f) Know orders used in steering; relative bearings, log and lead lines, compass; sounding machine; a seaman, first class, must be able to take the wheel in a satisfactory manner.
  - (g) Have sufficient electrical knowledge to afford an intelligent use of the devices with which a man comes into daily contact, particularly to see that through ignorance he works no mischief.
  - (h) Know school of the recruit; manual of arms, landing force (definition); knapsack (or pack).
  - (i) Know how to load and fire; the object of sighting position and aiming drills and gallery practice; briefly, the general principles of individual range firing; safety precautions.
  - (j) Know terms used in gunnery; parts of the gun; the object of target practice and the rewards of accurate shooting; duties of gun pointers; safety precautions; types of guns; primers; fuses; powder; projectiles; magazines, location and precautions necessary; in detail, the duties of his own gun station.

- (f) Be able to align and assemble aircraft and its individual parts and to make adjustments and repairs to rigging and fabric of aircraft.
- (g) Have general knowledge of the principles and theory of flight.
- (h) Be familiar with nomenclature of aircraft.
- (i) Be able to splice aircraft wiring and manufacture terminals.
- (j) Be a good seaman and able to take care of ground and beach gear, such as lines, tackle, etc.

6021. (1) The qualifications for all classes of aviation carpenter's mates here have been combined. Men in the higher classes of this rating are required to show more detailed and thorough knowledge of each subject and the practical part of the examination must be such as to require more careful workmanship and greater skill.

Aviation  
carpenter's  
mate.

(2) A man must be found qualified by examination in the following before he may be rated AVIATION CARPENTER'S MATE:

- (a) Be familiar with the classification of woods and the use of different kinds in the manufacture and repair of aircraft.
- (b) Be familiar with nomenclature of aircraft.
- (c) Be able to make temporary and permanent repairs to pontoons, boat hulls, and other wooden parts of aircraft.
- (d) Have general knowledge of the principles and theory of flight.
- (e) Be able to use woodworking tools, both power and hand.
- (f) Be able to assemble and align parts of aircraft.
- (g) Be qualified to make repairs to and to completely recover wing surfaces, of either fabric, plywood, stressed skin metal or metal, fuselages, and control surface of aircraft with fabric, including the ability to sew, stitch, lay and cut out the work, and to make proper allowances for doping, painting, etc.

6022. (1) A man must be found qualified by examination in the following before he may be rated YEOMAN, THIRD CLASS:

Yeoman,  
third class.

- (a) Legible penmanship.
- (b) Spelling, including nautical terms.
- (c) Ability to add, subtract, multiply, and divide whole numbers, simple fractions, and decimals.
- (d) General knowledge of Regulations and Personnel Instructions.
- (e) Knowledge of official correspondence, how routed, form, expressions used, etc.
- (f) Elementary knowledge of the use of the typewriter.
- (g) Knowledge of ship's organization and the functions of the various departments on board ship.
- (h) A working knowledge of the Rules of Handling Mail and Files at Units of the Coast Guard.

**Yeoman,**

**second class.**

(2) In addition to the qualifications for yeoman, third class, a man of that rating must have been found qualified by examination in the following before he may be rated YEOMAN, SECOND CLASS:

- (a) Working knowledge of Regulations, general orders, circular letters, Personnel Instructions, and Coast Guard Courts and Boards.
- (b) Thorough knowledge of regulations governing the handling and preparation of official correspondence.
- (c) Be a good typist and accurate copyist.
- (d) A thorough knowledge of the Rules for Handling Mail and Files at Units of the Coast Guard.
- (e) General knowledge of Pay and Supply Instructions and the preparation of pay rolls, vouchers, requisitions, invoices, surveys, etc.

**Yeoman,**

**first class.**

(3) In addition to the qualifications for yeoman, second class, a man of that rating must be found qualified by examination in the following before he may be rated YEOMAN, FIRST CLASS:

- (a) Thorough knowledge of reports, routine and special, required from ships and stations; Regulations, Personnel Instructions, ship's station bills, the entries required in service records, muster rolls and similar records of enlisted men, and Coast Guard Courts and Boards.
- (b) Thorough knowledge of Pay and Supply Instructions and the preparation of pay rolls, vouchers, requisitions, invoices, surveys, etc.; and the issue of clothing and small stores.
- (c) Have a working knowledge of stenography and be



able to take dictation of new (untechnical) matter with which the candidate is not familiar, at the rate of at least 80 words per minute. The system of stenography used shall be a recognized standard system by means of which dictation may be taken by hand up to 200 words per minute, ~~with-  
out the aid of a mechanical appliance.~~ Speed writing will not be accepted. *A. 11*  
*Stenotype machine may be used if provided by yeoman.*

(4) In addition to the qualifications for yeoman, first *Chief yeoman.* class, a man of that rating must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following before he may be rated a CHIEF YEOMAN:

- (a) Demonstrated ability to direct and supervise an office force.
- (b) Have a working knowledge of stenography and be able to take dictation of new (untechnical) matter, with which the candidate is not familiar, at the rate of at least 100 words per minute. The system of stenography used shall be a recognized standard system by means of which dictation may be taken by hand up to 200 words per minute, ~~without the aid of a mechanical appliance.~~ Speed writing will not be accepted. *A. 11*  
*do. above*

6023. (1) A man must be found qualified by examination in the following before he may be rated STORE-*Storekeeper.* *third class.* KEEPER, THIRD CLASS:

- (a) Legible penmanship.
- (b) Spelling, including trade and stock names.
- (c) Ability to add, subtract, multiply, and divide whole numbers, simple fractions, and decimals.
- (d) Knowledge of tables of weights and measures in general service use.
- (e) Knowledge of Regulations.
- (f) Knowledge as to safety precautions in storage of acids, inflammables, etc.
- (g) Working knowledge of bills of lading, invoices, public bills, and other supply forms in service use.
- (h) Elementary knowledge of the use of the typewriter and adding machine.
- (i) Knowledge of ship's organization and functions of the various departments on board ship.
- (j) A working knowledge of the Rules for Handling

## Mail and Files at Units of the Coast Guard.

**Storekeeper,**  
**second class.** (2) In addition to the qualifications for a storekeeper, third class, a man of that rating must be found qualified by examination in the following before he may be rated STOREKEEPER, SECOND CLASS:

- (a) Ability to work accurately problems in mensuration of surfaces.
- (b) General knowledge of stores accounting and methods.
- (c) Thorough knowledge of regulations governing the handling and preparation of official correspondence.
- (d) Be a good typist and an accurate copyist.
- (e) Knowledge of the method of obtaining supplies and equipage.
- (f) Knowledge concerning requisitions, surveys, etc.
- (g) Methods of measuring cordage, sheet metal, tubing, and pipe fittings.
- (h) General knowledge of pay-roll work and of clothing and small stores.
- (i) General knowledge of Coast Guard stores.
- (j) Working knowledge of principles of stowage.
- (k) A thorough knowledge of the Rules for Handling Mail and Files at Units of the Coast Guard.

**Storekeeper,**  
**first class.** (3) In addition to the qualifications for a storekeeper, second class, a man of that rating must be found qualified by examination in the following before he may be rated a STOREKEEPER, FIRST CLASS:

- (a) Ability to operate a typewriter and computing machine accurately and rapidly.
- (b) Ability to conduct an inventory of stores.
- (c) Thorough knowledge of systems of accounts for all stores and equipage, including ledgers and the preparation of returns.
- (d) General knowledge of Coast Guard stores, and ability to identify them and to explain in general terms their use.
- (e) Thorough knowledge of pay roll work, preparation of surveys, invoices, etc.
- (f) Working knowledge of regulations governing the issue of clothing and small stores.

**Chief**  
**storekeeper.** (4) In addition to the qualifications for a storekeeper, first class, a man of that rating must complete the prescribed course from the Coast Guard Institute and must be found qualified by examination in the following

## CHAPTER VII

(Chapter XIX Regulations)

### SICKNESS AND MEDICAL TREATMENT

\* \* \* \* \*

2158. (1) OUT PATIENT MEDICAL RELIEF FOR FAMILIES OF OFFICERS AND ENLISTED MEN (INCLUDING THOSE ON THE RETIRED LIST) MAY BE OBTAINED FROM THE PUBLIC HEALTH SERVICE AT ITS FIRST, SECOND OR THIRD CLASS RELIEF STATIONS OR FROM A MEDICAL OFFICER ATTACHED TO A UNIT OF THE COAST GUARD, ONLY DURING THE REGULAR WORKING HOURS OF THE HOSPITAL, RELIEF STATION OR MEDICAL OFFICER FROM WHOM OBTAINED.

(2) DEPENDENT MEMBERS OF FAMILIES OF OFFICERS AND ENLISTED MEN SHALL BE FURNISHED HOSPITALIZATION AT MARINE HOSPITALS, IF SUITABLE ACCOMMODATIONS ARE AVAILABLE, AT A PER DIEM COST TO THE OFFICER OR ENLISTED MAN CONCERNED, EQUIVALENT TO THE UNIFORM PER DIEM REIMBURSEMENT RATE FOR GOVERNMENT HOSPITALS AS APPROVED BY THE PRESIDENT FOR EACH FISCAL YEAR.

21581. When notified of retirement personnel shall furnish Headquarters with a list of their dependents for whom medical treatment may be desired after retirement, on the prescribed form, in duplicate. This list will specify names, ages, sex and nature of dependency and the signatures of the dependents will be required on the form for identification purposes. Signatures of children under 12 years of age will not be required. The responsible officer in charge of the unit to which the man is attached will certify to the signatures of the

dependents. In the event this is impracticable, the signatures may be certified by a notary public, postmaster or other official authorized to administer oaths. Upon receipt of this form at Headquarters, it will be properly indorsed and returned to the retired person for use in obtaining treatment for himself and dependents. When desiring treatment it will be necessary to present this form to the hospital for identification, and then execute an application for medical relief on proper form from a supply kept on hand at the hospital or relief station. No other identification will be necessary.

(3) THE FAMILY OF AN OFFICER OR ENLISTED MAN SHALL INCLUDE ONLY THOSE RELATIVES WHO ARE WHOLLY DEPENDENT UPON HIM FOR SUPPORT, AND SHALL NOT INCLUDE PERSONS EMPLOYED BY HIM.

(4) IN THE EVENT OF DEATH OF A DEPENDENT WHILE HOSPITALIZED, THE APPLICANT FOR HOSPITALIZATION OF SUCH DEPENDENT SHALL, PROMPTLY UPON RECEIPT OF NOTIFICATION OF DEATH, ASSUME FULL RESPONSIBILITY FOR REMOVAL AND DISPOSAL OF THE REMAINS WITHOUT COST TO THE PUBLIC HEALTH SERVICE.

2159. PROPERLY EXECUTED APPLICATION FOR RELIEF SHALL BE PRESENTED IN DUPLICATE BY DEPENDENTS OF PERSONNEL WHEN OBTAINING MEDICAL RELIEF AT A MARINE HOSPITAL. ONE COPY ONLY OF THE APPLICATION WILL BE REQUIRED WHEN OBTAINING RELIEF FROM SECOND OR THIRD CLASS RELIEF STATIONS. ALL PERSONNEL MAKING SUCH APPLICATION SHALL CERTIFY IN WRITING, ON THE APPLICATION, THEIR RESPONSIBILITY FOR ALL EXPENSE INCURRED IN CONNECTION WITH HOSPITALIZATION.

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## INDEX TO CIRCULARS

HEADQUARTERS



TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Washington, D. C., January 1, 1940.

Circular No. 1

1. Headquarters circulars now in effect are as follows:

<u>No.</u>	<u>Date</u>	<u>Subject</u>
23	23 Sept., 1924	Designating Letter for Original Temporary Commissioned and Warrant Officers.
30	7 Jan., 1925	Attempting to Procure Preferment by Non-Official Influences.
48	29 Dec., 1925	Confinement of Coast Guard Personnel in Naval Brigs, Receiving Ships, or Prisons.
56	25 July, 1933	Procedure in Case of Claims and Complaints Against Personnel.
67	4 Mar., 1938	Ship's Service Stores.
90	7 Dec., 1934	Responsibility, Care, and Operation of Refrigerating Equipment.
93	31 Mar., 1930	Small Boats.
97	23 June, 1930	Tariff Act of 1930.
100	23 July, 1931	Reference Books Necessary for Use in Pursuing the Naval War College Correspondence Course in International Law.
101	31 July, 1931	Extracts from Navy Regulations.
104	8 Aug., 1938	Instructions Relating to Procedure in Cases of Damage to Public or Private Property Involving a Claim Either for or Against the Government.

<u>No.</u>	<u>Date</u>	<u>Subject</u>
150	9 Oct., 1939	Local Weather and Sea Data.
151	7 Nov., 1939	Amendment and Cancellation of Circulars.
152	10 Nov., 1939	Monthly Allotments for Fiscal Year 1940.
153	22 Dec., 1939	Uniforms for Officers and Enlisted Men Commissioned, Appointed, or Enlisted Pursuant to Act of Aug. 5, 1939 (Public No.291).

2. Amend circular 139 as follows: Change title to read, "Amendment of circular." Change paragraph 1 to read as follows: "'Circular No.1 (October 12, 1935), 9 and 122 are hereby canceled." Strike out paragraph 3.

R. R. WAESCHE,  
Commandant.

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<u>No.</u>	<u>Date</u>	<u>Subject</u>
107	9 Aug., 1932	Administration of Oaths as May be Necessary in Connection with the Proper Conduct of the Service.
108	9 Aug., 1932	Procedure to be Followed by all Coast Guard Units upon Finding a Drifting Buoy.
112	1 July, 1935	The Coast Guard Institute.
113	15 June, 1939	Monthly Allotments for Fiscal Year 1939.
113a	10 July, 1939	Regular Appropriations for Coast Guard, 1940.
115	5 July, 1934	Amendments to and Cancellation of Circular Letters and Circulars.
117	17 Jan., 1935	Cancellation of and Amendments to Circulars.
119	2 May, 1935	Coast Guard Saluting Vessels.
121	16 Jan., 1936	Abstract of Operations.
123	7 May, 1936	Routine Care of and Inspection of Motor vehicles.
124	6 July, 1936	Adjustment and Settlement for Certain Claims for Damages Resulting from the Operations of Vessels of the Coast Guard and Public Health Service.
125	25 Aug., 1936	Public Relations.
126	16 Oct., 1936	Coast Guard Duties and Doctrines.
127	9 Dec., 1936	Instructions for Preparation of Muster Rolls.
128	4 Feb., 1937	Enforcement of Transportation of Explosives and Other Dangerous Cargo Act, and the Merchant Seamen Act.
129	4 Feb., 1937	Instructions for Preparing Forms 2599 and 2668.
130	16 Apr., 1938	Official Designations of Certain Cutters.
131	18 May, 1937	Furnishing of Coast Guard Craft for Performance of Certain Customs Duties.



<u>No.</u>	<u>Date</u>	<u>Subject</u>
132	11 June, 1937	Policy Regarding Solicitations and Publications by Organizations Composed of Treasury Department Personnel.
133	16 July, 1937	Reporting Changes in Status of Commissioned and Warrant Officer Personnel on Form 2599.
134	25 Aug., 1937	Retired Officers Holding Other Office.
135	15 Jan., 1938	Burial in Arlington National Cemetery.
136	1 July, 1938	Prizes for Boatmanship.
137	10 Sep., 1938	Policy Regarding Relations with Maritime Activities.
138	12 Dec., 1938	Passenger Flights.
139	26 Jan., 1939	Amendment of Circulars.
140	4 Feb., 1939	Form 2639, Quarterly Report of Vessels Boarded, Seized, Reported, Etc.
141	4 Feb., 1939	Abstract of Operations Forms.
142	8 Mar., 1939	Routine Reports.
143	18 Mar., 1939	Administration of Messes Subsisted by Subsistence Allowance of Money.
144	14 Sep., 1939	Administration of Messes Subsisted by Subsistence Allowance of Money: Amendment of.
145	25 Sep., 1939	Monthly Allotments for Fiscal Year 1940: Amendment of.
146	26 Sep., 1939	Personnel Assigned to Duty on Lighthouse Vessels or at Other Lighthouse Units.
147	28 Sep., 1939	Leave and Liberty Status of Chief Warrant Officers, Warrant Officers, and Enlisted Men When Attached to Lightships or Lighthouse Stations.
148	9 Oct., 1939	Display of Storm Warnings.
149	9 Oct., 1939	Broadcasts of Storm Warnings, Weather and Marine Information by Radiotelephone.

<u>No.</u>	<u>Date</u>	<u>Subject</u>
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R. R. WAESCHE,  
Commandant.

# AMENDMENTS TO PERSONNEL INSTRUCTIONS

HEADQUARTERS



TREASURY DEPARTMENT,  
UNITED STATES COAST GUARD

*Washington, D. C., May 2, 1935.*

## Amendment No. 1

1. The Personnel Instructions, United States Coast Guard (1934), are amended as follows:

Page 123 will be replaced by reprinted page 123 and page 124-1.

Art. 2051 (2) (a), page 203. In the second line change "18" to "17"; in the third line change "June" to "May"; in the fifth line change "eighteenth" to "seventeenth"; and in the sixth line change "June" to "May".

Art. 2052 (2), page 204. In the eighth line change "should" to "must".

Art. 2053 (2), pages 205 and 206. In subparagraph (a), delete the asterisk before the first five subjects, and delete the footnote at the end of this subparagraph. In subparagraph (b), third line, change "Descriptive Geometry" to "Advanced Algebra".

Art. 2055, page 207. In paragraph (1), change "four" to "two", in the second line, and delete "(c) Physics." and "(d) Chemistry.". In paragraph (2), delete the sixth and seventh lines, and in the eighth line change "Third" to "Second".

Art. 2056, page 208. In paragraph (1), eighth line, change "four" to "two". In paragraph (2) delete "Physics - - - 20" and "Chemistry - - - 20", and opposite the remaining three subjects change "20" to "33-1/3".

Art. 2057 (2), page 208. In the fourth line, change "15" to "1".

Art. 4213 (1) (e), page 417. Change "Form 2511 (Statement of Creditable Service.)" to read "Form 2511-A (Statement of Creditable Service.)."

Art. 4661, page 460. In the first line, change "466" to "465".

Art. 4711, pages 462 and 463. Change "4711" to "4711 (2)", and insert the following new paragraph:

"4711. (1) Physical examination upon discharge at the expiration of enlistment shall not be required in the case of a man serving under regular enlistment who has signified his intention to reenlist on the day following discharge."

Art. 504, page 503. In subparagraph (b), fourth line insert a period after the word "days" and strike out the remainder of the sentence.

STEPHEN B. GIBBONS,  
Assistant Secretary.

# AMENDMENTS TO PERSONNEL INSTRUCTIONS

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HEADQUARTERS



Amendment No. 2

TREASURY DEPARTMENT,  
UNITED STATES COAST GUARD  
*Washington, D. C., May 24, 1935.*

1. The Secretary of the Treasury, by direction of the President, has approved changes in the regulations governing promotion of warrant officers to chief warrant officers. Personnel Instructions, United States Coast Guard (1934), are amended to conform therewith, as follows.

Page 303 will be replaced by reprinted page 303.

Art. 2094. Strike out paragraphs B (4), C (6), D (4), E (3), F (3), G (3), H (4), and I (2), and substitute for each the following new paragraph:

"MILITARY LAW. - Duties and powers of commanding officer as regards discipline and administration of justice; powers and procedure of Coast Guard courts and boards; formulation of charges and specifications.

References: Coast Guard Courts and Boards; Regulations, U. S. Coast Guard."

H. G. HAMLET,  
*Commandant.*

# AMENDMENTS TO PERSONNEL INSTRUCTIONS

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HEADQUARTERS



TREASURY DEPARTMENT,  
UNITED STATES COAST GUARD

*Washington, D. C., 21 June, 1935.*

Amendment No. 3

1. The Personnel Instructions, United States Coast Guard (1934), are amended as follows:

Art. 4273, page 421. In the second line, change colon to period and add "District Commanders may in their discretion authorize officers in charge of stations to sign any or all of these entries, except that enlisted men in charge of stations will not sign their own efficiency marks:"

Art. 4402, page 436. Under Table "Requirements for Promotion" column (d), change heading to read "Minimum period of continuous service in next lower grade."

Art. 5195, page 513. In the ninth line, beginning with the word "will" strike out the remainder of sentence and insert in lieu thereof: "the average of these marks will be entered on the continuous service certificate at time of discharge."

Art. 5212, page 514. Strike out and insert in lieu thereof: "Upon receipt of continuous service certificate at the unit to which the man concerned is attached, the print of the right index finger of the man will be inserted on the first page and the signature of the Commanding Officer placed opposite in the space headed 'signed'. The signature of the man will also be placed opposite the fingerprint. On the reverse side of the sheet will be entered the reenlistment allowance paid and the name of the pay officer on whose rolls the payment was made."

Art. 5216 (b), page 515. Strike out and insert in lieu thereof: "Average of marks on discharge (to correspond with marks on service record)."

STEPHEN B. GIBBONS,  
*Assistant Secretary.*

## AMENDMENT TO PERSONNEL INSTRUCTIONS

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HEADQUARTERS



Amendment No. 4

TREASURY DEPARTMENT  
UNITED STATES COAST GUARD  
*Washington, D. C., 24 October, 1935.*

1. The Personnel Instructions, United States Coast Guard (1934) are amended as follows:

" Article 237 (2), page 124. In the twelfth line, strike out the words "original and". In the thirteenth line, insert the word "additional" between the words "the" and "loss".

STEPHEN B. GIBBONS  
*Assistant Secretary.*

AMENDMENTS TO PERSONNEL INSTRUCTIONS.

HEADQUARTERS



Amendment No. 6

TREASURY DEPARTMENT,  
UNITED STATES COAST GUARD  
*Washington, D. C. 15 January, 1936.*

Article 4243 - Delete and substitute following new paragraph:  
"A waiver by Headquarters may be granted for any physical defect received in line of duty, or incident to service, during previous enlistment upon reenlistment in continuous service status. Cases of this kind will be referred to Headquarters together with a complete history of the case."

Article 437; Page 431. Strike out the words "Chief aviation pilot" line 2.

Article 437; Page 431. Strike out the words "Aviation pilot, first class" line 3.

Article 438; Page 432. Strike out the words "Chief aviation pilot" line 20.

Article 438; Page 433. Strike out the words "Aviation pilot, first class", line 7.

Article 4627 - (5); Page 457. Strike out the numerals "44 (2)" and substitute the numerals "442", line 3.

Article 4747 - (1); Page 467. Strike out entire paragraph and renumber the succeeding paragraphs.

Article 4881 - (c); Page 478. After the word "transferred", change period to a comma and add the following: "and showing leave and travel time granted enroute".

Article 4881 - (f); Page 478. After the word "transferred", change period to a comma and add the following: "and leave and travel time granted enroute".

Article 5162 - Page 509. Strike out the last sentence of this paragraph.

Article 6019 - Pages 631 and 632. Delete entire article.

Index: Chapter VI Page 601. Delete line 10 "Aviation pilots".

STEPHEN B. GIBBONS,  
*Assistant Secretary.*



## AMENDMENT TO PERSONNEL INSTRUCTIONS

### HEADQUARTERS



TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Washington, D. C., 1 August, 1937.

### Amendment No. 7

The Personnel Instructions, United States Coast Guard, 1934, are amended as follows:

Article 2362 (A). Strike out sub-paragraph (5).

Article 2362 (A) (7). First line strike out the words "Electricity and" and sub-divisions (b) and (c). Combine this sub-paragraph with sub-paragraph (8) to make one subject, namely, "Radio and Communications". Under "References" strike out "Naval Electricians' Text Book;".

Article 2362 (B). Strike out sub-paragraphs (5), (6), and (9).

STEPHEN B. GIBBONS,  
Assistant Secretary

# AMENDMENT TO THE PERSONNEL INSTRUCTIONS

HEADQUARTERS



TREASURY DEPARTMENT

U. S. COAST GUARD

*Washington, D. C., 24 September, 1937*

Amend ment No. 8

1. The Personnel Instructions, United States Coast Guard, are amended as follows:

Article 411. Change "411" to "411 (1)" and add the following new sub-paragraph:

"(2) WHEN AN ENLISTMENT IS MADE BY A CHIEF PETTY OFFICER, THE OATH OF ALLEGIANCE SHALL BE ADMINISTERED BY A COMMISSIONED, CHIEF WARRANT, OR WARRANT OFFICER, A NOTARY PUBLIC, OR ANY OFFICER WHO MAY BE AUTHORIZED BY LAW TO ADMINISTER SUCH OATHS."

Article 416. Add the following reference: (See Article 460).

Article 422. Add the following reference: (See Article 426).

STEPHEN B. GIBBONS,

*Assistant Secretary*

# AMENDMENT TO THE PERSONNEL INSTRUCTIONS

HEADQUARTERS



TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Washington, D. C., 21 November, 1939.

Amendment No. 10

1. The Personnel Instructions, United States Coast Guard, are amended as follows:

Article 207, page 105. Strike out.

Article 2071, pages 105 and 106. Strike out.

Article 2072, pages 106 and 107. Strike out.

Article 2073, page 107. Strike out.

Article 2074, pages 107 and 108. Strike out.

Article 208, page 108. Strike out.

Article 2081, page 108. Strike out.

Article 2082, pages 108, 109, and 110. Strike out.

Article 231 (3) and (4), page 112. Strike out.

Delete the title "CONSTRUCTORS" heading article 2364.

Article 2364. Strike out and substitute in lieu thereof the following:

"2364. The following paragraphs outline the examinations for promotion of commissioned officers who formerly had the grade of constructor. The examina-

tions for promotion to lieutenant commander and commander will be written. The examination for promotion to captain will be oral. The examinations for all grades are of the same scope but those for the higher grades will be of a more advanced nature.

(1) General. Duties of constructor; customs of the Service; intercourse with United States and foreign officials, both civil and military.

Reference: Regulations, U. S. Coast Guard.

(2) Military Law. Duties of various members of Coast Guard courts and boards, manner of conducting proceedings of courts and boards, rules of evidence, extent of power of Coast Guard courts and boards.

References: Regulations, U. S. Coast Guard; Coast Guard Courts and Boards; Naval Digest.

(3) Professional.

(a) Design and calculations.

(b) Practical construction. (A working knowledge of naval construction, riveting and welding, laying down a cutter in a mold loft.)

(c) Maintenance of vessels. (Matters affecting docking, repairs, and inspection of Coast Guard vessels.)

(d) Materials. (Use, properties, and constituents of materials; composition of alloys; processes of steel castings; deterioration of metals; protective coatings; fouling of ships' bottoms and kindred subjects.)

References: Standard works on subject."

Delete the title "DISTRICT COMMANDERS" heading article 2365.

Article 2365. Strike out and substitute in lieu thereof the following:

"2365. The following paragraphs outline the examinations for promotion to commissioned officers who formerly had the grade of district commander. The examinations for promotion to lieutenant commander and commander will be written. The examination for promotion to captain will be oral. The examinations for all grades are of the same scope but those for the higher grades will be of a more advanced nature.

(1) General. Duties of district commander, and district staff officers; duties of a commanding officer; rescue and assistance operations; organization and care of personnel; construction and care of small boats; construction and care of lifesaving equipment and appliances used at Coast Guard stations; use and care of small arms.

References: Standard works and publications, circulars, pamphlets, etc.; Coast Guard Regulations.

(2) Law. Laws regarding Coast Guard enforcement duties; legal powers of the Coast Guard; Coast Guard regulations and policies; Navigation and Customs Laws; Elements of Maritime Law; military law.

References: Standard works and publications (see list of references furnished with questions.)"

By direction of the Secretary.

D. W. BELL,  
Assistant to the Secretary of the Treasury.

AMENDMENT TO THE PERSONNEL INSTRUCTIONS

HEADQUARTERS



TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Washington, D. C., 15 March, 1940.

Amendment No. 11

1. The Personnel Instructions, United States Coast Guard, are amended as follows:

Article 6022 (3)(c), page 635, lines 6 and 7. Place a period after the word "minute" and strike out the words "without the aid of a mechanical appliance". Add the following sentence: "stenotype machine may be used if provided by the yeoman."

Article 6022 (4)(b), page 635, lines 7 and 8. Place a period after the word "minute" and strike out the words "without the aid of a mechanical appliance". Add the following sentence: "Stenotype machine may be used if provided by the yeoman."

By direction of the Secretary.

HERBERT E. GASTON,  
Assistant Secretary of the Treasury.

*Mr. McClelland*

AMENDMENT TO PERSONNEL INSTRUCTIONS.

HEADQUARTERS



TREASURY DEPARTMENT

UNITED STATES COAST GUARD

Washington, D.C., 10 June, 1940.

Amendment No. 13

1. The Personnel Instructions, United States Coast Guard, are amended as follows:

Article 4402 (2). Strike out and substitute in lieu thereof the following:

"(2) No man will be advanced in rating who has not served in the next lower rating for the period shown in column (d) and who has not the total coast guard service shown in column (e), except that for those persons who were inducted from the Lighthouse Service, for the purpose of computing the required service in column (c), unbroken coast guard and Lighthouse service shall be counted."

By direction of the Secretary.

HERBERT E. GASTON

Assistant Secretary of the Treasury.

STANDARDS OF EXAMINATIONS -- ENLISTED PERSONNEL

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6001. All enlisted persons before being advanced in rating will be required to prove their knowledge of the following:

- (a) The necessity of realizing the twofold nature of duty in the Coast Guard, namely, the military duties, irrespective of rating, and the particular duties of the rating in which men enlist or to which they may attain; the importance of accurate knowledge; discipline; the rules of discipline; questions on discipline; the nature of an order; the nature of a command.
- (b) What the Coast Guard offers. The various service schools and the qualifications necessary in order to gain admittance to these schools; the necessity for a good record in addition to special ability in any given line; the unit itself as a training school; promotion in the Coast Guard; difference between acting and permanent appointment; the opportunities of obtaining warrant and commissioned rank; continuous service men; leave; liberty; shore duty; retirement; pensions; rewards and privileges; medals and gratuities; citizenship.
- (c) Enlistments in general. Discharge; the various types of discharges and the effects of punishment thereon; the advantage of honorable discharge; transportation after discharge; service records; overstaying liberty and its effect on advancement; what constitutes desertion; the fact that desertion will be punished, irrespective of the motive that prompted it; punishment for desertion, types of Coast Guard courts.
- (d) Pay. Pay accounts; extra allowances; general remarks on pay; loss of pay due to breaking liberty; time lost due to misconduct.
- (e) Coast Guard customs. Rules concerning salutes; etiquette to officers and civilians; general information about the Coast Guard and its relation to the government; the President; the Secretary of the Treasury; division commander; district commander; captain; executive officer; navigator; gunnery officer; engineer officer; communication officer; officer of the deck; division officer; officer in charge; the redress of wrongs; exercise of authority; quarrels and disturbances.
- (f) The general characteristics of ships of the Coast Guard. Questions thereon.
- (g) The routine in port and at sea. Bright work; sick call; quarters and drill; musters and inspections; messes; watches and divisions; patrols; scrubbing and cleaning; smoking hours; lucky bag; ship's orders.
- (h) The aim and object of all drills. What is intended to be accomplished in a place other than that in which any particular man is stationed; fire; collision; abandon ship; fire and rescue; general quarters; coaling ship.
- (i) Marking clothes. Uniform and regulations relating thereto; stowing bags and laying them out for inspection; airing bedding; stopping on wash clothes; requisitions for clothing; care of clothing.
- (j) Personal cleanliness. Elementary rules of hygiene; prophylaxis; elementary first aid; treatment of frostbite; typhoid prophylaxis.
- (k) Painting and the preparation of surfaces therefor.
- (l) Swimming. Resuscitation of the apparently drowned; rescuing a drowning person by swimming to his relief; life buoys, how and when buoys should be dropped.
- (m) Athletics. The attention given to athletics in the service; various trophies awarded.



6001 a) 1. Briefly describe the two-fold nature of duty in the Coast Guard.  
2. Distinguish between an order and a command.

b) 1. List the various service schools to which a man may be ordered for training.  
2. Tell the difference between acting and permanent appointment.  
3. What is leave? Who has authority to grant it?  
4. What length of service is required for retirement and what is the amount of retirement pay allowed?

c) 1. What types of enlistments are there?  
2. What types of discharges are there?  
3. What constitutes desertion?  
4. What types of Coast Guard courts are there, and how many members has each?  
5. What punishment is prescribed for a man convicted of desertion?

d) 1. Name the pay grades and the base pay of each grade.  
2. What extra allowances are granted?

e) 1. When should an officer be saluted aboard ship?  
2. What should be done when the commanding officer enters a compartment in which officers or men are present?

3. During peace time, what are the three principal functions of the Coast Guard?
  4. Under what C.G. district does the ONONDAGA operate, who is the district commander?
  5. Distinguish between a commanding officer and an officer-in-charge of a shore unit.
  6. What officer is assigned the duty of supervising maintenance and upkeep of a vessel?
- f) 1. State the following facts about ONONDAGA: length, draft, tonnage, horsepower, rated speed, type of propulsion.
2. Name and identify by a brief description 2 other classes of cruising cutters.
- g) 1. What is general muster and how often should it be held?
- h) 1. What is the aim and object of all drills?  
2. What drills are classed as emergency drills?  
3. What is the purpose of the fire and rescue party?
- i) 1. How often should bedding be aired?  
2. Describe proper marking of trousers, jumper, shoes, blankets.
- j) 1. What are symptoms of shock? (not electric shock)  
2. What is proper treatment for shock?  
3. What is proper treatment for frostbite?

- 15.
1. Describe the preparation of a bare metal surface for painting.
  2. Describe the preparation of a painted surface for painting.
  3. What is the result of painting over rust?

- 16.
1. State the first two rules for resuscitation of the apparently drowned.
  2. Describe briefly how to rescue a drowning person by swimming to his relief.
  3. How and when should a life buoy be dropped.
  4. What is a water light.

Gas. \$ 30.27?

Hide Rips \$ 5 ✓

L. Lewis \$ 18

58.31

24.87

Check 33.44

Cash 21.40

54.84

Furnace oil

M.G. returned

Drill projectiles

Sound Op. Nbls.

Mail. Two books.