TREASURY DEPARTMENT

REGULATIONS

UNITED STATES COAST GUARD

REGISTER No. 2106

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TREASURY DEPARTMENT

REGULATIONS

FOR

THE UNITED STATES COAST GUARD

1940

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TREASURY DEPARTMENT,
Washington, February 9, 1940.

By authority of the act of Congress approved January 28, 1915, the following regulations for the government of the personnel of the United States Coast Guard are issued.

It is hereby directed and required that all officers and other persons belonging to the Coast Guard, so far as the duties of each are concerned, make themselves acquainted with, observe, and comply with the Regulations for the United States Coast Guard contained herein.

HERBERT E. GASTON,
Acting Secretary of the Treasury.

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REGULATIONS

FOR THE

UNITED STATES COAST GUARD

CHAPTER I

ESTABLISHMENT

101. The United States Lighthouse Service was established by the Act of August 7, 1789 (1 Stat. 53). The United States Revenue Cutter Service was established by the act of August 4, 1790 (1 Stat. 175). The United States Life-Saving Service was established by the act of June 20, 1874 (8 Stat. 125). The Coast Guard was established by the act of January 28, 1915 (38 Stat. 800) which provides in part as follows:

> That there shall be established in lieu of the existing Revenue Cutter Service and the Life-Saving Service, to be composed of those two existing organizations, with the existing offices and positions and the incumbent officers and men of those two Services, the Coast Guard, which shall constitute a part of the military forces of the United States and which shall operate under the Treasury Department in time of peace and operate as a part of the Navy, subject to the orders of the Secretary of the Navy in time of war or when the President shall so direct * * * . All duties performed by the Revenue Cutter Service and Life-Saving Service shall continue to be performed by the Coast Guard. * * *

The President, by authority vested in him by the act of April 3, 1939, consolidated the Bureau of Lighthouses with the Coast Guard by the President's Reorganization Plan No. II, dated May 9, 1939, which provides in part as follows:

> The Bureau of Lighthouses in the Department of Commerce and its functions are hereby transferred to and shall be consolidated with and administered as a part of the Coast Guard in the Department of the Treasury.

CHAPTER II

DUTIES AND AUTHORITY OF THE COAST GUARD

Sources.

201. The duties and responsibilities of the Coast Guard are a result of laws, executive orders, regulations made pursuant to law, customs, practices, and traditions.

Law enforcement.

202. The Coast Guard is charged with the prevention, detection, and suppression of violations of laws of the United States on the high seas, in harbors, bays, sounds, roadsteads, and like bodies of water along the coasts of the United States, its territories and possessions, and shores of the Great Lakes, and on the Great Lakes and the connecting waters thereof. (49 Stat. 1820.)

Smuggling.

203. The Coast Guard shall secure the collection of duties imposed on articles imported into the United States and shall build cutters for protection of the revenue. The officers shall be deemed officers of the customs. (1 Stat. 145; 46 Stat. 747.)

Navigation laws.

204. The Coast Guard is charged with the enforcement of navigation laws. (39 Stat. 601; 46 Stat. 747; letter of the Secretary of Commerce, dated November 17, 1932; 49 Stat. 1820.)

Neutrality.

205. The Coast Guard is charged with the enforcement of neutrality laws and regulations. (35 Stat. 1090; Executive orders; 49 Stat. 1820.)

Anchorage.

206. The Coast Guard is charged with the enforcement of the rules and regulations governing the movements of vessels in the St. Mary's River. (29 Stat. 54.) It, also, is charged with the enforcement of the rules and regulations in relation to anchorage grounds. (38 Stat. 1053.)

Oil pollution.

207. The Coast Guard is charged with the enforcement of the Oil Pollution Act. (43 Stat. 604.)

Conventions.

208. The Coast Guard is charged with the patrol and enforcement provisions of conventions into which the United States has entered with other nations, such as—

Seal patrol.

(1) Maintaining a patrol in the waters frequented by the seal herd or herds and sea otter, in the protection of which the United States is interested. (37 Stat. 501; Executive orders; 49 Stat. 1820.)

Halibut patrol.

(2) Maintaining a patrol in such places and waters as seem expedient for preservation of the halibut fishery of Northern

Pacific Ocean and Bering Sea. (47 Stat. 143; Executive orders: 49 Stat. 1820.)

Whaling.

(3) Enforcing the provisions of the act giving effect to the convention for the regulation of whaling. (49 Stat. 1246.)

Sponge fisheries.

209. The Coast Guard when requested by the Secretary of the Interior is charged with the enforcement of the provisions of the law relating to the sponge fishery in the waters of the Gulf or Straits of Florida. (38 Stat. 692.)

210. The commanding officers of vessels of the Coast Guard are authorized to administer oaths generally in Alaska. (35 Stat. 63.)

Assistance.

211. The Coast Guard shall afford such aid to distressed mariners as their circumstances may require. (5 Stat. 203; 16 Stat. 309; 34 Stat. 123; 49 Stat. 1922.) It is charged with the preservation of life and property from shipwreck. (8 Stat. 125.) It shall take charge and protect property saved from shipwreck and properly care for bodies of such as may perish at shipwreck. (20 Stat. 163; 20 Stat. 165.) It is charged with the enforcement of the regulations to promote the safety of life on navigable waters during regattas or marine parades. (35 Stat. 69; letter Secretary of Commerce dated September 30, 1931.) It is charged with extending medical and surgical aid to the crews of American vessels engaged in deep-sea fisheries. (38 Stat. 387.) It is charged with rescuing lives and property and distributing food and clothing to marooned people during flood times on the Mississippi and Ohio Rivers and their tributaries. It, also, is charged with patrolling said waters for rendering aid to vessels in distress. (39 Stat. 601.) It is charged with maintaining a patrol of the waters along the trans-Atlantic steamship tracks endangered by icebergs. (49 Stat. 1922.)

Statistics.

212. The Coast Guard shall collect and compile statistics of marine disasters. (20 Stat. 164.)

Derelicts.

213. The Coast Guard is charged with maintaining a service of removing and destroying derelicts. (49 Stat. 1922.)

Merchant marine training.

214. The Coast Guard is charged with the training of citizens of the United States to serve as licensed and unlicensed personnel on American merchant vessels. (Sec. 216 Merchant Marine Act of 1936; U. S. Maritime Commission's letter dated July 6, 1938; Secretary of the Treasury's letter dated September 1, 1938.)

Aids to navigation.

215. The Coast Guard is charged with the construction, operation, maintenance, repair, illumination, and inspection of aids to navigation. (Act of April 8, 1939; President's Reorganization Plan No. II, dated May 9, 1939; Public Resolution No. 20, dated June 7, 1939.)

National defense.

216. The Coast Guard shall constitute a part of the military forces of the United States and shall operate as a part of the Navy in time of war or when the President shall so direct. (38 Stat. 800.)

CHAPTER III

ORGANIZATION

HEADQUARTERS

Commandant.

301. The Commandant is charged with the administration of the Coast Guard under the direction of the Secretary of the Treasury. The office of the Commandant shall be known as Headquarters. During the absence of the Commandant the Assistant Commandant shall act as Commandant. During the absence of both the Commandant and the Assistant Commandant, the senior line officer whose assignment to duty is not restricted by law, attached to and present for duty at Headquarters shall act as Commandant.

302. Attached to the office of the Commandant shall be a Chief Counsel, who shall perform his duties under the direct supervision of the General Counsel, Department of the Treasury.

Assistant Commandant.

303. The Assistant Commandant shall be operations officer for the Coast Guard and shall exercise immediate control over the Operations Office and administrative control over the Coast Guard Academy, the Permanent Board, and the divisions at Headquarters listed in this article.

(1) Division of Personnel—Chief Personnel Officer.
(2) Division of Matériel—Engineer in Chief.
(3) Division of Inspection—Inspector in Chief.
(4) Division of Finance—Chief Finance Officer.

304. Attached to the office of the Assistant Commandant there shall be a Chief Communication Officer, a Chief Intelligence Officer, and an Office Manager.

Chief Personnel Officer.

305. There shall be attached to the Division of Personnel a Chief Medical Officer; Chief, Maritime Training; and Chief Director, Coast Guard Reserve.

Coast Guard Patrol.

306. Except as provided in article 307, vessels mounting guns of 3-inch caliber, or greater, shall be organized as follows:

(1) Coast Guard Patrol.
(2) International Ice Patrol.
(3) Special Service Squadrons.

307. The Commandant may detach vessels described in article 306 from the Coast Guard Patrol. He may assign to the Coast Guard Patrol vessels other than those described in article 306.

District vessels.

308. Vessels not attached to patrols prescribed by article 306 shall be known as—

(1) District vessels.

(2) Lightships.

INDEPENDENT ORGANIZATIONS

Academy.

331. The Coast Guard Academy shall operate under the direct supervision of the Assistant Commandant.

Washington radio station.

332. The Washington radio station shall operate under the direct supervision of the Chief Communication Officer.

Training stations.

333. The organizations listed in this article shall operate under the direct supervision of the Chief Personnel Officer.

(1) Training stations.

(2) Engine school.

Any or all training stations may be placed in whole or in part under the control of the district commander by the Commandant.

Maritime training stations.

334. The Maritime Service training stations shall operate under the direct supervision of the Chief, Maritime Service.

Depot, Coast Guard Stores.

335. The Coast Guard Depot at Curtis Bay, Md., and the coast guard stores shall operate under the direct supervision of the Engineer in Chief.

Inspectors.

336. The inspectors shall operate under the direct supervision of the Inspector in Chief. The districts and the independent organizations within the geographic limits of the respective districts are assigned to—

(1) Eastern Inspector—Boston, New York, San Juan, and Norfolk.

(2) Southern Inspector—Jacksonville and New Orleans.

(3) Northern Inspector——St. Louis, Cleveland, and Chicago.

(4) Western Inspector—San Francisco, Honolulu, Seattle, and Juneau.

COAST GUARD DISTRICTS

Districts.

351. For the immediate administration and operation of the Coast Guard, except as otherwise prescribed in articles 331–350, inclusive, of these Regulations, the United States, including its territories and insular possessions (except the Philippine Islands), and the waters adjacent thereto, are divided into districts each under the command of the commander of the district who is responsible directly to the Commandant.

Commandant may alter.

352. The Commandant may, when in his judgment it is necessary, place under the commander of a district units and aids to navigation situated within the geographical limits of an ad-

jacent district. He shall publish to the Service all such changes in district organizations.

Boston. 353. The Boston District, with district headquarters at Boston, Mass., shall comprise the States of Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island and the coastal waters northeast of a line from the intersection of the Rhode Island, Connecticut, New York State boundary line to Block Island southwest ledge lighted bell buoy "2" (lat. 41°06.7′ N.; long. 71°40.3′ W.), to Nantucket Shoals light vessel (lat. 40°37.0′ N.; long. 69° 37.1′ W.), and the Atlantic Ocean north of the latitude of Nantucket Shoals light vessel.

New York. 354. The New York District, with district headquarters at New York, N. Y., shall comprise the States of Connecticut, New York (east of long. 74°39′ W.), Pennsylvania (east of long. 79° W.), New Jersey, and Delaware, and the coastal waters from the southern and western limits of the Boston District to a line from the intersection of the coast line with the Delaware-Maryland State boundary line, to Fenwick Island Shoal lighted whistle buoy "1 FIS" (lat. 38°26.8′ N.; long. 74°57.2′ W.), and the Atlantic Ocean between the southern and western limits of the Boston District and the latitude of Fenwick Island Shoal whistle buoy.

San Juan. 355. The San Juan District, with district headquarters at San Juan, P. R., shall comprise the Island of Puerto Rico and the Caribbean Islands belonging to the United States, the Caribbean Sea, and the Atlantic Oceon east of longitude 70° W., and south of latitude 30° N.

Norfolk. 356. The Norfolk District, with district headquarters at Norfolk, Va., shall comprise the States of Maryland, Virginia, and North Carolina and the coastal waters from the southern limits of the New York District to a line from the intersection of the coast line with the North Carolina-South Carolina State line, to Frying Pan Shoals light vessel and the Atlantic Ocean between the latitude of Frying Pan Shoals light vessel and the southern limits of the New York District.

Jacksonville. 357. The Jacksonville District, with district headquarters at Jacksonville, Fla., shall comprise the States of South Carolina, Georgia, and Florida (east of the Apalachicola River) and the coastal waters from the southern limits of the Norfolk District to longitude 85° W., the Gulf of Mexico east of longitude 85° W., and the Atlantic Ocean between the southern limits of the Norfolk District and the northern and western limits of the San Juan District.

New Orleans. 358. The New Orleans District, with district headquarters at New Orleans, La., shall comprise the States of Texas and Louisiana; that part of the States of Alabama, Mississippi, and Arkansas south of latitude 34° N.; that part of the State of

Florida not included in the Jacksonville District; and the Gulf of Mexico west of longitude 85° W.

St. Louis. 359. The St. Louis District, with district headquarters at St. Louis, Mo., shall comprise the States of West Virginia, Kentucky, Tennessee, Oklahoma, Kansas, Nebraska, North Dakota, South Dakota, Iowa, and Missouri; the States of Pennsylvania, Ohio, Indiana, Illinois, Wisconsin, Minnesota, Arkansas, Mississippi, and Alabama not included in the New York, Cleveland, Chicago, or New Orleans Districts, and included waters.

Cleveland. 360. The Cleveland District, with district headquarters at Cleveland, Ohio, shall comprise the States of New York (west of New York District and north of lat. 42° N.), Pennsylvania (west of long. 79° W. and north of lat. 41° N.), Ohio (north of lat. 41° N. and east of longitude 84°45′ W.), Michigan (not included in the Chicago District), Wisconsin, and Minnesota (north of latitude 46°20′ N.), and included waters.

Chicago. 361. The Chicago District, with district headquarters at Chicago, Ill., shall comprise the States of Michigan (south of lat. 46°20′ N. and west of long. 84°45′ W.), Wisconsin (east of longitude 90° W. and not included in the Cleveland District), Indiana (north of lat. 41° N.), Illinois (north of lat. 41° N. and east of long. 90° W.), and included waters.

San Francisco. 362. The San Francisco District, with district headquarters at San Francisco, Calif., shall comprise the States of California, Arizona, New Mexico, Nevada, Utah, and Colorado, and the Pacific Ocean south of latitude 42° N. and east of longitude 140° W.

Honolulu. 363. The Honolulu District, with district headquarters at Honolulu, Territory of Hawaii, shall comprise the Territory of Hawaii, the Pacific Islands belonging to the United States, and the Pacific Ocean west of longitude 140° W. and south of latitude 42° N.

Seattle. 364. The Seattle District, with district headquarters at Seattle, Wash., shall comprise the States of Washington, Oregon, Idaho, Montana, and Wyoming, and the Pacific Ocean between latitudes 42° N. and 50° N.

Juneau. 365. The Juneau District, with district headquarters at Juneau, Alaska, shall comprise the Territory of Alaska, the Arctic Ocean, the Bering Sea, and the Pacific Ocean (north of lat. 50° N.).

CHAPTER IV

RANK AND COMMAND

Grades.

401. The grades and ratings on the active list authorized in the Coast Guard are as follows:

(1) Rear admiral, captain, commander, lieutenant commander, lieutenant, lieutenant (junior grade), ensign, engineer in chief, captain (engineering), commander (engineering), professor, and cadet.

(2) Chief boatswain, boatswain, chief gunner, gunner, chief electrician, electrician, chief radio electrician, radio electrician, chief machinist, machinist, chief carpenter, carpenter, chief pay clerk, pay clerk, chief pharmacist, and pharmacist.

Ratings.

(3) Chief petty officer, petty officer, and other enlisted ratings the same is in the Navy, insofar as the duties of the Coast Guard may require, and surfmen.

Retired list.

402. The grades and ratings on the retired list authorized by law in the Coast Guard are the same as on the active list, with the exception of cadet.

Corps.

403. Corps designations are:

(1) *Line.*—Officers and enlisted men whose eligibility for assignment to duty involving military command and the succession to command in the Coast Guard is complete—commissioned line officers, except those listed under subparagraph (2) of this article; chief boatswains and boatswains; chief gunners and gunners; chief petty officers and petty officers of the seaman branch.

(2) *Staff.*—Officers and enlisted men whose eligibility for assignment to duty involving military command and the succession to command in the Coast Guard is restricted—line officers whose assignment to duty is restricted by law, commissioned engineer officers, professors, medical officers, chief radio electricians and radio electricians, chief electricians and electricians, chief machinists and machinists, chief carpenters and carpenters, chief pay clerks and pay clerks, chief pharmacists and pharmacists, chief petty officers and petty officers of other than the seaman branch.

Line.

404. (1) The commissioned line officers consist of the following grades, take rank, and, except officers whose assignment to duty is restricted by law, exercise command in the following order:

Rear admiral.
Captain.
Commander.
Lieutenant commander.
Lieutenant.
Lieutenant (junior grade).
Ensign.

Staff.

(2) The engineer in chief has the rank of rear admiral. Captains (engineering) have the rank of captain. Commanders (engineering) have the rank of commander. Professors have rank no higher than commander.

Chief warrant officer.

(3) Chief boatswains, chief gunners, chief electricians, chief radio electricians, chief machinists, chief carpenters, chief pay clerks, and chief pharmacists are chief warrant officers. Their commissions give no additional right to quarters on board ship or to command. Boatswains, gunners, electricians, radio electricians, machinists, carpenters, pay clerks, and pharmacists are warrant officers. They take precedence next after chief warrant officers.

Precedence.

405. (1) Precedence of line and engineer officers of the same grade shall be determined by length of continuous service as a commissioned officer. (35 Stat. 63.)

(2) Ensigns appointed upon graduation from the graduates of the Coast Guard Academy shall take precedence among themselves in the order of their class standing upon graduating.

(3) Except as provided in paragraphs (1) and (2) of this article, the precedence of commissioned officers of the same rank shall be determined by date of commission in grade. Chief warrant officers appointed prior to July 1, 1940, shall take precedence as shown in the Coast Guard Register dated July 1, 1940. Those appointed subsequent to June 30, 1940, shall take precedence according to the date of their rank as carried on their commissions, those having the same date on their commissions retaining the same precedence among themselves they held as warrant officers. Warrant officers appointed prior to July 1, 1940, shall take precedence as shown in the Coast Guard Register dated July 1, 1940. Those appointed subsequent to June 30, 1940, shall take precedence according to the date stated in their warrants, those having the same date stated in their warrants taking precedence among themselves in accordance with total length of continuous service in the Coast Guard.

Temporary officers.

(4) Temporary officers take precedence after the junior of their respective ranks or grades in the regular service and of each other of the same temporary rank or grade according to the order fixed from time to time by the Secretary of the Treasury.

(5) Except as provided in paragraph (1) of this article, commissioned, chief warrant, and warrant officers who have gained or lost numbers shall gain or lose precedence accordingly.

Relative rank of officers.

406. Relative rank between officers of the Coast Guard and officers of the Army and Navy shall be as follows:

Coast Guard	Army	Navy
Rear admiral	Major general	Rear admiral.
Captain	Colonel	Captain.
Commander	Lieutenant colonel	Commander.
Lieutenant commander	Major	Lieutenant commander.
Lieutenant	Captain	Lieutenant.
Lieutenant (junior grade)	First lieutenant	Lieutenant (junior grade).
Ensign	Second lieutenant	Ensign.

Form of address.

407. (1) Commissioned officers, chief warrant officers, warrant officers, and enlisted personnel shall be designated by and addressed by the title of their grades. In oral communication commissioned officers below the rank of commander may be addressed as "Mister" and in the case of medical officers or professors as "Doctor" or "Professor" as the case may be. Chief warrant officers and warrant officers may be addressed as "Mister." Enlisted men shall be addressed by their surnames.

(2) No officer shall use, either officially or otherwise, any title other than that to which he is entitled under these regulations.

Rank.

408. (1) Military rank is that character or quality bestowed on military persons which marks their station and confers eligibility to exercise command or authority in a military service within the limits prescribed by law. It is divided into degrees or grades which mark the relative positions and powers of the different persons possessing it.

Command.

(2) Command is exercised by virtue of office and by the special assignment of persons holding military rank who are eligible for command. Without orders from competent authority a person in the Coast Guard cannot put himself on duty by virtue of his commission, appointment, or grade alone, except as contemplated in subsequent paragraphs of this article.

Maintain order.

(3) All officers, including petty officers, have power to part and quell all quarrels, frays, and disorders among persons in the military service of the Coast Guard, and to order such persons who take part in the same into arrest, as circumstances may require, until their proper superior officer is acquainted therewith.

Responsibility.

(4) At all times and places not specifically provided for in these regulations, where the exercise of military authority is necessary, of which the responsible officer present must be the

judge, such officer on the spot shall, subject to later accountability, assume command and direct the movements and efforts of all persons present in the military service of the Coast Guard.

Police.

(5) The efficiency of the Service requires of the commanding authority, besides the general duties of command and direction, the additional duties of organization, police, and inspection, all of which duties appertain to and go with command.

Commanding officer.

(6) A commanding officer cannot delegate his power, except for the carrying out of the details of the duties to be performed by his authority. The command is his, and he can neither delegate the duties of it to another, nor avoid its burdens, nor escape its responsibilities.

Succession to command.

(7) (*a*) In case of death, disability, or absence of a commissioned officer in command, the command with all its authority and responsibilities shall devolve and rest upon the line officer, whose assignment to duty is not restricted by law, next in rank present, and on duty with the command. When no such officer is present, command shall devolve upon the senior commissioned staff officer present and on duty with the command. A professor shall exercise command only in the academic department of the Coast Guard Academy. Medical officers shall not exercise command.

(*b*) When none of the commissioned officers mentioned in subparagraph (*a*) of this article is present for duty, command shall devolve upon chief warrant officers and warrant officers in the following order: Chief boatswains, chief gunners, boatswains, gunners, chief machinists, chief electricians, chief radio electricians, machinists, electricians, radio electricians, chief carpenters, chief pay clerks, chief pharmacists, carpenters, pay clerks, and pharmacists.

(*c*) When none of the officers mentioned in subparagraphs (*a*) and (*b*) of this article is present for duty, command shall devolve upon chief petty officers and petty officers of the seaman branch.

Arrest.

(8) A person in arrest cannot exercise command of any kind.

Commanding officer.

409. Officers in command of any vessel, force, group, or other military organization of the Coast Guard shall have full authority and precedence over all other personnel serving in such organization.

Line officers restricted to duty by law.

410. No line officer whose assignment to duty is restricted by law shall be assigned to command afloat, nor shall he succeed to the command of any unit, except as provided in articles 408 (7) (*a*) and 814. The Commandant may assign a staff officer to command a unit (other than a floating unit), in which case the officer so assigned shall have full authority and precedence over all other persons serving in his command.

Senior officer present.

411. When two or more commands are in company or operate in concert the senior line officer, whose assignment to duty is not restricted by law, present for duty shall assume command and, as senior officer present, shall have full responsibility and authority in accordance with the principles of military command. He shall be held accountable for the exercise of his authority and must not, without good and sufficient reason, divert any officer from a duty confided to him by a common superior or deprive him of his command or duty.

CHAPTER V

PERSONNEL

APPOINTMENTS

Commissioned officers.

501. (1) The commissioned officers and chief warrant officers of the Coast Guard are appointed by the President, by and with the advice and consent of the Senate.

Cadets and warrant officers.

(2) Cadets and warrant officers shall be appointed by the Secretary of the Treasury.

(3) Cadets shall serve a period of 4 school years before being recommended to the President for appointment as ensign.

Examinations.

502. Appointments in the Coast Guard shall be subject to such physical, mental, and professional examinations as the Secretary of the Treasury may prescribe. Appointments made by the Secretary of the Treasury shall be subject to such period of probation as he may prescribe.

Probation.

Oath of office.

503. 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, namely:

> I, A. B., do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and 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. (R. S. 1757.)

Customs oath.

> 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. (R. S. 2616.)

DESIGNATIONS

Aviation.

504. Aviation designations shall be made by the Commandant. A commissioned, chief warrant, or warrant officer may be designated a student coast guard aviator, a coast guard aviator, a

student coast guard aviation observer, or a coast guard aviation observer. An enlisted person may be designated a student coast guard aviation pilot or a coast guard aviation pilot.

PROMOTIONS

Commissioned officers.

507. (1) When a vacancy occurs in the active list of regular commissioned line or engineer officers (except a vacancy as Commandant, Assistant Commandant, or Engineer in Chief) the senior officer of the next lower grade, not out of line of promotion, 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. (32 Stat. 100.)

Engineer officers.

(2) Notwithstanding the number of officers authorized in the grade of captain (engineering), a commander (engineering) may be promoted, subject to examination as provided by law, to that grade at the same time that a commander of same length of total commissioned service in the Coast Guard is promoted to captain. (45 Stat. 1533.)

Board of examining officers.

508. No commissioned officer shall be promoted to a higher grade or rank on the active list except as provided in section 3, 42 Stat. 1131, 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. (42 Stat. 1131.)

Scope

509. The scope and method of conducting examinations for promotion of commissioned officers shall be as prescribed by the Secretary of the Treasury.

Examination requirements.

510. An officer shall not be promoted until he has passed each subject of his written examination. Seventy per centum shall be the passing mark. An officer who does not attain a passing mark in each subject during the course of his written examinations or who otherwise fails to establish his mental, moral, and professional fitness to the satisfaction of the board of examining officers, shall be placed out of the line of promotion.

Failure in physical examination.

511. 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. (42 Stat. 1131.)

RETIREMENTS

Age.

514. When any commissioned officer, warrant officer, or enlisted man in the Coast Guard has reached the age of 64 years, he shall be retired by the President from active service on the first day of the following month. (32 Stat. 100; 38 Stat. 801; 46 Stat. 253.)

40 years.

515. When a commissioned officer of the Coast Guard who has had 40 years' service shall retire, he shall be placed on the retired list with the rank and retired pay of one grade above that actually held by him at the time of retirement. (42 Stat. 1131; the act of June 9, 1937.)

30 years.

516. A commissioned officer, chief warrant officer, warrant officer, or enlisted man who has served 30 years, upon suitable application—and as to commissioned officers upon approval by the Secretary of the Treasury—may be retired from active service and receive 75 per centum of the duty pay, salary, and increase of his grade or rating: *Provided*, That such commissioned officer, chief warrant officer, warrant officer, or enlisted man may be assigned to such duties as he may be able to perform (38 Stat. 801.)

Physical disability incident to service.

517. When a board finds that a commissioned officer, chief warrant officer, warrant officer, or enlisted man is incapacitated for active service, and that 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 decision is approved by the President, he shall be retired from active service and placed upon a retired list. Commissioned officers, chief warrant officers, warrant officers, and enlisted men thus retired may be assigned to such duties as they may be able to perform, in the discretion of the Secretary of the Treasury. (38 Stat. 801.)

Physical disability not incident to service.

518. When a board finds that a commissioned officer, chief warrant officer, warrant officer, or enlisted man, is incapacitated for active service, and that such incapacity is the result of his own vicious habits and not due to any incident of service, and its decision shall be approved by the President, he shall be dropped from the Service. (32 Stat. 101; 38 Stat. 801.)

Enlisted men; after 20 years.

519. (1) An enlisted man of the Coast Guard who has 20 or more years of service may, upon recommendation of a Coast Guard Enlisted Personnel Board and the approval of the Commandant, be retired involuntarily from active service as provided in section 1 of the act of May 24, 1939 (Public, No. 87—76th Cong.).

(2) An enlisted man of the Coast Guard who has 20 or more years of service may, upon suitable application to and approval

by the Commandant, be retired from active service with retired pay as prescribed by section 5 of the act of May 24, 1939 (Public, No. 87—76th Cong.).

(3) The total number of enlisted men who may be retired in any one fiscal year under paragraphs (1) and (2) of this article shall not exceed the whole number nearest to 1 per centum of the total enlisted force of the Coast Guard on the active list as of January 1 of such year, to be divided in such proportion between retirements under paragraphs (1) and (2) of this article as may be determined by the Commandant.

Temporary appointments and enlistments.

520. No temporary commissioned officer shall be entitled to retirement because of his temporary commission. No temporary warrant officer shall be entitled to retirement because of his temporary appointment. No person serving in a special temporary enlistment shall be entitled to retirement because of such enlistment.

After 10 years' service.

521. A commissioned officer placed out of the line of promotion may, at his own request, if his commissioned service is more than 10 years, be placed on the retired list with retired pay equal to 2½ percent of his active duty pay at the time of his retirement multiplied by the number of years of his service, not to exceed 75 percent of his active duty pay at the time of his retirement. (52 Stat. 5.)

RESIGNATIONS

Addressed to.

526. The resignation of a commissioned officer or chief warrant officer shall be addressed to the President. The resignation of a cadet or a warrant officer shall be addressed to the Secretary of the Treasury.

Out of line of promotion.

527. A commissioned officer placed out of the line of promotion may, at his own request if his commissioned service is less than 10 years, resign from the Coast Guard with one year's pay, computed at the rate of pay he was receiving on the date of his resignation. (52 Stat. 4.)

SERVICE

Computation of service.

529. (1) In computing length of service for any purpose all creditable service in the Army, Navy, Marine Corps, Revenue Cutter Service, and Life Saving Service shall be included, counting part of a year as a whole year where stations were operated only part of a year. (38 Stat. 801.)

(2) In computing length of service, for the purpose of retirement in the Coast Guard, of any person commissioned, appointed, or enlisted under the provisions of the act of August 5, 1939

(Public, No. 291—76th Cong.), there shall be included all service computable for retirement under the provisions of section 6 of the act of June 20, 1918, as amended and supplemented.

ENLISTMENTS

Original enlistment.

531. The enlistment of any person who has not previously served in the Coast Guard shall be considered an original enlistment. 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 in the Coast Guard shall be either special temporary enlistments or enlistments in the Regular Establishment.

Term.

532. All original enlistments in the Coast Guard shall be special temporary enlistments and shall be for a term of 3 years.

Authority.

533. Original enlistments shall be effected by recruiting officers and such other officers as may be specifically authorized by the Commandant.

Enlisting officer.

534. A commanding officer, an executive officer (under the direction of the commanding officer), and a recruiting officer shall be enlisting officers. When an enlistment is made by an enlisted person, the oath of allegiance shall be administered by a commissioned, chief warrant, or warrant officer, a notary public, or any other officer who may be authorized by law to administer such oaths.

Oath.

Persons who may not be enlisted.

535. None of the following persons shall be enlisted in the Coast Guard:

(1) A person under 18 or over 25 years of age (except as provided by instructions issued by the Commandant).

(2) An insane or intoxicated person.

(3) A person of known bad character.

(4) A person known to have committed a crime.

(5) A person who is a deserter from the military service of the United States.

(6) A person who has been in the military service of the United States whose service record has not been verified, except a person who reenlists on the day following discharge at the unit from which discharged.

(7) 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.

(8) A person who is an alien.

Fraudulent enlistment.

536. 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.

Service number.

537. Each enlisted man in the Coast Guard shall be assigned a service number.

EXTENSION OF ENLISTMENT

Extension by commanding officer.

541. The term of enlistment of any enlisted man in the Coast Guard may, by his voluntary written agreement, be extended by his commanding officer at the discretion of the commanding officer for a period of 3 full years from the date of expiration of the then-existing term of enlistment, provided the man's record is such that at the time of the extension he would be eligible for reenlistment if he had been discharged instead of extending his enlistment. The man shall not be permitted to extend his enlistment under the provisions of this article until about the completion of his term of enlistment. An agreement to extend a term of enlistment under the provisions of this article shall become binding upon acceptance by the commanding officer.

Extension by Commandant.

542. (1) The term of enlistment of an enlisted man may, by his voluntary written agreement, be extended at the discretion of the Commandant for a period of 1, 2, or 3 full years from the date of expiration of the then-existing term of enlistment under the following conditions:

(*a*) When he 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.

(*b*) When his enlistment expires while the vessel on which he is serving is on duty outside the continental limits of the United States.

(*c*) When his enlistment expires while he is serving at a place where regular reenlistment facilities are not available.

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

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

(*f*) When because of unusual circumstances the best interests of the Government will be served by so extending the enlistment.

(2) An agreement to extend a term of enlistment as prescribed by this article shall become binding upon acceptance by the Chief Personnel Officer.

Physical examination.

543. A man serving in a regular enlistment shall not be required to undergo a physical examination prior to the extension of his enlistment. The enlistment of a man serving in a special temporary enlistment shall not be extended under the provisions of articles 541 and 542 until he has passed the standard physical examination prescribed for a regular enlistment.

Pay and allowances.

544. Subsequent to the date of the expiration of the then-existing term of enlistment, an enlisted man who extends his term of enlistment as authorized in articles 541 and 542 shall be entitled to and shall receive the same pay and allowances in all respects as though regularly discharged and reenlisted immediately upon expiration of his term of enlistment. 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. (50 Stat. 547.)

Discharge.

545. The provisions of the regulations relating to discharge are applicable to a man serving under an agreement to extend an enlistment the same as though he was serving in a term of enlistment.

Detaining man beyond term of enlistment.

546. 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 30 days, after arrival at such station or port. (50 Stat. 547.)

Termination.

547. (1) Under a contract of enlistment to serve for a specified term, unless sooner discharged by proper authority, an enlisted person is bound to serve during the full term of his enlistment, but the Government is not bound to continue him in the Service for a single day, but may dismiss him at the very first moment or at any subsequent period whether with or without cause for so doing, provided the officer directing the discharge be proper authority. The Commandant is hereby designated the proper authority to terminate the contract of enlistment.

Cancellation.

(2) The Commandant is authorized to cancel an agreement to extend an enlistment at any time prior to the date the extension begins to run, but not thereafter, either for the convenience of the Government or for the convenience of the man concerned.

REENLISTMENTS

Definition.

551. The enlistment of any person who has previously served in the Coast Guard as an enlisted person shall be considered a reenlistment.

Kinds.

552. Reenlistments shall be either special temporary enlistments or regular enlistments and shall be for a term of 8 years. (34 Stat. 200; 38 Stat. 800; 43 Stat. 106.)

Regular enlistment.

553. A person, eligible for reenlistment, after completing 9 years of continuous service under temporary enlistments, may be reenlisted in a regular enlistment, provided he reenlists on the day following his discharge, and he passes the physical examination prescribed for original enlistment in the Coast Guard.

Continuous service.

554. A person discharged from the Coast Guard under honorable conditions entitling him to reenlistment who reenlists within 3 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.

Vacancy exists.

555. A vacancy shall be deemed to exist as follows:

(1) On the day following the date upon which, under these regulations, a person is declared a deserter.

(2) 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.

(3) On the day following the date upon which a person dies or resigns, or is retired, advanced, or reduced in rating, transferred, or discharged.

Made by.

556. 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.

ADVANCEMENTS IN RATING

By Commandant.

561. (1) The Commandant may make advancements in ratings of enlisted persons. Advancements to chief petty officer ratings shall be made only by the Commandant.

By district commander.

(2) Except at units under the command of an officer who is of the rank of lieutenant commander or above, a district commander may make advancements in ratings to petty officer ratings not higher than petty officer, first class, to fill vacancies within his own command.

By commanding officer.

(3) A commanding officer who is of the rank of lieutenant commander or above may make advancements in ratings to ratings not higher than petty officer, first class, to fill vacancies within his own command.

(4) A commanding officer who is of the rank of lieutenant, lieutenant (junior grade), ensign, chief warrant officer, or warrant officer, may make advancements in ratings to ratings below that of third class petty officer to fill vacancies within his own command. By commanding officer.

562. No advancement in rating shall be made retroactive. 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 the Commandant. Not retroactive.

563. Advancements in rating shall be subject to qualifying examinations prescribed by the Commandant. Examinations.

DISRATINGS

571. Any enlisted person in the Coast Guard may be disrated at any time by the Commandant, except as provided by article 573. By Commandant.

572. (1) A district commander is authorized to disrate for incompetency any enlisted person in his command below the rating of chief petty officer. By district commander.

(2) A commanding officer who is of the rank of lieutenant commander or above is authorized to disrate for incompetency, any enlisted person in his command of the rating of petty officer, second class, or below. By commanding officer.

(3) Except as provided in article 571, no enlisted person in the Coast Guard shall be reduced for incompetency more than one rating at a time, nor shall he again be reduced for incompetency within a period of 3 months from the date of his last reduction. Incompetency.

(4) A commanding officer may disrate an enlisted person upon the man's own request, which request shall be in writing. The request shall be forwarded to Headquarters, with the action taken noted thereon. On own request.

573. No enlisted person shall be disrated as a punishment except by sentence of a coast guard court. Not as punishment.

DISCHARGES

581. Upon separation from the Coast Guard 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 the character of service rendered during his period of enlistment. Desertion shall not be considered separation from the Coast Guard. Separation from Service.

Expiration of enlistment.

582. (1) The date of expiration of enlistment shall be the day next preceding the applicable anniversary date of enlistment.

Complete 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 1 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. (50 Stat. 547.)

Convenience of Government.

583. The Commandant, without recourse to a board, may direct the discharge of an enlisted man under honorable conditions for the convenience of the Government.

Undesirable.

584. The Commandant, without recourse to a board, may direct the discharge of an enlisted man as undesirable for:

(1) Fraudulent enlistment.

(2) Fraudulent underage enlistment.

Desertion without trial.

(3) Desertion without trial, when the man has been declared a deserter from the Coast Guard and the statute of limitations has run before his return to the custody of the Coast Guard and no trial has been held.

Conviction by civil court.

(4) Trial and conviction by a civil court when he has been sentenced to confinement in a jail or penitentiary for any period, regardless of the fact that such sentence may have been suspended or that he may have been placed on probation.

Unfitness.

585. The Commandant, with recourse to a board, or without recourse to a board if the enlisted man concerned is given an opportunity to present a written statement in his own behalf, may direct the discharge as undesirable of an enlisted man because of unfitness.

586. (1) The Commandant, without recourse to a board, may direct the discharge of an enlisted man by special order:

(*a*) At the man's own request.

(*b*) If he be a minor, at the request of a surviving parent or dependent.

(2) 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, in whole or in part, the Government in the manner prescribed by the Commandant 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, in whole or in part, the Government in the manner prescribed by the Commandant for the enlistment allowance paid him upon reenlistment.

Inaptitude.

587. The Commandant, with recourse to a board, or without recourse to a board if the enlisted man concerned is given an opportunity to present a written statement in his own behalf, may direct the discharge for inaptitude of an enlisted man serving in his first enlistment in the Coast Guard.

Physical or mental disability.

588. The Commandant, upon recommendation of a medical board of survey, may direct the discharge of an enlisted man for physical or mental disability. The character of the discharge to be issued shall depend upon whether or not the physical or mental disease was due to the man's own misconduct, and also upon the record of the man during his current enlistment. A man discharged by authority of this article shall be not recommended for reenlistment.

By commanding officer.

589. Commanding officers are authorized to discharge enlisted men from the Coast Guard:

(1) 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.

(2) With an inaptitude discharge on account of inaptitude of an enlisted man having more than 4 months' and less than 12 months' coast guard service subject to such limitations as to number of discharges issued in any one fiscal year as the Commandant may impose.

(3) With the form of discharge required by an approved sentence of a coast guard court.

(4) With the form of discharge directed by the Commandant in the case of a man whose discharge is directed by the Commandant.

Newly enlisted men.

590. The Commandant shall issue from time to time special instructions as to the procedure to be followed at coast guard training stations for the elimination of the inapt and unfit among newly enlisted men.

Withholding upon expiration of enlistment.

591. Discharge upon completion of a full term of enlistment shall not be granted under the following conditions:

(1) If disciplinary action is pending against a man.

(2) 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.

(3) If a man is undergoing treatment for injury or disease.

(4) 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.

(5) If a man is on probation awaiting final action by the Department on a coast guard court. (Sec. 8, 18 Stat. 127; sec. 2, 38 Stat. 801.)

Imprisoned persons.

592. Discharges of persons undergoing imprisonment by sentence of a coast guard court shall in all cases be issued as directed by the Commandant.

Recipient of life-saving medal.

593. A man who has been awarded a life-saving medal of honor, a distinguished flying cross, or who has received a letter of commendation from the Secretary of the Treasury is entitled to an honorable discharge provided his record subsequent to the act for which he was rewarded or commended would entitle him to an honorable discharge.

Man convicted by general court

594. Except as provided in article 593, no man who has been convicted by a general coast guard court shall be given an honorable discharge.

Duplicate discharges.

595. No duplicate or copy of a discharge shall be made or issued or shall written information concerning a discharge be given, except by the Commandant.

Surrender of uniforms.

596. When an enlisted man is discharged otherwise than honorably, all uniform outer clothing in his possession shall be retained for military use, and a suit of citizens outer clothing to cost not exceeding $15 may be issued to such enlisted man, except in the case of a deserter who remains in desertion until after the expiration of his enlistment.

Physical examination prior to discharge.

597. (1) 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 disability or death, except in the case of a man serving under a regular enlistment who reenlists on the date following his discharge.

Physical examination for reenlistment.

(2) 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.

CHAPTER VI

DUTIES OF OFFICERS

THE COMMANDANT

Duties.

601. The duties of the Coast Guard shall be administered by the Commandant, under the direction of the Secretary of the Treasury. He shall be responsible for the economical and efficient conduct of the Coast Guard and shall from time to time issue the necessary orders to the Service for carrying out the provisions of these Regulations and the provisions of law applicable to the Coast Guard. He shall submit to the Secretary of the Treasury, for transmission to Congress, an annual report of the expenditures of the moneys appropriated for the maintenance of the Coast Guard and of the operations of the Coast Guard during the year.

Aids to navigation.

602. The duties, power, and authority imposed and conferred upon and vested in the Commissioner of Lighthouses shall be vested in the Commandant, under the direction and control of the Secretary of the Treasury.

Ratings.

603. The Commandant shall prescribe from time to time, the ratings of chief petty officers, petty officers, and other enlisted persons required for the Coast Guard.

Complements.

604. He shall prescribe the complement of officers and enlisted men for each unit of the Coast Guard.

Permanent station.

605. He shall designate the permanent station of each vessel of the Coast Guard.

THE ASSISTANT COMMANDANT

611. The Assistant Commandant shall be directly responsible to the Commandant. He shall exercise administrative control over the Coast Guard Academy, the Permanent Board, the district commanders, and the heads of the divisions at Headquarters.

Operations officer.

612. He shall be the operations officer of the Coast Guard, and shall exercise immediate control over the operations office. During his absence the senior line officer, whose assignment to duty is not restricted by law, attached to and present for duty in the operations office, shall act as the operations officer.

Chief Communication Officer.

613. Attached to the Operations Office shall be a Chief Communication Officer who is charged with the operation of all coast guard communication systems. He has cognizance of coast guard communications by whatever means and wherever carried on. He has cognizance of radio intelligence and security. He is charged with the distribution of secret and confidential registered publications and charts.

Chief Intelligence Officer.

614. Attached to the Operations Office shall be a Chief Intelligence Officer who is responsible for the securing of information which is essential to the Coast Guard in carrying out its duties; for the dissemination of this information to responsible officers operating units of the Coast Guard, the Treasury Department and other collaborating agencies; and for the maintenance of adequate files and records of law enforcement activities.

Office Manager.

615. Attached to the Operations Office shall be an Officer Manager who shall have immediate supervision of the clerical force at Headquarters and shall be responsible for the coordination of the clerical work of the divisions at Headquarters under the direction of the Assistant Commandant.

Chief, Mail and Files.

616. The Chief of Mail and Files is responsible under the supervision of the Assistant Commandant for the receipt and disposition of all incoming and outgoing mail. He shall maintain the general files of the Coast Guard, perform necessary duplicating work, and act as adviser to all Coast Guard units in connection with the operation and maintenance of files.

THE PERMANENT BOARD

621. The Permanent Board shall consist of five or more commissioned officers designated by the Commandant. The board may initiate plans and policies for the Service and shall make recommendations concerning plans and policies referred to it by the Commandant or the Assistant Commandant for consideration. It may initiate and shall pass upon coast guard regulations and instructions. In addition to duty as a member of the Permanent Board, each member is an assistant to the Commandant and shall make such studies of Service problems and perform such other duties as the Commandant may direct. In such capacity, the member is acting by and with the authority of the Commandant.

Assistants to the Commandant.

THE SUPERINTENDENT OF THE COAST GUARD ACADEMY

Duties.

631. The Superintendent of the Coast Guard Academy shall be detailed from the list of line officers in the Service. He shall be responsible for the education and training of cadets.

He shall be assisted in this work by officers and civilian instructors. He shall, with the approval of the Commandant, promulgate regulations for the Coast Guard Academy, which regulations shall be observed by all persons assigned to the Coast Guard Academy for duty or instruction.

Academy reservation.

632. (1) The Coast Guard Academy reservation and all Government property within its limits shall be under the control of the Superintendent who shall be responsible for the care and preservation of the same.

Fire prevention.

(2) He shall cause efficient regulations for extinguishing fire to be prepared, and shall cause weekly fire drills to be held with the force under his command.

Travel.

(3) He is authorized to perform travel and to direct the personnel under his command to perform travel on official business of the Coast Guard.

(4) During the absence of the Superintendent his duties shall be performed by the senior line officer attached to and present for duty at the Coast Guard Academy.

THE CHIEF COUNSEL

635. The Chief Counsel is the representative of the General Counsel, Department of the Treasury, assigned to the Coast Guard as legal adviser to the Commandant and other administrative officers of the Service. He generally shall furnish such legal advice and opinions on questions of law and shall perform such other work of a legal character as may be required by the Commandant.

THE CHIEF PERSONNEL OFFICER

641. The Chief Personnel Officer is directly responsible for the conduct of all personnel activities of the Coast Guard including the training of personnel, both military and civilian, except at the Coast Guard Academy. He shall be responsible for the preparation of the annual Coast Guard Register.

Coast Guard Register.

Chief Medical Officer.

642. The Chief Medical Officer is the commissioned officer of the Public Health Service assigned to such duty by the Surgeon General. He shall be in charge of the Medical Section of the Division of Personnel. He shall be the liaison officer between the Surgeon General and the Commandant. He shall make recommendations to the Chief Personnel Officer and to the Commandant upon any and all matters pertaining to the Coast Guard in which he thinks his professional knowledge will be helpful to them in the discharge of their duties.

Maritime training.

643. The Chief, Maritime Training, is responsible to the Chief Personnel Officer for the administration of the Maritime Service training stations.

644. The superintendent of a Maritime Service training station is responsible directly to the Chief, Maritime Training, for the operation and maintenance of the station and for the training of the enrollees.

Coast Guard Reserve.

645. The Chief Director, Coast Guard Reserve, is charged with the administration of the Coast Guard Reserve. He shall act as coordinating officer for Reserve activities throughout the Service and shall make recommendations to the Commandant concerning the Reserve. He shall be responsible for the maintenance of necessary records and shall have general supervision over the scope of examinations for advancement.

Training stations.

646. The commanding officer of a training station is directly responsible to the Chief Personnel Officer for the original or specialized training of enlisted personnel assigned to his command for training.

647. The commanding officer of the Engine School and Repair Base is responsible for the training of enlisted persons in the repair, maintenance, and operation of marine and aircraft engines. He also is responsible for the overhaul and repair of internal-combustion engines for the Service.

Recruiting.

648. The recruiting officer is responsible for the proper administration of the recruiting office in his charge. He shall be governed by the instructions issued by the Chief Personnel Officer for the guidance of recruiting officers. He shall cause all applicants for enlistment to be thoroughly investigated and shall guard against the enlistment of improper, unsound, or incompetent persons. He shall, when so directed by the Chief Personnel Officer, effect the enrollment of persons for the Maritime Service and shall familiarize himself with all instructions governing enrollment.

THE ENGINEER IN CHIEF

656. The Engineer in Chief shall administer and be responsible for all engineering functions of the Coast Guard. He shall be responsible for the design, construction, maintenance, and modernization of all ships, aircraft, boats, vehicles, shore structures, wharves, and machinery, including related items falling within the scope of such activities. He is charged with the design, construction, installation, and maintenance of all radio and sound equipage, ashore and afloat, including all appliances. During his absence from Headquarters the senior commissioned

officer, line or staff, present and attached to the Division of Engineering shall act as the Engineer in Chief.

657. He is responsible for conducting all of the purchasing activities of the Coast Guard. He is responsible for the accountability, storage, and issue of supplies and materials of all kinds, including the handling of leases and service contracts. He is also responsible for the maintenance of equipment in Headquarters.

ASSISTANT TO THE ENGINEER IN CHIEF

661. (1) An officer designated to superintend the work on the hull or machinery of a vessel, aircraft, boat, aid to navigation, building, or other structure in course of construction, or under major repairs, shall be an assistant to the Engineer in Chief.

(2) When a vessel is undergoing extensive repairs (except at the Coast Guard Depot), the commanding officer shall be an assistant to the Engineer in Chief.

662. The assistant shall carry out all orders and instructions received from the Engineer in Chief, and shall submit the following reports:

(1) At the end of each week, a report of the work accomplished in his department during that week and of other important matters relating thereto.

(2) At the end of each month, if directed, a report of the actual finished weights of all articles pertaining to his department that have been placed into the vessels during that month, together with the total amount of such weights on the date of each report.

(3) A report of any defect which may develop or of any fact or circumstance likely to increase the expense or to delay the work, together with his recommendations or suggestions in the premises.

(4) Any suggestions or recommendations in connection with construction and repair work which he may deem for the best interests of the Service.

663. He shall be responsible for seeing that materials used are in accordance with the specifications and that all workmanship is of the best quality. He shall be responsible for any waste or improper use of Government materials by those under his authority. He shall authorize no material changes or alterations from the original designs, distribution of weights of machinery and boilers, and appurtenances thereof, without the approval of the Engineer in Chief.

664. He shall address all reports and official communications concerning the work to the Engineer in Chief, and forward the

same direct, except in the case of extensive repairs to a vessel in commission, when all such reports and official communications shall be forwarded through the commanding officer and the district commander.

THE COMMANDANT, COAST GUARD DEPOT

666. The Commandant of the Coast Guard Depot, at Curtis Bay, Md., shall be responsible for the proper administration of the depot and for—

(1) The construction and repair of small boats;
(2) The overhaul and repair of vessels;
(3) The Armorers' School, and the repair of small arms;
(4) The small arms ammunition supply base;
(5) The radio repair and supply base; and
(6) The furnishing of special equipment and supplies, peculiar to the needs of the Coast Guard.

He shall, with the approval of the Commandant, promulgate regulations for the Coast Guard Depot, which regulations shall be observed by all ships and persons at the depot.

667. The Coast Guard Depot reservation and all Government property and ships within its limits shall be under his control; and, except ships in commission, he shall be responsible for the care and preservation of the same. He shall cause efficient regulations for extinguishing fire to be prepared and shall cause weekly fire drills to be held.

Vessels at Depot.

668. All vessels at the Coast Guard Depot, for any purpose, shall be under the command of the Commandant, Coast Guard Depot, who shall limit the exercise of such command to matters pertaining to the service for which the ship is at the depot, and to the enforcement of police and fire regulations of the depot. Commanding officers of ships moving under their own power, with or without the assistance of tugs, shall be responsible for the handling of the vessel and any damage that may be done in consequence thereof. When any vessel or other craft, not under her own power, is being moved by direction of the Commandant, Coast Guard Depot, the person designated by him shall be responsible for any damage that may result therefrom.

THE INSPECTOR IN CHIEF

671. The Inspector in Chief shall be responsible for the inspection of personnel, material, and operation of the various units of the Coast Guard. He shall advise the Commandant as to their condition and efficiency. He shall inquire into the condition and efficiency of the material and personnel of the

Service, report with impartiality in regard to all irregularities and deficiencies that may be discovered and make such recommendations as may appear practicable for the correction of any defects observed. He shall ascertain whether necessary remedial action recommended by the inspectors is taken promptly by the responsible officer involved and, if such action is not taken, report the matter in writing to the Commandant. He shall, in the discretion of the Commandant, have charge and custody of the books of record and correspondence pertaining solely to his office. During his absence from Headquarters, the senior officer remaining thereat and regularly attached to the office shall act as Inspector in Chief.

672. He shall, with the approval of the Commandant, prescribe the method of conducting inspections and the procedure to be followed.

673. He shall at the close of each fiscal year submit to the Commandant a report of the operations of his office during the preceding year, together with such recommendations for the improvement of the Service, or any of its units, as he may deem necessary.

THE INSPECTOR

676. The inspector shall be under the immediate direction of the Inspector in Chief. He shall report by letter promptly upon assuming the duties of his office. He shall make his headquarters at the place designated in the order assigning him to duty. He shall comply with the orders and instructions issued by the Inspector in Chief.

677. He is authorized to perform or to direct any person attached to his office to perform such travel within the limits of his inspection 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. Travel.

678. He, or when directed by him an officer of his staff, shall have authority to go on board any floating unit, or to enter any shore establishment, of the Coast Guard at any time for the purpose of inspecting the whole or any part. He shall endeavor not to interfere with the operation of the unit and to this purpose shall first consult the commanding officer and so far as practicable conduct the inspection in conjunction with the routine of the unit. However, commanding officers of units need be given no advance notice of his visit. Reports will be made only when derelictions or unusually good conditions are found, or in such other special cases as may be determined by the Inspector in Chief.

679. The scope of inspection shall include all that pertains to the following:

(1) The condition and efficiency of vessels, aircraft, offices, stations, boats, and all other property, including arms, accouterments, equipment, outfits, and apparatus of all kinds.

(2) The state of discipline of the several units and the proficiency of officers and crews in the various duties and drills required of them.

(3) The manner in which the duties assigned to the several units are being performed.

(4) The sufficiency and uniformity of the uniform clothing and the appearance of officers and crews.

(5) The police and sanitation of vessels, aircraft, stations, and all other property.

(6) The system of messing; the sufficiency, variety, and preparation of food; and the character and quality of the fresh-water supply.

(7) The protection of vessels, aircraft, boats, and buildings against fire and other damage.

(8) Accounts, the audits thereof and the keeping of official records.

(9) The proper observance of the Regulations.

Investigations

680. He shall make investigations requested by a district commander, and investigations directed by the Inspector in Chief or the Commandant.

Reports.

681. Reports and communications from inspectors concerning matters connected with their inspection duties, and replies to communications from the inspector, shall be addressed to the Inspector in Chief.

THE CHIEF FINANCE OFFICER

686. The Chief Finance Officer is directly responsible for the preparation and defense of all budget estimates, for the allotment of appropriations, for the transfer of funds from one appropriation to another or from one allotment to another, for the cost accounts of the Coast Guard and for the maintenance of adequate bookkeeping and accounting records, for the preparation of basic statistical data relating to the fiscal activities of the Coast Guard, the audit of all vouchers and field pay rolls, and the preparation of Headquarters pay rolls and allotment and retirement rolls.

THE PURCHASING OFFICER

696. The Purchasing Officer is directly responsible to the Engineer in Chief for the purchase, preservation, and issue of such

stores and supplies for vessels and shore units as may be authorized by the Commandant, for the maintenance and proper conduct of the store under his charge, for the proper keeping of the records of his office, and for the prompt and proper return of his transactions to Headquarters. He shall not incur expense except as authorized by the Commandant.

697. At the end of each month he shall submit to Headquarters—

(1) A stores ledger report which shall show the value of all purchases and issues of stores for the month and the value of the stores remaining on hand.

(2) A report of the cash transactions showing the unexpended balance from previous report, funds received during the month, expenditures, obligations, and the unencumbered balance at the end of the period.

CHAPTER VII

THE DISTRICT COMMANDER

Assignment.

701. The district commander shall be a line officer of the rank of captain or one of the senior commanders detailed by the Commandant to command a district. He shall on the day of assuming command announce the fact to each unit of the district. Should the district commander die, or leave his station permanently before being relieved by a successor detailed by the Commandant, the line officer eligible to succeed to command next in rank, permanently assigned to duty in the district, shall succeed to the command. He shall proceed to district headquarters and discharge the duties of the district commander until regularly relieved and shall have all the authority and responsibility of a district commander as if detailed to that duty in terms by the Commandant.

Duties.

702. The district commander shall be the direct representative of the Commandant in all matters pertaining to the Coast Guard within his district except the organizations listed in articles 331–350, inclusive, of these regulations, and over these organizations he shall have the military control vested in him by those articles. He is responsible for the proper administration of the district, for the efficient performance of the duties of the Coast Guard within his district, and for the indoctrination, drill, training, and discipline of the personnel under his command. He shall require his commanding officers to maintain their commands in a state of readiness to respond promptly to all calls of duty for which the unit is particularly designed, equipped, and manned and he shall require them on their own initiative to promptly and energetically perform the duties of the Coast Guard with particular reference to the duties for which the unit is primarily maintained.

Coordination of interdistrict operation.

703. He shall cooperate with other district commanders and in the case of any particular operation involving the forces of more than one district commander, the senior may assume supervision of the operation. If he does assume such supervision he shall immediately inform the other district commanders concerned and the Commandant that he has done so.

Authority over vessels.

704. He is authorized to direct the movements of any Coast Guard vessel within the waters of his district, whether or not such vessel be assigned to his command. In the case of vessels

which have been assigned a special mission by the Commandant, he shall exercise this authority only in cases of extreme urgency and shall inform the Commandant immediately by dispatch of his action and the reason therefor.

Vessel to proceed beyond limits of district.

705. He is authorized to direct a vessel to proceed beyond the limits of his district whenever it is necessary for the public service. When a vessel is directed to enter the waters of another district a copy of the orders shall be furnished the district commander of that district.

Target practice limits of district.

706. He shall submit plans to Headquarters for target practices and other competitions prescribed for units under his command at least six months before such exercises commence, and shall see that such plans, as approved by the Commandant, are carried out.

Communications and information

707. He shall maintain efficient communication and information services in his district.

National defense.

708. He shall cooperate with the Army and Navy in plans and preparations for the national defense. He shall furnish the commandant of the naval district concerned all data on the Coast Guard desired by him in connection with his plans for the national defense. He shall maintain close contact with all maritime interests in his vicinity.

Hydrographic information.

709. He shall report all important hydrographic information to the Commandant, to the Hydrographer, Navy Department, and, as appropriate, to the Director, Coast and Geodetic Survey, or to the District Engineer, United States Lake Survey, Detroit, Mich. He shall afford facilities to representatives of the United States Coast and Geodetic Survey for obtaining information affecting charts and nautical publications so far as practicable without interfering with the work of the Coast Guard.

Personnel transfers.

710. He is authorized to make temporary transfers of officers, and to make transfers of enlisted men, between units of his district. He shall forward to Headquarters a copy of transfer orders issued to officers.

Travel.

711. He is authorized to perform, or to direct any person attached to his district to perform such travel within the limits of his district 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.

Maintenance of vessels.

712. He shall be responsible for the maintenance and repair of all vessels, aircraft, and shore establishments of his command. He shall afford commanding officers every opportunity for maintenance and repair work by the ship's force and shall not hold vessels in port on unnecessarily short-notice sailing orders. He shall in a similar manner afford the commanding officer of an

Aircraft.

air station every opportunity for maintenance and repair of aircraft.

713. He shall exercise careful supervision over the expenditure of the funds allotted to him. **Funds.**

714. In addition to other boards he is authorized to convene, he shall convene a board of investigation and forward the record of the proceedings, with his opinions and recommendations, to Headquarters in the following instances: **Boards.**

(1) When any unit makes an unusually poor performance at any of the forms of target practice.

(2) When any unit makes an unusually poor performance in the engineering competition.

(3) When serious damage occurs to any shore station, vessel, or aircraft.

715. He shall make suitable provision for the audits required by article 924 (1) at those units of his district to which less than three commissioned line officers are attached, and at those units to which no commissioned line officers are attached. **Audits.**

716. He shall on the first day of each quarter submit to Headquarters a schedule for the following 9 months of dry docking and overhaul periods. **Dry docking.**

717. He shall assemble well-considered projects in a 6-year program of work to increase the efficiency of his district, and on March 1, each year, shall submit to Headquarters a report containing the list of projects in order of priority. Projects for vessels, boats, aircraft, communications, aids to navigation, and for stations and other shore establishments, assigned to his district or under his cognizance, shall comprise all necessary major repairs, renewals, and alterations; ordinary maintenance work, however, will not be included. Projects for additional facilities, for use of his district shall comprise all necessary new construction under the various headings. Each project on the list shall have a simple title and outline description together with definite justification and the total estimated cost and the time to complete. **Future planning.**

718. He shall require the members of his staff to perform the duties prescribed by these regulations, and he may assign any of them additional duties. **Staff.**

719. He shall require the prompt reporting by coast guard personnel of defects in aids to navigation and shall encourage the systematic reporting of such defects by mariners and others. **Aids to navigation.**

720. (1) He shall issue a local notice to mariners in case of casualty to an aid to navigation or its restoration thereafter to service condition and in cases of changes affecting aids. He shall furnish copies of the notices to such addresses within his **Notice to mariners.**

district or its immediate vicinity as may in his opinion best serve the interests of navigation—as, for instance, maritime organizations, the local branch hydrographic office, the collector of customs, and important newspapers which print without charge items of interest to mariners. Local notices need not be issued in cases of casualty followed by such prompt restoration as to render the notice of no probable value.

Casualty to aid to navigation.

(2) In case of casualty to an important aid to navigation where immediate restoration to service or replacement on station is impracticable, the essential data shall be transmitted by dispatch to commanders of adjacent districts in which the information may be important, that these districts commanders may at once issue local notices to mariners. Similar action shall be taken upon correction of the deficiency.

Broadcasts.

(3) The district commander shall issue prompt broadcasts of defects in important aids to navigation. Such broadcasts shall be sent in the manner prescribed by the Commandant. Headquarters shall be advised by dispatch when the defect has been corrected.

Coast Guard Reserve.

721. He shall, upon requests of Coast Guard Reservists, make appropriate arrangements for practical instruction at coast guard units in handling boats, aids to navigation, resuscitation, signalling, safety precautions, landing in a surf, and other subjects which will aid in promoting safety to life at sea and upon the navigable waters.

Smuggling.

722. He is invested with the powers of an inspector of customs and shall perform all duties relative thereto whenever occasion requires. He shall supervise the instruction of all officers and enlisted persons in his command relative to their authority and duties as inspectors of customs and their responsibilities for the enforcement of the customs and navigation laws and for the reporting of any suspicious circumstances which indicates smuggling. (22 Stat. 56.)

Upon relief.

723. When relieved of command the district commander shall turn over to his successor the originals or authenticated copies of all unexecuted orders, and all documents, instructions, and correspondence relating to his command.

THE PATROL COMMANDER

Designation.

790. When two or more vessels are temporarily detached by the Commandant from their regular duties and constituted a patrol for the accomplishment of a certain mission, the officer designated by the Commandant to command the patrol shall be

Authority.

the patrol commander. The authority and responsibility of

such a patrol commander relative to his command shall be the same as the district commander relative to his command, except as prescribed otherwise by the Commandant. Should the patrol commander die, become incapacitated, or leave his station, the line officer next in rank shall succeed to the command and discharge its duties.

CHAPTER VIII

THE DISTRICT STAFF

Organization.

801. The district commander shall organize his staff substantially as Headquarters is organized with a chief of staff, who shall be the executive officer of the district and who shall exercise administrative control over the divisions of personnel, engineering, and pay and supplies. When a communication officer or intelligence officer is assigned to the staff of a district commander, he shall be assigned to the office of the chief of staff. When a director of Coast Guard Reserve or a maritime training officer is assigned to the staff of a district commander he shall be assigned to the division of personnel. He shall forward to Headquarters a copy of his staff organization defining the duties of the personnel attached and inform the Commandant of any corrections or changes made therein.

Duties of staff officers.

802. When an officer is assigned by the Commandant to the staff of a district commander for specified staff duty, he shall perform the duty stated in his orders. He may be assigned additional duties by the district commander. An officer ordered to duty on the staff, his orders not specifying the duty he is to perform, shall perform such duty the district commander assigns to him. The duties prescribed for two or more staff officers may be assigned to one officer.

Responsibility.

803. The officers of the district staff shall be responsible to the district commander for the proper performance of their duties. When the duties of any particular staff officer are not prescribed by these regulations, the district commander shall prescribe them.

THE CHIEF OF STAFF

Assignment.

811. An officer, not below the rank of lieutenant commander, may be detailed by the Commandant to the staff of a district commander as chief of staff. During his absence his duties shall be performed by the officer designated by the district commander.

Authority.

812. The chief of staff shall be subject to the orders of the district commander and to him only; the authority of the chief of staff is authority delegated by the district commander.

Responsibility.

813. He shall supervise and be responsible for the work of the various divisions of the staff. All officers of the staff are subject to the orders of the chief of staff in all matters pertaining to staff duty.

Acting district commander.

814. During the temporary absence of the district commander he shall perform, in addition to his own duties, the duties of the district commander.

Notification of second in command.

815. He shall notify by dispatch the line officer who succeeds to the command of the district of any circumstance whereby such officer does succeed to the command.

National defense.

816. He shall be responsible, under the direction of the district commander, for the readiness of the district to perform its national defense duties. He shall be the liaison officer between the district and the Army and the Navy.

THE DISTRICT COMMUNICATION OFFICER

Communication officer.

821. The district communication officer shall be responsible to the district commander for the operation of all coast guard communication systems in the district. He shall keep himself fully informed at all times of the proficiency of the communication personnel. He shall report to the district commander any matter pertaining to communications that requires his attention. He has cognizance of radio intelligence and security within the district. Upon the reporting of a vessel within the district for duty, temporary or permanent, he shall ascertain what secret and confidential publications and charts are aboard and shall advise the district commander of such additional codes, cyphers, district orders and circulars, and secret and confidential publications and charts as may be necessary for the duty required of the vessel.

THE DISTRICT INTELLIGENCE OFFICER

Intelligence officer.

831. The district intelligence officer is responsible for obtaining and disseminating to proper officials information of the plans and movements of vessels and persons engaged, or suspected of being engaged, in violation of laws, the enforcement of which is charged to the Coast Guard.

THE DISTRICT LAW OFFICER

Law officer.

841. The district law officer shall review the proceedings of Coast Guard courts and boards, shall examine contracts and leases, and will prepare for the district commander all correspondence in connection therewith. Should such review or ex-

amination develop questions of law, the attention of the district commander will be called to them and if he considers necessary or desirable the presentation of such questions to Headquarters for decision by the Chief Counsel, action will be taken accordingly. Similar procedure will govern with respect to any other matters referred by the district commander to the district law officer for attention.

THE DISTRICT PERSONNEL OFFICER

Duties.

851. The district personnel officer is responsible to the district commander for the conduct of all personnel activities of the district, including training of personnel, both military and civilian.

THE DISTRICT ENGINEER OFFICER

Assignment.

861. An officer, not below the rank of lieutenant commander, may be detailed by the Commandant to the staff of a district commander as district engineer officer.

Duties.

862. He shall be responsible to the district commander for the proper administration of all engineering functions of the Coast Guard under the control of the district commander. He is charged with the maintainence, repair, modernization, and, unless otherwise directed by the Commandant, construction of ships, aircraft, boats, vehicles, shore structures, wharves, and machinery of the district. He is charged with the installation and maintenance of radio and sound equipage, ashore and afloat, including all appliances. He is charged, under the direction of the district commander, with the administration of the operation of Coast Guard district manufacturing and repair plants.

Recommendations.

863. He shall make such recommendations as he may deem for the best interests of the Government concerning fuel and stores, the maintenance and preservation of shore establishments, the efficiency, condition, and preservation of machinery, hulls, aircraft, vehicles, and aids to navigation, the proficiency of operating personnel so far as it pertains to maintenance of property, and measures that will tend to improve or promote economy and efficiency.

Civil engineer.

864. A civil engineer assigned to the staff of a district commander shall be an assistant to the district engineer officer. He shall make his headquarters at the place designated in the order assigning him to duty.

THE CAPTAIN OF THE PORT

Assignment.

891. At certain ports the Commandant may designate an officer as captain of the port. His duties as captain of the port shall

be in addition to his other duties, and, if he be not a district commander, shall be performed under the supervision of his district commander.

Responsibility.

892. He shall be responsible for the enforcement of the laws, rules, and regulations governing vessels in the anchorages and the navigable waters under his supervision and shall use all the force at his command to prevent violations of them.

Recommendations.

893. He shall make careful study of the transportation requirements and the traffic of the port and shall as occasion requires make recommendations to the Commandant for improvement of existing rules and regulations.

CHAPTER IX

THE COMMANDING OFFICER

Assignment.

901. The commanding officer shall be assigned as such by written orders. If he be detached, absent, or incapacitated, the authority of the commanding officer, except as limited elsewhere in these regulations, and the responsibilities shall devolve upon the senior person eligible for military command duty attached to and present for duty at the unit. During the temporary absence of the person regularly assigned as commanding officer, the orders, prescribed routine, or internal arrangements of the command shall not be changed, except as may be required by orders of superior authority.

Responsibility.

902. (1) The commanding officer is responsible for the organization, discipline, maintenance, and training of his command. He is responsible at all times for its efficiency as a unit of the Coast Guard and for its administration and operation as required by law, these regulations, and the instructions and orders issued in conformity therewith.

(2) He shall require the officers and enlisted men attached to carry out the duties assigned them in a proper and efficient manner. Final responsibility for the performance of all duties required of his subordinates shall rest upon the commanding officer.

903. An officer who has been ordered to command a unit not yet in commission shall at once make a thorough personal examination of the unit and inform himself as to its condition and readiness for service. He shall obtain detailed plans of the unit and other information concerning its condition and the repairs and changes made, if any. He shall, as soon as practicable, make a complete inventory of all the articles with which it is supplied. He shall make requisition for such articles as are required.

904. If, when an officer ordered to command a unit in commission joins the unit to which he has been ordered, and it is without a permanent commanding officer, all hands shall be called to muster and the officer ordered to command shall read his orders and assume command. The temporary commanding officer shall deliver to him the originals of all unexecuted orders and take duplicate receipts for the same, forwarding one copy to the superior from whom the orders were received. The tem-

porary commanding officer shall transfer to him every document and article in his keeping that pertains to the commanding officer, and afford all the information possible that will be of service in the administration and command of the unit. After taking command, if the unit is newly commissioned and, during its existing commission, has not been under the command of a permanent commanding officer the inspection, drills, except fire quarters, and report prescribed by article 905 shall be omitted; otherwise the drills shall be held and the inspection and report made.

Relief of commanding officer.

905. (1) When an officer ordered to command a unit already in commission, with a commanding officer regularly attached thereto, joins the unit, the commanding officer about to be relieved shall, before the transfer is effected, make a thorough inspection of the unit in company with his successor and cause the crew to be exercised in his presence at fire quarters and the drills and exercises prescribed by paragraph (2) of this article unless the weather or other conditions render it impracticable or inadvisable. He shall point out any defects and account for them, and explain fully any peculiarities of construction or arrangement of the unit. A statement in quadruplicate, of the inspection shall be drawn up, and, if satisfactory, signed by the officer relieving him; if not satisfactory, the relieving officer shall state in what particular it is not so, and the officer relieved shall make such explanations as he may deem necessary, each over his own signature. One copy of this statement shall be forwarded to Headquarters, one to the commander of the district to which the unit is assigned, and one shall be retained by each of the officers between whom the transfer of command takes place.

(2) The crew of a vessel of the Coast Guard Patrol shall be exercised at battle stations and collision drill and mustered at stations for abandon ship. The crew of a district vessel or a lightship shall be exercised at collision quarters and mustered at stations for abandon ship. The crew of an air station shall be exercised at battle stations and crash drill and all aircraft available for flight shall be exercised at taking off and landing.

(3) The officer about to be relieved shall deliver to his successor the originals or authenticated copies of all unexecuted orders and take duplicate receipts for the same, forwarding one copy to the superior from whom the orders were received. He shall also deliver to his successor copies of all general regulations and orders that are in force, all documents received for his guidance in command, and such other official correspondence and information concerning the unit, the officers, and the crew as may be of service to his successor. He shall deliver all

secret and confidential publications and devices, and all other books, rolls, and documents required by these regulations to be either kept or supervised by himself. Under no circumstances shall he carry away the original records of his official correspondence, original letters, documents, or papers concerning the unit or its officers and crew, but he may take authenticated copies of the same. He shall turn over to his successor the keys and all other articles of the unit's outfit in his possession. He shall sign the log books and all other papers requiring his approval up to the date of his relief.

(4) After the formalities enumerated in paragraphs (1), (2), and (3) of this article have been completed, all hands shall be called to muster, and the officer about to be relieved shall read his orders of detachment and turn over the command to his successor, who shall then read his orders of command and assume charge.

(5) The officer relieved, though without authority after turning over the command, shall be, until he finally leaves the unit, entitled to all the ceremonies and distinctions accorded to him while in command.

906. When a unit is placed in or out of commission the commanding officer shall report the fact to the Commandant and to the district commander by dispatch stating the hour when the ceremony took place.

Magazines.

907. The commanding officer shall be the custodian of the keys of all rooms containing ammunition and explosives, and shall not permit these rooms to be opened without his knowledge and consent.

Inflammable articles. Precautions against fire.

908. He shall be particular to see that the regulations and instructions regarding the storage of inflammables and other dangerous articles and that the precautions against fire are enforced.

Secret and confidential papers.

909. He is responsible for the safekeeping of all secret and confidential publications and documents, including letters, dispatches, etc., and for the proper disposition of them. He shall see that the required returns concerning them are made. He shall also see that the officers and men attached to his unit have ready access to such publications and information as may be necessary for the proper performance of their duties.

Alterations.

910. He shall not permit new work or alterations of any kind to be erected, constructed, or put into any part of the unit under his command, nor shall he in any way change the outside appearance of the unit, unless the same shall have been authorized by the Commandant. He shall, when he deems it important, recommend changes or alterations which would, in his opinion, render the unit more efficient or improve its qualities in any particular, and, if practicable, state the probable cost of such

changes or alterations. He shall, as far as practicable, and when in accordance with the interests of the Government, cause all repairs to hull, aircraft, machinery, boats, buildings, wharves, vehicles, and all other articles of equipment and outfit to be made by the force under his command.

911. (1) He shall note the correctness as to position and characteristics of all aids to navigation within view; and, in units particularly designated by the district commander for such duty, he shall promptly correct defects of position and functioning, particularly of floating aids giving precedence to such work unless other duty is more urgent. In case an aid to navigation is found to be out of position or out of order he shall inform the district commander concerned by dispatch, and state what action, if any, he has taken. He shall report all important hydrographic information to the district commander. He also shall report to the district commander any other information of interest to shipping he may obtain.

(2) He shall, when his duties and other circumstances permit, cause a careful survey and chart to be made of any shoals, harbors, or dangers to navigation that he may discover or find to be inaccurately located. He shall forward such charts to Headquarters through official channels, with the original data and computations used in their preparation.

Precautions.

912. He shall comply with the laws, rules, and regulations for preventing collisions.

Legal boards of investigation.

913. (1) He shall convene boards of investigation in cases of collision, in cases of damage to public or private property or personal injury or death which may involve claims for or against the Government, and in serious cases of groundings, fire, or other casualty. It shall not be necessary for him to convene such boards in cases where the district commander has done so, but he shall not delay convening a board to await the action of the district commander in the matter.

(2) He shall submit a detailed report to Headquarters in minor cases of grounding, fire, or other casualty in which the vessel or other unit is not endangered or materially damaged.

Hiring boats or vessels.

914. He shall not, except in emergencies that will not permit delay, and except as provided by article 1118, hire or employ any boat or vessel without first obtaining authority therefor from the Commandant; but if such an emergency arises, he shall, as soon as possible, report the fact to Headquarters, stating particularly the necessity for the employment of the boat or vessel and the price agreed to be paid for her services.

Investigation of offenses.

915. (1) He shall, if possible, investigate in person all offenses. The investigation shall not be delegated to any other officer. He

shall award punishments within the limits of his authority as prescribed by law and these regulations.

(2) He shall have a record of punishments kept in a conduct book, including all minor punishments such as extra duty and deprivation of leave as well as confinement.

(3) He shall prescribe the means, with reasonable restrictions as to time and place, by which the members of the crew may make any request, report, or statement to him, which he personally shall receive and consider.

916. (1) He shall safeguard the health of the personnel attached by careful supervision of the sanitation of his command and by avoiding unnecessary exposure to disease or unhealthful conditions afloat or ashore.

(2) He shall observe the requirements of all national and local quarantine and health laws and regulations and shall assist Federal and local health authorities in the enforcement of such laws.

Uniform of the day.

917. He shall prescribe the uniform of the day, unless the uniform has been prescribed by a superior officer.

918. He shall require all persons of his command to keep their hair and beards neatly trimmed.

919. He shall afford opportunity and facility to the crew to make, mend, mark, and wash their clothing. He shall have bags and lockers broken out and clothing aired when bedding is aired.

Health and comfort issues.

920. (1) To permit the issue of certain necessaries to enlisted men in a nonpay status, including those in debt to the Government for any reason, he is authorized to direct, in writing, the purchase of such toilet articles, etc., as may be necessary for the health and comfort of the men requiring such issue. The value of issues of such articles to any one man shall not exceed 3 dollars in any 1 month. A notation shall be placed on the bill for such articles "Purchased for health and comfort, article 920, Regulations," and the amount shall be charged against the account of the man concerned.

(2) He shall authorize the issue to men in a nonpay status, or men in debt to the Government, of such clothing and small stores as are necessary to the health and comfort of the man concerned.

(3) The provisions of this article shall apply with equal force to enlisted men held for trial.

Mail.

921. (1) He shall detail a trustworthy enlisted person to perform the duties of mail orderly, and may give him authority to receive the mails, purchase stamps, and transact other necessary business at the post office.

(2) He shall have the unit's mail delivered by the mail orderly to the officer of the deck for distribution.

(3) He shall see that locked boxes, in which mail for the post office may be deposited, are conveniently placed. The keys to these boxes shall be in the custody of the executive officer.

Approval of logs.

922. He shall inspect and approve daily the logs prescribed for his command.

Custody receipts.

923. He shall be accountable for the economical use of stores and supplies. He shall require heads of departments to take a custody receipt for equipment and outfits, such as binoculars, bed linen, stateroom equipment, ordnance, etc., issued for individual use. The receipt shall be held until the article or articles are returned when it shall be delivered to the signer.

Audits.

924. (1) The commanding officer of a unit to which a total of three or more commissioned or warrant officers are attached shall designate an officer under his command to audit the clothing and commissary accounts and records. The officer designated for this duty shall audit such accounts and records at least once in each quarter, at which time an inventory of the stores or clothing and of provisions on hand shall be made. The results of such audit shall be reported in writing to the commanding officer.

(2) He shall designate a commissioned officer of his command to audit, at least once each month, the account of the ship's service store, if one be maintained, and shall require a written report of the audit.

Photographic officer.

925. When his unit is equipped with a photographic outfit, either still or motion picture, he shall detail an officer as photographic officer.

Assistance to foreign vessels.

926. He shall afford all assistance in his power to vessels of a foreign State at peace with the United States.

Compliance with federal and municipal laws.

927. He shall require strict observance by the personnel under his command of Federal, State, and municipal laws and shall cooperate with responsible local authorities as necessary to insure such observance.

928. He shall extend to the Collector of Customs and other law enforcement officers such aid, in the enforcement of the laws of the United States which the Coast Guard is charged to enforce, as the circumstances require.

Enforcement of marine laws.

929. He shall be conversant with the United States laws, the enforcement of which is charged to the Coast Guard, and shall familiarize himself with court decisions relative to them. He shall do everything within his power to see that all such laws are enforced, and in the case of a violation or seizure he shall submit a detailed report to the district commander.

Boarding.

930. (1) In the enforcement of the customs-revenue and navigation laws he shall, except as herein noted, take every opportunity to have all vessels boarded and examined, if within the

jurisdiction of the United States. The public vessels and dispatch boats of foreign nations, with which the United States is at peace, and merchant vessels exempt from search by treaty, shall not be boarded and examined, nor shall vessels of the Coast Guard Reserve or vessels belonging to the Government of the United States be boarded or searched in the enforcement of the above-mentioned laws, unless such action be deemed necessary in any particular case or cases.

(2) He shall see that the same vessel is not boarded unnecessarily often. In the matter of boarding, particularly as regards coastwise, lake, and river vessels, he shall exercise a wise discretion so as not needlessly to embarrass or incommode vessels in their usual and legitimate work. Boarding at unreasonable times, except when absolutely necessary, shall be avoided.

Mutiny.

931. He shall extend aid to officers of merchant vessels in suppressing mutinies on board their craft, taking such steps, not inconsistent with law, as each case may require.

Merchant seamen.

932. He shall take cognizance of, and promptly investigate, all complaints by merchant seamen of cruel treatment, or of improper and insufficient food served them, in accordance with the laws of the United States.

Private enterprise.

933. In extending assistance to vessels he shall not interfere with private enterprise, though he may assist private effort, and it shall be his duty to do so when he deems it necessary. He shall not use his vessel for towing private craft, except in cases of distress, and not even then if there be other and sufficient assistance at hand.

Resuscitation must be attempted.

934. He shall take prompt measures to revive or resuscitate all persons apparently drowned or unconscious from exposure to cold or other causes. The death of an apparently drowned person shall in no case be taken for granted, but every effort shall be made to resuscitate him, unless the body bears unmistakable evidence of having been in the water too long a time for resuscitation.

935. He shall afford facilities to representatives of the United States Coast and Geodetic Survey when engaged on official business, when it can be done without interference with the work of the Coast Guard.

Coast Guard Reserve.

936. He shall, upon request of a Coast Guard Reservist, make appropriate arrangements for practical instruction in handling boats, aids to navigation, resuscitation, signalling, safety precautions, landing in a surf, and other subjects which will aid in promoting safety to life at sea and upon the navigable waters.

CHAPTER X

COMMANDING OFFICER OF A VESSEL

1001. (1) An officer who has been ordered to command a vessel, not yet in commission, at the Coast Guard Depot, at Curtis Bay, Md., shall make frequent verbal reports of the condition of the vessel to the Commandant of the depot and on the last day of each week he shall make a written report to the Commandant of the Coast Guard listing deficiencies and uncompleted items with his estimate of their probable dates of completion. He shall exercise no authority or control over her preparation before she is transferred to his command, but shall keep himself constantly informed of the progress made and offer to the Commandant of the depot such suggestions concerning the preparation as he considers essential or important to her efficiency. If, when the Commandant of the depot signifies his intention of transferring the ship to the command of the officer ordered to command her, that officer considers her in an unfit condition to be commissioned, he shall represent the fact to the Commandant of the depot in writing, stating his reasons.

(2) When the vessel is to be placed in commission, she shall be formally transferred by the Commandant of the depot, or by an officer representing him, who shall be not lower in grade than the officer ordered to command, as follows: As many of the officers and crew of the vessel as circumstances permit, shall be assembled and properly distributed on the quarter-deck. When ready the Commandant of the depot, or his representative, shall cause the national ensign and the proper insignia of command to be hoisted and turn the vessel over to the officer ordered to command; the latter shall then read his orders to command, assume charge of the ship, cause a watch to be set, and hold fire drill.

(3) When the vessel is at a navy yard the procedure shall be substantially the same as prescribed for a vessel at the Coast Guard Depot.

1002. An officer on assuming command shall conduct trials of the vessel under power. He shall inform himself as to the vessel's qualities and fitness for service and as to the length of time the vessel can keep at sea under full power and when running at the most economical speed. He shall also test the maneuvering qualities and determine the tactical diameter. He shall inform

Power trials.

himself of the daily consumption of fuel for cruising at various rates of speed, and ascertain in particular the most economical speed of the vessel consistent with the proper performance of duty.

Responsibility.

1003. (1) The commanding officer of a coast guard vessel shall be regarded as on duty at all times, and is always responsible for the proper management and safety of the vessel and for the efficiency and discipline of his command.

(2) He shall be responsible for all important evolutions of the vessel, and, if necessary, shall give personal directions to the officer who may be handling her. Should he deem it necessary to handle the vessel himself, he shall regularly relieve the officer of the deck and assume sole charge. It should be his general practice to entrust the handling of the ship to the executive officer, not only as a mark of confidence and respect but also as adding materially to the dignity of the commanding officer. The executive officer can not demand such recognition as a right.

(3) He shall in general issue all orders relative to the duties of the vessel and her officers and crew to the executive officer, and shall keep the latter informed of his own methods of performing duty.

1004. He shall see that the keys or wrenches for operating magazine flood cocks are kept near the flooding valve stems and constantly ready for use. He shall take the necessary steps to insure that the flooding and sprinkling testing caps and plugs are kept in the stowage provided for the purpose under his custody except when actually in use for testing, and that they are never left attached to the flooding or sprinkling systems at the conclusion of the tests.

Fuel.

1005. He shall maintain an adequate fuel supply aboard and whenever this supply falls below the minimum prescribed by the district commander he shall replenish the supply as soon as practicable.

Aids to navigation.

1006. He shall see that the vessel is properly supplied with sailing directions, charts, and latest lists of lights, fog signals, buoys, and daymarks of the section of the coast which he patrols, and that they are kept corrected to date. He shall keep himself informed as to all hydrographic notices and notices to mariners, particularly those applicable to the waters within the scope of his operations, and shall carefully preserve all information that he may receive, or be able to procure, concerning the safe navigation of his vessel.

Compass error.

1007. (1) He shall keep himself informed of the errors of the ship's compasses. He shall cause the navigating officer to make deviation tables for the standard and the steering compasses, if

mounted in compensating binnacles, and shall afford him opportunity to swing ship at least once every 6 months for this purpose, and as soon as practicable after target practice, or extensive alterations causing changes in magnetic surroundings. The original of the new deviation table will be forwarded to the district commander.

Radio direction finder.

(2) He shall cause all officers to familiarize themselves with the operation and use of the radio direction finder, and he shall require the officer of the deck to take bearings with the instrument whenever practicable. At least once in each 6 months of the calendar year he shall cause the deviation of the radio direction finder to be checked, and if necessary, the radio direction finder to be recalibrated.

(3) He shall check the fathometer frequently when on known soundings.

Lookouts.

1008. (1) He shall see that lookouts are stationed during the day as may be necessary, and when under way shall always have at least one lookout stationed as low and as far forward in the bow as circumstances and conditions permit in thick weather due to fog, mist, falling snow, heavy rainstorms, or other causes. A vessel fitted with a crow's-nest shall always when under way during the day, have a lookout stationed aloft, and in thick weather such additional lookouts as may be necessary.

(2) When under way at night, he shall have a lookout stationed as low and as far forward in the bow as circumstances and conditions permit and others elsewhere if necessary. He shall see that the running lights are kept in order and burning brightly, unless it be expedient to conceal them.

Anchor watch

(3) When at anchor at night, he shall have the proper lookouts stationed, and shall require that the anchor lights be kept burning brightly.

1009. Men stationed as lookouts should be of suitable experience and competence, should have no other duties to perform while on lookout, and at least one shall be so stationed that he will have a clear and unobstructed view and will be able, when under way, best to observe all obstructions to navigation in the direction in which the vessel is proceeding. The commanding officer shall see that lookouts are proficient and that they vigilantly perform their duties.

Lifeboat.

1010. (1) He shall at sea have at least one equipped lifeboat on each side always ready for lowering. In port he shall have at least one equipped lifeboat ready for immediate use. When at anchor in port and circumstances permit he shall have one or more boats in the water during daylight ready for emergencies. Except on special occasions a boat shall not be sent away

from the ship after midnight for the accommodation of any person.

Life buoy.

(2) He shall have a life buoy ready on each quarter, one at each outboard end of the bridge, and such other life buoys as may be necessary. He shall keep these life buoys in good condition, with the vessel's name painted on each, and so secured as to be readily accessible and instantly detachable. The bridge and quarter life buoys shall be equipped with means of lighting during periods of low visibility.

1011. When on soundings, or in the vicinity of or approaching land, anchorages, shoals, or rocks, he shall see that soundings are taken as often as may be necessary and that the results are reported to him. During thick weather frequent soundings shall be taken, and the position of the vessel frequently obtained by radio-direction finder bearings if practicable. When in the vicinity of land, he shall have the cables bent, and when approaching an anchorage shall have anchors ready for letting go.

Anchorages.

1012. (1) He shall select a safe place to anchor, and at the time of anchoring shall have such bearings, angles, and distances by range finder taken as are necessary to locate the exact position of the ship on the chart. These bearings, angles, and distances shall be noted in the log.

(2) If the ship be anchored at a place not surveyed, he shall, if practicable, have the depth of water and character of the bottom ascertained within a radius of at least 400 yards of the ship. The general result of this examination shall be entered in the log.

Night orders.

1013. He shall keep a night order book in which he shall enter the courses to be steered and any other orders for the guidance of the officer of the deck for the night. This book shall be preserved as a part of the official records of the ship.

Pilots.

1014. He may employ pilots whenever in his judgment such employment is necessary. A pilot is merely an adviser to the commanding officer and his presence on board shall not relieve the commanding officer or any of his subordinates of the responsibility for the proper performance of the duties concerning the navigation of the vessel with which he or any of them may be charged.

Stranding or accident.

1015. In case of stranding or other accident whereby the safety of the vessel and her crew is involved, the commanding officer may incur such expense for the protection of the ship and crew as the special circumstances may demand, immediately reporting his action to Headquarters by wire and giving an estimate of probable cost. A full report of the case shall be mailed as soon as possible. This authority contemplates only cases of great urgency, when the delay necessary in referring

the matter to Headquarters would jeopardize the safety of the ship or the lives of the crew, or entail considerable additional expense.

Wharfage.

1016. He shall not, except in case of stress of weather, disabled machinery, or other exigencies of the Service, incur expense for wharfage without the permission of the Commandant. The attendant circumstances in each case shall be reported to Headquarters.

Collision; procedure.

1017. In the event of a collision between a Coast Guard vessel and another vessel, he shall proceed as follows:

(1) He shall at once offer such assistance to the other vessel as he may be able to render, and do all in his power for the safety of both vessels and their crews and passengers.

(2) He shall at once investigate the matter, ascertain as nearly as possible the loss or damage to each vessel, and endeavor to fix the responsibility.

(3) If the collision occur in the waters of the United States or at sea, and it result in the loss of life or damage to person or property, he shall make a report of the facts, giving the number of lives lost, if any, and the probable amount of damage to each vessel, respectively, together with a description of the vessel with which the collision occurred, and, if obtainable, the nature of her cargo, the names and residences of her owner or owners, consignee, and master, the port from which she last sailed, and to what port she was bound when the accident happened.

Quarantine.

1018. Should his vessel have had communication with, or have visited, any infected port, or have any disease on board which would subject her to quarantine, he shall cause the quarantine flag to be displayed to warn all persons from attempting to communicate with her.

Post-office address. Changing of address.

1019. (1) Except when the interests of the public service require information to be withheld, he shall, before leaving on a cruise, advise the executive officer for the information of the ship's company, of the probable post-office address of the vessel, in order that they may make provision regarding their personal mail.

(2) In order to facilitate the receipt of mail for the vessel he shall promptly notify the postmaster at the vessel's headquarters, and the postmasters of other ports to which mail for the vessel may be addressed or forwarded, of changes of address, requesting that the mail be forwarded or held as desired, appropriate exceptions to this procedure being made in cases in which the peculiar duty of the vessel may necessitate withholding information as to her prospective movements.

1020. He may assign a cadet attached to his command watch, divisional, and other duties; but he shall not place a cadet in charge of a watch when the vessel is under way, except under the immediate supervision of a commissioned officer.

Expeditions. Boat duty.

1021. He shall send the executive officer on boarding duty and expeditions only in cases of exigency or of special importance, and in no case where he probably would be absent more than a week.

1022. He shall direct, if practicable, a trial of the machinery of not less than 2 hours' duration when an officer reports to take charge of the machinery department of a vessel.

Passengers and guests.

1023. (1) He shall receive no passengers on board unless it be for the benefit of some branch of the Government without permission of the Commandant or as provided in this article; nor shall he permit a passenger other than a superior officer in his own line of command at the time to interfere in any manner in the management of the vessel.

(2) He shall not permit a woman to reside on board the vessel, nor, without permission of the Commandant, to take passage thereon which may last overnight, except as provided in paragraph (3) of this article.

(3) A district commander, in his discretion, may authorize the members of the families of keepers, officers, and enlisted men of stations upon change of station to take passage on a vessel of the Coast Guard when they can be accommodated and when their presence does not interfere with or retard the proper movements of the vessel or its efficient employment on the duty of the Service. Under the same restrictions he may, in his discretion, authorize such families at isolated stations where ordinary means of transportation are not available to take passage on a vessel of the Coast Guard. In cases involving the presence of a woman aboard overnight the district commander's consent shall invariably be obtained before she is received on board.

(4) When the vessel is actively participating in any public ceremony, or naval parade, or is ordered on any special mission or service, he shall see that only official persons are received on board, except by direction or permission of the district commander or the Commandant.

(5) The provisions of that part of paragraph (1) of this article relating to passengers shall not be construed as applying to a male person who may be the guest of an officer for a limited period and whose presence on board will in no wise interfere with the comfort of others or the proper discipline of the vessel. The commanding officer is enjoined to use discrimination in such matters, and his consent shall invariably be obtained before such person is received on board.

(6) Whenever a person is received on board, under the provisions of the preceding paragraph, for more than 1 day, the commanding officer shall report the fact to Headquarters, giving the name of such person and the time of his coming on board and leaving together with the name of the officer who invited him.

(7) No person shall be quartered in the wardroom whose presence there is not agreeable to the wardroom officers, except where the interests of the public service require.

In foreign ports.

1024. (1) He shall preserve, so far as possible, cordial relations with the representatives of the United States in foreign countries, and extend to them the honors, salutes, and other official courtesies to which they are entitled by these regulations.

(2) He shall carefully consider any request for service or other communication from any such representative.

(3) Although due weight should be given to the opinions and advice of such representatives, a commanding officer is solely and entirely responsible to his own superiors for all official acts in the administration of his command.

Respect to foreign territorial authority.

1025. (1) He shall exercise great care that all under his command scrupulously respect the territorial authority of foreign nations in amity with the United States.

(2) No armed force shall be landed in foreign territory for exercise, target practice, funeral escort, or other purposes without permission from the local authorities; nor shall liberty parties be granted leave to visit the shore without similar permission; nor shall men be landed to capture deserters.

(3) Target practice shall not be held within foreign territorial waters or at any point from which shots may fall therein without permission of the country concerned.

Diplomatic representatives of United States.

1026. He shall, as a general rule when in foreign ports, communicate with local civil officials and foreign diplomatic and consular authorities through the diplomatic or consular representatives of the United States at the place.

Search not to be permitted.

1027. He shall not permit any person representing a foreign State to search the vessel under his command, nor any of the officers or crew to be taken out of her, so long as he has the power to resist.

Customs examination.

1028. (1) Upon return to a port of the United States from a foreign port or a possession of the United States he shall require all persons aboard to submit proper customs declarations and he shall facilitate any examination which it may be the duty of any United States Government official to make.

(2) He shall not permit a foreign customs officer to make any examination whatsoever on board the ship under his command or of its boats.

Laws. Seizure.

1029. If a commanding officer seize a vessel for any cause whatever, except in time of war, he shall remove such of the officers and crew as may be necessary, taking them on board his vessel, where they can be more securely guarded until they can be given into the proper custody, and shall place the prize in charge of one of his officers, with the men necessary to take it into the most convenient port or to retain control of it until it can be delivered to a collector of customs or a United States marshal. If necessary, the officers and crew of the seized vessel may be placed in irons or confinement.

Proceed to assist.

1030. (1) He shall cause a sharp lookout to be kept for distress signals, wrecks, derelicts, and other obstructions to navigation.

(2) He shall respond promptly to appeals for help, and shall stand by a disabled or distressed vessel, which is in danger, until she is relieved or it becomes evident that she is beyond help of the kind that can be given by him.

(3) Should there be a reasonable chance of affording assistance, he shall proceed with all dispatch to the place where such assistance may be rendered and give such assistance as lies in his power. In case of the wreck of a vessel he shall render all the assistance in his power to the crew and passengers, and use his utmost endeavors to save and protect her cargo and fittings.

(4) In rendering aid he will use sound discretion and not uselessly or unnecessarily jeopardize his vessel or the lives of his officers and crew.

Assist shipwrecked persons.

1031. He shall receive on board distressed seamen of the United States and shipwrecked persons, having due regard for the health of his own officers and crew. He shall also extend such aid as lies in his power to distressed vessels and seamen of countries with which the United States is at peace. They shall be furnished rations and transportation to the nearest or most convenient port of the United States, and shall bind themselves to conform to the regulations of the vessel while on board.

Purposes of cruising.

1032. He shall not use the vessel under his command for other than public purposes, nor shall he divert her from her regular duties to convey any person or persons from one place to another, unless it be for the benefit of some branch of the Government, or with the authority of the district commander or the Commandant.

Administration of oaths.

1033. The commanding officer of a vessel is authorized to administer oaths of allegiance and such other oaths as may be necessary for the proper conduct of the Service, and to administer oaths generally in Alaska. (35 Stat. 63.)

Vessel decommissioned.

1034. He shall, when a vessel under his command is placed out of commission, see that the vessel is properly secured, the

deck and machinery departments properly laid up, and the ship and her equipment turned over to the designated person.

Rendering assistance.

1035. The commanding officer of a vessel designed, equipped, and manned primarily for rendering assistance to vessels in distress shall exercise the utmost vigilance in patrolling the coasts, enforcing the laws, and assisting vessels and persons in distress. As aiding vessels in distress is one of the important duties of the Service, he is enjoined to use every means at his command to obtain knowledge of such vessels, and to relieve them and their crews. He shall promptly investigate the truth of reports and rumors of disasters or accidents to vessels within the scope of his operations, obtaining all the data possible regarding the same. He shall be particularly alert during and immediately after stormy weather.

1036. When coast guard vessels particularly designed, equipped, and manned for rendering assistance to vessels in distress at sea and district vessels are proceeding to a vessel in distress, or are working on a vessel in distress, the senior commanding officer shall dismiss the district vessels as soon as practicable in order that such vessels may carry on with their special duties.

Lightship.

1037. The commanding officer of a lightship shall not leave his station with his lightship until properly relieved, except in case of the greatest emergency. He shall not exhibit from his lightship her characteristic lights nor shall he sound her characteristic fog signal when the lightship is off station to such an extent that might be misleading to navigators. He shall, when his lightship is under way or off her station, fly the International signal code letters P C (I am not in my correct position), except when the lightship is at a repair yard or base.

1038. When a vessel equipped with mine-planting gear is transferred from one district to another, the commanding officer shall retain the mine-planting gear aboard his vessel unless otherwise directed.

CHAPTER XI

THE COMMANDING OFFICER OF A COAST GUARD STATION

1101. The commanding officer of a coast guard station shall be regarded as on duty at all times. He shall remain at his station except when on leave, liberty, or other authorized absence.

Ceremony on placing a station in an operative and an inoperative status.

1102. (1) At 8 a. m. of the day on which a station is placed in an operative status, he shall muster the crew and read aloud the order assigning him to command the station, assume formal charge, have the national ensign hoisted and broken out at the flagpoles, and dismiss the muster.

(2) At sunset of the day on which the station is placed in an inoperative status, he shall read aloud the order directing such action, the national ensign shall be hauled down, and the muster dismissed.

Detailed report of condition.

1103. He shall make a detailed report of the condition of the station to the district commander whenever he deems it necessary.

Vacancies in crew.

1104. Upon the occurrence of a vacancy in the complement of the station, he shall notify the district commander.

Report cowardice, disobedience.

1105. He shall report immediately to the district commander any member of his crew who displays cowardice, or who deliberately disobeys or refuses obedience to a lawful order, or willfully neglects or evades lookout, watch, or patrol duty, or encourages or advises others to such disobedience, neglect, or evasion, or who is incompetent to perform the duties of his rating.

Life preservers to be worn.

1106. He shall see that the required number of life preservers, properly marked, are carried in each boat at his station. He and each member of the crew shall wear a life preserver in boats at drill and at other times when in his judgment circumstances require it. When passengers are carried in a boat upon occasion of duty, as at a wreck, each person shall be provided with a life preserver, if available, which shall be worn until danger is passed.

Station water supply.

1107. To insure a sanitary source for the water supply of stations he shall have each cistern thoroughly cleaned at least twice each year, at intervals of not more than 6 months. Cisterns shall be kept well screened. In case a well is used care shall

Wells.

be taken to see that it is at a suitable distance and proper grade relative to any discharge or waste from buildings.

Clothing for shipwrecked persons.

1108. He shall be accountable for the proper care and distribution of clothing or supplies furnished for the benefit of the shipwrecked by benevolent associations or private individuals. When any such supplies are issued to shipwrecked persons, a brief note to that effect shall be made in the report of assistance. He shall notify Headquarters when such supplies need replenishment.

Shall not engage in private business on station premises.

1109. (1) He shall not engage in personal employment for gain which will require his absence from the station more frequently than upon his regular liberty days.

Liquor not to be permitted on station premises.

(2) He shall take charge of intoxicating liquors and drugs which may be landed at the station from a stranded or wrecked vessel and report such action by dispatch to the district commander.

(3) He shall take charge of any intoxicating liquor or drugs in possession of shipwrecked persons requiring relief at his station and report such action by dispatch to the district commander.

Intoxicated persons.

(4) He shall not permit intoxicated persons to loiter on the station premises.

Station property not to be used for private property.

1110. (1) He shall not permit the station buildings, grounds, boats, apparatus, gear, or any of its appurtenances to be used for private purposes, nor shall he loan to private persons any articles belonging to the station.

Political meetings at stations, political discussions.

(2) He shall not permit meetings of a political character in the station or upon its grounds, and shall not permit the premises to be used for political purposes in any way whatever. The discussion of political questions at the station shall be avoided.

Orders to be published to crew.

1111. He shall read to the crew as soon as practicable after their receipt all orders and other matters received from superior authority which are required to be published to them.

Shall designate motormen.

1112. When a petty officer of the artificer branch is not attached to his station, he shall designate as motorman that member of his crew who is best qualified to act as such, and shall require him to keep all machinery at the station or in the boats in good condition and ready for any emergency. He may, when necessary, excuse this man from day lookout and other station duties, except drills. The names of the nonrated men in his crew who are qualified to act as motormen shall be reported to the district commander.

Action upon learning of a wreck near his station.

1113. (1) In case of a vessel being wrecked, stranded, or in distress within the scope of operations of the station he immediately shall assemble the crew and shall take appropriate action. If possible he shall notify the commanding officers of

adjacent stations within working distances of the casualty, requesting their assistance if in his judgment it is needed.

(2) He shall by the quickest economical means of communication keep the district commander informed relative to the progress of assistance operations. He shall in like manner report all information of marine disasters and casualties of which he may have knowledge.

Watch numbers.

1114. The commanding officer of a coast guard station, particularly designed, equipped, and manned for saving life shall assign his crew watch numbers. He shall assign the enlisted person next below himself the first watch number, the remaining watch numbers shall be assigned to the crew in order of their merit. He shall change the watch numbers when necessary in order to maintain the station at its maximum efficiency, noting the changes in the log.

1115. (1) The commanding officer of a coast guard station, particularly designed, equipped, and manned for saving life shall prepare and submit to the district commander for approval the schedule of patrols, lookouts, and watches for his station. The schedule as approved by the district commander shall be framed under glass and posted in the crew's day room.

(2) He shall prepare fire, cleaning, and daily routine bills. The fire and cleaning bills shall contain the duties of each member of the crew. The daily routine bill shall set forth the time for each meal, morning duties, drill, and general work about the station. These bills shall be framed under glass and posted in the crew's day room.

Medicine chest.

(3) He shall see that the medicine chest is neatly and compactly stowed, kept in readiness for instant use, and is carried on the beach apparatus cart to all wrecks, and shall be responsible for the safety and proper use of its contents.

Regulations regarding patrols and lookouts to be strictly complied with.

1116. The commanding officer of a coast guard station, particularly designed, equipped, and manned for saving life shall see that the regulations and instructions regarding the patrol and watch of the coast are enforced, and during thick or stormy weather shall give constant attention to the duty of discovering vessels in distress, stranded, or in need of assistance, maintaining such patrol of the beach as may be necessary for the purpose. He shall arrange the hours of duty among the members of the crew in accordance with the watch and patrol bill approved by the district commander.

1117. Should additional assistance become necessary at a wreck, the commanding officer of a coast guard station, particularly designed, equipped, and manned for saving life is authorized to employ such additional number of competent men as are needed,

who shall be entitled to receive such compensation as their services are reasonably worth, the period and value of their services to be stated and certified by the commanding officer.

1118. In case of distress, where loss of life is imminent, and where coast guard facilities for rendering assistance are not adequate, the senior officer present at the scene is authorized to secure the use of tugs, motorboats, vehicles, horses, etc., for the services of which, reasonable compensation will be allowed. The authority to hire such equipment and facilities shall be limited to emergencies when circumstances preclude first securing such authority from the district commander.

CHAPTER XII

THE EXECUTIVE OFFICER

Definition.

1201. (1) The line officer, whose assignment to duty is not restricted by law, next in rank to the commanding officer shall be the executive officer. If absent, or otherwise unable to perform the duties of his office, his duties shall devolve upon the line officer, whose assignment to duty is not restricted by law, next below him in rank attached to and present in the unit.

Represents commanding officer.

(2) It is the intent of these regulations to constitute the executive officer the direct representative of the commanding officer in maintaining the military and general efficiency of the unit to which he is attached. As such representative, and in order that he may properly perform the duties imposed upon him, all heads of departments and other officers and all enlisted persons on board or attached to the unit shall be under his orders in all that pertains to the operation and maintenance of the unit and to the preservation of order and discipline. All communications in regard to the duty of the unit intended for or issued by the commanding officer shall be transmitted through the executive officer, except where the contrary is specifically laid down in these regulations. It is not intended that this regulation shall be so construed as to prevent any head of a department having access to the commanding officer in regard to matters connected with his department.

No independent authority.

1202. The executive officer has no authority independent of the commanding officer, from whom his orders shall be considered as emanating, and the details of duty hereinafter specified shall be regarded as in execution of the orders of the commanding officer. While executing the orders of the commanding officer he takes precedence over all other officers.

When on duty.

1203. (1) As representative of the commanding officer he shall be regarded as on duty at all times.

Receipt and transmission of orders.

(2) He shall receive all orders relating to the general duties of the unit directly from the commanding officer and shall transmit them to other officers as may be necessary. He is responsible for the execution of such orders.

To coordinate work.

(3) He shall arrange and coordinate the work of the unit, drills, and exercises of the crew as a whole. He shall make up

and publish the daily routine. He shall plan and publish the schedule of exercises as far in advance as possible, to the end that those concerned may be warned in sufficient time to plan their work and make suitable preparation. He shall be responsible that all training is carried out in a uniform manner throughout the unit, in strict accordance with the instructions and regulations issued by superior authority and that all prescribed and necessary safety precautions are strictly observed at all times. To this end he shall direct the other officers of the unit, but nothing in these regulations shall be construed as relieving such other officers from any part of their responsibility for the efficiency of the persons and material committed to their charge.

Details of duty.

(4) He shall directly supervise all details of duty in connection with the organization, police, inspection, discipline, exercise, and training of the crew, and may, as the representative of the commanding officer, direct all officers attached to the unit as to the cleanliness, good order, efficiency, and neat and trim appearance of the unit and of the crew.

Policy of commanding officer.

(5) He shall keep himself constantly informed of the policy of the commanding officer in regard to the official administration of all matters of duty, in order that he may carry out the wishes of the commanding officer.

Good order.

(6) He shall correct all abuses, prevent infractions of discipline, and suppress disorder. He shall report to the commanding officer all offenses which require his attention.

Police.

(7) In his administration of the police of the unit he shall give such orders as may be necessary. He shall endeavor to cultivate among the members of the crew a feeling of pride in the strict performance of all their duties.

Important work.

(8) He shall not begin any important work without consulting the commanding officer and obtaining his consent.

Details of work.

1204. (1) He shall be responsible for the cleanliness and good order, efficiency, and neat and trim appearance of the unit as a whole and of all parts thereof, and he shall have the necessary authority, as the representative of the commanding officer, to enable him to carry out his duty in this respect.

Cleanliness and good condition.

(2) He shall be responsible for the cleanliness and good condition of all compartments and double bottoms, and of all the bulkheads, doors, valves, and pipes within them, except those specified as coming under the supervision of the engineer officer. He shall be responsible for the cleanliness of casings, and of bulkheads around all machinery, outside of the engine and boiler compartments, and all pipes (including the smoke

pipes), hatches, ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the commanding officer. He shall see that the drinking-water tanks are kept clean and properly cemented. He shall see that all spare articles are at all times in good order, and that the spars, standing and running rigging, sails, and hawsers, are at all times in good order and protected from chafe.

Care of ground tackle, etc.

(3) He shall, under the direction of the commanding officer be responsible for the care and good condition of the vessel's ground tackle, and shall see that the chains are distinctly marked at each shackle, properly fitted, the ends securely fastened below, the shackle pins in good order and ready for slipping, and that all arrangements are perfected for getting underway, anchoring, mooring, unmooring, shifting, and slipping without unnecessary delay. The chain cables shall be overhauled every 6 months. They shall, if practicable, be roused out of the chain lockers and thoroughly overhauled each time the vessel is taken out of the water. Kedges and boat anchors shall be kept ready for use and stowed in convenient places.

Watch buoy.

(4) He shall see that a suitable watch buoy, with a sufficient length of buoy rope, is attached to each working anchor, and that spare buoys are always kept on board.

Capstan, windlass, etc.

(5) He shall give particular attention to the capstan, windlass, and compressors, and shall see that they are kept in the highest state of efficiency and overhauled whenever necessary.

Inspection of a unit.

1205. (1) All parts of the unit shall be open to the inspection of the executive officer, he shall make such inspections as the commanding officer may direct.

(2) He shall make frequent inspections of all mess gear and stores of the crew, of all mess tables, cooking utensils, chests, lockers, and of the galley.

Authority over division officers.

1206. The executive officer shall see that officers in charge of divisions perform their duties carefully, thoroughly, uniformly, and in accordance with these regulations; that they thoroughly inspect and keep in order the material under their charge; that they comply strictly with the uniform regulations; and that they are present and personally instruct the junior officers and enlisted persons at all exercises. He shall endeavor to inculcate a spirit of emulation among the officers in respect to the efficiency, drill, bearing, and behavior of the persons under their command.

Conduct exercises.

1207. He shall, under the immediate direction of the commanding officer, conduct the exercises at emergency drills and such other drills and exercises as the commanding officer may direct.

Relieve officer of deck.

1208. (1) The executive officer shall take the deck whenever all hands are called for any particular duty, exercise, or evolu-

tion, except at quarters, general muster, and during action; and unless otherwise directed by the commanding officer, he shall see that every officer of the unit fit for duty is at his station.

Not to stand watch.

(2) He shall not be required to stand watch or day's duty except as provided in article 1906, but may relieve the officer of the deck for short periods as a matter of accommodation.

Not to board vessels.

(3) He shall not be required to do boarding duty nor shall he be detailed for duty requiring his absence from the vessel, except as provided in article 1021.

Authority over officer of deck.

1209. The executive officer shall direct the officer of the deck in all matters concerning the general duties of the ship. When the commanding officer is not on deck, he may direct the officer of the deck how to proceed in time of danger or during an emergency, or he may assume charge of the deck himself, and shall do so should it, in his judgment, be necessary, but he shall at once report to the commanding officer the fact and his reasons for so doing. He shall not assume charge without first relieving the officer of the deck, and should he deem it necessary to countermand an order of the officer of the deck he shall do so only through that officer, or after relieving him. The authority given to the executive officer, when the commanding officer is not on deck, to relieve the officer of the deck while the latter is in the performance of an evolution of the vessel or other important exercise, should be used with judgment and discretion. As the peremptory application of such authority might often be considered as reflecting upon the latter officer's competency and ability, it should not be exercised without necessary and sufficient cause.

Discretion to be used in relieving officer of deck.

Personnel and enlisting officer.

1210. The executive officer shall be the personnel officer of the unit to which he is attached. He shall inform himself, as far as possible, of the physical capacity, service record, and experience of each member of the crew, in order that he may station him to the best advantage. If he have any doubt of a person's physical ability to perform the duties required of him, he shall report the fact to the commanding officer. He shall, under the direction of the commanding officer, be the enlisting officer of the vessel or other unit to which he is attached.

Morning order book.

1211. (1) When not standing the morning watch, he shall keep a morning order book, in which he shall enter the morning orders for the guidance of the officer of the deck.

Conduct and liberty books.

(2) He shall keep a conduct book and a liberty list.

Not to occupy cabin.

1212. He shall not occupy the cabin for his quarters during the temporary absence of the commanding officer, nor shall he permit

the cabin to be used for other purposes, except by proper authority or in emergencies.

Sick call.

1213. (1) He shall attend sick call when no medical officer is attached and present for duty.

Binnacle list.

(2) He shall cause the binnacle list, if any, to be posted daily before 9:30 a. m.

To publish orders at general muster.

1214. He shall read to the officers and crew at the first general muster after their receipt all orders and other matters from superior authority which are required to be published to the crew, and the fact shall be entered in the log.

Supervision of work.

1215. He shall exercise immediate direction and supervision over all work of the deck department and shall be responsible for its proper performance.

Supervision of repairs.

1216. He shall, under the direction of the commanding officer, have immediate supervision of all repairs and alterations to the unit, except those pertaining to the machinery department.

Safety of unit at night.

1217. He shall see that all necessary precautions for insuring the safety of the unit at night are taken before 8 p. m.

Vessels fitting out.

1218. (1) When fitting out, the executive officer shall make a careful inspection of all parts of the ship for which he is specially responsible. Should he discover any defects or deficiencies he shall immediately make a detailed report thereof to the commanding officer.

(2) He shall also carefully examine all equipage, equipment, stores, and supplies under his charge and shall report to the commanding officer any defects or deficiencies that he may discover. For purposes of inspection, and as directed by the commanding officer, he shall at all times have access to all equipment, stores, and supplies.

1219. He shall perform the following duties relative to stores and stowage:

(1) When a vessel is fitting out or when a vessel goes into commission, he shall examine and make a memorandum of all stores and equipments placed in his charge, reporting any defects or deficiencies to the commanding officer.

(2) He shall designate the places for the stowage of all articles.

(3) He shall superintend the stowing of the ballast, provisions, and all other articles that are placed in the holds and shall see that they are so disposed as to trim the vessel properly, and that everything is well chocked to prevent fetching away in heavy weather. He shall inspect the holds frequently, break them out once in 6 months, or oftener, when necessary, and shall see that they are kept clean and sweet at all times.

(4) He shall be responsible for the proper care, use, and economical expenditure of all supplies and outfits for which he is accountable.

1220. When the post-office authorities deliver mail matter to a vessel for transportation to some other port or place, the executive officer shall be responsible for its safekeeping and prompt delivery to the proper authorities. He shall also see that all "ship letters" received on board a vessel are promptly delivered to the postal authorities upon arrival at the first port at which there is a post office.

CHAPTER XIII

THE OFFICER OF THE DECK

Responsibility.

1301. The officer of the deck is the officer on watch. He shall be responsible for the safety of the ship, subject to orders received from the commanding officer.

Authority.

1302. He is the representative of the commanding officer, and every other person on board subject to the orders of that officer, except the executive officer, shall be subordinate to him.

To remain on deck until relieved.

1303. He shall, when the vessel is under way, and at all other times, when sea watches are being stood, remain on deck and in charge until regularly relieved. He shall not engage in any occupation that will distract or tend to distract his attention from the care of the vessel.

To be on deck during working hours.

1304. When in port and not standing regular sea watches he shall remain on deck during working hours, except when the proper performance of his duties requires his temporary absence therefrom, and shall remain in charge of the deck until regularly relieved. He shall not engage in any occupation that will interfere with the duties and responsibilities devolving upon him as officer of the deck. After working hours he shall make frequent inspections about decks and guard against irregularities.

Pilotage.

1305. The officer of the deck and all other line officers are required and particularly enjoined to make an early and careful study of the pilotage of the cruising waters of the vessels to which they are attached, so that they may be fully competent to navigate the vessels at any time on their own personal knowledge. They shall give particular attention to the coast line, tides, currents, and dangers of all kinds, to the end that they may be able to work intelligently and safely on stranded or other distressed vessels.

Duties before taking charge.

1306. Before taking charge of the deck an officer shall make himself thoroughly acquainted with the position of the vessel with reference to vessels in sight, and to any land, shoals, or rocks that may be near, or which the vessel may be approaching; with the general condition of the weather; with the course, speed, main engines and boilers in use, condition, and amount of sail set; with all orders that remain unexecuted, and the instructions in the night order book, which latter he shall initial;

with the condition of the running lights, if they be set, and any other appliances required by law to be in operation or at hand in order to prevent collision; with the distribution of the force on deck available for duty; and the general condition of the ship. He shall also receive from the officer whom he is to relieve all other information which any special circumstances may render important for his guidance. After becoming familiar with the foregoing particulars he shall relieve the officer of the deck and assume charge.

May decline to relieve deck.

1307. He may, when the vessel is under way, decline to relieve the deck until the relief watch is up and ready for duty, or until any particular movement or evolution that is being performed shall be completed, and the sails properly trimmed. If the vessel be in a perilous position, he may decline to relieve the deck until he has reported the fact to the commanding officer and received his orders.

Bearing and manner.

1308. He shall bear in mind that his manner of performing duty has a great influence upon the discipline of the crew and the efficiency of the ship; that he should be dignified, discreet, zealous, energetic, and subordinate, displaying a feeling of deference to superior officers and a spirit of kindness to subordinates. He shall himself scrupulously obey all orders and regulations, and shall require obedience to the same of his subordinates. He shall avoid the use of harsh language, and while never permitting any duty to be performed in a careless, indifferent, or dilatory manner, shall protect the crew from all unnecessary annoyance.

Manner of giving orders.

1309. He shall, when giving orders, use only the phraseology customary in the Service, without any unnecessary repetitions; he shall use a decided and authoritative tone, sufficiently loud only for the occasion. He shall, when giving orders that are to be repeated or passed, use the exact words proper to pass them and not permit any changes or additions by his subordinates. He shall instruct and require the crew to avoid unnecessary noise and confusion by obeying orders silently, and shall not permit any unseamenlike singing out.

To report defects.

1310. He shall report at once to the executive officer any defect or deficiency of which he may become cognizant.

Officers of the watch.

1311. He shall see that the junior and petty officers of the watch are attentive to their duties, and that they require the men to be on the alert and ready for a call.

To keep ship out of danger.

1312. When at sea, and especially when approaching land, or in pilot waters, the officer of the deck shall keep himself informed of the position of the ship; whether land or lights are in sight, or whether either are likely to be seen, and of all other particulars which may be of use to him in keeping the ship out

of danger. He shall have frequent soundings taken in thick weather when on soundings. At all times when near land or shoals, he shall have the means of taking soundings at hand and ready for use, and at such times whenever in doubt as to the position of the vessel shall have soundings taken frequently. He shall, when possible, frequently check the position of the ship by bearings and distances of well-known objects, using the approved methods employed for this purpose, and shall, in addition, determine the distances from such objects by the range finder, if practicable.

Precautions to prevent accidents.

1313. He shall see that the lookouts and other members of the watch are at all times alert, at their stations, attentive, and ready for duty and that they understand their duties; that every necessary precaution is taken to prevent accidents; that a boat is always ready for lowering and the life buoys ready for letting go; that the sails are trimmed to the best advantage, and that everything is ready for shortening sail, particularly in squally weather. He shall exercise great care that the ship is skillfully steered and kept on her course, and shall keep a correct account of the courses, the speed and leeway made. He shall see that the running lights are kept burning brightly from sunset to sunrise, and that their condition is reported to him every half hour, except, when for any reason they are not set, in which event he shall have them ready for immediate use; that the provisions of law to prevent collisions are fully complied with at all times; that such extra lookouts as may be deemed necessary are stationed; that nothing is placed near the compasses that will change their errors, and that the signals for closing the watertight doors and hatch covers are sounded at once when there is danger of a collision.

Duties while cruising.

To prevent collisions.

Lookout and trick at the wheel.

1314. A regular trick at the wheel, and the length of time a lookout may be required to remain at his post, shall be 2 hours. This time shall not be extended, nor shall the same person be compelled to stand a lookout and a trick at the wheel during the same watch, except in cases of necessity, the nature of which shall be stated in the ship's log. When these persons are exposed during very inclement weather, the officer of the deck shall have them relieved as frequently as he may judge necessary to preserve their health. To insure the vigilance of the lookouts, he shall require them to call out their stations every half hour, and to report at the same time the condition of the running lights, if they be set.

Coxswains to make reports.

1315. He shall require the coxswains of the lifeboats to report to him daily at sunset the condition of the boats in respect to their readiness for service; and at sea he shall require the coxswain of the lifeboat's crew of the watch to make the same

report at the beginning of each watch, and every half hour during its continuance.

Speed and course.

1316. He shall not, except to avoid danger, change the course, alter the speed, or perform any important evolution without directions from the commanding officer, and he shall report the change to him as soon as possible. This shall not be so construed as to require the reporting of any temporary change of course in meeting or passing other vessels, unless so directed by the commanding officer. When on soundings he shall regard advice from the navigator as sufficient authority to change the course, but shall report the change to the commanding officer at once.

Shall consult commanding officer as to change of course.

1317. When the commanding officer is on the bridge the officer of the deck shall not change the course, alter the speed, nor perform any important evolution without consulting him.

Reports made to commanding officer.

1318. He shall promptly report to the commanding officer coast guard vessels, men-of-war, and all vessels which he may deem necessary to specially notice, and all vessels whose proximity is made known during the night, or in foggy or other thick weather, by their signals. He shall promptly report all lights, buoys, and daymarks; all land, shoals, rocks, or discolored water made or sighted; all wrecks and derelicts; all material changes in the weather or shifts of wind; all signals made; all changes of sail, speed, formation, or course by the senior officer present, or the ships in company; all changes in course or speed made by himself; any marked change in the barometer, force of the wind, state of the sea, or marked indications of bad weather; the display of storm signals on shore; all serious accidents; the winding of the chronometers; the hours of 8 a. m., noon, and 8 p. m., and in general, all occurrences worthy of notice. He shall make these reports in person when the commanding officer is on the bridge, otherwise by messenger. He shall, if he deem it necessary, request the presence of the commanding officer on deck.

Displacement of aids to navigation.

1319. If he discover that a buoy or other aid to navigation has been shifted or otherwise displaced from its proper position, or is out of order, he shall communicate the fact to the commanding officer at once.

Bridge book.

1320. He shall be provided with a bridge book in which he shall note all of the necessary data for entry in the ship's log.

Write and sign ship's log.

1321. He shall, when his watch as officer of the deck is ended, immediately write and sign in the ship's log the data and remarks covering his period of duty, and then turn the bridge book over to his relief.

Shall not make official signals without authority of commanding officer.

1322. He shall make no official signals without authority of the commanding officer, except the usual whistle signals to passing vessels, or to warn vessels of immediate danger. He shall see that a good lookout is kept for signals; that none is acknowledged until understood; and that the authorized appliances for making signals of all kinds are at hand and ready for use, night and day. He shall see that all official signals and messages, except those transmitted by radio but including those transmitted orally, are immediately recorded, noting the time and the name of each vessel or station to or from which the signal or message was sent or received.

Mustering and relieving watches.

1323. When standing sea watches he shall have the relieving watch called 15 minutes before the end of the watch. When the bell is struck he shall have both watches mustered and shall receive the reports of the leaders, whereupon the old watch shall be relieved. He shall then have the lifeboat's crew mustered, requiring each man to recite his station and duties at "Man overboard." During the night he shall require the leader of the watch to visit all accessible parts of the vessel every half hour, or oftener, if necessary, to see that no irregularities are occurring, that no improper lights are burning, that the authorized lights are in good condition, and that the prisoners, if any, are secure and their needs attended to. He shall require the results of these inspections to be reported promptly to him. When sea watches are not being stood, he shall require the anchor watch to visit the prisoners, if any, at least once during his watch, to ascertain their condition and needs, and, when necessary, to report their condition to him.

Petty officer of watch to make frequent inspections.

Prisoners.

Carrying sail or altering speed.

1324. He shall never, on his own authority, carry sail or alter the speed beyond that ordered when he took the deck, except in case of emergency, when he shall report promptly his action to the commanding officer. He may reduce sail, short of reefing, if he deem it necessary, but when he does shorten sail, he shall report the fact promptly to the commanding officer.

Routine and morning orders.

1325. He shall, weather and other circumstances permitting, carry out the instructions laid down in the routine bill and morning order book, modifying them as may be necessary to comply with the orders of the commanding and the executive officer.

Gun ports and air ports.

1326. When at sea, he shall not permit either the gun ports or hull air ports to be opened without the knowledge and consent of the commanding officer, and shall see that such as have been opened are closed and secured by sunset, or sooner if in his judgment it be necessary to prevent seas from entering the ship. When getting under way he shall have all hull air ports closed.

While at anchor the ports may be kept open when the weather permits, but not so as to jeopardize the health of the ship's company.

Distribution of mail.

1327. He shall see that mail for the ship's company is promptly distributed.

Not to give orders from below decks.

1328. He shall be on deck to receive reports, give instructions, and execute routine and other duties, except when personally superintending or directing work in progress below decks.

Personal attention to duties.

1329. It is not sufficient when carrying on work or performing duty simply to give directions, but, in the exercise of his authority as officer of the deck, he shall assure himself that the directions he may give to others are executed promptly and in a proper manner.

Arrival and departure of boats.

1330. He shall not permit a boat to come alongside of, or depart from, the vessel without his knowledge and, unless prevented by urgent duty, shall attend the gangway on the arrival and departure of each boat, except between 10 p. m. and "turn to" hour.

Marks of respect to officials and others.

1331. He shall see that all officials who come on board or leave the vessel are shown the honors to which they are entitled, and that all persons who come alongside or visit the vessel are received courteously.

Commissioned officers.

1332. He shall be at the gangway to receive, and shall accompany to the side, all commissioned officers unless prevented by urgent duties.

Liberty men.

1333. He shall be at the gangway when the liberty parties leave the vessel, and also when the liberty boat returns, though it be later than 10 p. m., and shall see that the men do not bring with them any prohibited articles.

Boats promptly discharged.

1334. He shall have all boats, tenders, or lighters that come alongside with stores or supplies of any kind discharged promptly, being careful that no prohibited articles are brought on board.

Handling and stowage of articles.

1335. He shall see that all articles sent away from or received on board the vessel are properly handled, stowed, and protected from loss, injury, or damage. He shall cause all necessary precautions to be taken to prevent injury to the ship and boats.

Attention to boats.

1336. He shall give particular and personal attention to the appearance and condition of the ship's boats; and when a boat is called away he shall inspect it and see that it is in order and prepared in all respects for the duty to be performed, that it is properly manned, and its crew suitably dressed.

Meals kept for persons absent on duty.

1337. He shall see that meals are kept for persons absent on duty from the ship, if no other arrangements have been made for their food.

Movements of boats; boats riding at booms.

1338. (1) He shall report to the executive officer any contemplated movement of the ship's boats of which that officer is presumably not cognizant. He shall see that the boats riding at the booms and astern are in order, and that the ensigns are unshipped, except on prescribed occasions; that the boat keepers lay in the oars, are generally attentive, do not lounge about or leave their boats, and give the proper salutes as prescribed by the regulations.

(2) He shall see that boats alongside do not lie at the gangway while waiting, but off the boom or quarter out of the way of approaching boats, unless permission is given to haul out to the boom.

Lookout over ship's boats.

1339. (1) He shall cause a good lookout to be kept over all ship's boats that are away and in sight, particularly if they be under sail, and shall dispatch assistance immediately in case of accident.

(2) He shall see that a boat is always ready for lowering.

Watch kept over small boats.

1340. He shall see that a constant watch is kept over all other small boats, whether power, sail, or rowboats, in the vicinity of the vessel, and shall render all possible assistance should an accident occur.

Insignia of duty.

1341. In port, he shall wear gloves and carry a spyglass or binoculars except when excused by the commanding officer.

Instruction of crew.

1342. He shall carefully and patiently instruct the crew in their duties, pointing out any mistakes made and how a repetition of them may be avoided.

1343. Before sending a boat away from the vessel he shall see that the person in charge of it fully understands the nature of the duty to be performed and how to accomplish it in a proper manner. He may permit or direct the coxswain in charge of a boat to use sail when it can be done to advantage.

Report infractions of law.

1344. He shall report to the commanding officer any vessel discovered infringing the navigation, customs revenue, or other laws of the United States, and, if possible, such vessel shall be boarded and the necessary information obtained for a complete report. He shall take such other action as the case may demand.

Drift lead.

1345. He shall, when at anchor in a strong tideway, or with a strong wind blowing, keep a drift lead over the side, and, if possible, observe a range on shore, and take all other precautions necessary to ascertain at once if the ship drags.

Scope of chain and condition of hawse.

1346. He shall keep himself informed of the scope of chain to which the vessel is riding and the condition of the hawse, and shall endeavor to keep the latter clear by properly tending ship as she swings.

Chains and anchors.

1347. He shall not, except in cases of emergency, pay out or heave in chain, let go a second anchor, nor heave up one that has been let go, without permission of the commanding officer; and should it be necessary for him to act in such cases without permission, he shall report the fact and the occasion therefor to such officer as soon as possible.

Neat appearance of ship.

1348. He shall see that the vessel presents in all respects a neat, trim, and seamanlike appearance, and that the ship's company on deck are in the uniform of the day. During rainy or very damp weather he shall cause the running gear to be slacked so as not to endanger it or the spars, but shall keep the yards, booms, and gaffs properly trimmed.

Ensigns and pennant.

1349. He shall see that the ensigns and pennant are properly displayed.

Lightning conductors, hand and drift leads.

1350. He shall see that the lightning conductors, life buoys, and hand and drift leads are ready for use, and that they are properly used when occasion arises.

All persons to report departure and return to officer of the deck.

1351. All persons shall report their permission to leave the ship, and their return thereto, to the officer of the deck. In case of the absence of the officer of the deck from the gangway at the departure or return of an officer, these reports may be made by messenger, but they shall not be omitted. The departure and return of officers senior to the executive shall be reported to the latter by the officer of the deck.

Salutes, honors, and distinctions.

1352. He shall, so far as his authority extends, see that the regulations concerning salutes, honors, and distinctions are carefully observed.

Obtain permission to work engines.

1353. He shall obtain permission from the commanding officer before permitting the engines to be worked when the vessel is not under way, and, shall station a responsible person at the engine order indicators or bell pulls and take all possible precautions to prevent accident while they are being worked.

Engine order indicators.

1354. He shall see that the whistle, the steering gear, and the engine order indicators and other instruments fitted for transmitting signals to and from the engine rooms, and the after steering station are carefully tested before getting under way.

Steering gear.

Notification to engineer officer.

1355. He shall, when he is instructed to get the vessel under way, or to have her ready for getting under way at a certain time, see that the engineer officer receives due notice, and when the probable time of anchoring, mooring, docking, or stopping the engine for any other purpose is known, he shall give sufficient notice of the fact, not less than half an hour, if practicable, to the engineer officer of the watch.

Execution of orders and attention to conduct of watch.

1356. He shall punctually and zealously execute all orders that remain unexecuted, and all that he may receive from the commanding and the executive officer, and shall see that all subordinates perform their respective duties with diligence. He shall be attentive to the conduct of the watch and of all others of the ship's company, and shall prevent all profane, abusive, and improper language, and all disturbances, unnecessary noises, and confusion, and shall report to the executive officer those who, by their misconduct, are deserving of a punishment.

THE OFFICER OF THE DAY

Authority and duties.

1371. The duties and authority of the officer of the day at a shore unit shall be those prescribed for the officer of the deck, so far as they may apply.

Air station.

1372. The officer of the day at an air station shall not leave the station reservation, except in an emergency, until relieved by a person authorized to stand day's duty.

CHAPTER XIV

ENGINEER OFFICERS

THE ENGINEER OFFICER

1401. (1) The engineer officer shall have charge of and be responsible for the machinery department. The Commandant may assign an officer as engineer officer; if he does not, the officer assigned such duty by these regulations shall be the engineer officer.

(2) If absent or otherwise unable to perform his duties, the duties and responsibilities of the engineer officer shall devolve upon the officer designated by the commanding officer.

Duties upon joining a vessel.

1402. He shall, upon assuming the duties of engineer officer, at once examine and make himself familiar with the machinery of the unit and its powerboats, and shall also carefully examine the tanks of his department, coal bunkers, storerooms, and all other compartments that come under his cognizance. Should he discover any defects or deficiencies, he shall make immediate report of the facts to the commanding officer. When fitting out he shall give careful attention to everything that pertains to his department, and shall see that all work done and supplies furnished are according to contract.

1403. Accidents and deficiencies shall be at once reported to the commanding officer, with whom he shall confer on all matters of importance relating to his department.

Trial of machinery on taking charge.

1404. The machinery trial held by the engineer officer upon taking charge of the department shall include the operation of all the auxiliaries in the machinery department. After this trial, there shall be a joint examination of the machinery, when the relinquishing officer shall point out to the officer who is to take charge all defects and peculiarities in the machinery of which he is cognizant. The result of this trial and examination shall be submitted in a joint report to the commanding officer, to be forwarded by him to Headquarters, and shall state exactly the condition in which the machinery was found. In case of disagreement, each officer shall make a separate report. The above trial, examination, and report shall be completed in the shortest practicable time. If more than two working days be necessary for carrying out these requirements, an extention may be authorized by the commanding officer.

Joint examination and report.

Responsibility as to care of machinery, engines, etc.

1405. He shall be responsible for the care, preservation, and efficient working of the following:

(1) The propelling machinery and boilers and their dependencies, both of the vessel and her powerboats; and all steam and exhaust piping and valves.

Electric apparatus.

(2) All electric generating apparatus, including motor generators; all electric motors and their controls, wherever located; all wiring and cables for propelling machinery; gyro compasses, and all other wiring and attachments except the equipment assigned to the gunnery and communication officers.

Sanitary system.

(3) All parts of the sanitary system installed in the engine department.

Machinery.

(4) All other machinery of whatever description belonging to the vessel and her boats.

Supervision of machinery in operation.

1406. He shall personally supervise the operation of the machinery in getting underway or coming to anchor, and at all times when unusual care is required, unless he is performing urgent duty elsewhere.

To visit engine room.

1407. He shall frequently visit the machinery department during the day or night when his presence or service there may be necessary. When on board he shall also make an inspection of the machinery department just prior to 8 p. m. daily, and shall see that it is in good order and condition; that the proper watch is set; that the steam pumps and hose and all other appliances within the department for extinguishing fire are ready for instant use, and that the men thoroughly understand how to handle them; that every precaution has been taken to guard against fire or other accident, and that the machinery is operating properly. He shall then report the condition of the machinery department to the executive officer. During the absence of the engineer officer, this report shall be made by the senior assistant present for duty.

1408. He shall make out watch quarter, station, fire, and cleaning bills, which shall clearly show the duty and station of every officer and man of his force under all conditions of service. After approval by the executive and commanding officers, these bills shall be posted in a conspicuous place conveniently accessible to all members of the engineer force.

To relieve engineer officer of the watch if necessary.

1409. Should he at any time consider the engineer officer of the watch irresponsible, or incapable to perform properly and safely the important duties devolving upon him, he shall relieve that officer at once, and report his action to the commanding officer as soon as possible.

Assignment of routine duties.

1410. He shall assign to his assistants their routine and special duties in connection with the care, preservation, and re-

pair of the machinery, apportioning among them the entire machinery plant of the vessel so that each assistant shall have direct charge of some particular part of the machinery. This division of duties, however, does not relieve the assistant actually on duty or watch of his responsibility for the proper performance of the detailed work of the day.

Encouragement in acquiring professional knowledge.

1411. He shall require the assistants to acquaint themselves thoroughly with all parts of the machinery, and with everything else pertaining to the department, and shall assist and encourage them to gain professional knowledge and experience. He shall see that they instruct properly the persons under their charge.

Shall see that his assistants perform their duties properly.

1412. He shall see that his assistants execute their duties promptly, properly, and in a uniform manner; shall direct them in the performance of all work; and shall require them, and all others connected with his department, to conform to these regulations.

Instruction of warrant officers and enlisted persons.

1413. When commissioned officers are assigned to the machinery department for training, the engineer officer shall instruct them in the theory and practice of engineering and see that they acquire a practical understanding of the construction and operation of all machinery coming under the cognizance of the engineer officer.

Lighting or hauling fires.

1414. He shall not permit fires to be lighted or hauled, except in an emergency, without orders from the commanding officer, and in such cases he shall report all the circumstances to that officer as soon as possible.

Propelling machinery not to be worked except by signals or permission.

1415. He shall not permit the propelling machinery to be worked under power except in obedience to a signal from, or by permission of, the officer of the deck.

1416. He shall maintain a competent watch in the machinery department at all times to assure safety and efficiency of operation.

Expenditures of fuel and supplies.

1417. He shall be responsible for the proper care, use, and economical expenditure of all fuel, stores, supplies, and other articles belonging to the machinery department, and shall examine the report of each day's expenditure of fuel.

1418. (1) He shall use all practicable means to ascertain the correct amount of all fuel received and shall have it properly stowed.

Fuel entered in machinery log.

(2) He shall, at least once each week, examine the fuel supply and satisfy himself that the amount on hand corresponds with that entered in the machinery log; in case there be a material discrepancy, he shall immediately report the fact to the commanding officer, and shall explain it in the machinery log and make the proper correction therein.

Fuel report.

(3) He shall report to the commanding officer at 9:30 a. m. each day the amount of fuel remaining on hand.

Tools.

1419. He shall see that his department is always supplied with the necessary tools and articles to make repairs in case of emergency.

Precautions against accidents.

1420. He shall, in the stowage and care of the supplies and outfits and in the handling of lights, see that every precaution is taken to guard against accidents by fire or otherwise.

Needed repairs.

1421. He shall, on coming to anchor or on the discontinuance of steaming, report to the commanding officer all such repairs as are needed, distinguishing between those requiring immediate attention, and those which, though necessary, may be deferred for a time, and stating the probable length of time that will be required to complete them.

When practicable, repairs to be made by engineer force.

1422. Whenever practicable and the interests of the Government will not suffer thereby, all repairs to the machinery shall be made by the engineer force. The engineer officer shall not put any of the machinery out of use for the purpose of making repairs without the authority of the commanding officer; nor shall he, without such authority, begin any work in his department that will prevent the operation of the propelling machinery or that will detain the vessel in port or prevent getting her underway within the usual time for such evolution.

Undue strain on machinery.

1423. If at any time the machinery is, in his judgment, driven too hard or an undue strain is brought upon any of its parts, he shall report the fact to the commanding officer, noting such report and the occasion therefor in the machinery log.

To report probable injury to machinery.

1424. Should he receive an order the execution of which would, in his opinion, injure the machinery or tend to extravagance in the consumption of fuel, he shall state his opinion to the commanding officer and suggest a remedy.

Equalization of power developed.

1425. He shall use every opportunity afforded to ascertain the proper grades of expansion for different powers in each cylinder of the main engines. The power developed in each cylinder should be equal or nearly so. When the proper points are ascertained, a careful record of them shall be made.

Card-index record.

1426. He shall keep a card-index record in which will be entered the dates and particulars of repairs, examinations, alterations, adjustments, and operating characteristics of the machinery under the cognizance of the engineer officer. A separate card shall be used for each item, and it will contain an identification heading that corresponds with the index. When a card becomes filled the record shall be continued on another card, properly headed, thereby providing a continuous record for each machinery unit. When detached, he shall deliver the card-in-

dex record to his successor, and include in the joint report of the machinery that the record is complete and correct for the period of his assignment as engineer officer.

THE ASSISTANTS TO THE ENGINEER OFFICER

Definition.

1451. The assistants to the engineer officer shall include commissioned and warrant officers assigned to engineering duty and such chief petty officers and petty officers as have been certified competent to stand engine room watches and day's duty to the Commandant by the commanding officer.

Routine not to be changed.

1452. When the engineer officer is temporarily absent or off duty, his general orders, routine, or other permanent dispositions shall not be changed unless so directed by the commanding officer.

Shall familiarize themselves with machinery.

1453. The assistants to the engineer officer shall familiarize themselves with the machinery, and all duties coming under the cognizance of the machinery department.

Responsibility.

1454. They shall give particular attention to those parts of the machinery department assigned to them. Each shall be responsible for the cleanliness and proper condition of everything under his charge and for all repairs in the machinery department assigned to his care, under the supervision of the engineer officer. This division of the duties of the assistants shall not relieve the assistant actually on duty or on watch of his responsibility for the proper performance of the detailed work of the day or watch.

Log and other clerical records.

1455. They shall perform such duties, in connection with the preparation and care of the machinery log and other clerical records of the machinery department, as may be assigned them by the engineer officer.

Supervision of repairs.

1456. Whenever it is found necessary to repair, overhaul, or adjust any part of the machinery, the assistants shall supervise such portions of the work involved as may be assigned them by the engineer officer.

THE ENGINEER OFFICER OF THE WATCH

Definition.

1461. The engineer officer of the watch is the officer or petty officer who has charge of the motive power of the vessel when watches are being stood in the machinery department. He shall be responsible, during the continuance of his watch, for the care, preservation, proper working, and efficiency of the machinery and boilers and their dependencies.

Relieving the watch.

1462. The officer or petty officer about to take charge of the watch shall not relieve his predecessor until he has personally satisfied himself as to the condition of the machinery, boilers,

and other important features of the department, and that the watch has been properly relieved. He shall not leave his station until regularly relieved. If, when under way, he has occasion to leave the vicinity of the operating gear of the engines, he shall station a competent person at that place.

Supervision of department.

1463. He shall exercise supervision over the machinery department; and shall require all persons on watch to attend strictly to their duties. At all times when under way he shall give personal attention to the working of the propelling machinery and boilers and their dependencies.

To execute orders from deck.

1464. He shall, when the propelling machinery is in operation, cause to be executed promptly any order received from the officer of the deck, whether by signal or otherwise.

Necessity for a change in orders.

1465. Should anything occur to necessitate a change in the orders under which he is acting, or should special attention to any object be required, he shall at once report the facts to the officer of the deck and to the engineer officer.

To report any probable derangement of machinery.

1466. He shall report at once to the officer of the deck any present or probable derangement of the machinery which may affect the maneuvering powers of the ship. He shall not permit the speed of the propelling machinery to be altered without orders from the officer of the deck, except through necessity, when he shall immediately report the fact to him.

Turning gear.

1467. When the propelling machinery has been stopped he shall not allow any person to work in or around it until he has personally had the turning gear put into place.

Entries in and signing of machinery log.

1468. He shall enter in the machinery log each hour such data as are called for. When his watch is ended he shall write and sign in the machinery log the remarks covering his period of duty.

Attention to duty when in port.

1469. He shall, when standing day's duty, remain in the machinery department during working hours, exercising supervision therein, and shall not engage in any occupation that may distract his attention from duty. After working hours he shall make frequent inspections of the department to see that no irregularities take place.

Shall see orders properly executed.

1470. He shall see that all orders received, and those remaining unexecuted when he assumed charge, are properly carried out. In the manner of performing the routine and other duties in connection with the machinery department he shall be guided by the instructions of the engineer officer, to whom he shall immediately report any important or unusual circumstances.

Preparations for getting underway.

1471. He shall, on receiving instructions to be ready for getting underway at a given time, personally see that all necessary preparations in the machinery department are made; that the

signaling apparatus in the engine room is in working order; that power is on the windlass, steering engine, and whistle; that switches are closed in the circuits for the necessary deck machinery; that the fires are in condition; and that no delay is occasioned by lack of steam. He shall have the propelling machinery turned by the turning gear, and personally see that all is clear, and then have the turning gear thrown out before attempting to work the propelling machinery by power. He shall report to the officer of the deck when all is ready for turning the propeller, and execute the orders received from him by signal or otherwise relative to turning the propeller.

Report when ready.

1472. He shall see that cotton waste and other materials that have been used for wiping and which are saturated with oil are destroyed immediately after using.

Oily cotton waste to be destroyed.

1473. He shall see that order is preserved among the men in his watch, shall require them to attend to their duties and execute his orders and instructions quietly, and shall report promptly to the engineer officer any insubordination. If that officer be not on board he shall make report to the executive officer. He shall be impartial in dealing with the men under his charge, and shall avoid the use of harsh language. He shall, in the performance of duty, be governed in his bearing by the provisions of articles 1308 and 1309.

Bearing and manner.

1474. Should he be relieved at any time, under the provisions of article 1409, he shall have the right to appeal to the commanding officer, and may submit to the latter, in writing, such explanations in his defense as he may think proper or necessary.

When relieved from duty under certain circumstances.

CHAPTER XV

HEADS OF VARIOUS DEPARTMENTS

THE NAVIGATING OFFICER

1501. (1) The navigating officer shall have charge of the navigator's department and shall perform the duty of navigating the vessel.

Report directly to commanding officer.

(2) He shall receive all orders relating to his navigating duties directly from the commanding officer, and shall make all reports in connection therewith directly to the commanding officer.

General duties.

1502. He shall be responsible for the care and good order of the steering gear in general, except the steering engine or steering motors, and of all the compartments occupied by the steering machinery, the pilothouse, chartroom, and navigator's storeroom and lockers, and all instruments, aids, or apparatus, except electrical, directly or indirectly connected with the navigation of the ship.

Supplies and outfits.

1503. He shall be responsible for the care, use, and economical expenditure of all supplies and outfits for which he is accountable.

Duties when approaching shoals or in pilot waters.

1504. (1) Previous to entering pilot waters, he shall study the charts, sailing directions, and other sources of information concerning the navigation of the ship therein, so that he may be prepared to give to the commanding officer any information or assistance required concerning this duty.

Soundings.

(2) When the ship is approaching land or shoals he shall give his careful attention to the course of the ship and the depth of water.

Advise officer of the deck.

(3) If he thinks the ship is running into danger, he shall at once notify the officer of the deck and advise him as to a safe course to be steered, and shall promptly report to the commanding officer. If the commanding officer is conning and the navigator thinks the ship is running into danger, he shall so inform the commanding officer and advise him as to a safe course to be steered.

(4) In thick weather or when in doubt as to position of the vessel, he shall make use of available radio direction-finding facilities and underwater sound equipment for assisting in the determination of the ship's position.

Plot vessel's position.

(5) He shall check the position of the vessel by bearings and distances of well-defined objects, using the approved methods employed for this purpose, and shall, in addition, accurately determine the distances from such objects by use of the range finder when practicable.

Pilot.

(6) The duties mentioned herein shall be performed whether or not there be a pilot on board.

Corrections to charts, etc.

1505. He shall keep all charts, sailing directions, light and buoy books of the ship corrected to date in accordance with personal observations and such other reliable information as he may from time to time be supplied with, or as he may be able to obtain; he shall see that the sources of this information are charged against the charts in the proper blank spaces in the chart catalogue; he shall see that all charts are corrected to date before being used. A copy of all information obtained by him affecting navigation shall be furnished to the commanding officer for forwarding to the Hydrographer, United States Navy, and as appropriate to the Director, United States Coast and Geodetic Survey, or to the District Engineer, United States Lake Survey, Detroit, Mich.

To call attention to shoals.

1506. (1) He shall call the attention of the commanding officer to all shoals, and other dangers to navigation, not properly charted, as soon as they are discovered.

To locate and report rocks, etc.

(2) He shall, if practicable, accurately locate such rocks or shoals as are not properly charted, and shall make report in writing to the commanding officer, giving all data of an important nature concerning them that he can obtain.

Latitude and longitude of places not well surveyed.

(3) When determining the position of places whose latitude or longitude, as laid down on charts or reported in tables, is believed to be in error, he shall carefully note the particular spot at which the observations were taken, describing it in such a manner that it may be plotted on a chart, and shall state the number and nature of the observations and the manner in which they were taken. If he obtains the longitude by means of chronometers and meridian distances, he shall state the number of chronometers employed, their general character, the age of their rates, and the longitude he assumed as that of the place measured from. A copy of all data, as well as the computations made, shall be furnished to the commanding officer for forwarding to the Hydrographer, United States Navy, and as appropriate to the Director, United States Coast and Geodetic Survey, or to the District Engineer, United States Lake Survey, Detroit, Mich.

Notebook.

1507. He shall keep a notebook in which shall appear all original observations and computations, or a copy thereof, made for the purpose of navigating the ship, with the results and dates. This

book shall be regarded as an official record of the performance of his duties in the navigation of the ship and shall be subject to examination by superior authority.

Duties when fitting out ship.

1508. When fitting out, he shall make a careful inspection of all parts of the ship confided to his care; of the steering apparatus in general, except the steering engine or steering motors; and of everything connected with the navigational outfit of the ship. Should he discover any defects or deficiencies he shall immediately make a detailed report thereof to the commanding officer.

Report ship's position.

1509. (1) When under way, he shall report in writing to the commanding officer the position of the ship at 8 a. m., at 12 m., and at 8 p. m., and at such other times as the commanding officer may require.

(2) He shall take such observations or make such calculations concerning the position of the ship as the commanding officer may at any time require.

Compasses.

1510. (1) He shall prepare the magnetic compass reports. He shall keep a compass record, which shall be a complete history of the compasses while on board ship, and which shall contain copies of all compass reports. The compass record shall be signed by him on the last day of every quarter and shall be submitted to the commanding officer for his approval.

Errors.

(2) When the ship is under way and the weather permits, he shall each day ascertain by observation the error of the standard compass and of the gyro compass and report the result to the commanding officer in writing. He shall also make frequent comparisons of the standard and the gyro compasses. He shall, whenever practicable, obtain the errors of the radio direction finder.

Deviation tables.

(3) He shall prepare and keep corrected tables of the deviations of the standard and the steering compasses, if mounted in compensating binnacles, copies of which shall be kept posted near those compasses in such positions as to be accessible to the officer of the deck and other officers concerned in the navigation of the ship. He shall also prepare and keep corrected tables of errors of the radio direction finder, copies of which shall be kept posted near it.

Compass not to be moved.

(4) He shall not move a ship's compass, or any of its attachments or compensating magnets or appurtenances, unless authorized by the commanding officer.

(5) He shall frequently examine all the compasses of the ship, including boat compasses, and shall see that they are in good order and ready for use, and that the spare compasses are properly stowed.

Fathometer.

(6) He shall have charge of and be responsible for the maintenance and operation of underwater sound apparatus, excluding motor generators but including storage batteries used primarily for underwater sound apparatus. He shall by frequent examination see that the fathometer is in good order and ready for use, and when practicable, determine its error when under way, by comparison of depths by the fathometer with true depths obtained in some other manner. He shall keep a record which shall be a complete history of the fathometer while on the ship. He shall instruct personnel who use the fathometer so that the standard sequence of operation is followed.

Chronometers and clocks.

1511. (1) He shall wind the chronometers daily at meridian, and immediately report this fact to the officer of the deck. He shall carry out such instructions as may be given from time to time concerning their care, comparison, and rating, noting the comparisons in a book which he shall keep for that purpose. In case he is prevented from attending to these duties, the officer of the deck shall perform them.

Ship's time.

(2) He shall have the care of the deck clock and shall regulate the ship's time.

Lead lines and log lines.

1512. He shall frequently examine the lead lines and other sounding gear, and all apparatus used for determining the speed of the ship, and shall see that they are in order and correctly and properly marked.

To locate anchorage position.

1513. He shall, at the time of anchoring, accurately locate the ship's position and enter in the ship's log the necessary data for plotting its position on the chart.

Library.

1514. He shall be responsible for the library books.

Station on bridge.

1515. His station during any particular duty, exercise, or evolution, when the vessel is under way, shall be on the bridge or where the commanding officer may direct; when entering and leaving port, his station shall be on the bridge. When on the bridge, in these cases, he shall conn the ship under the direction of the commanding officer.

Machinery log.

1516. He shall furnish the engineer officer such data from the ship's log as may be required for entry in the machinery log.

Ship's log.

1517. He shall supervise and be responsible for the proper preparation of the ship's log.

THE GUNNERY OFFICER

Duties.

1521. The gunnery officer shall have charge of and be responsible for the ordnance department and shall see that all regulations and instructions pertaining thereto are carried out.

Responsibilities.

1522. He shall have charge of and be responsible for the maintenance and efficiency of the armament, including the following:

(1) Guns and all appurtenances connected therewith.

(2) Fire-control equipment, including electrical equipment and storage batteries used exclusively for fire control.

(3) Small arms and infantry equipment.

1523. He shall be responsible for the care and use of the material and equipment within his department and for the economical expenditure of all ordnance stores.

Explosives.

1524. He shall supervise and be responsible for the proper stowage and care of all explosives and shall make or cause to be made such inspections, examinations, and tests thereof as may be prescribed.

Magazines.

1525. He shall be responsible for the cleanliness and good condition of all ammunition stowage spaces. He shall ascertain whether or not the arrangement for ammunition stowage is complete and ample. He shall see that the daily inspection of magazines is made and that their temperatures are recorded. During his inspection he shall see that they are dry and their linings tight; that the means for flooding, sprinkling, and draining are efficient and in good order; that hoisting and transporting gear, and all other appurtenances connected with the stowage, care, preservation, and service of the ammunition are safe, efficient, and ample; and that the main and auxiliary lighting apparatus is in good order and of ample power. He shall see that the required entries pertaining to these matters are made in the log.

Magazine keys.

1526. Whenever it becomes necessary to open magazines he shall obtain the keys from the commanding officer and shall notify the executive officer before opening them.

Inspections.

1527. He shall frequently inspect the battery and its appurtenances and the arms, equipments, and other material belonging to the ordnance department. Any defects or deficiencies shall be reported immediately to the commanding officer.

1528. He shall be responsible for the cleanliness and good order of the ordnance storerooms.

Custody receipts.

1529. Upon the detachment of an officer, he shall require the return of pistols and other ordnance stores which have been issued for his personal use.

Safety orders.

1530. He shall be responsible for the instruction of the officers and crew in the safety orders, and all regulations regarding the care, stowage, handling, and examination of explosives.

Target practice.

1531. He shall supervise the preparation for all target practice.

Detachment.

1532. When a gunnery officer is relieved his orders of detachment shall not be delivered until he has made a detailed inspection of the armament for which he is responsible in company

with his successor, and has turned over to such successor all orders and instructions relating thereto. A joint written report shall then be made to the commanding officer, a copy of which shall be filed with the ordnance records.

THE COMMUNICATION OFFICER

1541. The communication officer shall have charge of and be responsible for the maintenance, efficiency, operation, and supply of the radio and visual signaling apparatus, excluding motor generators, but including storage batteries used primarily for communications. In the performance of this duty the radiomen, signalmen, and quartermasters are his assistants.

1542. He shall inform himself regarding the installation and operation of the radio equipment, and the laws, regulations, and instructions governing radio communication.

Commercial radiograms.

1543. He shall have charge of and be responsible for all monetary transactions connected with commercial radiograms, and shall collect and forward to the district commander all moneys due on such messages. All radiograms of this class originating on the vessel shall be submitted to the communication officer, and by him to the commanding officer for approval, before they are transmitted.

Radio books and blanks.

1544. He shall see that the vessel is kept supplied at all times with the necessary books and blanks for recording communication operations.

Radiograms open to his inspection.

1545. The ship's file of all official and commercial radiograms shall be open to his inspection at all times, but his information in this respect shall invariably be confidential.

Radio log.

1546. He shall see that the radio log is properly prepared and submitted as required.

THE COMMISSARY OFFICER

Responsibility.

1551. The commissary officer shall have charge of and be responsible for the money, stores, and records of the commissary department, for the procurement of ration supplies, and for the preparation of food for the general mess.

Inspection of general mess stores.

1552. He shall, when practicable, be present and receive the stores of the general mess when they are delivered on board, and shall satisfy himself that they are good and wholesome, and, in respect to quantity and quality, in compliance with the contract. When necessary he shall be present when rations are issued for the crew.

Condition of storerooms.

1553. He shall be responsible for the cleanliness and good order of the storerooms in which the provisions for the general mess

are stored, and shall inspect them frequently and report their condition to the executive officer.

Assistants for conduct of general mess.

1554. As the officer in charge of the general mess he shall have under his direction the commissary steward, the master-at-arms, the cooks, and the messmen, and shall be responsible for the good order and cleanliness of the general mess outfits.

Commissary officer relieved.

1555. When an officer for any reason ceases to have charge of the general mess, he shall turn over to the officer who succeeds him all stores and money on hand, and obtain from him a formal receipt.

Deficit.

1556. When a commissary officer is relieved the commanding officer shall satisfy himself as to the true financial condition of the general mess. If a deficit be found to exist, the commanding officer shall report to the Commandant by dispatch, giving the name of the commissary officer and the amount of the deficit, and shall await instructions before permitting the transfer to be effected.

THE CLOTHING OFFICER

Responsibility.

1561. The clothing officer shall have charge of and be responsible for the clothing and small stores, the records pertaining thereto, and the maintenance of an adequate stock.

Cleanliness and good order of storerooms.

1562. He shall be responsible for the cleanliness and good order of the clothing storerooms, and shall inspect them frequently and report their condition to the executive officer.

Preservation and issue of clothing.

1563. He shall give personal attention to the preservation and issue of clothing and small stores.

1564. When an officer for any reason ceases to have charge of clothing and small stores, he shall turn over to the officer who succeeds him all clothing and small stores on hand and obtain from him a formal receipt.

MEDICAL OFFICER

Public Health Service officers.

1571. Commissioned officers of the Public Health Service assigned to duty with the Coast Guard shall be entitled to all the ceremonies and distinctions accorded coast guard commissioned officers. They shall comply with the Regulations for the Coast Guard and shall perform all the duties of their profession. Medical officers attached to the Coast Guard Academy in addition to their other duties shall instruct the cadets in hygiene and first aid. When serving with the Coast Guard, assistant surgeons general and medical directors shall have relative rank with and next after Coast Guard officers with the rank of captain; senior surgeons, commander; surgeons, lieutenant commander; passed

assistant surgeons, lieutenant; and assistant surgeons lieutenant (junior grade).

Responsibility and authority.

1572. The medical officer shall be in charge of and responsible for the medical department of the unit to which he is assigned. He shall have control over persons detailed to duty in the medical department. All persons detailed to duty in the medical department shall obey the lawful orders of the medical officer.

Medical stores.

1573. He shall be responsible for the completeness and the condition of medical and surgical supplies and equipment and for the cleanliness and good order of all spaces assigned to the medical department. He shall be the custodian of all medical stores and of all ardent spirits and narcotic drugs received as medical supplies, and shall keep them under lock and key so that access to them shall be limited to those who in their official capacity are authorized to dispense them. No medical stores shall be used when the medical officer is present for duty, except with his sanction and under his direction. He shall keep an accurate record of all medical supplies, ardent spirits, and narcotic drugs received and dispensed. He shall be responsible for the medical department section of the property accounting records.

Sick call.

1574. He shall attend sick call every morning at the hour prescribed in the daily routine bill and shall attend upon the sick as often as in his professional opinion it may be necessary. He shall place the names of those persons unfit for duty on a binnacle list which he shall hand to the executive officer daily before 9:30 a. m. He shall have the medical department ready for inspection by the time the executive officer makes his morning inspection. He shall accompany the officers making the routine daily and weekly inspections of the living spaces, galley, storerooms, prison, and holds of the vessel or unit, and shall, if he considers it necessary, make a written report of the sanitary condition of the unit to the commanding officer, suggesting remedies for any unsatisfactory conditions that he may observe.

Inspections.

Drinking water.

1575. (1) Whenever a supply of water is obtained from shore, he shall satisfy himself as to its purity. When in doubt as to its safety for use, he shall report the fact to the commanding officer in writing.

Local health conditions.

(2) He shall keep himself informed as to the health of the port in which the ship or other unit to which he is attached may be, and shall immediately report to the commanding officer the presence or appearance of any contagious disease or epidemic which may come to his knowledge.

Unhealthful climatic conditions.

(3) If the climatic conditions be such as to require particular precautions to be taken to preserve the health of officers and crew, he shall so inform the commanding officer and suggest the proper course to pursue.

Bill of health.

(4) He shall, when about to depart on a foreign cruise or from an infected or foreign port, procure a bill of health. He shall be prepared to exhibit the bill of health to the health officer of any port the ship may visit and to answer any question that may be asked regarding the sanitary condition of the vessel.

Physical examinations.

1576. He shall examine all applicants for enlistment and reenlistment when physical examination is required, ascertain their fitness for the Service, and report their physical condition on the prescribed form to the enlisting officer.

Disabled seamen. Natives.

1577. He shall, in the discretion of the commanding officer, render medical assistance, free of charge, to sick and disabled seamen wherever found. If in Alaskan waters or those of the insular possessions of the United States, he shall also render medical assistance to the natives of the country, but not so as to interfere with the private practice of resident physicians.

Medical log.

1578. (1) He shall keep a medical log, in which he shall record daily the names and ranks or ratings of all persons treated professionally during the preceding 24 hours, together with the ailment, condition, treatment, and recommendation, if any, in each case.

Monthly report.

(2) He shall make a monthly report on the prescribed form to the commanding officer, for transmission to Headquarters, of all patients treated aboard ship during the month. This report shall be prepared with names in alphabetical order and shall include the rank or rating, service number, diagnosis, and period of treatment in each case. Should he be detached, he shall submit such a report up to the date of his leaving the unit.

Day's duty.

1579. When two or more medical officers are attached to vessels that are in port together, the senior commanding officer shall arrange so that at all times there shall be one medical officer present for duty.

THE SHIP'S SERVICE STORE OFFICER

Detail.

1581. The ship's service store officer shall be the officer detailed in writing to such duty by the commanding officer in a unit to which at least two commissioned line officers are regularly attached.

1582. He shall have charge of the ship's service store and shall be responsible for its operation, property, storerooms, and accounts.

Stock.

1583. He shall stock the store with only such articles necessary or desirable for the health, comfort, or appearance of the personnel while on duty. He shall not carry in stock articles of food usually carried in the general mess, articles of clothing, or jewelry.

Taxes.

1584. He shall claim no exemption for the ship's service store from payment of any tax imposed by United States, State, county, or municipal law on any article sold by the ship's service store solely on grounds that the article is sold by a Government agency.

THE PHOTOGRAPHIC OFFICER

1591. The photographic officer shall have charge of and be responsible for the photographic outfit, either still or motion picture, and for the taking of official photographs and pictures. He shall maintain an adequate supply of unexposed films.

Official pictures.

1592. He shall obtain photographs and pictures of incidents depicting Service duties and Service life. He shall submit a print of each to the commanding officer for his action. Those approved by the commanding officer shall be stamped "Official picture." The photographic officer shall keep a file of official prints and negatives thereof.

Prints furnished to.

1593. One copy of each official print, with its title and identifying file data, shall be forwarded direct to Headquarters and one copy to the district commander.

CHAPTER XVI

THE BOARDING OFFICER

To interfere as little as possible with movements of vessels.

1601. The boarding officer shall perform his duties with as much dispatch as is consistent with thoroughness, and shall at all times conduct himself in a dignified, firm, and officerlike manner. He shall bear in mind that it is part of his duty to aid, assist, and encourage navigation and commerce, and while he must do his whole duty, it shall be his endeavor to so conduct his examinations and searches as to interfere as little as possible with the movements of the vessels boarded.

Assistance and information to masters.

1602. He shall, at the request of the masters of the various vessels visited, give them such assistance and information as he is able.

Vessels with disease on board.

1603. Before boarding a vessel from a foreign port, or from an infected domestic port, he shall inquire if there be, or has been during the voyage, any infectious, contagious, or suspicious disease on board, and, if so, shall not expose himself to it unless absolutely necessary. If the case warrant it, he shall require the vessel to set the quarantine flag and report at the nearest quarantine station without delay. If he does of necessity board a vessel from a foreign port (or a vessel from a domestic port, having suspicious illness on board) prior to quarantine inspection, he shall remain on board until after the vessel has been inspected by the quarantine officer and granted pratique, and shall be subject to the same restrictions as the personnel of the vessel in the discretion of the quarantine officer. In case the vessel which requires quarantine inspection is seized prior to having passed quarantine inspection, it shall be immediately towed, or convoyed, to a quarantine station for quarantine inspection preliminary to any other disposition. The towing or convoying vessel shall become constructively in quarantine and shall be subject to quarantine inspection and any necessary quarantine measures.

Boarding boat.

1604. He shall give particular instructions to the coxswain and require him to maintain order in the boat during his absence. He shall allow none of the crew to leave the boat without his permission, which he shall not grant except for good and sufficient reasons. When boarding a vessel under way only those of the boat's crew required to assist him shall be allowed to leave their places in the boat. He shall be considerate of the health

of his men and not expose them unnecessarily. The boat shall never be left without at least one keeper, and he shall see that every precaution is taken to protect it from injury.

Vessels exempt from boarding.

1605. He need not board vessels of the Coast Guard Reserve or vessels laid up for repairs, or out of commission and having no crew on board, or in charge of shipkeepers only, unless such vessels, or persons thereon, are suspected of violating a law which the Coast Guard enforces.

Reexamination of vessels.

1606. If on reaching a vessel he finds that recently she has been boarded by an officer of the Coast Guard, and that there is no ground to suppose that she is violating a law of the United States, he shall, unless the commanding officer has given him explicit directions to the contrary, use his own judgment as to reexamining her.

Manifests.

1607. (1) It is the duty of the first boarding officer who boards a vessel from a foreign port bound to the United States to certify the manifest (R. S. 2760; section 583, Tariff Act of 1930). The forms of certification are as follows and should be strictly followed:

Original.

(*a*) I, _____ _____, certify that the within manifest was this day produced to me as an original manifest of the cargo on board the _____, whereof _____ _____ is master, from _____

In witness whereof I have hereunto signed my name this _____ day of _____, 194__.

_____,

Coast Guard Cutter _____.

Copy.

(*b*) I, _____ _____, certify that I have examined the within manifest produced to me this day as a copy of the original manifest of the cargo on board the _____, whereof _____ _____, is master, from _____, with the original, and find the same to agree.

In witness whereof I have hereunto signed my name this _____ day of _____, 194__.

_____,

Coast Guard Cutter _____.

Disposition.

(2) After the certification of the manifest, the copy shall be taken up by the boarding officer and mailed to the collector of customs of the district to which the vessel is bound. The certification must be made on the back of the forms. The certification indicated at the bottom of the face of the manifest is for the execution by the customs officer at the port of entry and shall not be filled out by the coast guard boarding officer.

Boarding book.

1608. He shall keep a boarding book, which he shall use whenever he performs boarding duty and shall enter therein the rig and name in full of each vessel boarded as given in her official papers or the name on her stern if for any reason the papers cannot be examined; her hailing port; the name of her master; from what port or place she last sailed; to what port or place she is bound; the nature of her cargo, or that she is light or in ballast, if such be the case, and all other particulars concerning the vessel, her cargo, and any voyage that he may consider of importance. If any vessel be found violating or evading the laws in any manner, he shall enter that fact in the boarding book, specifying in what manner the law is being violated or evaded, and make such other notes and comments as will enable him to submit a clear and comprehensive report of the case, which he shall do immediately upon his return.

Seizure.

1609. If it shall appear to the boarding officer that a breach of the laws of the United States is being or has been committed so as to render the vessel boarded, or any merchandise thereon liable to seizure, or any person or persons on such vessel liable to arrest, he shall immediately communicate the facts and circumstances of the case to his commanding officer and await instructions, unless such action may result in the escape of the vessel or person, or destruction of the evidence, in which case the boarding officer shall make the seizure or arrest. If the violation is one that does not subject the vessel or merchandise to seizure or the person or persons concerned to arrest, he shall submit a complete report of such violation to his commanding officer immediately upon his return to the vessel.

Accommodations on merchant vessel.

1610. When an officer is placed on board a merchant vessel going into port, he is entitled to receive suitable accommodations until the arrival of such vessel at her destination (46 Stat. 716).

CHAPTER XVII

CHIEF WARRANT OFFICERS AND WARRANT OFFICERS

Chief warrant officers.

1701. (1) Chief boatswains, chief gunners, chief electricians, chief radio electricians, chief machinists, chief carpenters, chief pay clerks, and chief pharmacists are chief warrant officers.

Warrant officers.

(2) Boatswains, gunners, electricians, radio electricians, machinists, carpenters, pay clerks, and pharmacists are warrant officers.

Acting warrant officers.

(3) Warrant officers with acting appointments shall have all the responsibilities and shall perform all the duties prescribed by these regulations for warrant officers in their respective grades.

General.

1702. Chief warrant officers and warrant officers shall be assistants to the heads of departments and shall perform such other duties as may be assigned them. They may be assigned as divisional officers and shall supervise drills when required by the commanding officer. They shall take such battle station and station for daily quarters as may be assigned by the commanding officer.

Stores.

1703. (1) They shall carefully examine all stores received for their stations or departments and shall see that they agree in quantity and quality with the invoices or bills accompanying them. They shall be accountable for the equipment and stores under their charge, shall exercise personal and careful supervision over their condition and the economical expenditure thereof, and shall report any deficiency to the head of the department direct, or, if not serving in a department, shall report to their immediate superior officer.

To report neglect.

(2) They shall be particularly watchful, and shall make immediate report to the heads of their respective departments of any neglect or misconduct which they may discover in persons having charge of stores.

Dismantling.

(3) They shall, when a vessel is being dismantled or prepared for going out of commission, be careful that each article belonging to their respective departments is properly secured and tallied with its name and quantity, stating whether "serviceable," "requiring repairs," or "unserviceable," and that all other necessary precautions are taken to prevent the articles being lost, mislaid, or injured.

Reports.

1704. They or, in their absence, their assistants shall report to the executive officer daily at 8 p. m., and at such other hour as

may be required, the condition of their respective departments, and the state of the articles and stores therein. Each chief warrant and warrant officer shall be held responsible for the neat and orderly appearance of the shops, lockers, storerooms, and other compartments under his charge.

Order and discipline.

1705. They shall aid to the utmost of their ability, within the scope of their authority, in maintaining good order and discipline, and promoting all that tends to increase the efficiency of the command. They shall have, under the direction of their superiors, all necessary authority for the due performance of their duties, and shall be obeyed accordingly.

Watch and boarding officers.

1706. Chief boatswains, chief gunners, boatswains, and gunners may be assigned as watch officers on vessels when there is not a sufficient number of commissioned officers available for such duty. They may be detailed to perform the duties of boarding officers. They shall be proficient in customs, navigation, and motorboat laws.

CHIEF BOATSWAINS AND BOATSWAINS

1711. (1) A chief boatswain or a boatswain may be assigned to command a small unit, to serve at a large unit, or to such other duty as the Commandant may direct.

Assistant to executive officer.

(2) A chief boatswain or a boatswain assigned to a large unit shall be the assistant to the executive officer. He shall at all times be careful that the ground tackle, boats, emergency gear, and other movable articles are properly secured and ready for use.

1712. He shall see that the vessel presents a neat, trim, and seamanlike appearance.

Stowage of inflammables.

1713. (1) He shall see that paints, oils, inflammable materials and painted or oiled canvas are stored only in authorized places.

Paint locker.

(2) He shall have charge of, and be responsible for, the good order of the paint locker and for the preservation of all the articles and materials stored therein. He shall see that all articles are promptly returned to their proper places after use. Particular attention shall be given to the stowage and care of oils, varnishes, petroleum spirits, and turpentine.

CHIEF GUNNERS AND GUNNERS

Assistant to gunnery officer.

1721. The chief gunner or the gunner shall be the assistant to the gunnery officer and shall have charge of and be responsible for the condition of the armament, the magazines, and appurtenances connected therewith; for the care of ammunition, explosives, and ordnance stores; and shall perform such other duties as may be assigned to him.

1722. He shall be accountable to the gunnery officer for the condition of everything within his department and shall report to that officer any repairs to the armament or other work that he deems necessary. He shall supervise all work going on in the ordnance department and shall see that the prescribed instructions as to the care, preservation, and use of armament, ammunition, and stores are carried out. No ordnance stores shall be issued except as directed by superior authority.

Battery.

1723. When at sea he shall attend to the security of the battery and shall endeavor at all times to prevent injury to any part of the armament.

Small arms.

1724. After every exercise or drill with arms, and before they are returned to the armory, he shall carefully inspect each piece used to see that none is loaded, and if any is found missing or damaged he shall report the fact to the gunnery officer. No loaded arms shall be permitted in the armory at any time.

Magazines.

1725. He shall inform the master-at-arms when the magazine is about to be opened.

Life buoys.

1726. He shall have charge of the life buoys and shall see that they are kept in good order and ready for instant use.

Reports.

1727. He shall prepare and submit to the gunnery officer such ordnance reports, requisitions, and boards of survey as that officer may require.

Base.

1728. If he be the gunnery officer of a base he shall instruct the personnel of the base and patrol boats in the safety precautions and regulations in the use of guns and small arms, in the proper upkeep of ordnance equipment, and in the drills and practices required.

CHIEF ELECTRICIANS AND ELECTRICIANS

1731. A chief electrician or an electrician may be assigned to duty under an engineer officer, to duty under a communication officer, or to such other duty as the Commandant may direct. If assigned to duty under an engineer officer he shall be an assistant to the engineer officer, if assigned to duty under a communication officer he shall be an assistant to the communication officer.

CHIEF RADIO ELECTRICIANS AND RADIO ELECTRICIANS

1741. A chief radio electrician or a radio electrician shall be an assistant to the communication officer and shall perform such other duties as the Commandant may direct.

CHIEF MACHINISTS AND MACHINISTS

1751. (1) A chief machinist or a machinist may be assigned to duty as engineer officer of a small unit, to duty on a large unit, or to such other duty as the Commandant may direct.

Assistant to engineer officer.

(2) A chief machinist or a machinist assigned to a large unit is an assistant to the engineer officer.

Stores.

1752. He shall have charge of the machinery storerooms and stores, and shall see that all supplies and stores requiring it are properly marked and readily accessible.

CHIEF CARPENTERS AND CARPENTERS

1761. A chief carpenter or a carpenter shall perform such duties as the Commandant may direct.

CHIEF PAY CLERKS AND PAY CLERKS

1771. A chief pay clerk or a pay clerk shall be an assistant to the commissary officer and to the clothing officer and shall perform such other duty as the Commandant may direct.

1772. He shall be responsible for the preparation of all records and reports pertaining to—

(1) Pay and allowances.

(2) Expenses incurred under general authority.

Requisitions.

1773. He shall be responsible for requisitions for crockery, glassware, stationery, books and blanks and such other clerical work pertaining to stores, supplies, equipment, and repairs as the commanding officer may assign to him.

Pay.

1774. He shall certify pay lists, pay rolls, and pay vouchers.

Disbursing officer.

1775. He shall perform the duties of a disbursing officer when directed to do so by the Commandant; and, if required, he shall furnish a suitable bond.

CHIEF PHARMACISTS AND PHARMACISTS

1781. A chief pharmacist or a pharmacist shall be an assistant to the medical officer and shall perform such other duties as the Commandant may direct.

CHAPTER XVIII

ENLISTED MEN

GENERAL DUTIES OF PETTY OFFICERS

1801. (1) Petty officers shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty. **Example.**

(2) They shall aid to the utmost of their ability in maintaining good order, discipline, and all that concerns the efficiency of the command. **To maintain order and discipline.**

(3) For the preservation of good order petty officers are always on duty and are vested with the necessary authority to report and arrest offenders. This authority attaches to them while ashore on liberty. **Authority of.**

(4) They shall carefully examine all the articles belonging to and the stores received for their respective departments, and shall see, under the supervision of the heads of those departments, that the stores agree in quantity and quality with the invoices or bills accompanying them. They shall be accountable for the equipment and stores under their charge, shall exercise personal and careful supervision over their condition and the economical expenditure thereof, and shall report any deficiency to their superior officer. **To examine outfits and stores.**

(5) They shall perform such duties as may be assigned them.

(6) Chief petty officers shall inform themselves of the responsibilities and duties of the warrant officer of their own specialty in order that they may perform his duties during his absence. All petty officers shall likewise keep themselves informed of the responsibilities and duties of the rate next above them.

(7) When an enlisted person is appointed a petty officer, the commanding officer shall bring to his attention the provisions of this article.

THE MASTER-AT-ARMS

1811. (1) A leading petty officer shall be detailed to act as the master-at-arms. **Master-at-arms.**

(2) He shall exert himself to the utmost to preserve order and to prevent infractions of discipline on the part of the crew. He shall be responsible for the cleanliness of the quarters of the enlisted persons and of all compartments under his charge, and **To preserve order.**

shall have them ready for inspection daily in accordance with the routine bill of the vessel.

To report offenders.

(3) He shall report at once to the officer of the deck every violation of the regulations coming to his notice, and, when necessary, shall bring offenders to the mast.

Clearing berth deck.

1812. When an order is given to clear the berth deck, or when all hands are called, he shall see that the order or call is obeyed at once, and that no unauthorized persons remain below.

Supervision over anchor chains.

1813. He shall, when the anchor chains are hove in, see that they are properly ranged and stowed in the chain lockers; when an anchor is to be let go, he shall see that the chain is clear for running from the chain locker, and shall make a proper report in each case.

To check bad conduct.

1814. He shall check all profane and bad language, gambling, quarreling, and unseemly noises, and shall use every effort to prevent improper conduct in any form.

Watchful over prisoners.

1815. (1) When prisoners are confined, or are in irons, he shall be watchful over them, and shall visit them at least once every 4 hours during the day, and oftener if necessary, to ascertain their condition and needs.

Custodian of prisoners.

(2) He shall be the custodian of the brig and of all prisoners, and shall use his best endeavors to prevent their escape. He shall not release them without orders from proper authority. In case of serious fire, or of any sudden danger whereby the safety of the vessel is imperiled, and when time will not permit a reference to superior authority, he shall release all prisoners at once, reporting the fact immediately to the officer of the deck.

Inspections and reports.

1816. He shall, at 8 p. m., 9 p. m., and 10 p. m., make the rounds to see that unauthorized lights are extinguished. The report of the first inspection shall be made to the executive officer, and of the other inspections to the officer of the deck.

When ammunition room is opened.

1817. He shall, when a magazine or ammunition room is to be opened, see that all unauthorized lights and fires are extinguished, and shall report to the officer of the deck when this duty has been performed.

Smoking.

1818. He shall see that there is no smoking in unauthorized places or at unauthorized times.

Airports.

1819. He shall attend to the opening and closing of the airports on the berth deck.

Prohibited articles.

1820. He shall be vigilant in his efforts to prevent intoxicating liquors, narcotic drugs, and other prohibited articles from being smuggled on board. In cases in which his suspicions have been aroused, he shall make immediate report to the officer of the deck.

To prevent theft.

1821. He shall use every possible effort to prevent theft and to detect any person who may be guilty thereof.

Property.

1822. He shall take great care that no Government property is injured or taken out of the ship without authority.

Unclaimed property.

1823. He shall take charge of all unclaimed private property found on board until a proper disposition can be made of it. When an enlisted person is sent to a hospital or is absent without leave or has deserted or is suspected of an intention to desert, the master-at-arms shall take charge of such person's bag and hammock and of his personal effects found on board and report his action at once to the officer of the deck. He shall take charge of the effects of liberty men when so directed, and shall be present at the sale of the effects of deserters and deceased persons.

Personal effects.

Sale of effects.

Muster.

1824. At general muster he shall answer for the members of the crew who are absent, stating the reasons for the absences when known; otherwise he shall answer that they are "absent without leave."

Mail.

1825. He shall distribute the mail for the crew at hours prescribed by the daily routine.

THE CHIEF QUARTERMASTER

Responsible for signal appliances.

1831. The chief quartermaster shall have charge of and be responsible for all signal appliances of the ship, except such as are under the supervision of the radiomen. He shall be responsible for the care and condition of the signal lockers and of the navigating officer's storerooms.

Steering gear.

1832. He shall, under the supervision of the navigating officer, be responsible for the proper care of the steering gear, except the steering engine.

To stand watch.

1833. He shall stand a quartermaster's watch and shall perform such other duties as may be assigned him.

THE COXSWAIN

General duties.

1841. The coxswain shall be responsible for the care, cleanliness, neatness, and general condition of his boat, and of the gear and other equipment belonging to it. He shall see that the boat is properly equipped at all times, promptly reporting any deficiencies or defects that may be discovered, and shall take care that the boat is well secured and protected from chafe, both in port and at sea.

Duties when in charge of boats away from the ship.

1842. He shall take great care that boats in his charge away from the ship suffer no damage. He shall be watchful over the conduct of his crew, shall not allow any of the men to leave the boat without permission, and shall maintain discipline and endeavor to promote the efficiency of the men under his charge.

Boat book.

1843. He shall familiarize himself with the duties of coxswains as prescribed by the United States Navy.

Leader of watch.

1844. He shall, when acting as leader of watch, perform the duties set forth in articles 1815 and 1823.

THE WATER TENDER

Duties.

1851. The water tender shall, under the supervision of the engineer officer of the watch, have charge of the fireroom, and shall be responsible for the safe height of the water in the boiler, the condition of the fires, and the carrying out of the fireroom routine.

To remain at stations.

1852. He shall not, when on watch, leave his station unless relieved.

THE CHIEF CARPENTER'S MATE

General duty.

1861. (1) The chief carpenter's mate shall be an assistant to the executive officer, especially in the matter of repairs to the ship and her spars and boats. He shall report to the executive officer any repairs that he may deem necessary.

Condition of outfits.

(2) He shall keep the outfits and equipments under his charge and in his department in good order and shall make frequent examination of the decks and all accessible parts of the hull of the vessel.

1862. He shall, at 8 p. m., sound the wells and report to the executive officer and the officer of the deck the depth of the water in the compartments of the vessel. He shall sound the wells at other times when so directed.

Fire-extinguishing apparatus.

1863. (1) He shall see that all fire-extinguishing apparatus (except that in the machinery department) is kept in order and ready for immediate use. He shall be held accountable for the good condition of all hand pumps, with their attachments, pipes, drains, valves, and other appurtenances, except such as are within the machinery department.

Condition of capstans, etc.

(2) He shall be responsible for the cleanliness and good condition of all capstans, windlasses, winches, and their appurtenances, except the engines.

Airports.

(3) He shall see that the airports and other ports are kept in good order. When getting underway, he shall see that all airports of the hull are closed. When he opens or closes airports, he shall report the fact to the officer of the deck.

Draft.

(4) He shall, immediately before and after fueling ship, and at such other times as directed, take the draft of the ship forward and aft and report it to the navigating officer and the officer of the deck.

Inspections.

1864. He shall assist the executive officer in the inspection and care of all compartments, watertight doors, double bottoms, and

mechanical devices for the management and safety of the vessel, outside the machinery department.

Lightning conductors.

1865. He shall frequently examine the lightning conductors and shall see that they are kept in good condition.

Shop and tools.

1866. He shall be responsible for the cleanliness and neatness of his shop and for the care, condition, and preservation of the tools and stores in his department.

THE CHIEF COMMISSARY STEWARD

Charge of general mess.

1871. (1) He shall have charge, under the commissary officer, of the general mess and shall be accountable for the care and expenditure of articles of food for that mess. He shall prepare the bills of fare, together with a statement of the estimated quantity of ingredients needed in the preparation of the food.

Food.

(2) He shall weigh out daily the food for the general mess and shall make a written report to the commissary officer of all provisions issued the day before. He shall apportion the labor of the preparation of the food for cooking among the messmen and shall see that they deliver the articles prepared by them to the cook at the proper time.

Galley and storerooms.

1872. He shall have charge of the galley, bakery, issuing room, and commissary storerooms, and shall see that they are kept clean and in good order and that the storerooms are properly ventilated. He shall see that the mess gear is kept clean, properly stowed, and in good order.

Inspections.

1873. (1) He shall have his storerooms ready for daily inspection in accordance with the routine bill.

(2) Immediately before 8 p. m. daily he shall examine, close, and lock the storerooms, turning the keys in to the commissary officer or, in his absence, to the executive officer at 8 p. m., when he makes his report.

1874. He shall not have custody of or control over the record of provisions received, nor shall he prepare public bills, or the commissary report.

MESSMEN

Details of messmen.

1881. The commanding officer of a unit at which a crews mess is established having 10 or more enlisted persons subsisted therein, is authorized to detail enlisted persons of his command as messmen to the number of 1 to each 20 men subsisted in the general mess. If the number subsisted in the general mess is not an exact multiple of 20, 1 additional messman may be detailed.

Subsistence messes.

1882. The detail of messmen at units where enlisted persons are paid a subsistence allowance is not authorized.

Petty officer.

1883. As a general rule, a petty officer shall not be detailed as messman. Circumstances may arise, however, which will require that an exception be made to this rule. In such case the petty officer detailed as messman shall be relieved as soon as practicable.

1884. The messmen shall see to the cleanliness of the mess tables, benches, mess gear, dish towels, etc., over which they have supervision, and to the setting of the tables. They shall assist in the paring of vegetables and in other matters connected with the preparation of food for the members of the mess. Messmen shall also clean paintwork, scrub decks, and do such painting and cleaning as may be necessary to keep in first-class condition the compartments in which their duties are performed.

1885. A detail as messman will be made on the first of the month and for a period of not exceeding 2 months. No person who has served as messman shall be given this special detail within 2 months of the completion of his previous detail, except that he may be assigned to perform the duties temporarily in the absence of the man regularly detailed, provided, that such temporary assignment shall not exceed 10 days.

CHAPTER XIX

GENERAL INSTRUCTIONS

GENERAL

1901. All persons of the Coast Guard shall make themselves familiar with, observe, obey, and, so far as lies in their power or in their sphere of action, enforce the laws relating to the Coast Guard, these regulations, and such orders, circulars, and instructions as may be issued by superior authority. In the absence of specific instructions they shall conform to the customs and usages of the Service. They shall be vigilant in observing defects in aids to navigation and shall promptly report or correct such defects so far as is within their power. They shall obey readily and execute with promptitude and zeal the lawful orders of their superiors. They shall show to their superiors all proper deference and respect.

MANNER OF PERFORMING DUTY

1902. (1) When there is no commissioned line officer on a vessel assigned particular duties in his orders assigning him to duty on the vessel except the commanding officer, duties shall be assigned as prescribed in this article. **Vessels.**

(2) When there are more than five commissioned line officers junior to the commanding officer attached and present for duty, the senior shall be the executive officer, the next junior in rank shall be the engineer officer, the next junior in rank shall be the navigating officer, the next junior in rank shall be the gunnery officer, the next junior in rank shall be the commissary officer, and the next junior in rank the communication and the clothing officer. The remaining officers, if any, shall be assigned as assistants to the above-mentioned officers as the commanding officer may direct, but no officer who has not had at least one year's duty as watch officer shall be assigned by the commanding officer as an assistant to the engineer officer. **More than five officers.**

(3) When there are five commissioned line officers junior to the commanding officer attached and present for duty, the senior shall be the executive officer, the next junior in rank shall be the engineer officer, the next junior in rank shall be the navigating officer, the next junior in rank shall be the gunnery and commissary officer, and the next junior in rank the communication and the clothing officer. **Five.**

Four.

(4) When there are four commissioned line officers junior to the commanding officer attached and present for duty, the senior shall be the executive and navigating officer, the next junior in rank shall be the engineer officer, the next junior in rank shall be the gunnery and commissary officer, and the next junior in rank shall be the communication and clothing officer.

Three.

(5) When there are three commissioned line officers junior to the commanding officer attached and present for duty, the senior shall be the executive and navigating officer, the next junior in rank shall be the engineer and commissary officer, and the next junior in rank shall be the gunnery, communication, and clothing officer.

Two.

(6) When there are two commissioned line officers junior to the commanding officer attached and present for duty, the senior shall be the executive, navigating, and gunnery officer, and the next junior in rank shall be the engineer, commissary, communication, and clothing officer.

One.

(7) When there is one commissioned line officer junior to the commanding officer attached and available for duty, the duties referred to in this article shall be apportioned between them in as equitable and appropriate manner as possible.

(8) When there is one commissioned line officer attached, he shall be responsible for all the duties referred to in this article.

Officers assigned particular duty by orders.

1903. When a commissioned line officer junior to the commanding officer is assigned to a particular duty in his orders assigning him to the vessel he shall perform the duties specified in his orders. The remaining duties shall be apportioned among the remaining commissioned line officers by the commanding officer substantially in accordance with the plan set forth in article 1902, except that in case there be less than four commissioned line officers junior to the commanding officer, the commanding officer may allocate additional duties to an officer who is assigned to a particular duty in his orders. Notwithstanding the provisions of this article, a commissioned line officer ordered to duty as a student engineer for training shall not be assigned to duty in another department except during an emergency. The fact that it may be necessary for the executive officer to stand a watch or to take day's duty is not a valid reason for assigning an officer ordered to the ship for a particular duty to duty as watch officer.

Air stations; four or more officers.

1904. (1) When there are more than three commissioned line officers junior to the commanding officer attached and present for duty at an air station, the senior shall be the executive officer, the next junior in rank shall be the engineer officer, the next junior in rank shall be the gunnery and the communication officer, and the next junior in rank shall be the parachute officer.

The remaining officers, if any, shall be assigned to such duty as the commanding officer may direct.

Less than four.

(2) When there are less than four commissioned line officers junior to the commanding officer attached and present for duty, the commanding officer shall, by written orders, apportion the duties among them.

Chief warrant or warrant officer in command.

1905. When a chief warrant officer or a warrant officer is in command of a unit duties shall be apportioned by him, subject to instructions received from superior officers, among the chief warrant and warrant officers attached and present for duty substantially in accordance with the plan set forth in article 1902. In construing this paragraph due regard shall be given to the specialties of the grades of chief warrant and warrant officers; that is, the chief machinist or machinist shall be the engineer officer, the chief pay clerk or pay clerk, the commissary officer, etc.

Bases.

1906. At bases duty shall be assigned substantially in accordance with the provisions of articles 1902, 1903, and 1905.

Manner of standing watches.

1907. (1) The commanding officer, subject to the provisions of Coast Guard Regulations, shall regulate the manner in which officers shall stand watch on deck and in the engine room, both at sea and in port, and the manner of standing day's duty in port when authorized.

(2) Officers shall not interchange duties without the commanding officer's permission.

(3) Commissioned line officers of the grade of lieutenant and below shall be watch officers or engineer officers of the watch as the case may be, except that a commanding officer shall not be required to take routine watches or day's duty except as provided in paragraph (8) of this article.

Less than three watch officers.

(4) Should the commissioned watch officers fall below three in number the commanding officer, in his discretion, may detail a chief warrant officer, warrant officer, or chief petty officer of the line (an aviation chief machinist's mate at an air station) to augment this number to three, provided he has certified to the district commander in writing that such person or persons, if they be below chief warrant officer grade, are competent to take such duty.

(5) Should the commissioned engineer officers of the watch fall below three in number the commanding officer, in his discretion, may detail a chief warrant officer, warrant officer, or petty officer to augment this number to three, provided he has certified to the district commander in writing that such person or persons, except in the case of a chief machinist, are competent to take such duty.

Commissioned officers present.

(6) When there are four, or more, commissioned line officers attached and present for duty, a vessel, base, or an air station shall never be left without one commissioned line officer on board, at the base, or at the air station. At an air station an aviator may make a flight requiring immediate action even though, by so doing, the air station will be left without a commissioned officer.

Aviator at air station.

(7) An aviator or aviation pilot shall be assigned to the section having the duty at an air station.

On small vessels.

(8) On patrol boats of the 125-foot type or smaller, watches at sea shall be taken by the three senior deck officers (including petty officers of the seaman branch) junior to the commanding officer, whom he deems qualified to take such duty. When there are but two deck officers present for duty junior to the commanding officer he himself shall take a watch while underway. On 125-foot patrol boats in port there shall be on board at all times either a chief boatswain, a boatswain, or boatswain's mate as officer of the deck and one rated man of the artificer branch. The vessel shall never be left without a chief warrant officer, warrant officer, or chief petty officer on board. Petty officers of the artificer branch shall not take deck watches.

Day's duty.

1908. Day's duty shall begin at 9 a. m. and continue until the same hour the following day. When standing day's duty, the watch officer having the day's duty shall always be ready to appear the moment he is summoned or notified that his presence is required, and he shall receive all reports direct, no matter where he may be. He shall habitually be on deck and attentive to duty from "all hands" in the morning watch until after "taps," except during meals.

1909. When officers stand day's duty, which shall be at all times when the vessel is in port, except when, under special circumstances, the commanding officer may deem it necessary to pursue a different course or advisable to keep all hands on board, the watch officer whose day's duty it is shall be the officer of the deck for the day, and shall, under the direction of the executive officer, carry on and superintend such work as the latter may designate.

1910. Should the condition of the weather or other circumstances be such as to endanger the vessel's safety, an officer shall remain on deck until the danger has passed, and if it be of long duration a regular sea watch shall be maintained. In such emergencies an assistant to the engineer officer shall be on duty in the machinery department if the machinery be in working order or capable of being quickly put into working order.

Written orders.

1911. All important orders to the officer of the deck or to the officer of the day to be carried out during the night, whether

given by the commanding officer or the executive officer, shall be in writing.

1912. The executive officer shall give to the officer of the deck or to the officer of the day for his guidance such orders and instructions as may be necessary concerning the manner of performing the duties of the unit.

Present for duty.

1913. All officers attached to a unit shall be considered as present for duty at all times, except when absent on leave granted by proper authority, when on an expedition sent out by the commanding officer, when sick, or when under arrest.

Rules of the road.

1914. All persons in the Service shall observe the laws, regulations, and rules for preventing collisions.

Constructive suggestions.

1915. Officers are invited to forward to Headquarters through official channels well-considered comments and suggestions with a view to promoting the efficiency of the Service and the public interests. These should be in regard to things or methods and not a criticism of persons, and should in all cases be accompanied by a well-digested plan for improvement. Such suggestions, if approved by the Commandant, shall be entered on the officers' records, and they shall be duly notified to that effect.

Distinguished conduct.

1916. District and force commanders, commanding officers, and others in authority shall make special reports of distinguished conduct, conspicuous acts of valor, marked devotion in the line of duty, extraordinary courage or ability, or unusual resourcefulness in time of peril or great responsibility, whenever such occasions arise.

PROCEDURE UNDER ORDERS

Orders to be written.

1920. (1) All orders involving travel or assignment to duty shall be in writing.

Acknowledgment.

(2) All orders from the Commandant shall be acknowledged within 24 hours after their receipt. If the orders be by dispatch, the acknowledgment shall be immediate and by dispatch.

Forwarded through commanding officer.

(3) Orders detaching any person from any duty shall be forwarded through the chain of command to his commanding officer, who shall deliver the orders to the person for whom they are intended, indorsing thereon the place, date, and hour of the receipt and delivery, respectively.

Withholding orders.

1921. No officer shall withhold any orders or other communications received from superior authority for a person under his command, except as provided in article 1532 or for good and sufficient reasons which he shall at once report to said authority. If he be authorized to withhold any communication forwarded through him, his receipt of such communication shall be at once reported to originator of the communication.

Order obeyed within.

4 days.

48 hours.

12 hours.

1922. (1) An order to an officer requiring him to proceed to any point, or to report for duty at a place not involving travel, but fixing no date and not expressing haste, shall be obeyed by reporting within 4 days, exclusive of travel time, after its receipt. If the order reads "without delay," he shall report within 48 hours, exclusive of travel time, after its receipt; if "immediately," within 12 hours, exclusive of travel time, after its receipt. All officers shall indorse on their orders the date and hour of their receipt. The foregoing allowances of time do not apply to any provisions of an officer's orders requiring him, after performing the duty specified, to return to his regular station or to proceed on further duty.

(2) Any delay in carrying out orders which may be granted to an officer by competent authority will be additional to the time allowed by this article.

Presentation of orders.

1923. A person who reports for duty in accordance with written orders shall present the orders to the officer to whom he reports, who shall if it appear that there was unnecessary delay en route, require the person to explain the cause thereof in writing. The officer to whom he reported for duty shall forward this explanation with a suitable indorsement to Headquarters.

Indorsement on orders.

1924. Officers shall indorse upon the orders of those who report to them for duty the fact that the person ordered has so reported, and the place, date, and hour of reporting.

Procedure if vessel be not in port.

1925. Should the vessel to which a person has been ordered for duty not be in the port where he was directed to join her, when he arrives at such port, he shall immediately report to the senior officer present at such port, if there be one, otherwise to the district commander by dispatch and await the arrival of the vessel unless otherwise instructed.

Unauthorized delays.

1926. Any unauthorized delay in obeying orders or in returning from leave shall, if not satisfactorily explained as unavoidable, be regarded as absence without leave; if satisfactorily accounted for, the delay shall be excused, or considered leave of absence, depending upon whether it was occasioned in the interests of the public service, by uncontrollable circumstances, or otherwise.

Readiness.

1927. Officers shall hold themselves in readiness to comply promptly with orders.

Contradicting or conflicting orders.

1928. If an officer receives an order from a superior annulling, suspending, or modifying one from another superior, or one contrary to instructions or orders from the Secretary of the Treasury or the Commandant, he shall exhibit his orders, unless confidential and he has been forbidden to do so, and represent the facts in writing to the superior from whom the last order was received. If, after such representation, the latter shall insist upon the execution of his order, it shall be obeyed, and the officers issuing and

executing it shall report the circumstances to the superior who issued the original order.

An officer diverting another from his duty.

1929. An officer who diverts another from any service upon which the latter has been ordered by a common superior, or requires him to act contrary to the orders of such superior, or interferes with those under such superior's command, must immediately report, and show satisfactorily to the Secretary of the Treasury or to the officer whose orders he has contravened, that the public interest required such action. All orders under such circumstances must be given in writing.

Tour of duty.

1930. The tour of duty of a commissioned officer who has not completed his sea duty in the Coast Guard shall be 4 years, except when the interests of the Service require his earlier detachment, or other modification of this regulation. The tour of duty of other commissioned officers shall be 7 years unless otherwise provided by law, except when the interests of the Service require earlier detachment, or other modification of this regulation. If the order reads for temporary duty it shall be construed to mean for an uncertain time.

Waiting orders.

1931. (1) The Commandant is authorized to place officers on waiting orders.

(2) An officer on being ordered to any particular place to await orders shall not depart from such place without the permission of the Commandant and he continues as much under orders as though assigned to any ordinary military duty.

To register at Headquarters.

1932. Each officer of the Coast Guard who visits Washington for any purpose whatever shall register at the Division of Personnel, Coast Guard Headquarters, within 24 hours after his arrival, stating whether the visit is official or unofficial, its probable duration, and his city address.

1933. An officer ordered to perform any official duty connected with any unit shall upon his arrival call upon the commanding officer, exhibit his letter of authority, and report his instructions. If the unit be at a place where there is a district commander he shall first call on the district commander.

How assigned.

1934. Officers shall be assigned by orders of the Commandant, except as otherwise provided in these regulations.

LEAVE AND LIBERTY

Leave, liberty.

1935. Leave of absence, liberty, and permission to leave the United States while on leave of absence, will be granted to officers and men in accordance with instructions issued by the Commandant. Any or all leave may be denied by the leave-granting authority. Laws under which leave of absence is regulated are not authority to grant leave, but impose restrictions with regard to pay when in the leave status.

By Commandant

1936. (1) The Commandant is authorized to grant leave of absence generally.

District commander.

(2) A district commander is authorized to grant leave of absence to officers and enlisted men of his command, provided that leave of absence granted to officers shall not exceed 10 days at any one time.

Commanding officer.

(3) A commanding officer, not below the grade of chief warrant officer, is authorized to grant leave of absence to officers and enlisted men of his command, provided that leave of absence granted to officers shall not exceed 10 days at any one time.

En route.

(4) District commanders and commanding officers, not below the grade of chief warrant officer, are authorized, on permanent change of station, to grant an officer or an enlisted man, not to exceed 10 days leave of absence en route to the new station, provided the orders do no indicate haste.

Travel time.

(5) Travel time may be granted enlisted persons under such restrictions as the Commandant may prescribe.

Officers; full pay.

1937. (1) When the exigencies of the Service permit, leave of absence on full pay, not exceeding 30 days for each fiscal year, may be granted an officer. Such leave is accumulative from 1 fiscal year to another without deduction of pay and allowances, provided that accumulative leave shall not exceed 120 days.

Half pay.

(2) Leave of absence for officers in excess of the number of days accumulated to an officer's credit may be authorized by the Commandant only and shall be on half pay.

Enlisted men; annual leave.

1938. (1) An enlisted man may be granted 30 days leave of absence during each enlistment year. Such leave is not accumulative, and any unused portion at the expiration of the enlistment year shall be forfeited. The Commandant may in emergent and deserving cases grant leave of absence in excess of 30 days in 1 enlistment year to enlisted men.

Reenlistment leave.

(2) An enlisted man who receives an honorable discharge by reason of expiration of enlistment and who reenlists within 30 days from date of such discharge may be granted 10 days reenlistment leave, in addition to the annual leave prescribed by paragraph (1). This leave may be granted in full or in part any time within the period for which the man reenlisted.

Post-office address.

1939. An officer or enlisted man on leave of absence or sick leave, shall keep his commanding officer advised of his post-office address.

Travel time.

1940. (1) Leave of absence granted to an officer serving at a place without the continental limits of the United States for the purpose of visiting the United States shall take effect on the date upon which such officer reaches the United States, and shall terminate on the date upon which he departs from the United States to return to his station.

(2) Officers and enlisted men on authorized leave or authorized absence from their command and while in civilian clothes are authorized to visit a contiguous foreign country without obtaining specific permission for such visit. Permission for any person in the Coast Guard to visit any other foreign country must be obtained from the Commandant prior to such visit, except as otherwise provided in this article. Visit foreign country.

(3) Retired officers are not required to receive permission from the Commandant to leave the limits of the United States. However, they must inform the Commandant of the fact of their leaving, giving their destinations and keeping Headquarters informed of their addresses. They shall not visit belligerent countries unless authorized to do so by the Secretary of the Treasury. Retired officers.

ORGANIZATION OF UNITS

1942. (1) The executive officer of each ship shall prepare a battle bill, under the direction and subject to the approval of the commanding officer in which the officers and men will be organized and assigned to battle station in accordance with their individual qualifications. The battle bill shall contain the duties to be performed in action and the succession in command for each battle station. It shall be so prepared as to provide for expansion in event of national emergency. Firemen and electrician's mates may be assigned stations outside the machinery department in the battle organization. Battle bill.

(2) The complement of the ship shall be further organized into divisions. The assignment to divisions shall be based primarily upon crews assigned to battle stations. Officers shall be assigned to command, insofar as possible, the divisions composed of the crews which they command in action; and petty officers to the command of crews which they command in action. Divisions.

(3) In the absence of officers, the petty officers shall be responsible at all times for the preservation of order, the maintenance of discipline, and the compliance with orders, regulations, and instructions that pertain to the part of the ship to which assigned.

(4) In all matters pertaining to the training of the personnel and the preparation of material for battle or other activity, each division officer or petty officer shall be responsible for that part of the ship's personnel and material which he commands in action, insofar as they may be practicable.

(5) Based on the organization of the battle bill, the executive officer shall prepare watch, quarter, and station bills, which shall, after being approved by the commanding officer, be framed and hung in some conspicuous place. The bills shall provide Watch, quarter, and station bills. Executive officer.

for stripping ship, clearing ship, prepare for action, damage control, berthing, messing, cleaning, fire, collision, man overboard, abandon ship, fire and rescue, landing force, and mooring and unmooring ship. The division officers shall thereupon prepare complete detailed station bills for the members of their divisions for performing all details of ship's duty, and shall submit these for approval to the executive officer. These shall be kept complete, corrected, and posted for the information and guidance of all personnel concerned. In small ships the entire bill may be prepared by the executive officer.

Engineer officer.

(6) The engineer officer of the ship shall make out watch, quarter, station, fire, and cleaning bills, which shall clearly show the duty and station of every officer and man of his force under all conditions of service. After approval by the executive and commanding officers, these bills shall be posted in a conspicuous place conveniently accessible to all members of the engineer force.

(7) All persons who have been issued battle bills or watch, quarter, and station bills or parts thereof which are necessary to the performance of their duties shall keep them corrected to date.

(8) Divisions shall be organized into watches and sections for duty, watch keeping, and liberty, so that the ship will be at all times ready for any duty that may be required of it in accordance with existing orders from superior authority.

(9) Petty officers shall be selected, rated, and stationed so as to use their experience and abilities to command men rather than their individual manual dexterity.

(10) On going out of commission the battle and station bills of the ship shall be forwarded to Headquarters.

Shore establishments.

1943. At shore establishments the executive officer (at units having a complement of less than two officers, the commanding officer) shall prepare watch, quarter, and station bills, which shall after being approved by the commanding officer be framed and hung in a conspicuous place readily accessible to the personnel concerned. The bills shall provide for fire, fire and rescue, landing force, cleaning, berthing, messing, and such other details or duties of a routine nature peculiar to the duties of the unit. The personnel shall be assigned to divisions, which shall be organized into watches and sections for duty, watch keeping, and liberty, so that the unit will at all times be adequately protected in emergencies and be ready to undertake at all times any duty that may be required in accordance with existing orders from superior authority.

ROUTINE

Clothing inspection.

1944. Clothing inspection shall be held at least once each month.

Lucky bag.

1945. All wearing apparel and other belongings of the enlisted force found out of place or carelessly lying about the living quarters of the crew shall be put into the lucky bag by the master-at-arms and sold at the mast on Saturday of each week unless claimed by the owners. Articles not claimed or sold shall be used for cleaning purposes or be destroyed.

1946. The proceeds of sales from the lucky bag shall be turned over to the commanding officer and used for the welfare of the crew.

Cleaning decks.

1947. All washing and other cleaning of decks shall be done at an early hour in the day and an effort shall be made to have the decks dried down before breakfast. Holystones shall not be used on the decks oftener than once in 6 months.

Washing clothes, bags, and hammocks.

1948. Clothing shall be washed early in the morning, unless during rainy weather some other time would be more convenient, and only on the days designated in the routine bill. Bags and hammocks shall be scrubbed once a month. After washing and scrubbing all the articles they shall be neatly stopped on the lines rove for that purpose and triced up, care being taken to have all the blue clothes together and under the white, if both be on the same side, or, if on the same horizontal line, the blue forward and the white aft.

Traffic with bumboat men.

1949. All traffic with bumboat men or other traders on board or alongside shall be regulated by the executive officer, who shall take measures to insure that no prohibited articles or unwholesome fruit or food are introduced on board.

Change of keys, inspection of key posts.

1950. The commanding officer of a station shall frequently visit the key posts, station lookout, and watch house, and shall change the keys at least once a week at irregular intervals, and oftener if deemed necessary to insure the integrity of the patrol.

8 p. m. reports.

1951. (1) The following requirements shall be complied with regarding the reports to be made to the commanding officer at 8 p. m. daily:

(*a*) The executive officer shall require reports from the heads of departments, carpenter's mate, and master-at-arms relative to the condition of their respective departments.

(*b*) He shall see that the fire hose are coupled and ready, that the fire buckets are full of water, and that all other necessary precautions against fire have been taken.

(*c*) After satisfying himself of the correctness of the reports enumerated in subparagraph (*a*) and of the safety of the vessel, he shall, if in port, detail a suitable anchor watch, and if at

sea, have the watch relieved. He shall then make proper reports to the commanding officer.

(2) The engineer officer shall make an inspection of the machinery department just prior to 8 p. m. daily, and shall see that it is in good order and condition; that the proper watch is set; that the pumps and hose and all other appliances within the department for extinguishing fire are ready for instant use and that the men thoroughly understand how to handle them; that every precaution has been taken to guard against fire or other accident, and that the machinery is working properly, if under way. He shall then report the condition of the machinery department to the executive officer, or, in the absence of the latter, to the senior line officer on board.

Calling all hands, piping hammocks.

1952. When in port all hands shall be called at 6 a. m. from 1 April to 1 November, and at 6:30 a. m. at all other times, and shall turn to half an hour later. At sea, the hammocks of the watch below shall be piped up at 7 a. m. Except when the weather and sea, or other circumstances, make it desirable to get the hammocks below before dark, they shall be piped down at 7:30 p. m.

Quiet, 10 p. m.

1953. Quiet shall be observed in the officers' quarters after 10 p. m., except on special occasions.

Messing hours.

1954. Hours for messing shall be established, having due regard to the duties of the unit and the health of the crew. The crew shall not be disturbed during meal hours when it can be avoided, and visitors shall not be conducted through the messing spaces during meals.

Sunday to be properly observed.

1955. Sunday shall be observed in an orderly manner. All labor and duty shall be reduced to the measure of necessity. The religious tendencies of officers and enlisted persons shall be regarded, and every opportunity consistent with the duties of the Service shall be afforded them to attend divine worship.

Saturday afternoon.

1956. When circumstances permit, Saturday afternoon shall be a half holiday.

Lifeboat stations; telephone lines.

1957. (1) The commanding officer of a lifeboat station shall test the telephone lines and telephones daily, at 6 a. m. from 1 April to 1 November, and at 7 a. m. during the remainder of the year.

Morning inspections.

(2) Except when engaged in wreck duty, he shall make a thorough personal daily inspection of the station not later than 9 a. m., including all quarters, beds, bedding, lockers, storerooms, pantries, kitchens, kitchen utensils, cellars, outhouses, boat rooms, and all other parts of the station buildings and premises, and all boats and other apparatus therein. All outlying boathouses and the apparatus stored therein shall be inspected by him at least

once each week. The fact and result of each inspection shall be entered in the log.

Patrol clocks.

(3) He shall at 4 p. m. each day wind the patrol clocks, mark and remove the old and insert and mark new dial cards, using one of the keys in his possession for this purpose. Before inserting a dial card he shall see that there is no surplus edge beyond the printed dial, in order that it may revolve freely in the case. He shall indicate by red-ink circles on each card removed the impressions made by himself, and mark on the back thereof with ink the date and the name of the station.

Evening inspections.

(4) He shall at 8 p. m. each day make a careful inspection of the station, and shall see that everything is in place, secure, and in readiness for use in case of a call during the night. He shall see that no irregularities are taking place; that all unauthorized lights and fires are out, and that the necessary preparations have been made to extinguish any fire that may occur. He shall make another inspection just before he retires for the night.

(5) He shall be responsible that the proper equipment for all persons on patrol is available, and shall see that each man who leaves the station on patrol before 10 p. m. is properly equipped.

LIGHTS

Galley fire.

1960. (1) The galley fire shall be extinguished by 8 p. m., unless the commanding officer authorizes it to be continued longer; when the weather is very warm it shall be extinguished as early as practicable, if by so doing the comfort of the crew will be increased.

Lights out.

(2) All lights, except in officers' quarters and in the quarters of the commanding officer of a station, and those designated as "standing lights," shall be extinguished by 9 p. m.

Standing lights.

(3) There shall be at all times during the night a sufficient number of "standing lights" in the open parts of vessels and stations to enable the officers and crews to turn out and find their way readily.

Artificial light on berth deck.

(4) During rainy or cloudy weather, and at other times if necessary, when the duties of the vessel permit, sufficient artificial light shall be supplied on the berth deck for the crew to read and write.

Emergency lanterns.

(5) Units with electric-lighting plants shall always have on hand in suitable places ready for use, lamps or lanterns that will give sufficient light for emergencies.

Electric power conserved.

(6) Electric lights, fans, or other electric apparatus requiring the expenditure of power shall not be left turned on when not required for immediate use.

Uncovered and covered lights.

(7) Uncovered lights shall not be left unattended in any part of any unit, nor shall they be used in holds, storerooms, coal bunkers, boat rooms, lockers, or closets. Uncovered lights shall not be permitted in the forward or after compartments of a motor lifeboat, or in the motor compartment of a motor surfboat, or in the vicinity of the motor of an open surfboat or launch. When it becomes necessary to enter any of these places with a light, other than an electric torch, it shall be kept in a closed lantern. Lamps and lanterns shall not be lighted or matches struck near a paint locker, oil locker, or gasoline tank. Covered lights shall always be secured so as to prevent breaking or capsizing.

Handling explosives.

(8) Such lights and fires as may be deemed dangerous shall be extinguished when handling fuel oil, when the ammunition rooms are opened, or when handling or passing powder or other dangerous explosives.

Navigational lights not displayed.

(9) Only such lights as are deemed advisable by the commanding officer shall be used when, for any purpose, it may be thought necessary to conceal the position or movements of the vessel.

(10) All lamps and lanterns shall be filled in daylight and before noon each day. Once a month all oil lamps and lanterns used for replacing electric lights in case of an accident shall be lighted and kept burning a sufficient length of time to insure their being ready for use.

Side to be lighted.

(11) The side shall be sufficiently lighted at night to enable all persons to go on board or take their departure without inconvenience.

SMOKING

Hours.

1963. (1) The crew shall be permitted to smoke from "all hands" to "turn to," during meal hours, and after working hours when disengaged. They may also be permitted to smoke on holidays, Saturday afternoons, on Sundays, for a limited period during the night watches, and when coaling ship.

Place.

(2) The parts of a unit in which smoking will be permitted shall be designated by the commanding officer. Smoking in such compartments or spaces as may endanger the unit from fire or explosion, or be objectionable for other reason, shall not be permitted.

Boats.

(3) Smoking in Service boats at any time during daylight, except when on detached duty, is forbidden; on detached duty, the officer in charge of the boat shall use his discretion in permitting smoking.

INFLAMMABLES

Inflammable articles.

1966. (1) Oil, tallow, and cotton waste shall be stowed in metallic tanks, which must be kept as far from the boilers and fires as possible. Waste and other similar materials saturated with oil or grease shall be destroyed immediately after use.

Oil tallow, etc.

Oiled and painted fabrics.

(2) Oiled or painted canvas and other oiled or painted fabrics shall not be stowed below or in an unventilated place and when not in daily use shall be frequently examined.

Private property and ammunition.

(3) Private property in the nature of inflammable liquids or oils, explosives, or other dangerous stores liable to spontaneous combustion, shall not be allowed on board a vessel, in a station, or at any other unit. Private ammunition shall be stowed in the places provided for the unit's ammunition of a similar character.

Explosives.

(4) Powder, rockets, explosive signals, and other explosives shall be stored in such places as to secure the greatest safety. These articles shall not be stored in a room where there is a stove or fire or near a chimney, and no lights or matches shall be used in their vicinity.

Liquids.

(5) Spirits of turpentine, petroleum spirits, kerosene, gasoline, alcohol, and all varnishes and liquid driers shall be kept in metallic tanks or vessels securely and safely stowed; none of these liquids shall be drawn from the tanks or vessels except in daylight and then only in quantities for immediate use.

Medical supplies.

(6) Medical supplies shall be so stowed as to prevent their freezing and to minimize the danger from any acids that may be included in them.

Matches.

(7) Safety matches only shall be used except in the safes of torches on beach carts. Matches shall not be used in the storerooms, holds, paint locker, fuel-oil tanks, or bunkers, and care shall be taken that persons about to enter the ammunition rooms have no matches with them. Matches shall be kept in a metallic box or case, under the charge of the executive officer, or at a Coast Guard station under the charge of the commanding officer, who shall serve them out as may be required. Oil lanterns shall not be used in the paint locker or storerooms.

Aired daily.

(8) Storerooms, paint and oil lockers, and boat rooms shall be aired daily.

(9) Whenever liquefied or compressed air is used for galley stoves, the requirements of the National Fire Protection Association regulations for motor craft shall be complied with.

Gasoline fueling.

1967. (1) Except in emergencies, fueling of gasoline boats shall be accomplished only when the boats are in the water. In any case where gasoline engine driven boats not in the water are

fueled, the following safety precautions in addition to those prescribed for fueling boats in the water, shall be observed:

(*a*) Adequate fire-fighting equipment should be provided at the scene.

(*b*) The fire main should be under pressure and the deck or fire hose led out to the scene.

(*c*) If practicable, metal hose, thoroughly grounded to the supply tank or drum and to the boat's tanks, should be used for transferring the gasoline.

(*d*) Where the use of a metallic hose for transferring the gasoline is not practicable and resort must be made to the use of a separate container for pouring the gasoline into the boat's tanks, such separate container, the boat's tanks, and the supply tank or drum should be interconnected by a flexible conducting wire of sufficient length.

(2) No smoking or naked lights (such as produced by oil lanterns, candles, matches, exposed electric switches, or the slip rings or commutators of a dynamo, or by any burning material involving heat) shall be permitted in the vicinity of boats while fueling, or in a compartment containing a gasoline engine, or elsewhere within 50 feet of gasoline storage tanks or of gasoline vapor.

(3) Except in emergencies, boats shall not be fueled at night.

Gasoline. Storage and handling.

1968. Portable gasoline containers on vessels shall be stored in the open on weather decks and so located that they can be dumped overboard in emergency, or when going into action. This provision does not apply to airplane carriers or to tenders and supply ships carrying large quantities of gasoline as cargo. On such vessels the gasoline fire-extinguishing apparatus shall be kept in efficient condition and frequently tested. All issues of gasoline shall be made under the supervision of a reliable man who shall remain in charge until containers are properly secured, see that all safety precautions are carried out, and that all chances of fire are eliminated. The containers shall be inspected after emptying to insure that all gasoline has been drawn off and then closed tight by setting up on the filling and vent plugs. Inspect for leaky containers and, if any are found, immediately transfer the contents either to a boat's tank or to a tight container and clear the one leaking of any vapor present. Defective gaskets and plugs should be replaced. Water shall not ordinarily be introduced into a gasoline drum, but if a leaky container can not be made tight by setting up on the filling and vent plugs, or repairs are required involving the application of heat, the drum shall first be filled with water, emptied, and blown through with a steam or air jet to eliminate any vapor present. Repairs to gasoline drums or containers are not or-

dinarily required to be made by the ship's force as they are repaired at their distribution depots. Before making shipment of empty containers, they shall be carefully inspected to see if tight and that all plugs are tightly secured. Unless this is done, they constitute a fire hazard to the carrier. Gasoline containers, either full, partly full, or empty, shall be attended by a reliable man, unless securely closed.

Gasoline for cleaning purposes.

1969. The use of gasoline for cleaning purposes is forbidden. The use of gasoline on motor boats for any purpose, except the production of power, is forbidden.

FIRE EXTINGUISHING APPARATUS

Ready.

1970. (1) All fire extinguishing apparatus shall be kept in its proper place and ready for use.

Tests.

(2) Fire pumps and hoses shall be tested at each fire drill if practicable.

(3) Portable chemical fire extinguishers of the 2½-gallon type (soda-acid, foamite, etc.) shall be tested once each year and inspected quarterly. They shall be recharged when tested or when chemical reaction has started due to the chemicals mixing. They shall be tagged to show the date when last recharged.

(4) Hand portable fire extinguishers of the carbon tetrachloride type shall be tested quarterly and inspected weekly. They shall be tagged to show date when last tested and recharged.

Weighed.

(5) Portable CO_2 extinguishers shall be weighed upon receipt and semiannually thereafter and tagged to show date, weight, and name of person who supervised weighing. They shall be inspected weekly.

(6) The cylinders of built-in fire extinguishing equipment (Lux and CO_2) shall be weighed on receipt and semiannually thereafter. The removal, weighing, and reinstallation of cylinders shall be supervised by a commissioned, chief warrant, or warrant officer and tagged to show date, weight, and name of supervising officer. Inspecting officers may supervise the weighing of cylinders. The operating mechanism connections, and outlets of these systems shall be inspected weekly.

(7) At units where foam generators are installed, test drills shall be held semiannually, using test cans of the chemical for the drill.

RESPONSIBILITY FOR PUBLIC PROPERTY

Alterations and repairs.

1971. The junior officers who are responsible for and charged with the care and good condition of the boats, arms, etc., and of various parts of the vessel and her machinery shall not, except

in cases of emergency, make any alteration or have any defect or damage repaired without authority from the executive officer or the engineer officer, as the case may be.

Inventories.

1972. (1) Officers shall be accountable for the equipment and stores under their charge and shall exercise careful supervision over their condition and the economical expenditure thereof. Each officer in charge of a department of a unit required to submit periodic requisitions shall take a complete inventory of all public property in his department before such requisition is submitted. He shall submit to the commanding officer a written list of articles to be surveyed, together with a list of missing articles.

Method of turning over property upon relief.

(2) When an officer is relieved and turns over to his relief the property for which he is responsible a joint inventory shall be taken, if practicable. If there be insufficient time for a complete joint inventory, it is mandatory that valuable articles such as binoculars, sextants, chronometers, typewriters, adding machines, precision tools, and instruments, etc., be accounted for by the relieved officer before his departure, and the relieving officer will be given 30 duty days to complete the inventory, within which time he may submit a written statement or protest concerning any article not found or not properly accounted for. If no protest is made by him within that time, he will be held responsible for the property recorded as being on hand at the time he assumed charge of the department.

(3) An officer performing temporarily the duty of another detail in addition to that of his regular detail will retain responsibility for his own department until properly relieved. If his new assignment is made permanent, or in any event within 30 duty days after assuming such temporary duty, he shall satisfy himself as to the condition of all property pertaining thereto and assume full responsibility therefor.

Arms and accoutrements.

1973. (1) The arms, military outfits, and accoutrements furnished by the United States to any person in the Coast Guard as a prescribed part of his outfits shall not be sold, bartered, exchanged, pledged, loaned, or given away.

Uniforms.

The clothes furnished to an enlisted man as a part of his prescribed uniform or outfits shall not be sold, bartered, exchanged, pledged, loaned, or given away, except with the permission of his commanding officer.

Clothing and bedding.

(2) An enlisted man is forbidden to have in his possession any article of wearing apparel or bedding belonging to any person in the Coast Guard other than himself except with the permission of his commanding officer.

KEYS

Commanding officer custodian.

1976. Except as provided in articles 1977 and 1978, the commanding officer of a Coast Guard unit shall be the custodian of

keys, except those of the storerooms where the food is stored and those of receptacles for personal effects, and all keys of which he is custodian shall be turned in to him daily at 8 p. m. He shall keep in his possession duplicate keys to all parts of the unit and shall not permit them to be used without his authority. He shall keep the keyboard in his office or room, and no keys shall be removed therefrom without his consent, or if absent, without the permission of the senior member of the crew present.

Executive officer custodian.

1977. (1) Except as provided in article 1978, the executive officer, if a commissioned line officer, shall be the custodian of keys, except those that are kept by the commanding officer and those of receptacles for personal effects.

Duplicate keys.

(2) He shall keep in his possession ready for use duplicate keys to all parts of the unit.

Keyboard.

(3) He shall keep the keyboard in his office or room. Keys shall be turned in to him at 8 p. m. No key shall be removed from the board without his consent, or, in case of his absence, without the permission of the senior line officer present.

Keys of storerooms.

1978. Heads of departments shall have charge of the keys of their respective storerooms and lockers, but all keys shall be available to the executive officer. The engineer officer shall keep them on a keyboard in his room or office when not in use. They shall be handed to him and placed on the keyboard when the 8 p. m. reports are made, and shall not be taken from the board without his permission, or in case of his absence without the permission of the senior line officer present.

Keys in machinery department.

Keys to be kept on board.

1979. None of a unit's keys shall be taken away from the unit.

SHIP'S SERVICE STORE

1981. The commanding officer of a unit to which at least one other commissioned officer is regularly attached may, in his discretion, authorize a ship's service store. A ship's service store, if authorized, shall be established and operated in accordance with instructions issued by the Commandant.

STANDARD TIME ZONES AT SEA

Definition of standard time.

1984. (1) The system of standard time zones long established on land has been extended over the oceans and throughout the circuit of the globe. The surface of the globe is conceived to be divided into 24 staves or zones, each bounded by meridians 15° of arc or 1 hour of time apart in longitude. The initial zone is the one which has the meridian of Greenwich running through the middle of it and the meridians 7½ east of Greenwich and 7½ west of Greenwich, marking its eastern and western limits. It is called the "zero zone" because the difference between the

standard time of this zone and Greenwich meridian civil time (G. M. C. T.) is zero. Each of the zones in turn is designated by a number representing the number of hours by which the standard time of the zone differs from Greenwich meridian civil time (G. M. C. T.).

(2) The zones lying in east longitude from the zero zone are numbered in sequence from 1 to 12 and are called minus zones, because in each of them the zone number must be subtracted from the standard time in order to obtain the Greenwich meridian civil time (G. M. C. T.). The zones lying in west longtitude from the zero zone are numbered in sequence from 1 to 12 and are called plus zones, because in each of these zones the zone number must be added to the standard time in order to obtain the Greenwich meridian civil time (G. M. C. T.).

(3) The twelfth zone is divided medially by the one hundred and eightieth meridian (the line separating the meridians of east longitude from the meridians of west longitude), and the terms "minus" and "plus" are used in the halves of the zones which lie in the east longitude and west longitude, respectively.

(4) The number of a zone prefixed by the word "plus" or the plus sign, thus +, or by the word "minus" or the minus sign, thus —, constitutes the "zone description" of the time of that zone.

(5) In the vicinity of the land, the boundaries between zones are modified so as to be in accord with the boundaries of the countries or regions using corresponding times, as shown in the Hydrographic Office Chart of the Time Zones of the World (H. O. No. 5192).

Ship's time.

(6) The ship's time of vessels of the Coast Guard shall be kept by observing the following rules:

(*a*) The clock shall be adjusted to standard time of the successive zones as they are entered, although the instant at which the alteration is made need not necessarily be that at which the vessel passes from one zone to another; the change of time to be invariably 1 hour, the minutes and seconds remaining unaffected, with the exception of the cases covered by rule (*e*).

(*b*) The "zone description" of the time that is being kept shall be marked in a conspicuous manner on such of the ship's clocks as may be designated by the commanding officer.

(*c*) Ship's log books and records in which times are given must include a statement of the "zone description" of the time being kept.

(*d*) In all official correspondence in which time is referred to, and where any doubt might arise in the matter, the "zone description" of the time being kept should be stated in the correspondence.

(*c*) When a vessel is in a harbor of a country where the legal time differs from the standard time zone system, the exact amount in hours, minutes, and seconds which must be applied to the local time to obtain the corresponding Greenwich meridian civil time (G. M. C. T.) with the appropriate sign of plus or minus shall be used as the "zone description."

(7) In observing the foregoing rules regarding recording of "zone description" it should be borne in mind that the "zone description" is the correction which must be applied to ship's time to obtain the corresponding Greenwich meridian civil time (G. M. C. T.).

G. M. C. T.

1985. (1) Except for the purpose of navigational and astronomical computations, the expression "Greenwich mean time (G. M. T.)" will not be used in the Coast Guard. Civil time, referred to as the Greenwich meridian, will be expressed as "Greenwich meridian civil time (G. M. C. T.)."

G. M. T.

(2) The use of Greenwich mean time (astronomical) will be limited to navigational and astronomical computations. For other purposes, particularly in the operations of ships and for communications, civil time of the appropriate meridian will be used.

24-hour day.

(3) The use of the 24-hour day, with the time expressed as a four-figure group, the first two figures denoting the hour and the second two figures denoting the minutes, is authorized for the Coast Guard in correspondence as well as dispatches, using the civil day commencing at midnight, expressed as "0000."

FUMIGATION

Cyanide gas

1988. (1) In view of the fact that hydrocyanic acid gas (cyanide gas) is extremely dangerous to human life, its use in the fumigation of vessels or buildings of the Coast Guard is prohibited, unless such fumigation is performed under the supervision of the Public Health Service.

(2) For the ordinary extermination of vermin the most efficacious methods available, which do not involve danger to human life, shall be used. If, after a thorough trial, these methods are found ineffective, or if fumigation by use of hydrocyanic acid gas is deemed necessary, authority should be requested of the Commandant to have the fumigation performed by means of this gas, under the supervision of the Public Health Service.

Public Health Service.

ORDERS TO THE WHEEL AND ENGINE ORDER INDICATORS

1991. (1) The commands to the wheel and to the engine order indicators prescribed by this article shall be used on all boats and vessels operated by the Coast Guard.

(2) The term "helm" shall not be used in any command or directions connected with the operation of the rudder; in lieu thereof the term "rudder" shall be used.

Repeating and Reporting.

1992. (1) Every command of the officer of the deck to the wheel or to the engine order indicators must be repeated word for word by the steersman or engine order indicator men, as the case may be. This shall be insisted upon. When the order to the engines is acknowledged by the engine room, the engine order indicator men must report; for example, "Starboard engine backing one-third, sir," "Port engine backing one-third, sir."

(2) In all cases the officer of the deck must check the execution of his orders. This must be done to eliminate all chances of error.

ORDERS TO THE WHEEL

Manner of giving.

1993. *In conning.*—In giving commands to the steersman, the first command will be one of direction, i. e., right or left, followed by the amount of rudder, such as right, standard rudder; left, ten degrees rudder, the object being to insure the quick carrying out of the order by the steersman who starts turning his wheel instantly on receiving the command, right or left.

Orders.

1994. The following are standard orders for the wheel:

(1) *Right (left) rudder or right (left).*—A command to give her right (left) rudder instantly, an indeterminate amount. In all such cases the officer conning the ship should accompany the order with a statement of his motive, or the object to be obtained, in order that the steersman may execute the order with intelligence and judgment. Thus, "Right rudder, head for the lighthouse"; or "Left rudder, pass the buoy on your starboard hand."

(2) *Right (left) full rudder.*

(3) *Right (left) standard rudder.*

(4) *Right (left) standard half rudder.*

(5) *Right (left) five (ten, etc.) degrees rudder.*—This order is issued in making changes of course. The steersman should then be informed of the new course (by such terms as course 275) in time to permit him to "meet her" on the new course.

(6) *Right (left) handsomely.*—This order is given when a very slight change of course is desired.

(7) *Give her more rudder.*—Increase the rudder angle already on to make her turn more rapidly.

(8) *Ease the Rudder.*—Decrease the rudder angle already on, when she is turning too rapidly, or is coming to the heading required. The order can be given "ease to fifteen (ten, five, etc.) degrees rudder."

(9) *Rudder amidships.*

(10) *Meet her.*—Use rudder as may be necessary to check, but not entirely stop her swing. Given when the ship's head is nearing the desired course, and she is to be kept from swinging past the new course.

(11) *Steady, or steady so; or steady as you go.*

(12) *Shift the rudder.*—Change from right to left rudder, or vice versa. Given, for example, when the ship loses headway and gathers sternboard, to keep her turning in the same direction.

(13) *Mind your rudder.*—A warning to the steersman (*a*) to exact more careful steering, or (*b*) to put him on the alert for the next command to the wheel.

(14) *Mind your right (left) rudder.*—A warning that the ship shows a tendency to get off her course, and that if right (left) rudder be not applied from time to time to counteract this tendency the ship will not make good the course set.

(15) *Nothing to the right (left).*—Given when the course to be made good is a shade off the compass card mark, and therefore that all small variations from the course in steering must be kept, for example, to the southward of the course set.

(16) *Keep her so.*—A command to the steersman, when he reports her heading, and it is desired so to steady her.

(17) *Very well.*—Given to the steersman, after a report by him, to let him know that the situation is understood. (The expression "all right" should not be used. It might be confused as an order to the wheel.)

Compass course.

1995. (1) All orders as to the course should be preceded by the word "Compass"; "Compass course, zero (two—one; three—0—four; six—five, etc.); in every case naming the numbers separately.

(2) When the compass card of the steering compass is not marked in degrees from 0 to 360, a suitable course, expressed in degrees, however, shall be given the wheel; for example, "north four—two west," "south six—0 east," "north three—five east," "south seven west."

ORDERS TO THE ENGINE ORDER INDICATORS

Manner of giving.

1996. (1) The command is in three parts:

a. The first part is to the engine; as, starboard (port) engine, or, all engines. This puts the proper man or men on the alert.

b. The second part of the command is the command of execution, and it is the direction the engine order indicators are to be moved; as, ahead, or, back.

c. The third part of the command gives the speed at which the engines are to be moved.

Orders.

(2) The following are all the commands to the engine order indicators:

a. All engines, ahead one-third (two-thirds, standard, full); or all engines, back one-third (two-thirds, full).

b. Starboard (port) engine, ahead one-third (two-thirds, standard, full); port (starboard) engine, back one-third (two-thirds, full).

BELL PULLS

Bell pulls.

1997. On vessels equipped with bell pulls for signals from pilot house to engine room all personnel handling the vessel or engines shall be thoroughly familiar with, and use as occasion demands, the following standard bells:

1 bell—ahead slow.
2 bells—stop.
3 bells—back.
4 bells—ahead full.

"All off" signals.

1998. The commanding officer will arrange for a suitable "all off" signal to be used in case of confusion in signals between bridge and engine room, or failure of the engine order indicator. This signal will mean to stop the engines.

CHAPTER XX

DRILLS AND EXERCISES

2001. The commanding officer of each unit shall have the drills and exercises carried out in accordance with regulations, instructions, and other publications furnished.

2002. The following drills and exercises with the minimum number to be held are prescribed: Drills.

(1) Vessels of the forces prescribed in article 306. Vessels of Coast Guard Patrol.

Abandon ship, one each month.
Battle practice or target practice instructions, one each year.
Boat, six each month.
Collision, one each week.
Fire, one each week.
Fire and rescue, one each month.
General muster, one each month.
General quarters, four each month.
Gun, two each week.
Infantry, one each week, on shore if practicable.
Inspection of ship, one each week.
Man overboard, one each month.
Pistol and machine gun, four each month.
Quarters for inspection, daily except Saturday, Sunday, and holidays.
Resuscitation, one each week.
Signal, two each week.
Small-arms target practice, one each year.
Spotting drill, on vessels having three or more commissioned line officers, one each month.

(2) District vessels and lightships. District vessels, lightships.

Boat, one each month.
Fire, one each week.
Inspection of ship, one each week.
Man overboard, one each month.
Resuscitation, one each week.
Signal, two each week.
Such other or additional drills and exercises as may be prescribed by the district commander.

Air stations, radio stations, bases

(3) Air stations, bases, and radio stations.
Crash drill (air stations only) one each week.
Fire, one each week.
General muster, one each month.
Inspection of unit, one each week.
Resuscitation, one each week.
Such other or additional drills as may be prescribed by the district commander.

Lifeboat stations.

(4) Lifeboat stations.
Beach apparatus, one each week.
Boat, two each week.
Fire, one each week.
General muster, one each month.
Infantry, one each week.
Resuscitation, one each week.
Inspection of station, one each week.
Signal, two each week.
Small-arms target practice, one each year.
Pistol (and machine gun if furnished), two each month.
Such other or additional drills and exercises as may be prescribed by the district commander.

(5) Other units except offices.
Fire, one each week.
Inspection, one each week.
Resuscitation, one each week.
Such other or additional drills and exercises as may be prescribed by the district commander.

2003. Unless unavoidably absent, every person attached to a unit shall be present and at his station at drills and exercises.

Officers assigned stations.

2004. The commanding officer, subject to Coast Guard Regulations, shall assign officers to station at drills and exercises in such manner as in his judgment will most conduce to the efficiency of the unit as a whole.

Division officers.

2005. (1) Officers in charge of divisions shall personally instruct and exercise their divisions at all prescribed drills. They shall keep themselves fully informed of all regulations, instructions, and technical details concerning the care, preservation, and manipulation of the guns, arms, and other equipment in their charge, and shall be responsible for the efficiency of their divisions.

(2) They shall drill their divisions in accordance with the prescribed regulations and approved instructions giving necessary special instruction to persons who may be slow or backward.

Object of drills.

2006. The object of all drills is to perfect the organization as a whole, and the greatest efficiency in this respect is attained

when each member of the crew is proficient. To this end division and other officers are enjoined to instruct each person carefully and thoroughly in his individual duties, keeping in mind that the time element is of the utmost importance.

Emergency drills.

2007. (1) The following are emergency drills:

(*a*) Fire.
(*b*) Collision.
(*c*) Abandon ship.
(*d*) General quarters.
(*e*) Man overboard.
(*f*) Fire and rescue.
(*g*) Crash drill.

(2) At emergency drills, except man overboard, fire and rescue and crash drill, commissioned, chief warrant, and warrant officers shall be equipped with pistol, holster, and belt.

"ALL HANDS"

"All hands."

2011. When "All hands" are called for getting under way, coming to anchor, mooring, or unmooring, commissioned officers shall take stations as follows:

(1) The commanding officer on the bridge.

(2) The executive officer shall, unless otherwise provided by these regulations, take station on the bridge. He shall have charge of the deck, and, if so directed by the commanding officer, shall handle the vessel.

(3) The engineer officer shall assume general charge of the machinery department.

GENERAL MUSTER

When held.

2016. (1) General muster shall be held on the second Saturday of each month before noon, or if circumstances do not permit, then on the first suitable weekday thereafter. General orders sentences of courts-martial and all other official communications which are required to be published at a general muster shall be read at a regular muster whenever practicable.

Orders, published.

Where held.

(2) The muster shall be held in the open except in inclement weather. The commanding officer shall designate a place where general muster is to be held.

(3) On a vessel under way, the navigating officer shall relieve the officer of the deck.

Procedure.

2017. The following procedure is prescribed for holding muster:

Muster, 20 or more men.

(1) At units with authorized complement of 20 or more men—

(*a*) Commissioned officers shall form in line in order of seniority from left to right and face the designated mustering place of the crew. Cadets shall muster with the commissioned officers.

Chief warrant and warrant officers shall form to the right of the commissioned officers and in the order of precedence. The commanding officer shall take position two paces in front of the left of the line of officers and face down the line (aft facing forward on a vessel). The executive officer shall take position two paces in front of the center of the other officers facing the crew.

(*b*) The enlisted force shall, under the direction of the officer who has charge of the formation, fall in as directed in single or double rank at a designated place, in the order of precedence from right to left. The officer in charge of the formation shall call the roll of the enlisted men attached to the unit. Each man, as his name is called, shall answer by announcing his rating; the master-at-arms shall answer for each absentee by stating that he is "on watch," "in hospital," or as the case may be. The men shall then be marched in single or double file to the mustering point, halted, faced toward the officers, and aligned. As aligned, the order of precedence shall still remain from right to left. The officer in charge of the formation shall then take position two paces in front of the crew facing the executive officer, salute and report, "Sir, all present or accounted for."

(*c*) The executive officer returns the salute and then commands, "Hand, salute"; the officers and crew come to the hand salute and hold it; the executive officer faces the commanding officer, salutes, and reports to him, "Sir, the crew is mustered." The commanding officer returns the salute and commands, "Publish the orders, and prepare for inspection, Sir." The executive officer then faces the crew and commands, "Two"; followed by, "Attention to orders"; or "Internal rules and regulations," or as the case may be; and publishes the orders at hand.

(*d*) After the orders are published, the executive officer commands, "Prepare for inspection," the officer in charge of the formation faces the crew and commands, "Open ranks," or "Front rank one pace forward," or "Rear rank two steps backward," as the case may be; "March," aligns the ranks, takes position on the right flank of the crew and commands "Front." The commanding officer, accompanied by the executive officer and the officer in charge of the formation, then inspects the uniform and appearance of the officers and crew. At the completion of the inspection the commanding officer commands the executive officer, "Dismiss the muster, Sir." The executive officer faces the crew and commands, "Dismiss the muster." The officer in charge of the formation has the crew close ranks, marches them from the place of muster, and dismisses them. The officers fall out when the crew marches off.

(2) At units with authorized complement of less than 20 men— Less than 20 men.

(*a*) The commanding officer shall designate the officer or petty officer to take charge of the muster formation. The crew is formed at the designated mustering place in single or double rank in order of precedence from right to left. The mustering officer shall take station two paces in the front center of, and facing the crew and call the roll in the same manner as prescribed in subparagraph (1) of this article.

(*b*) The commanding officer shall take station four paces in the front center of, and facing the crew and if there be other commissioned or warrant officers attached, they shall form to his right in the order of seniority from left to right.

(*c*) When the roll has been called the mustering officer commands "Hand, salute"; the officers and crew come to the hand salute and hold it; the mustering officer about faces, salutes, and reports, "Sir, the crew is mustered." The commanding officer returns the salute and commands "Two."

(*d*) The commanding officer then publishes such orders or reads such rules as may be required, after which, accompanied by the mustering officer, he inspects the uniforms and appearance of the officers and men. At the conclusion of the inspection, he returns to his station and commands the mustering officer, "Dismiss the muster." The mustering officer salutes, faces the crew and commands, "Dismissed."

(3) Watch standers and men on lookout or patrol shall be excused from muster.

WEEKLY INSPECTION OF UNIT

2021. The commanding officer's inspection of a coast guard unit shall be made once each week on such day (except Sunday) as may be most expedient. This inspection shall be a personal examination of the unit throughout by the commanding officer, accompanied by the executive officer, the engineer officer, and such others as he may designate. Men in responsible charge of compartments, rooms, or cleaning stations shall stand by these stations during the inspection.

QUARTERS FOR INSPECTION

2026. (1) Quarters for inspection shall be held daily (except on Saturday, Sunday, and holidays), conditions permitting. When under way, the commanding officer shall be on the quarter deck. Quarters for inspection.

(2) The divisions shall fall in at their designated places. The formation and inspection shall be conducted as prescribed for ships of the United States Navy, as far as practicable.

Method of conducting.

(8) Officers of divisions shall inspect the dress and personal appearance of the men of their divisions, and the condition and security of the battery. They shall ascertain if all are present or accounted for and make reports to the executive officer. In the absence of the division officer, the necessary reports shall be made by the senior officer or petty officer present in the division. When all division officers have reported, the executive officer shall then report to the commanding officer.

GENERAL QUARTERS

Preparation.

2031. At each exercise at general quarters every preparation and disposition (except stripping and clearing ship) which would be made in action shall be carried out.

Ready for action.

2032. At the call to general quarters officers and men shall repair rapidly to their stations, and, without further orders, the ship shall at once be made ready to open fire, and each division officer shall see that this condition obtains, so far as his division is concerned, before reporting "Ready" to the executive officer.

Damage control.

2033. (1) The fire alarm shall not be sounded at general quarters except by the express order of the commanding officer. Should fire break out, the damage control party and the nearest disengaged division shall handle the situation. The commanding officer shall at once be informed of the fire, its extent or seriousness, the means that have been taken to extinguish it, and whether or not assistance is needed.

(2) It is inadvisable to withdraw men from guns which are being fired. Therefore, when riflemen are required or when fire fighters or wreck cleaners are required to augment the damage control party, whole crews of disengaged guns should be called.

Communications.

2034. Efficient means of communication between the various parts of the ship shall be established and maintained so that orders may be passed promptly without undue noise and the commanding officer kept constantly informed of the condition and conduct of affairs throughout the ship.

Problem at general quarters.

2035. While it is not desired to limit the commanding officer to a particular routine in the conduct of general quarters, attention is directed to the importance of working out problems of emergencies and each exercise at general quarters should have for its object the solution of one or more previously agreed upon problems rather than the drilling of the individual divisions, ample time for which shall be given at division drills.

Station of commanding officer.

2036. At general quarters the commanding officer shall be on the bridge.

GUN DRILLS

When held.

2041. Gun drills shall be held in accordance with the latest regulations for gun drills prescribed by the United States Navy. They shall include instruction relative to the guns and mounts, as well as the drill itself, the men being required to understand the mechanism of the guns and the nomenclature of the principal parts of both guns and mounts. Instruction shall be given frequently in subcaliber practice. A fire-control problem shall be worked out at least once each week during gun drill.

Responsibility.

2042. The gun division officers shall be responsible for the proper instruction and efficiency of the guns' crews. All officers junior to the executive officer shall conduct gun drills when so directed.

Spotting drills.

2043. Spotting drills shall be held by all officers junior to the commanding officer at least once each month. They shall be required to construct splash, dip, and deflection diagrams in connection with spotting drill and target practice.

INFANTRY DRILL—PISTOL PRACTICE

Landing force.

2046. (1) The permanent landing force of a Coast Guard vessel shall be organized as prescribed by the Commandant. Training shall conform to the latest instructions issued to the United States Navy.

Joint drills.

(2) When two or more vessels of the Service are together, the senior officer present shall have joint drills held if conditions are favorable.

Responsibility for instructions.

(3) The junior watch officer shall have charge of infantry drills and shall be responsible for the proper instruction of the landing force. He shall personally instruct the men to insure proficiency. He shall frequently inspect all small arms and accoutrements of the landing force and shall report the condition of the same to the gunnery officer. He shall at once report to the gunnery officer the loss of or damage to any of the small arms or accessories.

Officers.

(4) All officers junior to the executive officer shall conduct infantry drills when so directed.

Stations.

(5) At units equipped with rifles, infantry drill shall be given to all enlisted men.

Machine gun, pistol.

(6) At units equipped with machine guns or pistols or both, instruction and drills shall be given in order that the personnel may be thoroughly familiar with the nomenclature, care and operation of these weapons.

GUN TARGET PRACTICE

Battle practice.

2051. Coast Guard vessels shall hold battle practice and target practice instructions as prescribed by the Commandant.

SMALL-ARMS TARGET PRACTICE AND INSTRUCTION

By whom held.

2056. (1) Small-arms target practice if practicable shall be held annually by all units of the Coast Guard equipped with rifles.

(2) Insofar as practicable, all personnel of the Coast Guard shall receive instruction and fire small-arms target practice. Where personnel are stationed at units not required to fire this practice, they shall, if possible, be afforded the opportunity to fire if they so request.

Preliminary instruction.

2057. Each commanding officer shall require that preliminary instruction for small-arms target practice be given to each person under his command required to fire.

How conducted.

2058. Small-arms target practice and preliminary instruction shall be carried out as prescribed for the United States Navy with such modifications as the Commandant may direct.

Officer in charge of instruction and firing.

2059. The officer designated by the commanding officer shall have charge of the instruction in small-arms firing and the records connected therewith, and shall conduct the target practice. He shall be assisted in these duties by other officers when the commanding officer so directs.

FIRE DRILL

Protection of unit.

2066. Fire drill shall be held at irregular hours rather than immediately following some formation or at a certain time on a certain day of the week.

Signal.

2067. The signal for fire drill on vessels shall be the rapid ringing of the ship's bell, accompanied by the "general alarm." At other units the commanding officer shall designate a proper signal. Every person shall hasten to his station, and as quietly and as rapidly as possible perform the duties assigned him in the station bill.

Duties of executive officer.

2068. The executive officer shall attend at the fire and direct the efforts to extinguish it. In case of fire, or any other occurrence that may place the unit in danger, he shall maintain order; and, if it becomes necessary, he shall see that the sick and disabled are cared for and the prisoners released or removed to safety.

COLLISION DRILL

2071. The signal for collision shall be by the siren or by such special signal as the commanding officer may direct. The col-

lision mat shall be placed in position at a designated point of collision. The point of collision shall be varied. This drill shall be conducted as prescribed for the United States Navy.

BOAT, ABANDON-SHIP AND MAN-OVERBOARD DRILLS

Boat.

2076. (1) At units equipped with a small boat propelled by oars, boat drill shall be held. All men shall be trained to proficiency as oarsmen and in hoisting and lowering small boats. Until all men are proficient, extra drills shall be held. At units where equipment is available officers and petty officers of the seaman branch shall be trained in handling small boats under oars and sail and in personally using the steering oar.

Abandon ship.

(2) Abandon-ship drill shall so far as practicable be conducted as prescribed for the United States Navy. The number of persons left on board at each drill shall be entered in the log.

Man overboard.

(3) Man-overboard drill shall be held by all vessels. On small launches and picket boats, where the lowering of a boat is impracticable, the drill shall be conducted by maneuvering to recover an object thrown overboard.

FIRE AND RESCUE

How conducted.

2081. Fire and rescue drill shall be conducted so far as practicable as prescribed for the United States Navy. At units stationed in the vicinity of aircraft operations special provisions shall be made in the station bill for this drill to cover protection to aircraft in landing or taking off on land or water.

SIGNAL DRILL

Persons required to signal.

2086. Commissioned line officers below the rank of lieutenant commander, chief warrant officers and warrant officers of the line, aviators, aviation pilots, petty officers of the seaman branch, and surfmen shall be proficient signalmen and all enlisted persons capable of learning signaling shall receive instruction therein.

Signal officer.

2087. The communication officer shall be responsible for the instruction in signaling. If there be no communication officer, the commanding officer shall be responsible for such instruction. Day and night signal drills of various kinds, including the international code, shall be held.

Communication instructions.

2088. Instructions for training and requirements for proficiency and expertness in signaling shall be prescribed by the Commandant.

RESUSCITATION DRILL

Methods.

2091. The drill for the resuscitation of the apparently drowned shall be in accordance with the prescribed Coast Guard methods.

2092. All officers and enlisted men shall know the rules for the resuscitation of the apparently drowned, shall thoroughly understand the meaning of these rules as they apply to the procedure, and shall be proficient in resuscitating the apparently drowned.

BEACH-APPARATUS DRILL

At stations.

2096. Stations having beach apparatus shall hold beach apparatus drill at night at least once each month.

CHAPTER XXI

ORDNANCE

2101. All persons in the Coast Guard shall comply with the instructions of the Commandant and the instructions contained in such Army and Navy publications as he may direct in all matters pertaining to explosives, ordnance and gunnery, including the following:

(1) Guns, mounts, and attachments.
(2) Fire-control and optical equipment.
(3) Small arms and equipment.
(4) Ammunition and explosives.
(5) Landing force and equipment.
(6) Gunnery and small-arms training.
(7) Ordnance requisitions, reports, and returns.

Ammunition.

2102. (1) In the stowage, care, preservation, and service of ammunition, and the inspections, examinations, and tests thereof, Coast Guard personnel shall comply with the instructions issued by the Navy Department except as otherwise directed by the Commandant. Safety orders shall be conspicuously posted.

(2) Persons engaged in the handling, preparation, or transportation of ammunition shall be carefully supervised by those in authority over them and frequently warned of the necessity of using the utmost caution in the performance of their work. It is only by such means that accidents can be prevented as familiarity with work, no matter how dangerous, is apt to lead to carelessness. All regulations and instructions bearing on this subject shall be rigidly observed, and no relaxation of vigilance with respect to them shall ever be permitted.

Magazines.

2103. Magazines on shipboard containing powder or fixed ammunition shall be critically examined daily. The temperature shall be noted and recorded, and it shall be observed whether the air is good and untainted, and whether normal conditions exist, and the fact of such inspection shall be noted in the ship's log with appropriate remarks. This daily examination shall be made under the supervision of the gunnery officer by his assistant or such other person as the commanding officer may designate.

Flood cocks.

2104. Flood cocks shall be tested weekly and their condition reported to the executive officer and entered in the ship's log.

Reports.

2105. In all cases in which naval instructions provide that reports shall be forwarded to the Navy Department, or to any

bureau or unit thereof, such reports shall be forwarded to Headquarters when the Coast Guard is not operating as a part of the Navy.

Publications.

2106. (1) The Commandant shall provide such official publications as may be necessary to enable the officers to administer intelligently the ordnance and gunnery department of each unit. The responsibility of being provided with a complete list of required publications rests upon the commanding officer of the unit.

(2) The commanding officer is responsible for the safekeeping of confidential ordnance documents and publications, and for the proper disposition of them and will see that the proper returns concerning them are made. However, ordnance and gunnery books, publications, and pamphlets furnished a unit shall at all times be available to the gunnery personnel, including the enlisted men detailed to duty with guns. This practice shall include confidential publications wherever the preamble of such publications states that others than officers may have access to the information contained therein. Chief warrant officers and warrant officers concerned shall have access to all information, including books, pamphlets, drawings, Naval Gun Factory allowance lists, and confidential publications pertaining to the ordnance and gunnery department.

CHAPTER XXII

LOGS

GENERAL INSTRUCTIONS RELATIVE TO LOGS

Changes or additions; how made.

2201. Should any change or addition be made in any log after the commanding officer of the unit has checked it, or after a period of 24 hours has elapsed since the incident to which such change or addition refers took place, there shall be entered a note showing the day and hour of the day that such change or addition was made. No erasures shall be made in any log. A single line shall be drawn through any part of a log it is desired to change. Any change or addition shall be made at the bottom of the log for the date the incident occurred over the signature of the person making it.

No erasures.

2202. Printed instructions contained in official log books not in conflict with these regulations shall be observed.

Preservation of.

2203. (1) The commanding officer shall be particular to see that log books are stored in a safe, dry place and carefully preserved. They shall be retained at the unit for a period of not less than 6 years, except as otherwise provided by this article. During the month of January each year log books more than 6 years old shall be forwarded to Headquarters.

(2) When a unit is placed out of commission, made inoperative, or discontinued, the logs shall be forwarded to Headquarters.

THE SHIP'S LOG

When presented to commanding officer.

2206. The ship's log shall be presented to the commanding officer not later than 9:30 a. m. daily for his inspection; should any inaccuracies or omissions be noticed, he shall have the necessary corrections made, after which he shall approve the log. After the log has been duly approved by the commanding officer, no change or addition shall be made by the officer in whose watch the matter under consideration occurred, except as provided in article 2201. An officer of the watch shall not decline to make a change in, or an addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer or navigating officer unless he believes the proposed change, or addition, to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons therefor. The commanding officer may then make any remarks concerning

Changes.

Inaccuracies.

this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature.

Approval.

2207. The commanding officer shall approve the ship's log each day, when the vessel is placed out of commission, and at the time of relinquishing command.

Civil time.

2208. The ship's log shall be kept in civil time and shall be written in watches.

Navigating officer to examine.

2209. The navigating officer shall carefully examine the ship's log each day and see that all the particulars required to be entered therein are noted. If he observe any omissions or inaccuracies, he shall call the attention of the officer in whose watch they occur to them and have the necessary corrections made. He shall then sign the log under the statement "Examined and found to be complete" and present it to the commanding officer.

2210. The navigating officer shall enter in the ship's log daily the data required in the spaces provided concerning time at anchor and under way, distance cruised, ship's positions, number of vessels boarded, number of vessels reported for violation of law, assistance rendered, lives saved, derelicts, regattas, drills held, fuel, and water.

2211. The commissary officer shall enter daily in the log the number of officers and crew present and the data concerning the general mess.

Names and residences of officers.

2212. The navigating officer shall enter on the proper page of the ship's log, the name and the residence of each commissioned, chief warrant, and warrant officer attached to the vessel, the name and residence of his next of kin, and the post-office address of an officer who has been granted leave of absence.

Entries by boarding officer.

2213. The list of vessels boarded and reported shall be entered in the ship's log and shall be signed by the officer who performed the duty. The list shall include the nationality, rig, name, hail port, name of master, where from, where bound, and the nature of cargo, and in case a vessel be reported for violation of law, the revised statute, act, or regulation violated.

Manner of writing ship's log.

2214. The officer of the deck shall write his watch in the ship's log and entries shall be made personally by him. When cruising the remarks shall be written for each watch, and when lying in port they shall be written in three watches, from midnight to 9 a. m., from 9 a. m. to 4 p. m., and from 4 p. m. to midnight, except when sea watches are being stood, when they shall be entered as when cruising. The officer of the deck shall sign his name and rank at the end of his remarks for each watch. When sea watches are being stood, he shall complete his log immediately after he has been relieved. When standing day's duty in port, he shall write up the watch from 9 a. m. to 4 p. m. before retiring for the night; the watch from 4 p. m. to midnight of

that day, and from midnight to 9 a. m. of the following day, shall be written before 9:15 a. m. of the day on which his day's duty ends.

THE MACHINERY LOG

When presented to commanding officer.

2231. The machinery log shall be presented to the commanding officer not later than 9:30 a. m. daily for his inspection. Should any inaccuracies or omissions be noticed, he shall have the necessary corrections made, after which he shall check the log by placing his initials on the page. After the log has been duly checked by the commanding officer, no change or addition shall be made without his permission or direction, and any change or addition shall be made by the officer in whose watch the matter under consideration occurred. An engineer officer of the watch shall not decline to make a change in, or addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer or the engineer officer, unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons therefor. The commanding officer or the engineer officer, as the case may be, may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature.

Changes.

Inaccuracies.

Approval.

2232. The commanding officer shall approve the machinery log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command.

2233. The engineer officer shall see the all work and occurrences of importance in the machinery department as well as the performances of the engines and boilers and their dependencies, are duly noted in the remarks of the machinery log. If he observe any omissions or inaccuracies, he shall call them to the attention of the officer in whose watch they occur and have the necessary corrections made. He shall see that all entries copied into the machinery log from the ship's log are accurately made. He shall approve the machinery's log daily not later than 9:30 a. m. of the day following the period which it embraces.

Approved by engineer officer.

Entries.

2234. The engineer officer of the watch shall enter in the log for his watch data as are required under the proper headings in each column, and such additional data as may be required by the engineer officer or these regulations. When cruising the remarks shall be written for each watch and when lying in port they shall be written in three watches as provided in article 2214. He shall make personally all entires required to be made in the machinery log during his watch. When sea watches are being stood he shall finish writing the remarks in his log immedi-

ately after he has been relieved. When standing day's duty in port he shall, before retiring, write up that part of the watch from 9 a. m. to 4 p. m.; the remainder of that day's watch and the watch from midnight to 9 a. m. of the following day shall be written before 9:15 a. m. of the day on which his day's duty ends. He shall sign his name and rank at the end of his remarks at the conclusion of each watch.

THE RADIO LOG

2251. The radio log shall contain a record of the radio watch. At the conclusion of a watch the log will be signed with the name and rate of the person standing the watch.

2252. The communication officer shall examine and initial the radio log each day and see that all particulars required to be entered therein are properly noted.

2253. The radio log shall be presented not later than 9:30 a. m. daily for the inspection of the commanding officer, who shall indicate the fact of his inspection by his initials.

THE MEDICAL LOG

2261. The medical officer shall see that all of the particulars required in article 1578 are entered daily in the medical log. He shall sign these entries and submit the log to the commanding officer not later than 9:30 a. m. daily, who shall indicate his inspection by his initials. The commanding officer shall approve the medical log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command.

BASE OR STATION LOG

2271. The commanding officer shall approve the log each day, when the base or station is made inoperative or discontinued, and at the time of relinquishing command.

2272. The log shall be kept in civil time and written in watches.

2273. The list of vessels boarded and reported shall be entered in the log and shall be signed by the person who performed the duty. The list shall include the nationality, rig, name, hail port, name of master, where from, where bound, and the nature of cargo; and in case a vessel be reported for violation of law, the Revised Statute, act, or regulation violated.

2274. When there are two or more officers attached and present for duty, the executive officer shall present the log to the commanding officer not later than 9:30 a. m. daily for his inspection. Should any inaccuracies or omissions be noticed, he shall have the necessary corrections made, after which he shall approve the

log. After the log has been duly approved by the commanding officer, no change or addition shall be made by the officer in whose watch the matter under consideration occurred except as prescribed in article 2201. The officer of the watch shall not decline to make a change in, or an addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer or executive officer, unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons therefor. The commanding officer may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature.

2275. The executive officer shall carefully examine the log each day and see that all particulars required to be entered therein are noted. If he observe any omissions or inaccuracies, he shall call the attention of the officer in whose watch they occur to them and have the necessary corrections made. He shall then sign the log under the statement, "Examined and found to be complete," and present it to the commanding officer.

2276. The executive officer shall enter in the log daily the data required in the spaces provided concerning the number of vessels boarded, number of vessels reported for violation of law, assistance rendered, lives saved, derelicts, regattas, drills held, fuel, and water.

2277. The executive officer shall enter daily in the log the number of officers and crew present and the data concerning the general mess.

2278. The executive officer shall enter on the proper page of the log the name and residence of each commissioned, chief warrant, and warrant officer attached to the vessel, the name and residence of his next of kin, and the postoffice address of an officer who has been granted leave of absence.

2279. When there are less than two officers attached and present for duty, the log shall be written by the commanding officer, and the log for each day shall be completed not later than 9:30 a. m. of the following day.

CHAPTER XXIII

SECRET, CONFIDENTIAL, AND RESTRICTED CORRESPONDENCE AND PUBLICATIONS

Classified matter.

2301. Any matter of such nature that special precautions should be taken to insure that information concerning it shall be permanently or temporarily limited in circulation shall be classified as secret, confidential, or restricted. The term "classified matter" shall be used in the Coast Guard as a generic term comprising secret, confidential, and restricted categories to distinguish between matter which requires special provisions for safeguarding and matter which either needs no safeguarding or whose safeguarding can well be entrusted entirely to the discretion of the various custodians and which is normally referred to as nonclassified matter.

Secret.

2302. (1) Secret matter is matter of such a nature that its disclosure might endanger the national security, or cause serious injury to the interests or prestige of the Nation or any Government activity thereof. This will include matter the disclosure of which would be highly inimical to the operation or the best interests of the national defense, of the Treasury Department, or of the Coast Guard.

Confidential.

(2) Confidential matter is matter of such a nature that its disclosure, while not endangering the national security, would be prejudicial to the interests or prestige of the Nation or any Government activity thereof.

Restricted.

(3) Restricted matter is matter of such a nature that its disclosure should be limited for reasons of administrative privacy; or, is matter not classified as confidential because the benefits to be gained by a lower classification outweigh the value of the additional security obtainable from the higher classification.

Initial classification.

2303. The originator of matter shall be responsible for its proper initial classification, and shall provide a means of identification of this assigned classification by subsequent custodians.

Reclassification up.

2304. (1) Each person who may receive custody of any classified matter shall be responsible for its safeguarding in accordance with the assigned classification. If the custodian believes the assigned classification is not sufficiently restrictive, he shall safeguard the matter in accordance with the higher classification he deems proper. If the custodian or other competent authority believes reclassification in a more restrictive category is of sufficient importance, either the subject shall be referred back

to the originator for proper classification or be referred to the Commandant with recommendation as to its proper classification.

Reclassification down.

(2) The originator of classified matter and his superiors in the chain of command may reclassify matter in a less restrictive category when the necessity for the original classification no longer exists. When classified matter has been reclassified in a less restrictive category, all custodians or addressees will be informed by the authority reclassifying same. In the case of registered publications issued by Headquarters, the Commandant will notify custodians of the reclassification.

Dispatches.

(3) As the security of the cryptographic system used for a classified radio or landwire dispatch may be much more important than the security of the message for which that system is used, special instructions are necessary for the classification of such dispatches. The Commandant shall issue instructions for the classification of radio and landwire dispatches.

(4) Communications other than noted in paragraph (3) above shall be classified in accordance with the nature of the information contained therein, but, any communication liable to disclose matter, the very existence of which it is desired to conceal, shall be classified as either secret or confidential according to the category of the matter itself.

Ship and station equipment.

(5) Any item of equipment on board a vessel or at a shore station shall, in the absence of instructions to the contrary, and when not contrary to the provisions of paragraph (1) of this article, be considered as nonclassified matter. When material or equipment is in a design or development status, the cognizant division at Headquarters shall be responsible for its classification. If an item of equipment or material is to remain in a classified status on issue to the Service, the cognizant division shall designate its classification within such general limitations as may be prescribed by the Commandant.

Responsibily.

2305. (1) The responsibility for the maintenance of the inviolability of secret matter rests upon each person having knowledge or custody thereof no matter how obtained. Any person having knowledge or suspicion that secret matter has been compromised shall immediately and fully report the facts to the Commandant via his commanding officer.

(2) The responsibility for the security of confidential matter rests upon each person having knowledge or custody thereof. Whenever any person has reason to believe that confidential matter has come to the knowledge of unauthorized persons he shall immediately make full report of the facts to the Commandant via his commanding officer.

(3) The responsibility for the security of restricted matter rests upon those persons to whom it is entrusted or disclosed,

subject to such special instructions as may be prescribed by the originator or superior authority. Whenever any person has reason to believe that restricted matter has been compromised, he shall notify the administrative head charged with custody of the subject matter who shall take appropriate action.

Disclosure to persons in the Coast Guard.

2306. (1) Information as to the existence, nature, or whereabouts of secret matter shall, except as specifically authorized by the Commandant, be disclosed to only those persons in the Coast Guard whose official duties require such knowledge. Confidential matter may be disclosed to officers of the Coast Guard whose duties render it advisable that they have such information and to other persons in the Coast Guard whose duties require knowledge thereof. Restricted matter may be disclosed to persons of the Coast Guard in accordance with special instructions issued by the originator and other competent authority, or in the absence of special instructions, as determined by the local administrative head charged with custody of the subject matter.

In Government service.

(2) Information as to the existence, nature, or whereabouts of secret matter shall, except as specifically authorized by the Commandant, be disclosed only to those persons in the Government service whose official duties require such knowledge. Confidential matter may be disclosed to persons in the Government service who must be informed, and to other persons therein when, under special circumstances, such disclosure is to the interest of the Coast Guard. Restricted matter may be disclosed to persons of discretion in the Government service when it appears to be in the public interest.

Not in Government service.

(3) Information as to the existence, nature, or whereabouts of secret matter shall, except as specifically authorized by the Commandant, be disclosed only to persons not in the Government service who, under conditions of absolute necessity, must be informed. Confidential matter may be disclosed to persons not in the Government service when special circumstances make such disclosure of benefit to the Coast Guard. Restricted matter may be disclosed, under special circumstances, to persons not in the Government service when it appears to be in the public interest.

Safeguards.

2307. (1) Nothing contained in these regulations shall be construed as authorizing the disclosure of any information contrary to custom or the letter or spirit of existing instructions which may be applicable to a particular subject matter.

(2) The disclosure of information, classified or nonclassified, that might aid a foreign power or which, for reasons of public policy should not be disclosed to persons not of the military or

naval establishments, is prohibited except under circumstances specifically authorized by these regulations.

(3) Classified matter shall not be discussed in the presence of persons not authorized to have knowledge thereof.

(4) The distribution or dissemination of secret matter shall be confined to the absolute minimum. It is exclusively for the the official use of the persons to whom it is divulged. Secret matter shall not be referred to in any communication or publication having a lesser degree of classification than the subject matter, except as prescribed by article 2304 (4) of these regulations.

(5) An officer, by virtue of his commission alone, is not authorized to have knowledge of secret or confidential matter.

Classified matter, other Government departments.

2308. Persons within the Coast Guard who receive matter originated by another Government agency and designated by that agency as having any degree of confidentiality shall safeguard such matter in the same manner as if it had been so designated by Coast Guard authority. If the Government agency from which such matter is received does not employ the same classification of secret, confidential, or restricted as used by the Coast Guard, the recipient in the Coast Guard shall be responsible for giving such matter its appropriate classification for handling within the Coast Guard.

Documents defined.

2309. (1) The term "documents" as used in this connection will be understood to embrace physical matter in the nature of publications (books, booklets, pamphlets, codes, ciphers), charts, blueprints, letters, messages, photographs, photographic negatives, sketches, plans, maps, writings, notes, and other like matter.

Marking.

(2) Where a document is of such nature as to permit so doing and to necessitate classification in accordance with these regulations it shall be conspicuously stamped or marked "Secret," "Confidential," or "Restricted," on the first page and on the cover and title page, if any, and in addition, each sheet of a secret document shall be so stamped or marked. It is not intended that this article shall apply to documents which by order or custom are limited in circulation without special identification, such as fitness reports, and the records of courts martial and boards of investigation.

Preparation for transit.

2310. (1) Except during the process of local distribution in the custody of persons authorized to handle such matter, secret and confidential documents shall, while in transit, be placed in double wrappings or envelopes. The inner covering shall be plainly marked or stamped "Secret" or "Confidential." The outer covering shall bear the address only and shall not, under any circumstances, contain anything whatsoever to indicate the secret or confidential nature of its contents.

Issue and accounting.

(2) Except as otherwise specifically authorized, all Coast Guard secret and confidential publications shall be assigned short titles, shall bear register numbers and shall be distributed by and accounted for direct to the Commandant (Registered Publications Unit). The Commandant (Registered Publication Unit) will distribute such secret and confidential publications published by other Government departments as are issued for use by the Coast Guard.

(3) Secret or confidential charts and documents issued by the Hydrographic Office will be distributed by and accounted for to the Commandant (Registered Publications Unit).

Plans, charts, etc.

(4) Plans, specifications, charts, blueprints, photographs, and matter of like nature, classed as secret, confidential, or restricted, for issue to contractors, inspectors, navy yards, or other Government activities in connection with the production or procurement of material will be distributed by and accounted for direct to the division or office issuing them under instructions promulgated by that division or office.

Transmission of secret documents.

(5) Secret documents shall be transmitted in the custody of officer messenger. Under extraordinary circumstances when it is essential that secret documents, except secret registered publications, be delivered with the least possible delay, they may be transmitted by registered mail within the continental limits of the United States provided the originator certifies as a final paragraph in accompanying correspondence that such transmission by registered mail within the continental limits of the United States is necessary, and is therefore authorized by him. Instructions for the transmittal of secret registered publications will be issued by the Commandant. For transmission to or from points outside the continental limits of the United States, when officer messenger is not available secret matter may be transmitted by O. N. I. pouch. In the event that neither officer messenger nor O. N. I. pouch is available, the responsible officer may designate as couriers for this purpose citizens of the United States who are deemed worthy of especial trust, such as, with due regard for the character of the individual in each case, masters of vessels under United States registry, officers or officials of other Government departments, civil employees of the Government who are otherwise authorized to handle secret documents, and members of the Coast Guard other than commissioned officers. Such couriers should be warned of the secret nature of the documents transmitted in their custody. In each case of transmittal by officer messenger or other courier, unless special circumstances render it inadvisable or unnecessary, the addressee shall be separately advised, if practicable, by dispatch, of the fact and method of transmittal and the addressee shall cause such courier to be met

by a commissioned officer, or, if such be not practicable, then by special courier qualified as above who shall be given written credentials for this purpose.

(6) Secret documents shall be opened by and shall not pass out of the hands of commissioned or chief warrant officers except as otherwise provided in articles 2306, 2310 (4) and (5), and 2313.

Transmission of confidential documents.

2311. (1) Confidential documents may be transmitted by any of the means outlined by article 2310 (5). Within the continental limits of the United States they may be transmitted, without special authorization, by registered mail or by express. When being transmitted to or from points outside the continental limits of the United States they may be sent, without special authorization, by registered mail in vessels under United States registry, provided they do not pass through any foreign postal system or any part of the United States postal system on shore outside the continental limits of the United States. Unless being transmitted from point of origin to point of destination by one of the means prescribed in article 2310 (5), confidential documents being sent from the continental United States shall be consigned, for transshipment between shore and sea, to the commander of the district in which is located the United States port of departure.

Opening.

(2) Confidential documents shall be opened and handled by commissioned or chief warrant officers except as otherwise provided in articles 2306, 2307 (5), 2310 (4), 2311 (1), and 2313.

Transmission of restricted documents.

2312. Restricted documents may be handled and transmitted with only such reasonable precautions as may be deemed necessary to carry out the spirit of article 2308, except that they shall, when transmitted to or from points outside the continental United States through any foreign postal system, be placed in double wrappings or envelopes as prescribed for confidential documents, unless otherwise authorized by the person so classifying them. They will be distributed direct by the office preparing them and may be filed in the general nonconfidential files.

Responsibility for documents.

2313. Persons to whom secret and confidential documents are officially entrusted or charged shall at all times be held personally responsible for safeguarding them and their contents. Commanding officers shall require that the detailed instructions governing the handling of secret or confidential publications as prescribed by the Commandant are carried out. They shall require that secret and confidential documents be filed in a place separate and distinct from the general files. They may delegate to an officer under their command the custody of the secret and confidential files. In certain cases where officers are not available, the delegation of this authority may be made to especially reliable, trustworthy, and temperate civilian employees; *provided, however*, that the official delegating such authority shall at all

times be personally responsible for the safeguarding of the documents so entrusted, and provided that the delegation shall be in writing duly authenticated by the seal of the ship or station. Commanding officers shall report to the Commandant in writing what persons under their command, other than commissioned officers of the Coast Guard, are authorized to open and handle secret documents and have access to the secret or confidential files.

Safeguarding.

2314. Persons who have received secret or confidential documents on custody receipt, thereby become personally responsible for the safeguarding thereof. Such documents shall not be taken away from the ship or station to which issued by officers who may be detached. Upon an officer's detachment or upon his severance from the Service, all secret and confidential documents held by him shall, if practicable, be returned to the source from which they were received, otherwise they shall be turned in to the Commandant (Registered Publications Unit). Persons leaving the Service are hereby warned of the provisions of the act of Congress approved June 15, 1917 (Espionage Act).

Decommissioning.

2315. When a ship is placed out of commission, or a station is made inoperative or discontinued, secret, confidential, and restricted matter shall be disposed of in accordance with instructions issued by the Commandant.

Loss or compromise.

2316. Any person having knowledge or suspicion that secret or confidential matter has been lost or compromised will immediately report the facts to his commanding officer. The commanding officer shall then, if practicable, make a thorough investigation of all the circumstances attendant thereto and shall forward the report of the investigation, including statements of all persons concerned, to the Commandant together with a definite statement giving his opinions as to the responsibility in the case.

Distribution outside Coast Guard.

2317. Secret or confidential documents that by their nature might require distribution outside the Coast Guard shall contain suitable instructions for their custody and safeguarding in conformity with the requirements of the current instructions issued by the Commandant.

Dispatches.

2318. Instructions for the transmitting and handling of secret, confidential, and restricted messages shall conform as closely as possible to those for other documents. The detailed instructions are prescribed in current Communication Instructions.

Material.

2319. Material, equipment, and information classified as secret, confidential, or restricted, in accordance with articles 2301 and 2302 shall, so far as practicable, be safeguarded in handling and transmittal in the same manner as prescribed for documents.

CHAPTER XXIV

CORRESPONDENCE

Standard size for paper.

2401. All official papers originating in the Service shall conform to the standard size of 8 by 10½ inches. When the use of a larger size is unavoidable, it must be a multiple of the standard size and folded to the proper size before transmission. This does not apply to printed forms, charts, drawings, tracings, blue prints, etc.

Geographic names.

2402. (1) The following authorities, in the order given, shall govern the spelling of geographic names:

(*a*) Correct Orthography of Geographic Names (decisions of the United States Geographic Board).

(*b*) United States Postal Guide.

(*c*) Lippincott's Gazetteer of the World.

(*d*) International Postal Guide.

(*e*) Rand, McNally & Co.'s Atlas.

Words.

(2) Webster's New International Dictionary shall generally be followed in spelling, compounding, and dividing words. The Standard and Century Dictionaries may also be used as works of reference.

2403. Communications, if not typewritten, shall be legibly written in ink. The signature shall be in ink or other indelible material. Only one side of the paper shall be used.

2404. (1) Correspondence shall be minimized as much as is compatible with the public interests, both as regards the number of letters and their length. Officers shall endeavor to use accuracy, simplicity, and conciseness in official correspondence, confining themselves to the subject at hand without omitting essential details. Paragraphs of letters shall be arranged in logical sequence. Tables, diagrams, and sketches shall be used, if practicable, when they add to clearness.

(2) Information shall be imparted, reports and requests made, and questions asked directly; and communications shall not contain such introductory or ceremonial forms as "I have the honor," "Information is (respectfully) requested as to," "It is directed that you," "Respectful consideration is requested," etc.

(3) Abbreviations of words shall be avoided.

Abbreviation U. S. C. G.

2405. The abbreviation to designate the United States Coast Guard, when used, shall be "U. S. C. G." The official designa-

tion of all vessels of the Coast Guard, except lightships shall be the name of the vessel preceded by the letters "C. G. C." The official designation of lightships shall be the name of the vessel followed by the word "Lightship" except that relief lightships shall be designated as "Relief Lightship No. —."

Every communication to be answered.

2406. Every communication received calling for information shall be answered as promptly as circumstances permit unless the sender of it has been otherwise formally notified of its receipt and disposal. The answer to a letter or other document shall contain the identification of that letter or document under "References," and the fact that the communication constitutes such answer need not be stated in the body of the communication.

Arrangement.

2407. The sheets of a letter or report shall be arranged in regular order, face up, from bottom to top; i. e., the first sheet on the bottom, the last sheet on top. Additional sheets bearing indorsements shall be attached each on top of the preceding one, so that the last indorsement shall be uppermost. Whenever an indorsement begins a new page, the subject shall be repeated. Inclosures, if any, shall be attached in regular order below the letter. The letter, indorsements, and inclosures shall be held securely together by fasteners. No blank sheet shall be used or filed with any letter.

2408. Separate letters shall be written on separate subjects, unless the subjects are of like nature. In submitting reports or recommendations relative to repairs, alterations, etc., each unit shall be treated in a separate communication.

2409. In communications dated on board a vessel at sea, the latitude and longitude shall be stated if exactness be necessary; otherwise, the expression "Passage _____ to _____" shall be used.

Form of letters to other departments.

2410. Communications addressed to other departments or officials of the United States Government which have not adopted the form of correspondence described in article 2411 and communications not addressed to persons not in the service of the United States Government shall be formulated in the manner prescribed in this article. If indorsements become necessary in this class of correspondence, they shall be prepared in the manner prescribed in article 2411, also, references and inclosures shall be as indicated in the same article. The body of the letter shall be single spaced, with double spacing between paragraphs.

EXAMPLE

Name of unit where written.
Place and date.

Title, if any, official (person) addressed, and name if desirable.
Address.

Sir (or Madam):

(Do not number paragraphs. Single space body of letter. Double space between paragraphs.)

Respectfully,

(Type in name of person signing.)
Rank.
Title of office.

Form of letter within the Service.

2411. (1) The form prescribed in this article shall apply to all correspondence within the Coast Guard, and with such departments as may adopt a similar form; but not with departments, officials, or persons which have not adopted this or similar forms.

Heading.

(2) Letters and indorsements shall begin with the name of the unit, place, and date, and be arranged, spaced, numbered, and lettered, in accordance with the example shown in paragraph 22 of this article. Succeeding pages of letters and indorsements shall bear at the top the name of the ship or station, file number and date. Pages shall be numbered consecutively in the middle of the page about one-half inch from the bottom.

Address.

(3) Below the heading, with 1-inch margin from the left side of the page, shall be written the word "From," followed by the official designation, or the name and rank of the writer. At a single space below this shall be written, with the same margin, the word "To," followed by the official designation of the officer or official addressed, the word "To," to begin immediately below the beginning of the word "From"; and at a double space below this, the channel through which the communication is to pass, if not submitted direct, the offices to be designated by numerals indicating the sequence of routing.

Subject.

(4) At two spaces below the address, the word "Subject" shall be written followed by a brief of not to exceed 15 words, in single spacing, of the subject of the correspondence. The brief should state the main theme of the correspondence concisely, and include the names of the principal units affected (or personnel referred to) and the circumstance or condition which necessitated the correspondence: For example, "Cape Henry Station; additional surfboat recommended," "Manning; recommends deck repairs," "New York District; requests additional

vessels," "John H. Smith (100-100)T, M. M. 1c.; recommendation for good conduct medal."

(5) The subject shall not be repeated for indorsements unless required by the filing system of the writer's office, or the indorsements begin new sheets.

References. (6) If there be any references to previous letters or other documents on the same subject the word "References" shall be written at two spaces below the last line of the subject, leaving a 1-inch margin, and be followed by the identification of the documents constituting the references. References shall be lettered consecutively (*a*), (*b*), etc., and may be referred to in the correspondence as "Reference (*a*)," "Reference (*b*)," etc. The identification of a reference shall include the name of its originating office or official, together with its date and file number, as: Headquarters' letter, 6 March, 1930 (461); Hamilton's letter, 23 June, 1939 (421); Amelia Island Light Station's letter, 5 July, 1939 (633); Savannah Lightship's letter, 10 July, 1939 (633); and COMSEADIST letter, 15 August, 1939 (800).

Inclosures. (7) If there be any inclosures, the word "Inclosures" shall be written two spaces below the completed references, followed by a list of the inclosures. Inclosures shall be lettered in capital letters. If the inclosures be forwarded under separate cover, the fact shall be stated, together with the means of conveyance, as "mail," "registered mail," "express," etc.

(8) When any article referred to in a communication is forwarded under separate cover, it shall be tagged and plainly marked in the following manner:

> From commanding officer *Escanaba*, accompanying letter (or indorsement) dated ----------, File No. (--------).

(9) The absence of "Reference" or "Inclosure" will indicate that the communication carries no reference or inclosure.

File number. (10) The file number of a letter or an indorsement prepared at Headquarters shall be placed in the upper right-hand corner. The file number of a letter or of an indorsement prepared at any other unit shall be placed in the upper left-hand corner.

Body. (11) The body of a letter or indorsement shall begin and end without any ceremonial form. It shall be single spaced, with double spacing between paragraphs, which shall be numbered consecutively. Subparagraphs shall be lettered (*a*), (*b*), etc.

(12) The body of the letter shall be followed immediately by the signature of the writer, without accompaniment of title or rank, since this will be apparent from the heading of the com-

munication. A person signing for another in whose absence he is in command or in charge shall write or stamp the word "Acting" after his signature; in this case the title of the official from whom the communication emanates, as indicated after the word "From" at the beginning of the paper, shall not be modified; thus, in the absence of the district commander, the words "Commander, Honolulu District," would still appear in the letterhead and the person in responsible charge during his absence would write "Acting" after his signature. "Acting" shall not be used by officers left in command of ships. The name of the person signing shall be typed under the signature.

Signature.

(13) The Commandant and district commanders may designate officers of their staffs to sign routine correspondence and reports. When the Assistant Commandant signs a communication from the Commandant, the words "Assistant Commandant" shall appear under his signature. When the chief of staff signs a communication from the district commander, the words "Chief of Staff" shall appear under the signature. In all other cases the words "By direction" shall appear under the signature. Communications requiring comment or recommendation by the district commander shall never be signed "By direction," or by the chief of staff.

(14) Except in documents pertaining to Coast Guard courts, such distinguishing words or initials as "U. S. Coast Guard," "Coast Guard Cutter," "Cutter," "U. S. C. G.," "C. G. C.," shall not be used in the body of a communication moving wholly within the Coast Guard. When a communication is to pass outside of Coast Guard channels, necessary distinguishing words or initials may be used.

(15) Whenever an enlisted person is referred to in an official communication or record his name shall be spelled out in full, followed by his service number in parentheses (if known), and his rating. Christian names other than the first may be indicated by initial letters, and service numbers need not be repeated in a communication.

(16) When folding is necessary for communications referred to in this article, letter paper shall be folded in three equal folds parallel to the writing.

(17) Reference to Coast Guard stores in communications shall be "Coast Guard store, _____."
(Place)

Indorsements.

(18) Indorsements, whether written or stamped, except those referred to in the next paragraph, shall be placed in regular order, beginning on the last page of the letter immediately below the

signature, if there be room; if not, additional full-sized sheets shall be appended to the letter to accommodate them. They shall be single spaced and consecutively numbered, with a space of about one-half inch intervening between indorsements. They shall be prepared in conformity with the provisions of articles 2403, 2404, 2406, 2407, and 2409.

(19) All indorsements affecting pay, mileage, transportation, and traveling expenses shall be placed on the face of the original order involving travel, if practicable, otherwise on the back of the order. Such indorsements shall never be placed on sheets which might be detached from the original order.

Rubber stamps.

(20) Stamps showing date of receipt of papers shall be so placed as not to occupy any writing space. If stamps constituting pro forma indorsements, such as "Forwarded," "Forwarded, approved," etc., are used, they shall be placed in position in the indorsement space as though written in a more formal manner, and be numbered as prescribed for indorsements.

Copies.

(21) When an official communication, addressed to one person, is required to pass through the office of another and there be indorsed, there shall be inclosed with such communication a sufficient number of carbon copies so that one carbon copy may be retained for the files of each office through which the communication passes. Letters or indorsements transmitting papers which are to be returned will be accompanied by a sufficient number of carbon copies of such letters or indorsements to permit each office through which they pass to retain one of the carbon copies. In preparing letters, indorsements, and reports which do not go through another office or offices, nor are addressed to them, the office preparing the original may, for information purposes only, make thin white paper carbon copies, and mail them direct to another office or offices.

Example.

(22) On the opposite page is an example of correct form of correspondence. Numbers shown in parentheses refer to pertinent paragraphs of this article.

File No. (10)

2"

SEAL ---------- (2)

Name of unit (2)

From: (10 spaces) ---------- (3)
To: ---------- (3)

Via: ---------- (3)

Subject: ---------- (4) (15)

References: (a) ---------- (6) (9)
(b) ----------

Inclosure: (A) ---------- (7) (8) (9)

1. ----------

1" ---------- (11) (14) (15) (17) 1"

2. ----------

A. B. ---------- (12) (13)

1st Indorsement (18) (19) (20) (21)

---------- (2)

File No. (10) ----------

From: ---------- (3)
To: ---------- (3)

Subject: (5) ---------- (4)

1. ---------- (11)

C. D. ---------- (12) (13)

Numbering (2)

Styles of address.

2412. (1) Official communications as covered by article 2411 shall be addressed in the following styles:

The Secretary of the Navy.
Commandant.

Navy Department (Operations). Bureau of Ordnance. Bureau of Navigation, etc.	Coast Guard operating under Navy Department.
Navy Department (Operations). Navy Department (Bureau of Ordnance). Navy Department (Bureau of Navigation), etc.	Coast Guard not operating under Navy Department.

The Hydrographer, United States Navy.
Commandant, Depot.
Commander, New York District.
Commander, Bering Sea Patrol.
Commander, International Ice Patrol.
Commanding Officer, BIBB.
Commanding Officer, Boston Lightship.
Commanding Officer, Coast Guard Base, New London, Conn.
Commanding Officer, Coast Guard Station, Lewes, Del.
Commanding Officer, Coast Guard Air Station, Salem, Mass.
Commanding Officer, Nome Lifeboat Station.
Commanding Officer, Montara Light Station.
Commanding Office, Coast Guard Repair Station, Baltimore, Md.
Commanding Officer, Coast Guard Radio Station, Fort Hunt, Va.
Captain of the Port, New York, N. Y.
Superintendent, Academy.
Purchasing Officer, Brooklyn, N. Y.
Engineer in Chief.
Inspector in Chief.
(officer) Rank, name.
(enlisted person) Name (surname first), service number, rating.

(2) Official communications other than those covered by article 2411 shall be addressed in the following styles:

The President.
The Honorable,
The Secretary of the Treasury.
The Honorable,
The Secretary of Commerce.
Surgeon General, Public Health Service.

United States Attorney.
Director, Bureau of Marine Inspection and Navigation.
Supervising Inspector First District.
Director, Coast and Geodetic Survey.
The District Engineer, United States Engineer Office
_____
(Place.)
Collector of Customs.
Postmaster.

(3) All official written communications to Headquarters shall be addressed to the Commandant, except as provided otherwise in these regulations.

2413. As a general rule, a letter shall be answered by a separate letter and not by indorsement on the original. The provisions of this article are not intended to prevent the use of stamped or written indorsements on papers or reports nor to prevent the use of indorsements on papers necessarily referred for appropriate action; they are intended to prevent having an original letter returned to the writer by an indorsement containing the information requested, which necessitates including in the indorsement a request that the papers be returned.

Indorsements.

2414. When any letter or other paper is referred to an officer by indorsement, and such paper is to be returned or forwarded, it shall be suitably indorsed by the officer before being disposed of. Any official communication containing information for an officer and forwarded to him, or passing through his hands, shall be indorsed by him.

Reports, returns.

2415. In forwarding returns, requisitions, vouchers, reports, and accounts on prescribed forms, no letters of transmittal or advice shall be sent, unless they be necessary to give information or explanations which cannot be inserted in such papers.

Official communications.

2416. (1) Each written official communication from any person attached to a unit of the Coast Guard, intended for any person therein other than the person in responsible charge of such unit, shall be submitted to the latter to be by him indorsed and forwarded.

(2) Each written official communication addressed to an office or bureau of the Treasury Department, other than Coast Guard Headquarters, or addressed to any other department, bureau, office, or independent establishment of the Government in Washington, shall be forwarded through official channels. Copies of correspondence or other official matter conducted between field units of the Coast Guard and field units of any other governmental agency shall be forwarded to Headquarters when the nature of the subject matter renders such action advisable.

(3) No written communication shall be received as official which has not been forwarded through official channels and indorsed by each person through whom it should be forwarded.

(4) When official mail is received on board ship, or at any station, it shall be opened at once, by the officer or petty officer actually in command for the time being, or his designated representative, and all papers requiring prompt action shall be given immediate attention.

Promptly indorse and forward.

2417. Officers through whom communications are transmitted, shall forward the same, as soon as practicable, and shall affix their opinions in relation to every subject presented for decision. The term "Forwarded," by itself, shall be affixed only to such papers as require no action by the Commandant or other authority.

Who signs.

2418. (1) Communications addressed to the Commandant or to a commander of a district or to a force commander relating to the efficiency or requirements of a command shall be signed by the commanding officer.

(2) Communications from the Commandant or from the commander of a district or a force to an individual unit relating to the efficiency or requirements of that command shall be addressed to the commanding officer.

(3) Official communications from officers attached, relating to the unit or the efficiency or condition of any of the departments, shall in all cases be addressed to the commanding officer. The commanding officer, if he deems the matters involved to be of sufficient importance, shall forward the communication with suitable indorsement, through official channels to Headquarters. Where the regulations provide specifically for certain reports to be made by an officer to the commanding officer, and to be forwarded by the latter, the commanding officer shall forward such reports by indorsement.

(4) Official communications from commanding officers of units relating to the efficiency or requirements of the unit shall be addressed to the commander of the district.

2419. (1) Official letters addressed to a subordinate in a unit attached to a district shall be forwarded through the commander of the district and the commanding officer.

(2) Official letters addressed to a subordinate in a unit not attached to a district shall be forwarded through his commanding officer.

Interpretations.

2420. An officer required to take official action under any law or regulation made pursuant to law who may desire instructions or explanations as to the force, meaning, or effect of such law

or regulation, shall address his communication to the Commandant.

Penalty envelopes.

2421. In the transmission within the United States of official mail matter free of postage the following rules shall be observed:

(1) Officers of the Coast Guard may send official mail matter between themselves, or to other officers of the Government, or to any of the executive departments, in penalty envelopes, without the payment of postage.

(2) Official mail matter may be transmitted under cover of the penalty envelope by officers of the Government to private persons.

(3) The following is quoted in part for the information and guidance of Coast Guard personnel (23 Stat. 158). "* * * Any department or office authorized to use the penalty envelopes may inclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information and indorsements relating thereto. * * *"

Official files.

2422. (1) There shall be kept in proper files copies of all official letters and dispatches sent by the Commandant, commanders of districts, force commanders, and commanding officers of units. All official documents received by them shall be preserved and systematically filed as may be directed by the Commandant. The date of the receipt of every document shall be written or stamped upon it.

General orders and circulars.

(2) Complete files of all general orders, circulars, instructions, official correspondence, and other official matter of like tenor, except classified communications, shall be kept so as to be accessible at all reasonable times to the commissioned officers attached.

CHAPTER XXV

HONORS, DISTINCTIONS, SALUTES, AND CEREMONIES

THE NATIONAL ANTHEM

The national anthem.

2501. (1) The composition consisting of the words and music known as The Star-Spangled Banner is designated the national anthem of the United States of America.

Honors to the national anthem.

(2) Whenever the national anthem is played all officers and enlisted men of the Coast Guard shall stand at attention facing the music unless at colors when they shall face the ensign. If in uniform, covered, they shall salute at the first note of the anthem, retaining the position of salute until the last note of the anthem. If not in uniform and covered, they shall uncover at the first note of the anthem, holding the headdress over the heart and so remain until the last note except that in inclement weather the headdress may be raised slightly and held above the head. In boats, only the boat officer, or in his absence the coxswain, shall stand and salute; other members of the crew and passengers who are already standing shall stand at attention, all others remain seated. Men in ranks shall salute only by command.

(3) When played by a coast guard band, the national anthem shall be played through without the repetition of any part not required to be repeated to make it complete.

Honors to a foreign national anthem.

(4) The same marks of respect prescribed for observance during the playing of the national anthem of the United States shall be shown toward the national anthem of any other country, formally recognized by the Government of the United States.

(5) The playing of the national anthem of the United States or of any other country as a part of a medley is prohibited.

HONORS TO BE RENDERED ON THE OCCASION OF OFFICIAL VISITS

2505. (1) The honors to which officials are entitled upon the occasion of an official visit to coast guard ships or stations are prescribed in tabular form in articles 2506, 2512, and 2518.

Reception of an official.

(2) The sequence and procedure in rendering such of these honors as are prescribed in the tables when receiving an official on board ship shall be as follows:

(*a*) Where it is prescribed that the rail shall be manned, men facing outboard shall be approximately equally spaced at the rail on all weather decks, but the spacing should not be less than one arm's length. Officers, other than those attached to divisions manning the rail or otherwise specifically employed, shall be assembled on the quarterdeck. Men not otherwise occupied shall fall in at quarters.

(*b*) Attention shall be sounded by bugle as the official approaches the ship.

(*c*) The boat shall be piped as it comes alongside. Shore boats or automobiles shall not be piped alongside nor away from accommodation ladders or brows, but officials entitled shall receive other prescribed honors on coming on board or leaving the ship.

(*d*) When the official's head appears level with the deck, or as he approaches near the upper platform, he shall be piped over the side. From the first note of this pipe all officers on deck in view, the side boys and all men not in formation on deck shall salute, and the guard shall present arms.

(*e*) When the official reaches the upper platform he will salute the colors and if it is specified that a personal flag or national ensign be displayed during the visit it shall be broken at this time. The piping shall then cease and immediately thereafter the music, if required, shall sound off.

(*f*) If the ruffles and flourishes are followed by a march, the hand salute will terminate after the ruffles and flourishes; if followed by a national anthem, after the last note of the anthem; if followed by "To the Color" by bugle, after the last note of the call. In the absence of ruffles and flourishes the hand salute and present arms will terminate with the end of the pipe specified in subparagraph (*d*) above.

(*g*) Upon completion of the hand salute, the official, if his rank is such as to entitle him to a salute of 11 guns or more, shall be received by the flag, commanding, and other designated officers, and he shall be invited to inspect the guard. Junior officials shall be received by the commanding and other designated officers and a similar invitation extended.

(*h*) When the required music is completed the guard shall come to order arms.

(*i*) If a salute is required to be fired upon arrival on board it shall begin as soon as practicable after the music is completed. Officers and men shall stand at attention, facing the official, or, if he is not in view, facing the saluting battery during this salute.

Departure of an official.

(3) The sequence and procedure in rendering such honors as are prescribed in the tables in articles 2506, 2512, and 2518, on the departure of an official shall be as follows:

(*a*) The rail shall be manned, if required, as in subparagraph (2) (*a*) of this article.

(*b*) Attention shall be sounded by bugle as the official arrives on the quarter deck.

(*c*) Immediately after the official completes his leave-taking from the senior officer attending the side, and before the official enters the line of side boys, the guard shall present arms, those specified in subparagraph (2) (*d*) of this article, shall salute, and the band shall sound off, giving specified ruffles and flourishes followed by march or national anthem, as required.

(*d*) The piping of the side shall begin as the official enters the line of side boys and shall continue until his head reaches the level of the deck, at which time the salute and present arms shall terminate.

(*e*) The official shall be piped away from the side. Shore boats and automobiles are not so piped.

(*f*) When a gun salute is to be fired upon departure it will commence after the boat has cast off and is hove to, on a parallel heading, sufficiently clear of the saluting battery. Officers and men shall stand at attention facing the official saluted. If a personal flag or national ensign has been flown during the visit or if a national ensign has been displayed during the gun salute it shall be hauled down at the last gun of this salute. In the presence of the President of the United States, or the president or sovereign of any other nation, no gun salute shall be fired to any authority of lesser rank of that nation.

(*g*) No salute shall be fired to officials of the Navy, or Coast Guard without permission of the senior officer present, except it be one in honor of such senior.

(4) The same salutes, honors, and ceremonies insofar as may be practicable, shall be rendered in connection with official visits to coast guard shore stations as are accorded on similar visits to ships of the Coast Guard, except when officials are entitled to a single salute with guns this salute shall be fired on arrival of the official instead of on departure. Honors at shore stations.

	Uniform	Gun salutes		Rifles and flourishes	Music	Guard	Side boys	Crew	Within what limits	Flag		
		Arrival	Departure							What	Where	During
President	Full dress	21	21	4	National anthem.	Full	8	Man rail.		President's	Main	Visit.
Ex-President or President-elect.	do	21	21	4	Admiral's March.	do	8	Quarters.		National	do	Salute if in foreign country.
Vice President	do		19	4	do	do	8	do		Vice President.	Fore	Visit.
Governor of a State of the United States.	do		19	4	do	do	8	do	Area under his jurisdiction.	National	do	Salute.
Chief Justice of the United States.	do		19	4	do	do	8			do	do	Do.
Secretary of State when en route to or from foreign country in the capacity of representative of the President.	do		19	4	National anthem.	do	8	Quarters.		Secretary's	do	Visit.
Ambassador, high commissioner, or other diplomatic officer whose credentials give him authority equal to or greater than those of an ambassador. High Commissioner of Philippines.	do		19	4	do	do	8			National	do	Salute.
Secretary of the Treasury.	do	19	19	4	Admiral's March.	do	8	Quarters.		Secretary's	Main	Visit.

Secretary of the Navy	do	19	19	4	do	do	8	do		do	do	Do.
Cabinet officer (other than Secretary of the Treasury or Secretary of the Navy).	Dress		19	4	do	do	8			National	Fore	Salute.
President pro tempore of the Senate.	do		19	4	do	do	8			do	do	Do.
Under Secretary of the Treasury.	do	17	17	4	do	do	8	Quarters.		Under Secretary.	Main	Visit.
Assistant Secretary of the Treasury.	do	17	17	4	do	do	8	do		Assistant Secretary.	do	Do.
Assistant Secretary of the Navy.	do	17	17	4	do	do	8	do		do	do	Do.
Governor general or governor of a Territory, or possession of the United States or area under United States administration.	do		17	4	do	do	8		Territory, possession, or area under his jurisdiction.	National	Fore	Salute.
Speaker of the House of Representatives, or Assistant Secretary of War.	do		17	4	do	do	8			do	do	Do.
Committee of Congress	do		15	3	do	do	8			do	do	Do.
Envoy extraordinary and minister plenipotentiary.[1]	do		15	3	do	do	8		Waters of nations to which accredited.	do	do	Do.
Minister resident or diplomatic representative above rank of chargé d'affaires and below that of envoy extraordinary and minister plenipotentiary.	do		13	2	do	do	6		do	do	do	Do.

[1] An envoy extraordinary and minister plenipotentiary is the official ordinarily known as the minister.

A minister resident is a diplomatic agent of the third rank, the grade below that of envoy extraordinary and minister plenipotentiary. Appointments as minister resident are very infrequent; but where he is the senior diplomatic agent, a minister resident is also referred to as the minister.

Table of honors relative to official visits of United States Civil Officials—Continued

	Uniform	Gun salutes		Ruffles and flourishes	Music	Guard	Side boys	Crew	Within what limits	Flag		
		Arrival	Departure							What	Where	During
Chargé d'affaires or counselors of embassies or legations when senior diplomatic representative of United States present.	Dress		11	1	Admiral's March.	Full	6		Waters of nations to which accredited.	National	Fore	Salute.
Consul general	do		11	1	do	do	6		Port to which accredited.	do	do	Do.
First secretaries of embassies or legations.	Of the day (with sword).					Of the day.	4					
Consuls	do		7			do	4		Port to which accredited.	National	Fore	Salute.
Second and third secretaries of embassies and legations.	do						2					
Vice consuls when only representative of United States.	do		5			Of the day.	2		Port to which accredited.	National	Fore	Salute.
Consular agents when only representatives of the United States.	do						2		do			

NOTE.—(a) Honors for officials listed above shall be rendered in accordance with the procedure prescribed in article 2505, unless otherwise requested by the official being honored or directed by higher authority.

(b) The uniform prescribed in this table shall be worn by officers of the Coast Guard when making or returning official visits to officials indicated. Boat crews shall wear the uniform corresponding to that worn by the senior official embarked. The prescribed uniform shall also be worn by officers and men on watch on deck and by others participating in the reception of the official (including the entire crew when they are required to be paraded) if previous notice of the visit has been received. When previous notice has not been received the uniform shall be "Uniform of the Day."

To the Color.

2507. Should no band be present to play the national anthem where prescribed in article 2506 then To the Color shall be sounded on the bugle in connection with visits of officials of the United States only.

Gun salutes by other ships during Presidential visit.

2508. All other saluting ships of the Coast Guard present at the time of the official reception or departure of the President of the United States shall, unless otherwise directed by the senior officer present, man the rail and fire a 21-gun salute at the same time as the ship visited.

Secretary of State.

2509. When the Secretary of State makes an official visit to a coast guard vessel or station he shall receive the honors prescribed for a cabinet officer, other than the Secretary of the Treasury or Secretary of the Navy. It is only when he is acting as special foreign representative of the President that he receives greater honors than other members of the cabinet.

Consul or vice consul in charge of a senior office.

2510. A consul or vice consul when in charge of the office and acting as consul general, or a vice consul when in charge of the office and acting as consul, is entitled to the same honors, salutes, and precedence as regards exchange of official visits as the titular officer.

Foreign Service officer taking passage on board.

2511. (1) When a Foreign Service officer of the United States makes a passage, officially, aboard a ship of the Coast Guard, to the country to which he is accredited, he shall be rendered the honors prescribed in article 2506 upon disembarking from the ship after arrival in the country in question. No salute shall be fired in his honor when he comes on board in the port of departure, unless such port be a foreign port, in which case he shall receive the same honors upon arrival as prescribed above for his disembarkation.

(2) Should such Foreign Service officer come on board ship of the Coast Guard in a port of the country to which he is accredited, for passage home or to some other country, he shall receive the same honors upon embarkation as are prescribed in the preceding paragraph for disembarkation. He shall receive no salute upon disembarkation at his destination unless such destination be a foreign port, in which case he shall receive the same honors as when he embarks.

2512.

Table of honors relative to official visits of coast guard, naval, and military officers

	Uniform	Gun salute		Ruffles and flourishes	Music	Guard	Side boys
		Arrival	Departure				
Admiral of the Navy or general of the armies.	Full dress	19	19	4	Admiral's March.	Full	8
Admiral or general	Dress		17	4	do	do	8
Vice admiral or lieutenant general.	do		15	3	do	do	8
Rear admiral or major general	do		13	2	do	do	6
Commodore or brigadier general.	do		11	1	do	do	6
Captain, commander, colonel, lieutenant colonel, or chief of staff if not a flag or general officer.	Undress					Of the day.	4
Lieutenant commander or major, if a commanding officer.	Of the day (with sword).					do	2
Other commissioned officers	do						2

NOTE.—(a) Honors for officers listed above shall be rendered in accordance with the procedure prescribed in article 2505 and this table, unless otherwise requested by the officer being honored or directed by higher authority. The crew shall be paraded at quarters when receiving an "Admiral of the Navy" or a "General of the armies" (arts. 2547 (2), 2572, 2581).

(b) The uniform prescribed in this table shall be worn by officers of the Coast Guard when making or returning official visits to officials indicated. Boat crews shall wear the uniform corresponding to that worn by the senior officer embarked. The prescribed uniform shall also be worn by officers and men on watch on deck and by others participating in the reception of the officer (including the entire crew when they are required to be paraded) if previous notice of the visit has been received. When previous notice has not been received the uniform shall be uniform of the day.

(c) If a flag officer, district commander, force or division commander, commanding officer, or chief of staff comes on board in uniform but without flag or pennant flying in his boat or automobile, only side honors shall be given on arrival and departure. All persons on the quarter-deck shall stand at attention by command without bugle. Full honors shall be rendered on departure when requested.

Officer acting with temporary higher rank.

2513. When any officer of the Coast Guard is acting with a temporary commission higher than his permanent commission, that officer is entitled to the salutes and honors due his temporary rank.

"Flag officer" defined.

2514. The term "Flag officer," as used in these regulations, shall be construed to include all officers of the line above the rank of captain.

Flag officer leaves or returns to his flagship.

2515. When a flag officer officially leaves or returns to his flagship during the day he shall be given the honors prescribed in article 2512 except the uniform shall be as he may prescribe and no salute shall be fired. He shall be attended at the gangway by the commanding officer, deck officers of the watch, and designated officers of his personal staff.

Unit commander, chief of staff, or commanding officer visits ship.

2516. When a district, force or division commander or chief of staff, not a flag officer, or commanding officer of a ship visits officially a ship of the Coast Guard, he shall be attended on his arrival and departure by the commanding officer, and if of or above the grade of lieutenant commander, the guard of the day and side boys shall be paraded in his honor. When a district, force or division commander or chief of staff, of or above the grade of lieutenant commander, not a flag officer, leaves or returns to the flagship officially, the guard of the day and side boys shall be paraded in his honor.

Commanding officer leaves or returns to ship.

2517. When the commanding officer of a ship officially leaves or returns to the vessel under his command he shall be attended at the side by the officer who, in his absence, succeeds to the command; and the honors prescribed in article 2512 shall be rendered.

2518.

Table of honors relative to official visits of foreign officials of governments formally recognized by the United States

	Uniform	Gun salute		Ruffles and flourishes	Music	Guard	Side boys	Crew	Flag		
		Arrival	Departure						What	Where	During
Foreign President or sovereign	Full dress	21	21	4	Foreign national anthem.	Full	8	Man rail	Foreign ensign.	Main	Visit.
Member of royal family	do	21	21	4	do	do	8	do	do	do	Salute.
Foreign cabinet officer	Dress		19	4	Admiral's March	do	8		do	Fore	Do.

NOTE.—(*a*) On the occasion of an official visit of a foreign naval or military officer on active duty and in uniform, a member of the diplomatic corps in the country to which accredited, or other distinguished official to a ship or shore station of the Coast Guard, he shall receive the same honors as an official of the United States of the same grade or rank, provided that he is normally accorded equal or greater honors by the navy of his own government.

(*b*) A foreign official, not thus provided for, when visiting a ship of the Coast Guard, may be saluted either at his reception or departure with the number of guns he would be entitled to receive if visiting a ship of his own nation, or the number prescribed by the senior United States Naval or Coast Guard officer present, not however, to exceed 19.

(*c*) The uniform prescribed in this table shall be worn by officers of the Coast Guard when making or returning official visits to officials indicated. Boat crews shall wear the uniform corresponding to that worn by the senior official embarked. The prescribed uniform shall also be worn by officers and men on watch on deck and by others participating in the reception of the official (including the entire crew when they are required to be paraded) if previous notice of the visit has been received. When previous notice has not been received the uniform shall be "Uniform of the Day."

(*d*) In case the foreign country has no ensign (man-of-war flag) the foreign national flag shall be displayed.

Commonwealth of the Philippines.

2519. For the purpose of salutes and honors the Commonwealth of the Philippines is to be regarded as analogous to a State of the United States. No salutes or honors are to be rendered by vessels or shore stations of the Coast Guard to any civil or military official, unless such official is actually called into the Federal service of the United States, except that the President shall be rendered the same honors and given the precedence prescribed for the governor of a State of the United States. The High Commissioner, as a direct representative of the President of the United States, takes precedence over the President of the Commonwealth. He shall be given the honors, salutes, and precedence prescribed for an ambassador.

Foreign national anthem.

2520. National anthems of foreign nations, formally recognized by the Government of the United States, shall be played by the band as a compliment, as follows:

(*a*) In the morning, after colors, the national anthem of the port, followed by the national anthem of other nations whose naval vessels are anchored or moored within a distance of 3,000 yards, in the order of rank of the senior officer present of each of those nations.

(*b*) When passing or being passed by a foreign naval vessel close aboard at which time officers and men above deck shall salute and the guard present arms.

(*c*) When rendering personal honors on the occasion of the official visits of a foreign president or sovereign, or member of a royal family.

PASSING HONORS

Close aboard.

2522. (1) The term "close aboard" shall mean within 600 yards for passing ships and 400 yards for passing officers. For high personages and foreign ships the terms shall be interpreted liberally and in case of doubt the officer responsible for taking action shall be careful not to render less honors than due.

Crew paraded.

(2) When any of the crew are paraded in rendering honors, they shall salute only by command.

Honors between sunset and sunrise.

2523. Exchange of honors or salutes by vessels of the United States Coast Guard or Navy, with or without personal flags flying, shall not be rendered between sunset and 0800. Honors or salutes to foreign men-of-war may be rendered between sunrise and 0800 if circumstances are such as to cause a delay to be inappropriate.

Procedure while passing vessels.

2524. The procedure in rendering honors prescribed in article 2525 to vessels passing close aboard shall be as follows:

(1) As the jack staff of one vessel passes the jack staff or flagstaff of the other vessel "Attention" shall be sounded by bugle or, in the absence of a bugle, by other appropriate means. In ex-

changing honors with vessels of the United States Coast Guard or Navy the junior of the two vessels shall sound "Attention" first.

(2) The guard shall present arms and all officers, sentries, and men on watch on deck shall face the passing ship and salute.

(3) The band shall sound off.

(4) The salute and present arms shall terminate with the completion of the anthem by both ships.

(5) "Carry on" shall be sounded when the honors have been completed and acknowledged.

2525.

Table of honors for ships passing close aboard

	Uniform	Gun salute	Ruffles and flourishes	Music	Guard	Crew
Ship flying flag of President.	As prescribed by S. O. P. of passing ships.	21	4	National anthem.	Full....	Man rail.
Ship flying flag of Vice President.	Of the day....	....	....	.....do.....	...do...	Quarters.
Ship flying flag of Secretary of the Treasury.	.....do.....	19	....	.....do.....	...do...	Do.
Ship flying flag of Secretary of the Navy.	.....do.....	19	....	.....do.....	...do...	Do.
Ship flying flag of Under Secretary of the Treasury.	.....do.....	17	....	.....do.....	...do...	Do.
Ship flying flag of Assistant Secretary of the Treasury.	.....do.....	17	....	.....do.....	...do...	Do.
Ship flying flag of Assistant Secretary of the Navy.	.....do.....	17	....	.....	...do...	Do.
Ship flying flag of Secretary of State en route to or from a foreign country as representative of the President.	As prescribed by S. O. P. of passing ships.	....	4	National anthem.	...do...	Do.
Other U. S. Naval or Coast Guard Vessel (art. 2526).	Of the day....	....	....	.....do.....	Of the day.	
Foreign men-of-war (arts. 2581, 2583).	.....do.....	....	....	Foreign national anthem.	...do...	

NOTE.—The same salutes, honors, and ceremonies shall be rendered by ships passing close aboard naval stations displaying such personal flags; and by shore stations, insofar as may be practicable, when ships specified in table are passing close aboard.

Honors during maneuvers or evolutions.

2526. (1) Vessels engaged in tactical evolutions outside of port shall not exchange honors or salutes except when either or both vessels are on detached duty.

(2) No honors other than "Attention" by bugle and salute by all officers, sentries, and men on watch on deck, facing the passing vessel, shall be rendered between vessels in port proceeding to or from an anchorage or engaged in maneuvers except when either or both vessels have been or are proceeding on detached duty.

Detached duty.

(3) For the purpose of rendering honors and salutes, those vessels joining or leaving such formation, maneuvers, or evolutions which have been or will be absent for at least 6 months from the vicinity of the ships with which they are joining or leaving, will be considered as on detached duty.

(4) In the presence of the President, Vice President, Secretary of the Treasury, Secretary of the Navy, Under Secretary of the Treasury, Assistant Secretary of the Treasury, Assistant Secretary of the Navy, or Secretary of State when en route to a foreign country in the capacity of a representative of the President, the procedure outlined in paragraphs (1) and (2) above shall be modified as considered appropriate by the senior officer present.

Stations when getting under way or coming to anchor.

2527. (1) When all hands are called for getting under way or coming to anchor, unless instructions to the contrary are issued by the senior officer present, division officers and men not specifically stationed shall fall in at quarters. The full guard and band, and on board the ship of the senior officer present the crews of the saluting guns, shall form prepared to render or return honors and salutes, if the time of day is such as to make the exchange of honors possible.

(2) The rendering of honors shall be so regulated as not to keep officers and men at attention longer than necessary to make the salute distinctly recognizable.

Procedure while boats are passing.

2528. The procedure in rendering honors specified in article 2529 to dignitaries officially embarked in boats passing close aboard shall be as follows:

(1) "Attention" shall be sounded just before the boat is abreast, or nearest to abreast, the quarter-deck.

(2) As the boat is abreast, or nearest to abreast, the quarter-deck the guard shall present arms, officers, sentries, and men on watch on deck, in view of the boat, shall face the boat and salute.

(3) The music, if required, shall sound off.

(4) "Carry on" shall be sounded and the salute and the present arms shall terminate when the honors have been completed and acknowledged.

2529.

Table of honors for ships being passed close aboard and by boats carrying officials embarked officially

	Ruffles and flourishes	Music	Guard	Crew
President	4	National	Full	Attention by bugle, salute, man rail if directed by S. O. P.
Secretary of State when representing the President en route to or from or in foreign country.	4	do	do	Attention by bugle, salute.
Vice President	4	March	do	Attention by bugle, sentries, men on watch on deck, in view salute.
Secretary of the Treasury	4	do	do	Do.
Secretary of the Navy	4	do	do	Do.
Under Secretary of the Treasury	4	do	do	Do.
Assistant Secretary of the Treasury	4	do	do	Do.
Assistant Secretary of the Navy	4	do	do	Do.
Admirals or generals and other officials whose rank entitles them to salute of 17 guns or more.	4	do	Of the day.	Do.
Vice admirals or lieutenant generals and other officials whose rank entitles them to salute of 15 guns.	3	do	do	Do.
Rear admirals or major generals and other officials whose rank entitles them to salute of 13 guns.	2	do	do	Do.
Commodores or brigadier generals and other officials whose rank entitles them to salute of 11 guns.	1	do	do	Do.

Table of honors for ships being passed close aboard and by boats carrying officials embarked officially—Continued

	Ruffles and flourishes	Music	Guard	Crew
Other officers above the rank of lieutenant, with command or commission pennant flying and other officials flying flag or pennant.	.....	March.....	Full.....	Attention by bugle, sentries, men on watch on deck, in view, salute.

NOTE.—(a) When any of the above are embarked other than officially, and pass in a boat close aboard, no general honors are given. "Attention" shall be called by word of mouth on the quarter-deck, and officers, sentries, and men on watch on deck shall salute.

(b) Officers and men of the Coast Guard shall extend to officers of the Army, Navy, and Marine Corps, to foreign officials whose governments are formally recognized by the Government of the United States, and to officers of the Naval, Army, and Marine Corps Reserve, or National Guard, when passing near ships of the Coast Guard with the insignia of their rank flying, or when met ashore or afloat, the personal salutes and other marks of respect due to similar officials of the United States or corresponding ranks in the United States Coast Guard.

2530. (1) Salutes shall be exchanged between boats meeting or passing each other close aboard according to the following table: **Boat salutes.**

Boat Salutes

Rank or rate of senior in saluting boat.	Rank of senior in boat to be saluted			
	Flag or general officer with flag flying.	Commanding officer or chief of staff, above rank of lieutenant, or district or force commander, with pennant flying.	Other commissioned officer.	Cadet, midshipman, or warrant officer.
Flag or general officer	Junior salutes first			
Commanding officer or chief of staff above rank of lieutenant, or district or force commander, with flag or pennant flying.	Slows engine and disengages clutch or comes to "Oars," salutes.	Junior salutes first		
Other commissioned officers	Slows engine and disengages clutch or tosses or trails oars, salutes.	Slows engine and disengages clutch or comes to "Oars," and salutes when meeting a senior with pennant flying.	Junior salutes first	
Cadet, midshipman, or warrant officer.	Slows engine and disengages clutch or tosses or trails oars, salutes.	Slows engine and disengages clutch or comes to "Oars," and salutes.	Salutes	Junior salutes first.
Boat officer or coxswain of heavily loaded or towed boat or boat under sail.	Salutes	Salutes	Junior salutes first	
Coxswain	Slows engine and disengages clutch or tosses or trails oars, salutes.	Slows engine and disengages clutch or comes to "Oars," salutes.	Salutes	Salutes.

(2) No junior shall overhaul and pass a senior without permission. The junior shall always salute first, which salute will be returned by the senior.

(3) Officers in uniform, but without flag or pennant flying, or when in civilian clothes, shall be saluted with the hand only.

(4) Coxswains in charge of boats shall always rise, unless by so doing the safety of the boat is imperiled, and salute when officers enter or leave their boats, or when extending a salute to all commissioned officers.

(5) Boatkeepers and all other men in boats not underway, and not containing an officer, petty officer or acting petty officer in charge, shall stand and salute when an officer comes alongside, leaves the side, or passes near them, and shall remain standing until the boat passes or reaches the ship's side.

(6) Men working on the ship's side shall continue their work, except when called to attention.

(7) During morning or evening colors, pulling boats passing near a man-of-war of any nationality shall come to "Oars," and power boats shall slow their engines, disengaging their clutches. In boats, only the boat officer, or in his absence the coxswain, shall stand and salute; other members of the crew and passengers who are already standing shall stand at attention, all others remain seated.

ASSUMING OR RELIEVING COMMAND, AND OFFICIAL INSPECTIONS

Flag officer assumes command.

2533. (1) When a flag officer goes on board a coast guard vessel to assume command, honors shall be rendered in accordance with article 2512 and the procedure prescribed in article 2505. The officers and crew of the vessel shall be paraded in the most appropriate location, in dress uniform. The flag officer shall read his orders immediately, after which his flag shall be broken and a salute fired in accordance with paragraph (2) of this article.

(2) If the flag officer assumes command in the presence of another flag officer, his senior, the flag of the former shall not be saluted, but he shall salute the flag of the senior officer present, afloat or ashore, which salute shall be returned according to the scale of gun salutes prescribed in article 2512. If the flag officer assumes command and he is the senior officer present, his flag, when broken, shall be saluted by his flagship, and, in addition, it shall be saluted by the flag officer next junior in rank, afloat or ashore, and by him only. This latter salute shall be returned according to the scale of gun salutes prescribed in article 2512.

Flag officer relieves a command.

(3) When a flag officer relieves a command afloat, officers and crew of the flagship shall be paraded, in the most appropriate location, in dress or such other uniform as may be prescribed by the flag officer being relieved. The flag officer being relieved shall read his orders, on the completion of which his flag shall be saluted with the number of guns prescribed in article 2512 and hauled down on the last gun of the salute. The flag officer succeeding to command shall then read his orders, immediately after which his flag shall be broken and saluted or he shall salute the senior flag officer present as prescribed in paragraph (2) of this article. The commission pennant shall be displayed while no personal flag is flying.

(4) As a result of such assumption or change of command no other salutes shall be fired except as prescribed in article 2574.

Flag officer relinquishes command.

(5) When a flag officer relinquishes his command afloat and is not relieved by another flag officer, the ceremonies at his departure shall be the same as those prescribed in paragraph (3) above except that the relieving officer shall not be saluted with guns.

(6) When a flag officer assumes, relieves, or relinquishes command of a naval station he shall receive the same honors, insofar as may be practicable, as prescribed in paragraphs (1), (2), (3), (4), and (5) of this article.

Officer other than a flag officer assumes or relieves a command.

2534. When an officer other than a flag officer assumes or relieves command of a saluting vessel, force, or division in which the flagship is a saluting vessel, a salute shall be fired to the senior flag officer, if any, present. As a result of such assumption or change of command no other salutes shall be fired except as prescribed in article 2574.

Flag officer makes an official inspection.

2535. When a flag officer goes on board a ship of the Coast Guard to make an official inspection, honors shall be rendered in accordance with articles 2505 and 2512. The officers and crew of the vessel, in the uniform prescribed by the flag officer, shall be paraded in the most appropriate location, unless otherwise directed by the inspecting officer. His flag shall be broken and saluted upon his arrival unless otherwise directed by him, and if broken on the inspected ship, shall be hauled down on his flagship. At no time shall it be displayed in more than one vessel.

HONORS, DISTINCTIONS, AND CEREMONIES IN GENERAL

Ship flying President's flag.

2539. A ship of the Coast Guard flying the flag of the President shall be regarded as the ship of the senior officer present and her motions shall be followed accordingly.

Ship flying flag of the Secretary, Under Secretary, or Assistant Secretary of the Treasury.

2540. A ship of the Coast Guard flying the flag of the Secretary of the Treasury, the Under Secretary of the Treasury, or the Assistant Secretary of the Treasury shall be regarded as the ship of the senior officer present with respect to the administration of routine and the initiation of ceremonies, except when the President's flag is flying afloat in the vicinity, and her motions shall be followed accordingly.

Officer of the deck to initiate the rendering of honors.

2541. The officer of the deck is especially charged with giving the command "Attention" as regards salutes to ships, and to officers and officials so entitled when passing in boats. Petty officers or others shall give this command if the officer of the deck's command has not been heard by those in their vicinity, or the ship or boat has not been observed by the officer of the deck.

Piping the side.

2542. (1) On the occasion of the official reception or departure of any official listed in articles 2506, 2512, and 2518, the side shall be piped (art. 2543). Side boys shall be in attendance whenever the side is piped and they shall not be paraded unless the pipe is sounded.

(2) Shore boats or automobiles shall not be piped alongside nor away from accommodation ladders or brows, but officials entitled shall receive other prescribed honors on coming on board or leaving the ship.

(3) Piping the side for officers not wearing side arms may be dispensed with on board the ship to which they are attached by order of the commanding officer, and on board other ships in the vicinity when authorized by the senior officer present.

Side honors dispensed with.

2543. (1) All honors on the arrival or departure of any commissioned officer, except attendance at the side of the officer of the deck and such other social courtesy as may be appropriate, shall be dispensed with under the following circumstances:

(*a*) When the arriving or departing officers are not in uniform.

(*b*) When the departure or reception takes place after sunset and before 0800, except that for foreign officers the side shall be piped during daylight.

(*c*) During the meal hours of the crew for officers of the United States Coast Guard.

(*d*) When exercising at general drills or when undergoing overhaul at navy yards for officers of the United States Coast Guard.

(*e*) On board ships having an allowance of 180 men or less, of the seamen branch, the attendance of side boys for officers of the Navy, Army, Marine Corps, and Coast Guard of the United States shall not be required except on such occasions as advance notice of an official visit has been received.

(2) The guard and band shall not be paraded on Sundays for ships or for officers of the United States Navy, Army, Marine

Corps, or Coast Guard, nor for officers of the Naval, Army, or Marine Corps Reserve, or National Guard.

Sentries salute.

2544. Sentries at the gangways shall salute all officers going or coming over the side, and all sentries shall salute when passing or being passed by officers close aboard in boats, or otherwise.

Gangways.

2545. The starboard gangways to the quarterdeck shall be used by commissioned officers, warrant officers, and their visitors; the port gangways shall be used by all other persons. If the construction of the ship or other circumstances make a change in this rule expedient, the change may be made at the discretion of the commanding officer.

Salutes to colors and quarter-deck.

2546. (1) All officers and men, when reaching the quarter-deck either from a boat, from a gangway, from the shore, or from another part of the ship, shall salute the national ensign. In the event the ensign is not hoisted this salute shall be tendered only when leaving or coming on board ship. In making this salute, which shall be entirely distinct from the salute to the officer of the deck, the person making it shall stop at the top of the gangway, or upon arriving upon the quarter-deck, face the colors, and render the salute, after which the officer of the deck shall be saluted. In leaving the quarter-deck, the same salutes shall be rendered in inverse order. The officer of the deck shall return both salutes in each case, and shall require that they be properly made.

(2) The commanding officer shall clearly define the limits of the quarter-deck; this area shall embrace so much of the main or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions. When the quarter-deck so designated is forward and at a considerable distance from the colors, the salute to the colors prescribed in the preceding paragraph will not be rendered by officers and men except when leaving or coming on board the ship.

Personal salutes between personnel of the Coast Guard and other services.

2547. (1) Salutes shall be exchanged between officers and between officers and enlisted men on every occasion of their meeting, passing near, or being addressed, except as indicated in article 2548. Juniors shall always salute first. When several officers in company are saluted, all shall return the salute.

(2) Salutes and other marks of respect due their rank shall be extended to officers of the Navy, Army, Marine Corps, and Coast Guard, to foreign military and naval officers whose governments are formally recognized by the Government of the United States, and, when on active duty, to officers of the Naval, Army, and Marine Corps Reserve, and National Guard.

(3) The official salute to any person, by all officers and enlisted men with no arms in hand, whether on or off duty, shall

be the hand salute rendered only when head dress is worn, using the right hand when possible.

(4) The salute, when covered, with arms in hand shall be the appropriate salute prescribed for the particular arm that is at the time in hand.

Personal salutes.

2548. (1) Men at work, except when addressed by an officer or called to attention, shall not be required to render a salute. A man in formation shall not salute; but, if addressed, he shall stand at attention.

(2) Men seated at work, at games, or at mess are not required to rise when an officer, other than a flag officer or the captain of a ship passes, unless they be called to attention or when it is necessary to clear a gangway.

(3) Men seated in boats in which there is no officer, petty officer, or acting petty officer in charge, lying at landings, gangways, or booms, shall rise and salute all officers passing near; when an officer, petty officer, or acting petty officer is in charge of a boat, he alone shall render the salute. Men seated at oars in a pulling boat shall not rise or salute.

(4) Officers seated in boats shall not rise in rendering and returning salutes except when a senior enters or leaves the boat or when acknowledging a gun salute (art. 2577).

(5) Subject to the directions contained in the preceding paragraphs of this article, all officers and enlisted men when on board a ship of the Coast Guard shall salute all flag officers, captains of ships, and all officers senior to themselves from other ships, on every occasion of meeting, passing near, or being addressed. They shall salute all officers senior to themselves attached to the same ship on their first daily meeting, and upon addressing or being addressed by their seniors. They shall salute the executive or other senior officer when that officer is making an official inspection. At other times when the progress of a senior officer may be impaired officers and men shall clear a gangway and stand at attention facing the senior officer until he has passed.

Juniors to give way to seniors.

2549. (1) At landings and gangways juniors shall give way to seniors, and at all times juniors shall show deference to their seniors by abstaining from crossing the bows of their boats, crowding them, or ignoring their presence. The same rules shall apply in relations ashore, whether in vehicles or on foot.

(2) Except when excused by proper authority, boats shall always haul clear of shore landings and ships' gangways while waiting and crews shall not leave their boats.

(3) In accompanying other officers, juniors shall walk or ride on the left of their seniors, unless there be special reason for the contrary.

(4) Unless otherwise directed by the senior officer present, officers will enter boats, automobiles, or other vehicles in inverse order of rank and will leave them in order of rank. The seniors will be accorded the most desirable seats.

Answering hails.

2550. (1) Except when there is a special countersign, the answering hail from a boat, in reply to a ship's hail, shall be varied according to the senior officer or official who may be in the boat, as follows:

President of the United States	United States.
Vice President of the United States	United States.
Secretary of the Treasury	Treasury.
Secretary of the Navy	Navy.
Under Secretary of the Treasury	Treasury.
Assistant Secretary of the Treasury	Treasury.
Assistant Secretary of the Navy	Navy.
Commandant	Coast Guard.
Assistant commandant	Coast Guard.
Commander in chief of a fleet	Fleet.
Force commander Type commander Flotilla commander Squadron commander Division commander Patrol wing	------- Give appropriate abbreviated organization name as authorized by communication instructions for use in despatches.
District commander	District.
Chief of staff (when not in command of a ship).	Staff (giving name of unit as above).
Brigade commander	------- Brigade (giving number of brigade).
Regiment commander	------- Regiment (giving number of regiment).
Captain of a ship	-------- (giving name of ship).
Other commissioned officer	Aye Aye.
Other officer	No No.
Enlisted men and Marines	Hello.
Boats not intending to go alongside, regardless of rank of passengers.	Passing.

Arrival of the President, Secretary, Under Secretary, or Assistant Secretary of the Treasury.

2551. When the President of the United States, the Secretary of the Treasury, the Under Secretary of the Treasury, or the Assistant Secretary of the Treasury, away from the seat of the Government, arrives for a visit in the vicinity of a shore station or of a port in which there is a coast guard vessel, the senior officer present shall send an officer to ask officially for instructions

and shall himself visit officially if the duration of the above official's visit permits.

2552. For the purpose of interpretation of this chapter the following definitions shall apply:

Official visits.

(1) Official visits may be defined as visits of ceremony or courtesy between officials listed in articles 2506, 2512, and 2518, and such other officials as may seem appropriate. Within the United States Coast Guard official visits shall be made when ordered by the senior officer present and as follows:

(*a*) Commanding officers and district, force and division commanders shall, at the first opportunity after assuming command, pay official visits to their seniors in the chain of command, and to new seniors in the chain of command who may subsequently assume command. Flag officers shall return visits of officers of the grade of captain and of those of superior grade. They may send their chief of staff to return the visits of commanders or other junior commanding officers. Captains and commanding officers of junior grades shall return all visits made to them by commanding officers whatever their grade.

(*b*) When a ship or ships of the Coast Guard on detached duty enter a port in which other ships of the Coast Guard are present, or are in port when such other ships enter, the senior officer present of one group will exchange official visits with the senior officer present of the other group, the junior of the two paying the first unless such visits are dispensed with by the senior.

(*c*) All official visits shall normally be returned within 24 hours.

(2) Calls may be defined as visits between officials which have for their primary purpose the administration of business. The uniform of the day will be worn and the personal flag or pennant will not be displayed in the boat in which the official is embarked. Calls will be made as follows:

(*a*) By the commanding officer of a ship, division, or force under the conditions specified in subparagraph 1 (*b*) above, providing such ship or unit is not on detached duty but has been employed in other areas.

(*b*) When directed by the senior officer present, or at such other times as may be considered necessary or appropriate.

(*c*) Calls between members of the Coast Guard need not be returned.

Official visits to stations on shore.

2553. (1) When a ship or ships of the Coast Guard arrive at a port where there is a United States navy yard or station, or where there is stationed a force of marines who are not attached to this yard or station, official visits shall only be exchanged between the senior officers present, ashore, and afloat.

Official visits to foreign vessels.

(2) When foreign naval vessels arrive in the vicinity of a coast guard unit and no naval units are present, official visits shall be exchanged, when practicable, regardless of distance.

Official visit to own commanding officer.

(3) An officer joining a ship or station shall, in addition to reporting for duty, make an official visit to his commanding officer within 48 hours after joining, or if impracticable at the first opportunity thereafter.

Arrival of ship at naval station.

2554. Whenever a ship or ships of the Coast Guard arrive at a naval station of the United States, the senior officer present afloat shall immediately notify the commandant of the station of their arrival and shall advise him of the nature of the orders under which the ship or ships are operating, unless such orders are secret, in which case the commandant shall be informed of the fact. As soon as her probable date and hour of departure have been determined, the senior officer present afloat shall immediately notify the commandant thereof.

Official visits, Navy and Army.

2555. (1) In ports of the United States, whether within the continental limits, outlying territories, or in the insular possessions, official visits between officers of the Coast Guard and officers of the Navy and Army will be governed by the rules laid down for such visits between officers of the Coast Guard and those of friendly foreign ships of war.

(2) Prior to the interchange of official visits between commanding officers of the Coast Guard and commanding officers of the Army, Navy, or Marine Corps on shore, whether within the continental limits, outlying territories, or insular possessions of the United States, the officer already established will send an officer to offer the customary courtesies on the arrival for duty of a newcomer of the other service.

Official visits between officers of the Coast Guard and governors of United States insular possessions, etc.

2556. The following rules shall be observed by officers of the Coast Guard in regard to interchange of official visits with the governors of United States insular possessions and outlying territories:

(*a*) When a coast guard vessel or group of vessels arrives at a port of an outlying possession of the United States where there is a governor general or governor holding a commission or appointment as such from the President of the United States, the senior officer of such vessel or group of vessels shall, within 24 hours of arrival, make the first visit upon such governor general or governor.

(*b*) In case of the temporary absence of such governor general or governor from his post, the official duly acting in his stead shall receive the same courtesies.

(*c*) Should such governor general or governor find that from indisposition or pressure of important business he is unable to make or return the prescribed visits in person, he will send his

aide or some other official to do so. In like manner should the senior officer present find that from indisposition or pressing occupation he is unable to make the prescribed visits, he will send an officer of his staff to do so. In each case the officer failing to make the prescribed visit in person will report the circumstances and state the reasons which led to the omission of the visit to the department under which he is acting.

(*d*) In view of the large number of such visits which under these rules may sometimes be required in certain localities, such as in the Territory of Hawaii, the district commander is authorized to arrange and to promulgate to incoming coast guard ships such deviation from custom and regulations as may be desired by and mutually satisfactory to the Governor and the district commander. The commandant shall be informed of any such special arrangements which may be made under this authority. The omission of visits, under such special arrangements, need not be reported.

Official visits between Coast Guard officers and Foreign Service officers.

2557. (1) Upon arrival in a foreign port where there are Foreign Service officers of the United States the following rules in regard to visits of ceremony shall be observed by officers of the Coast Guard:

A flag officer.

(*a*) A flag officer shall pay the first visit to a diplomatic officer of or above the rank of chargé d'affaires. He will receive the first visit from consular officers.

A commanding officer.

(*b*) A commanding officer or a division or force commander if of the rank of captain shall pay the first visit to a diplomatic officer of or above the rank of chargé d'affaires and to a consul general. He shall receive the first visit from other foreign service officers. A commanding officer or a division or force commander if below the rank of captain shall pay the first visit to a foreign service officer of or above the rank of chargé d'affaires, to a consul general, and to consuls in charge of a consulate.

Arrival in port to be announced.

(2) Foreign service officers in charge of embassies, legations, or consulates shall be notified prior to the arrival of a coast guard vessel in port, giving hour of arrival and probable duration of visit.

Boats for official visits.

(3) The senior officer present shall arrange to furnish a suitable boat to enable foreign service officials to pay official visits afloat at such time as they may select and shall notify such officials, prior to arrival in port, of the facilities available.

Visits by aircraft.

(4) (*a*) On the occasion of a visit by coast guard aircraft to a port in which a consular officer of the United States is stationed, the consular officer will send a representative to meet such aircraft and extend the usual courtesies. If time and circumstances permit the prescribed visits shall be made.

Emergency landings within foreign jurisdiction.

(*b*) In the event of landings of coast guard aircraft within foreign jurisdiction, in cases not involving previous diplomatic notifications of flights or arrangements for flights within such jurisdiction, the senior officer present will take immediate steps to communicate to the nearest accredited United States Government official to the country concerned pertinent details of the landing and names of personnel involved.

Precedence.

2558. (1) In the country to which he is accredited, the chief of the diplomatic mission takes precedence over all officers of the Coast Guard, Navy, Army, or officers or accredited representatives of other executive departments or establishments.

(2) In the districts to which assigned, consuls general and consuls general at large rank with, but next after, counselors and with, but next before, first secretaries of embassies and legations. All of these officials take place and precedence with, but after brigadier generals in the Army or Marine Corps and intermediate between rear admirals and captains in the Coast Guard. If there be no counselor assigned to an embassy or legation, the senior first secretary, ex-officio, ranks with but next before a consul general.

(3) Consuls and second secretaries of embassies or legations take place and precedence with, but after, colonels in the Army and captains in the Coast Guard.

(4) Vice consuls take place and precedence with but after captains in the Army or Marine Corps, or lieutenants in the Coast Guard.

(5) Counselors, secretaries of embassies and legations shall be given the side honors and courtesies due their rank; but they shall not be saluted with guns except when acting as chargé d'affaires, in which case the honors prescribed in article 2506 shall apply.

Interchange of official visits afloat.

2559. The following rules, in which the maritime powers generally have concurred, shall be observed by all officers of the Coast Guard in regard to the interchange of official visits with officers of friendly foreign ships of war in all ports. Their observance by foreign officers may be expected as follows:

(*a*) The senior officer in port, whatever may be his rank, shall, upon the arrival of a foreign ship of war, send an officer to make an official visit to such ship and to offer the customary courtesies. In case two or more ships of the same nation arrive in company, then the visit shall be made to the senior ship only. Flagships shall be boarded by a line officer on the staff of the senior flag officer present if practicable.

Return of boarding visit.

(*b*) When such a visit is made to a ship of the Coast Guard, an officer shall be sent to return it at once.

Official visits between officers of the same rank.

(*c*) Within 24 hours of arrival, the flag or other officer in chief command of the arriving ship or ships shall officially visit the flag or other officer in chief command of the foreign ship or ships present in port, if the latter be his equal or superior in rank. Such a visit made to a ship of the Coast Guard shall be returned within 24 hours.

Official visits between officers of different ranks.

(*d*) In the case of officers of different ranks the junior shall pay the first official visit, the same limits as to time being observed.

Return visits of flag officers.

(*e*) All flag officers shall return official visits of officers of the grade of captain and above. They may send their chief of staff to return the official visit of commanders or other junior commanding officers.

Return visits of commanding officers.

(*f*) Captains and commanding officers of junior ranks shall return all official visits made to them by commanding officers, whatever their rank.

Visits of commanding officers other than the senior officers present.

(*g*) In the case of two or more ships arriving in port or lying in port when another ship arrives, and after the interchange of visits between the senior officers shall have taken place, the captains or other officers in command of the several ships of war arriving shall visit the flag officer, the captains, and other officers in command of the ships of war in port, who will return these visits with the exceptions mentioned in subparagraph (*e*) above and in article 2561.

Visits of wardroom officers.

2560. Wardroom officers of a ship of the Coast Guard arriving in port may, after the interchange of the usual official visits by their own and other commanding officers, officially visit commanding and wardroom officers of foreign ships of war in port when such visits, in the opinion of the senior officer present, are usual or desirable, and will probably be returned. The officers to make these visits shall be designated by the commanding officer. The order of sequence of such visits shall be that already established by earlier exchange of official visits between the flag or commanding officers.

Modifications of rules for visits.

2561. The official visits prescribed in articles 2559 and 2560 are those regularly tendered by officers of the principal maritime nations. In view of the large number of such visits which must sometimes be made under those rules where foreign stations or ships are concerned, the senior officer present shall make such arrangements with the foreign officer or officers in command in regard to the exchange of official visits by subordinates as circumstances, expediency, and international courtesy may require.

Visits to foreign officials.

2562. Flag and commanding officers of the Coast Guard shall in foreign ports pay official visits to foreign, government, naval, military, diplomatic, consular, and other officials as custom and courtesy may demand.

Return visits of foreign officials.

2563. (1) Flag officers may expect a return visit in person from foreign governors and other high government, military, and diplomatic officials. Other commanding officers may expect such return visits to be made by an aide-de-camp or other suitable officer designated for that purpose.

(2) Official visits are returned within 24 hours when practicable.

Boarding men-of-war.

2564. (1) In United States ports the senior officer present if there be no naval officer present shall send an officer to board incoming foreign men-of-war.

(2) When he considers it appropriate, the senior officer present shall send an officer to board merchant vessels or yachts flying American colors found in or arriving at foreign ports.

(3) The following summary of information in regard to foreign men-of-war shall be obtained by boarding officers, when directed by the senior officer present, and boarding books conform thereto:

(*a*) Name, nationality, and kind of vessel.

(*b*) Name and rank of the commanding officer; and, if a flagship, also name and rank of the flag officer.

(*c*) Place from, time out, and kind of passage.

(*d*) Probable date of departure from port and port then bound for.

(*e*) Any casualties, extraordinary events on the passage, general route taken; and ships, fog, ice, etc., encountered.

(*f*) General remarks.

In case of a merchant vessel, the fact of her carrying mail, with the destination of such mail, shall be included under general remarks.

(4) Immediately after boarding a vessel in accordance with this article the boarding officer shall report on board the ship of the senior officer present, and there enter in the ship's log a full record of the visit over his signature and rank.

GUN SALUTES

Saluting ships.

2568. Ships mounting a saluting battery or allowed saluting ammunition in accordance with instructions of the commandant, shall be considered saluting ships. No other vessels of the Coast Guard shall fire gun salutes except as specified in article 2569.

If unable to salute.

2569. (1) In cases where, from any special cause, a ship, from which a salute in compliment to a foreign power or official may reasonably be expected, is unable to salute, the circumstances are to be explained immediately to the representative of such foreign power.

(*a*) In cases where, from any special circumstances, the failure to salute cannot be explained without giving offense to a foreign

power or official, salutes shall be fired by any ship which can do so with safety, whether included in the category of article 2568 or not.

The national salute.

2570. (1) A national salute shall consist of 21 guns.

(2) The interval between guns in salutes shall normally be 5 seconds.

Nations not recognized.

(3) No salute shall be fired in honor of any nation or of any official of any nation not formally recognized by the Government of the United States.

When salutes may be fired

2571. (1) As a general rule salutes shall be fired between 0800 and sunset. Unless required by international courtesy salutes shall not be fired between sunrise and 0800 or on Sundays. No salute shall be fired between sunset and sunrise. The national ensign shall always be displayed during a salute.

(2) In the case of a salute at 0800, the first gun shall be fired immediately following the last note of the last national anthem.

(3) Before firing a personal salute to a senior, notification shall, if practicable, be given the senior, stating approximately the time that the salute is to be fired. This is not to be construed as a request to fire the required salute but is notification for the convenience of the senior. This same notification may be given to foreign officials or dignitaries.

Salutes in presence of a senior.

2572. (1) In the presence of the President of the United States, or the president or sovereign of any other nation, no gun salute shall be fired to any other authority of lesser rank of that nation by vessels of the Coast Guard.

(2) No salute shall be fired to officials of the Coast Guard without permission of the senior officer present, except it be one in honor of such senior.

2573. (1) Whenever a salute is fired, following the motions of the flagship or ship of the senior officer present, each ship shall begin its salute with the first gun from the flag or senior ship.

Stand at attention during salute.

(2) During the firing of a salute all officers and men on deck shall stand at attention and face the ship or person saluted if in view; if not, then face the saluting battery.

Haul down personal flag on last gun of salute.

(3) On occasions of saluting a civil official or a flag officer on his departure from a ship or a shore station of the Coast Guard his flag shall be hauled down on the last gun of the salute.

Salutes by ships falling in with a flag officer.

2574. (1) When a coast guard vessel falls in with another coast guard vessel flying the flag of a flag officer, salutes shall be exchanged in accordance with the table in article 2512, the junior saluting first. This exchange of salutes shall not be repeated by the same officers until 12 months have elapsed unless one or the other is promoted or changes command.

(2) Whenever a vessel of the Coast Guard falls in with a ship flying the flag of the Secretary of the Treasury, Secretary

of the Navy, Under Secretary of the Treasury, Assistant Secretary of the Treasury, or the Assistant Secretary of the Navy, the flag of the Secretary, Under Secretary, or Assistant Secretary shall be saluted with the number of guns prescribed in article 2506. This salute will be returned as prescribed in article 2588 (1).

(3) If two or more ships in company fall in with a coast guard vessel flying a flag as specified in paragraphs (1) or (2) above, only the senior of the vessels in company shall salute.

(4) Whenever the President, or the Secretary of State en route to or from a foreign country in the capacity of representative of the President, is embarked in a ship flying his flag, all saluting ships of the Coast Guard, on meeting her and all batteries at shore stations when she is passing, shall fire a 21-gun salute. This salute will not be returned.

Salutes to senior officers present when entering port.

2575. (1) Upon entering a port where the flags of the senior officers afloat and ashore are both within saluting distance of the arriving vessel or vessels, only one of these officials will salute or be saluted, namely, the senior officer present either afloat or ashore, and he shall salute or return the salute with the number of guns specified in article 2512. If the senior officer present is afloat he shall be saluted only in accordance with the provisions of article 2574. If for any reason, such as being in drydock or alongside a dock, the flagship of such senior flag officer afloat is unable to return a salute which would be tendered, the arriving vessel or flag officer shall be so informed and the gun salute shall be considered as having been made and returned.

Salute on arrival at shore stations.

(2) In all cases in connection with official visits to a shore station of officials entitled by articles 2506, 2512, and 2518 to a single salute with guns, this salute shall be fired on arrival of the official.

United States forts and cities.

2576. (1) Forts and cities of the United States shall not be saluted by ships of the Coast Guard.

(2) Salutes shall not be fired in ports or parts of ports where they are forbidden by local regulations or proper authorities.

Boats, while salutes are fired.

2577. Any pulling boat having an official on board shall come to "Oars," and power boats shall slow their engines, disengaging their clutches, on a parallel heading, during the firing of a salute in honor of that official. During the salute only the official being honored shall rise, weather permitting, and face the vessel saluting; at the end of the salute he shall acknowledge it.

When in doubt as to rank of official.

2578. When in doubt as to what officials are to be visited, saluted, or otherwise honored, or as to the rank of any official, or whether a salute (involving a return) will be returned, the senior officer present shall first send an officer to the official or other suitable person to obtain the required information.

Officials entitled to salutes, visiting in company.

2579. (1) When two or more officials each entitled to a salute visit a ship of the Coast Guard and depart in company, but one salute shall be fired and that to the senior. If they depart at different times, each shall be saluted.

Salutes to an official making a passage.

(2) When any official entitled to a salute embarks in a ship of the Coast Guard for the purpose of making a passage in her, he shall be saluted when going on board and again upon disembarking.

When salutes and ceremonies may be dispensed with.

(3) All salutes and other ceremonies required by this chapter may be dispensed with at the personal request of the official in whose honor they are prescribed.

When officer not saluted with guns.

2580. No officer of the uniformed services of the United States except flag officers and general officers shall be saluted with guns except in return for such honors. No officer in civilian clothing shall be saluted with guns nor have a guard or side boys paraded in his honor.

When salutes are due officials.

2581. (1) Officials whose rank entitles them to 19 or more guns shall receive full honors, including the salute with guns, on the occasion of every visit except as noted in article 2579 (1) and (3).

(2) Other officials of the United States or of foreign nationality, whether naval, military, or civil, shall not be saluted by the same ship or by a shore station, more often than once in 12 months, unless such official has been advanced in rank, makes an official visit or inspection, or be on special duty in which international or other exceptional courtesies may be involved, when the commanding officer shall, in the absence of instructions exercise his discretion.

Meeting a foreign president, sovereign, or member of a royal family.

2582. Whenever a ship of the Coast Guard falls in with a friendly foreign ship of war flying the standard or flag of a president of a Republic, sovereign, or member of a royal family, or passes near such standard or flag, if flying elsewhere than from a ship of war, a national salute shall be fired and the ensign of the nation of the president, sovereign, or member of a royal family displayed at the main during the salute.

Salutes to foreign flag officers.

2583. When a ship of the Coast Guard falls in at sea with a friendly foreign ship of war flying the flag of a flag officer, she shall exchange salutes with such ship of war in the same manner as when meeting similar ships of the United States, as provided in articles 2519 and 2574, except that the salute will be returned gun for gun, and the appropriate foreign national ensign shall be displayed at the fore during such salute. Should flag officers be of the same grade and their relative seniority unknown or in doubt, they should mutually salute without delay.

Salute to foreign ports.

2584. (1) When a ship of the Coast Guard enters a port of any foreign nation, the government of which is formally recognized by the Government of the United States, where there is a

fort or battery displaying the national flag, or where a commissioned ship of war of that nation is lying, she shall fire a salute of 21 guns to that nation unless:

(*a*) Her commanding officer has reason to believe that the salute cannot be returned, in which case he shall immediately take steps to ascertain the local regulations or customs.

(*b*) The ship is returning from a temporary absence from port, when, by agreement with local authorities, the salute may be dispensed with.

(*c*) The ship is passing through territorial waters with no intention of anchoring or mooring in them, unless unusual circumstances make it desirable that this salute be fired.

(2) In case two or more ships enter in company, only the senior shall salute.

(3) When a ship of the Coast Guard enters such port and finds displayed therein the flag of the president or the standard of the sovereign or a member of the royal family of that foreign country, a salute of 21 guns shall be fired to the President's flag or to the royal standard, subsequent to the salute to the port. In the absence of a saluting battery or ship of war capable of returning the salute to the port this salute will be omitted. In that event the salute to the President's flag or to the royal standard will be the only salute fired since it need not be returned. International courtesy will in certain countries require a 21-gun salute upon the arrival or the departure of the president, sovereign, or member of the royal family of that country, in the port. In all such cases the commanding officer shall conform to the national custom when requested by the proper local authorities.

(4) When a ship of the Coast Guard enters such port and finds displayed therein the flags of other presidents or the standards of other sovereigns or members of other royal families, such flags or standards shall be saluted in the following order after the salutes prescribed in paragraph 3 have been fired;

(*a*) The President of the United States.

(*b*) The Presidents or the sovereigns of other countries in alphabetical order of nations in the English language.

(*c*) Members of royal families of other countries in alphabetical order in the English language.

In these circumstances only one salute is to be fired to the standard of any one nation, no matter how many may be hoisted.

Salute in foreign ports.

2585. (1) When a ship of the Coast Guard enters a port in which there is present no officer of the United States Navy or no senior coast guard officer and finds displayed therein the flags of foreign flag officers of one or more nations, or if in port and not in the presence of an officer of the United States Navy or a senior coast guard officer, upon the arrival of foreign flag officers, salutes

shall be exchanged with, or fired to, the senior flag officer of each nation, and the appropriate foreign ensign shall be displayed at the fore during each salute. Seniors shall be saluted in the order of their rank. Priority shall be given, if of the same rank, first to the nationality of the port, and secondly, to the length of service of the flag officers in their respective ranks. As between flag officers of the same rank, the last comer will salute first. If not fired on entering port, these salutes shall be fired as soon as possible after the usual boarding visits have been made. If a ship of the Coast Guard enters such foreign port and finds an officer of the United States Navy or a senior coast guard officer present, a salute to such senior, when required or authorized by articles 2572, 2574, 2575, and 2581, will be the only salute fired by the entering ship. Should the United States naval officers and the senior coast guard officers depart, the remaining senior coast guard officer will salute and visit only such foreign flag officers as are specified in this and in article 2559.

(2) The salutes prescribed in paragraph (1) above shall be exchanged in the event the senior United States or foreign officer hoists the flag of a new command, or of an increased rank.

(3) Should the continued presence in the same port of naval forces of several nations render advisable a modification of the regulations regarding salutes, honors, and visits of ceremony, the senior coast guard officer present, if there be no United States naval officer present, is authorized to make such modification as may be agreed upon by the senior officers present of the nations involved.

(4) If on entering a foreign port there be displayed the flags of naval officers of that nation, commanding afloat and commanding ashore, both within saluting distance, only one of these officials will be saluted, namely, the senior officer present, either afloat or ashore.

2586. (1) *French flag officers.*—For purposes of seniority, United States and French flag officers rank as follows: Salutes to French flag officers.

United States	French	Gun salutes
	Amiral de la flotte	19
Admiral	Amiral	17
Vice admiral	Vice-amiral d'escadre [1]	15
	Vice-amiral	15
Rear admiral	Contre-amiral [2]	13
(Commodore)	Capitaine de vaisseau acting as division commander or commanding an independent force.[2]	11

[1] A Vice-amiral commanding one or more squadrons is designated "vice-amiral d'escadre" (fleet vice-admiral).

[2] The personal flag of a contre-amiral or a division commander is flown at the main; others at the fore.

Salutes to Italian flag officers.

(2) *Italian flag officers.*—For purposes of seniority, United States and Italian flag officers rank as follows:

United States	Italian	Gun salutes
	Grande ammiraglio	19
	Ammiraglio	19
	NOTE.—The rank of ammiraglio is only accorded to officers who have commanded the fleet in time of war and receives a salute of 19 guns, the same as a grande ammiraglio.	
Admiral	Ammiraglio di armata	17
Vice admiral	Ammiraglio di squadra	15
Rear admiral	Ammiraglio di divisione	(1)
	Contrammiraglio	13

[1] An ammiraglio di divisione is entitled to 15 guns from ships of his own nation, and a salute of 15 guns will be fired on occasions of salute by United States ships. The seniority between a rear admiral and an ammiraglio di divisione will be determined by the date of promotion from captain (United States) or capitano de vascello (Italian) to rear admiral (United States) or contrammiraglio (Italian). The flag of an Italian ammiraglio di divisione is the same as that of an ammiraglio di squadra but is flown at the fore instead of at the main.

Returning salutes.

2587. The following arrangements entered into by the maritime powers will be observed in regard to returning salutes:

(1) Salutes to be returned gun for gun:

(*a*) To the nation upon arrival in a foreign port.

(*b*) To foreign flag officers when met at sea or in port.

(2) Salutes not to be returned:

(*a*) To a president of a Republic, sovereign, or member of royal families, whether on arrival at or departure from a port or upon visiting ships of war.

(*b*) To diplomatic, naval, military, or consular officials, or to governors, or officers administering a government, whether on arrival at or departure from a port, or upon visiting ships of war.

(*c*) To foreigners of high distinction on visiting ships of war.

(*d*) Upon occasions of national festivals or anniversaries.

Return salutes.

2588. (1) When a ship or shore station of the United States Coast Guard salutes the flag of the Secretary of the Treasury, Secretary of the Navy, Under Secretary of the Treasury, Assistant Secretary of the Treasury, or of the Assistant Secretary of the Navy, or the flag of a flag officer, the return salute shall be as prescribed by article 2512. To an officer flying a broad or burgee command pennant and to any commanding officer of the United States Coast Guard or Navy, the return salute shall be seven guns.

Salutes not returned.

(2) No salutes to other civil officials of the United States are to be returned.

(3) Personal salutes fired to flag officers, either of the United States or of any foreign state, on the occasion of their paying official visits are not to be returned.

Salutes to United States ports to be returned by whom.

2589. It is the duty of a fort or other Army post to return a national salute fired by a foreign ship of war entering a port of the United States. In case there is no fort or post capable of returning the salute, it will be returned by the senior naval ship present, if there be none by the naval station. If there be no naval unit, the senior coast guard ship or station shall return the salute.

Ensign during national salute.

2590. (1) When firing a national salute upon entering a foreign port, or when returning the same from a ship of war of a foreign nation, the ensign of the foreign nation shall be displayed at the main.

Foreign national anniversaries or festivals.

(2) On all occasions of celebrating foreign national anniversaries or festivals, when salutes are fired, the ensign of the nation celebrating the day shall be displayed at the main during the salute and for such further times as the ships of such nation present may remain dressed, and in the case of an anniversary of the nation in whose waters the ship is lying, where ships of that nation are present, until sunset. In a single-masted ship the foreign ensign shall be the only ensign displayed at the masthead.

(3) While saluting the flag of a foreign flag officer, or returning a foreign salute to a flag officer of the United States, the ship saluting shall display the ensign of the foreign nation at the fore.

Personal salutes to foreign officials.

(4) During personal salutes fired in honor of foreign civil officials other than a president, sovereign, or member of a royal family while visiting ships of the Coast Guard, the ensign of the foreign nation of which the visitor is a citizen shall be displayed at the fore. Insofar as may be practicable the same procedure shall apply in connection with similar visits to shore stations.

Salutes to United States officials other than naval, or Coast Guard.

(5) On the occasion of saluting in a foreign port, officials of the United States other than naval or Coast Guard, or an ex-President or President-elect, the national ensign shall be displayed at the fore. In a port of the United States, no colors will be displayed in honor thereof, except as provided in article 2506.

CHAPTER XXVI

ENSIGNS, FLAGS, AND PENNANTS.

When the national ensign shall be displayed.

2601. (1) A vessel of the Coast Guard in commission at anchor shall fly the national ensign at the flagstaff from 0800 to sunset. Whenever a coast guard vessel comes to anchor or gets under way while there is sufficient light for the ensign to be seen, it shall be hoisted at the gaff, although earlier or later than the time specified. The ensign shall be displayed, unless there are good reasons to the contrary, when falling in with other coast guard vessels or ships of war or when near land, and especially when passing or approaching forts, lighthouses, or towns. It is customary for other ships of war to show their colors in return.

Size of colors to be prescribed by signal.

(2) When two or more vessels are in company in port, the senior officer present shall, at 0745, make a preparatory signal, giving the size of colors to be hoisted for the day; if such a signal is made during the day, colors shall be shifted when the signal is hauled down. Jacks corresponding in size to the colors shall be flown.

(3) The national ensign shall be displayed on shore from 0800 to sunset at every shore station. When there exist outlying reservations under the command of the commander of a shore establishment, which lie so far from the main reservation that their governmental character is not clearly indicated, the commander shall direct that the national ensign be displayed at such point on each such outlying reservation as he may deem desirable.

When the union jack shall be displayed.

(4) When a ship is at anchor the union jack shall be flown from the jack staff from 0800 to sunset.

2602. The national ensign shall be displayed from boats belonging to coast guard vessels:

(1) When away from the ship between 0800 and sunset in a foreign port.

(2) When the ship is dressed, or full dressed, in such boats as are water borne, except boats engaged in boarding and law enforcement duties.

(3) In a home port when boarding a foreign ship of war.

(4) In a home port when any officer or official is embarked officially; or, when any flag officer, district or force commander, commanding officer or chief of staff, in uniform is embarked in a boat assigned for his personal use or the personal use of a junior or belonging to a ship within his command.

(5) At such other times as may be prescribed by the senior officer present.

Honors to the national ensign.

2603. (1) The following ceremonies shall be observed at "colors" on board ships in commission: The guard of the day and the band shall be present. At morning "colors," "attention" shall be sounded on the bugle. This shall be followed by the playing of the national anthem by the band, at the beginning of which the ensign shall be started up and hoisted smartly to peak or truck. All officers and men shall face the ensign and render the salute required by article 2501 (2), and the guard of the day and sentries under arms shall come to the position of present arms while the national anthem is being played. In the absence of a band, "To the Colors" will be sounded on the bugle. In the absence of a bugle, "Attention" shall be sounded by other appropriate means and the procedure prescribed shall be followed during the raising or lowering of the ensign. Subsequent to the Star-Spangled Banner, honors to foreign ensigns shall be rendered, at morning "colors" only, by the band playing the appropriate foreign national anthem. The salute and present arms shall terminate with the sounding of "Carry on."

At sunset.

(2) The same ceremonies shall be observed at sunset, the ensign being started from the peak or truck at the beginning of the national anthem and the lowering so regulated as to be completed at the last note. In the absence of a band, "Retreat" will be sounded on the bugle.

At shore stations.

(3) The same ceremonies shall be observed, insofar as may be practicable, at shore stations.

Dipping the national ensign.

2604. (1) No ship of the Coast Guard shall dip her ensign unless in return for such compliment.

(2) Of the colors carried by a coast guard force on shore only the battalion or regimental colors shall be dipped in rendering or acknowledging a salute.

Answering dips.

2605. When any vessel, registered by a nation formally recognized by the Government of the United States, salutes a ship of the Coast Guard by dipping her national ensign it shall be returned dip for dip. Before 0800 or after sunset the colors shall be hoisted at the gaff, the dip returned, and, after a suitable interval, the colors hauled down.

Half-masting the ensign.

2606. (1) In half-masting the ensign it shall, if not previously hoisted, be first hoisted to the truck or peak with the usual ceremonies and then lowered to half-mast. Before lowering from half-mast the ensign shall be first hoisted to the truck or peak and then lowered with the usual ceremonies.

Follow motions of senior officer present.

(2) On board ship or at shore stations, upon all occasions of hoisting, lowering, or half-masting the colors, or displaying the

union jack, the motions of senior officer present in sight shall be followed, except when answering dips as specified in article 2605.

Ship to show colors.

2607. A ship of the Coast Guard entering port at night shall hoist her ensign at daylight for a short period, to enable the authorities of the port and ships of war present to determine her nationality. It is customary for other ships of war to show their colors in return.

Dressing ship.

2608. (1) On the occasion of dressing ship, all cranes, booms, etc., shall be moved to the places where they secure; the flag and jack staffs shall be shipped, and a national ensign shall be hoisted at each masthead except in the case of a flagship. If the masts are the same height, the ensigns shall be the same size. The largest ensign with which the ship is furnished shall be displayed from the flagstaff and the jack corresponding in size shall be hoisted at the jack staff. The ship shall be dressed at 0800 and so remain until sunset.

Full dressing ship.

(2) When full dressing ship and the masting of the vessel will permit, in addition to the dressing of the mastheads, a rainbow of flags shall be arranged, reaching from the foot of the jack staff to the foot of the flagstaff. Peculiarly masted or mastless ships shall provide to make the most artistic display, as little modified from the rainbow effect as is practicable. When possible, all ships shall be full dressed alike; and to insure uniformity, the flags shall be stopped in the order given in Flags of the United States and Other Countries. (H. O. No. 89.)

(3) If the dressing or full dressing is complimentary to some other nation, then the ensign of that nation shall be hoisted as provided in articles 2610 and 2590 (2).

(4) Ships shall not be dressed or full dressed while underway.

Distinctive mark of a ship of the Coast Guard.

2609. (1) The distinctive marks of a ship of the Coast Guard in commission, other than the national ensign, is a personal flag or pennant or the commission pennant at a masthead, and the coast guard ensign. The display of the coast guard ensign and commission pennant has an added significance in that it is a mark of authority and must be displayed whenever a coast guard vessel takes active measures in connection with the boarding, examining, seizing, stopping, or heaving to of a vessel for the purpose of enforcing the laws of the United States.

(2) These distinctive marks shall be carried during the day and night, the coast guard ensign at the masthead of the foremast and the personal flag or pennant or the commission pennant at the after masthead. On ships having but one mast the coast guard ensign and pennant shall be at the masthead on the same halyard with the pennant uppermost. In mastless ships, they shall be displayed in the same manner from the loftiest and most conspicuous hoist.

(3) A personal flag or command pennant may be hauled down during the conduct of an engagement or at any time when the officer concerned or the senior officer present considers that it is desirable thus to render a flagship less distinguishable. When so hauled down it shall be replaced with a commission pennant.

(4) A flagship flying a broad command pennant or personal flag shall display, between sunset and sunrise, two white lights in a horizontal line 6 feet apart approximately half way up on the mainmast when the official whose flag is flying is on board.

(5) No flags or pennants other than those prescribed in these regulations shall be displayed on board any ship of the Coast Guard as a personal honor to any person or for the purpose of indicating the presence of such person on board; and all flags or pennants thus displayed shall conform strictly to the patterns laid down in the Flags of the United States and Other Countries. (H. O. No. 89.)

Displaying a personal flag or pennant when an ensign is at a masthead.

2610. (1) Except as prescribed in paragraph 2 of this article, no personal flag or pennant of any official shall be displayed at the same masthead with any national ensign. Whenever in a two-masted vessel such double display in dressing or full dressing ship, either in honor of our own or a foreign country, or during a visit aboard of any foreign president, sovereign, or member of a royal family, is required under these regulations, the personal flag or pennant shall be displayed at the fore while the national ensign of the country or official being honored is hoisted at the main.

(2) During the period of dressing ship or full dressing ship in a single-masted flagship, the personal flag or pennant shall be displayed at the masthead, alongside and to port of the ensign. A personal flag or pennant at a masthead where a national flag is shown during a gun salute shall be lowered until clear of the national flag, during the salute.

(3) In three-masted vessels in commission, the personal flag or pennant or commission pennant shall be flown from the mizzen masthead. While dressing or full dressing ship, in such vessels, the flag of the country honored shall be displayed at the main truck, the national ensign of the United States shall be hoisted at the fore and at the mizzen masthead, unless such vessel flies a personal flag or pennant in which event the personal flag or pennant shall remain at the mizzen masthead.

Displaying foreign ensign during salutes.

(4) During salutes to foreign countries and during salutes to, or visits of, foreign presidents, sovereigns, or members of royal families, the appropriate foreign national ensign shall be displayed at the main. For foreign officials of lesser rank the appropriate foreign national ensign shall be displayed at the fore.

(5) When rendering honors, requiring the use of a foreign flag, the ensign (man-of-war flag) of the foreign country is used. If there is no ensign, the national flag is used.

Conditions when personal flag is to be hoisted at foremast.

2611. (1) When the personal flag of the President of the United States, the Secretary of the Treasury, the Under Secretary, or the Assistant Secretary of the Treasury, the Secretary of the Navy, or the Assistant Secretary of the Navy is flying aboard a ship of the Coast Guard, any other personal flag or pennant shall be hoisted at the foremast. Should two or more of the above-named officials visit a ship at the same time, the flag of the senior only shall be displayed. Should any of the above-named officials visit a single-masted flagship, any other personal flag or pennant shall be displayed at the masthead, alongside and to port of the flag of the visiting official.

Senior officer present pennant.

(2) If two or more ships of the Coast Guard are together at sea or in port with no distinctive flag or pennant flying to designate the ship of the senior officer present, then the senior officer present pennant shall be displayed at the starboard after yardarm of the senior ship. This display may be in addition to that of a broad or burgee command pennant.

Flag or pennant of officer commanding a shore station.

2612. (1) An officer in command of a shore station shall fly his flag, or broad command or senior officer present pennant, on the receiving ship if there be one; and if not, at some conspicuous and suitable place within the limits of his command, without regard to the flags or pennants of officers in command afloat. When any personal flag or national ensign is required to be displayed on the occasion of a visit of an official to a shore station, it shall be flown from the most conspicuous and suitable place within the limits of his command.

Flag of officers afloat at a naval station or Coast Guard shore station.

(2) When coast guard vessels in company are lying at a naval station or at a coast guard shore station and not attached to such shore station, the senior officer shall fly his personal flag or pennant, or the senior officer present pennant, or both, without reference to the flag, pennant or rank of the commanding officer of the shore station.

Flag of an officer absent from his command temporarily.

2613. (1) When in a port of the United States, on the departure of flag officer from his command afloat for a period of absence exceeding 72 hours, his flag shall be hauled down until his return; and the command shall devolve upon the line officer present afloat, next in rank in succession to command, subject to any directions from the flag officer.

(2) If in a foreign port, the same officer shall succeed to the command; and the flag of the absent officer shall be displayed from the ship in which the temporary commander is embarked, but without firing a salute.

(3) When the command is temporarily transferred in accordance with the provisions of this article, the administrative business of the command shall be carried on, if practicable, through the office of the absent flag officer, in order that the records may be kept continuous and complete.

Absence indicators.

(4) When a flag officer or official whose flag is flying from a ship of the Coast Guard, is absent from his flagship for a period less than 72 hours, his absence shall be indicated as follows:

(*a*) Between sunrise and sunset by absence pennants.

(*b*) Between sunset and sunrise by not displaying the flag lights prescribed in article 2609 (4).

Boat flags and pennants.

2614. (1) Any flag or other officer in command, afloat or at a shore station, shall, upon official occasions and visits, carry on a staff at the bow of the boat in which he is embarked a flag, broad or burgee command, or commission pennant according to his rank or position. A chief of staff of the rank of lieutenant commander or above, and not a flag officer, when so embarked shall similarly display a commission pennant.

(2) When a personal flag or pennant or the commission pennant is displayed as prescribed above, the ensign shall be flown from a staff in the stern.

(3) A flag officer or an officer duly ordered to the command of a division or larger command, or a shore station, when embarked in a ship's boat and not in uniform, may display a miniature of his personal flag or pennant from a small staff in the vicinity of the coxswain's station. Such officer when officially embarked in an automobile may display his personal flag or pennant forward on such vehicle as may be most appropriate.

Pennant of commander of division or larger command.

2615. (1) An officer, not a flag officer, duly appointed to the command of a division or larger command, whether or not in command of a ship, shall carry the appropriate command pennant at all times at the after masthead of his flagship and in the bow of a boat in which he is embarked officially.

(2) An officer, not a flag officer, exercising temporarily, by reason of seniority, the command of a division or larger command, shall carry the appropriate command pennant at the starboard after yardarm of the ship in which he is embarked while such ship is at anchor in a port of the United States, and at the after masthead while the ship is under way or in a foreign port. He shall display the command pennant from a boat in which he is embarked officially.

Broad and burgee command pennants.

(3) The broad command pennant shall be flown by an officer, not a flag officer, when in command of a force, flotilla, squadron, or a wing of patrol planes. The burgee command pennant shall be flown by an officer, not a flag officer, when in command of a division of ships.

Ships not in the service of the United States.

2616. An officer of the Coast Guard commanding a ship engaged otherwise than in the service of the United States shall not display a personal flag or pennant or the commission pennant at a masthead or in the bow of a boat.

2617. (1) The boat of a flag officer shall carry on each bow the stars as arranged in his flag, and, on the end of the personal flag and ensign staffs a halberd.

(2) The boat of a district, force or division commander shall carry on each bow his personal flag or pennant. The boat of a commanding officer or a chief of staff, not a flag officer, shall carry an arrow on each bow. If the force or division commander, commanding officer, or chief of staff be of the grade of captain, a ball shall be carried on the end of the flag or pennant and ensign staffs; if a commander, a star; if of lower rank, a flat truck.

(3) A spread eagle shall be carried on the end of the personal flag and ensign staffs of all officials entitled by articles 2506 and 2512 to a salute of 19 or more guns; a halberd by officials entitled by article 2506 to a salute of 11 or more, and less than 19 guns. In the case of first secretaries of embassies or legations and consuls a ball shall be carried on the end of the staffs; for officials of lesser rank, a flat truck.

Insignia of command, when half-masted.

2618. No personal flag or pennant of any officer of the Coast Guard shall be half-masted when displayed either from ships or boats, except upon the decease of the officer.

Personal flags of civil officials when embarked in boats.

2619. (1) When a diplomatic official of the United States of or above the rank of chargé d'affaires pays an official visit afloat in a boat of the Coast Guard, the union jack of a suitable size shall be carried on a staff in the bow.

(2) When the naval governor of Guam or American Samoa is embarked in a boat, within the limits of his Government, for the purpose of paying visits of ceremony in his official capacity as governor, a union jack of suitable size shall be carried on a staff in the bow of the boat.

(3) When a consular representative of the United States pays an official visit afloat in a boat of the Coast Guard, the consular flag shall be displayed on a staff in the bow.

(4) Personal flags of other officials listed in article 2506, when embarked in a ship's boat and visiting officially a ship of the Coast Guard, or shore station, may be carried on a staff in the bow.

(5) In each case specified in the above paragraphs, the ensign shall be displayed from a staff in the stern.

Anchorage flag.

2620. Vessels when performing duty in connection with the enforcement of the rules and regulations governing the anchorage and movements of vessels shall display the Coast Guard anchorage flag at the jack staff.

DESCRIPTIONS OF FLAGS

National ensign.

2631. An act to establish the flag of the United States, approved April 4, 1818, reads as follows:

"SECTION 1. *Be it enacted, etc.*, That from and after the fourth day of July next the flag of the United States be thirteen horizontal stripes, alternate red and white; that the union have twenty stars, white in a blue field."

"SEC. 2. *Be it further enacted*, That on the admission of every new State into the Union, one star be added to the union of the flag; and that such additional shall take effect on the fourth of July next succeeding such admission."

2632. The union jack is the union of the national flag and its size shall be the size of the union of the flag with which it is flown.

Coast Guard ensign.

2633. The coast guard ensign shall have 16 perpendicular stripes, alternate red and white, beginning with red at the hoist. In the upper quarter, next to the hoist, shall be the union, being the coat of arms of the United States in dark blue on a white field, eight-sixteenths of the length of the flag, and extending down the hoist halfway. The whole depth of the ensign shall be ten-sixteenths of the whole length. The distinctive emblem of the Coast Guard in blue and white shall be placed with its center on a line with the lower edge of the union and over the center of the seventh vertical red stripe from the hoist of the flag, the emblem covering a horizontal space of three stripes.

Emblem.

2634. The distinctive emblem of the United States Coast Guard shall be, in general terms, to wit: A shield having 13 vertical stripes and a field; the field and 7 stripes, commencing with the outer stripes to be in solid color and the remaining 6 stripes in white—to be placed, with the words "Semper Paratus" within the inner of two concentric circles, the word "Semper" above and the word "Paratus" below the shield, both words to be curved and centered; within the space between the two circles the words "United States Coast Guard, 1790," are to be placed, curved and centered, with the 1790 at the bottom; the whole of the above to be superimposed and centered upon two old-fashioned anchors, flukes downward, stocks in the same plane as flukes, said anchors to be crossed so that the shanks are at an angle of 90° with each other.

Seal.

2635. The design of the impression of official seals used in the Service shall be the distinctive emblem of the Coast Guard as above described, the whole being bounded by two concentric circles, with the words "U. S. Coast Guard," curved and centered, at the top and the name of the unit, curved and centered, at the bottom and within said circles.

Coast Guard standard.

2636. (1) The coast guard standard shall be the union of the coast guard ensign with the addition above the eagle of the

words "United States Coast Guard," and below the eagle the motto of the Service, "Semper Paratus," and the date of its organization, "1790," in blue letters and figures.

(2) The battalion ensign shall be similar in design to the national ensign but foreshortened proportionately to conform in size with the coast guard standard. Battalion ensign.

2637. (1) The flag of the Secretary of the Treasury shall consist of the seal of the Treasury Department on crossed anchors of white on a blue field, encircled by 13 white stars. Secretary of the Treasury.

(2) The flag of the Under Secretary of the Treasury shall consist of the seal of the Treasury Department on crossed anchors of white on a red field, encircled by 13 white stars. Under Secretary.

(3) The flag of an Assistant Secretary of the Treasury shall consist of the same design as the Secretary's flag, with the seal, crossed anchors, and stars of blue on a white field. Assistant Secretary.

2638. The flag of the commandant and the assistant commandant shall consist of the coast guard emblem in white at the fly, with two white stars, placed vertically at the hoist, on a field of blue or red. The blue field is displayed only by the senior of the rank present. A junior in the presence of a senior of the same rank displays the flag with a red field. Commandant and Assistant Commandant.

2639. The coast guard anchorage flag shall be a white field with blue foul anchor placed diagonally in the center, with the ring toward the upper corner of the hoist. Anchorage flag.

2640. The national pennant shall have the union part composed of 13 white stars in a horizontal line on a blue field, one-fourth the length of the pennant, the remaining three-fourths of its length to be composed of a red and a white stripe, of equal breadth at any part of the taper, with the red uppermost. National pennant.

2641. The coast guard pennant shall have the union part composed of 13 blue stars in a horizontal line on a white field, one-fourth the length of the pennant; the remaining three-fourths shall consist of 16 perpendicular stripes of equal width, alternate red and white, beginning with red, and a tailpiece of red about one-fifth of the entire length of the pennant, ending in a swallowtail. Coast Guard pennant.

2642. The senior officer's present pennant shall be made of blue bunting surcharged with a white coast guard emblem. The shape of the pennant shall be that of an equilateral triangle with the emblem placed in the center; the diameter of the emblem shall be one-third the length of the hoist. S. O. P.

2643. The district or force commander's pennant shall be made of white bunting surcharged with a blue coast guard emblem and with a blue stripe at top and bottom. The shape of the pennant shall be that of the Navy broad command pennant. The District or force commander.

center of the emblem shall be placed midway of the depth of the pennant and six-tenths of the length of the hoist from the hoist; the diameter of the emblem shall be one-half of the length of the hoist. The width of the stripes shall be one-eighth of the length of the hoist.

Division commander.

2644. The pennant of the commander of an organized division of vessels shall be made of white bunting surcharged with a red coast guard emblem and with a red stripe at the top and bottom. When this pennant is used by the commander of a destroyer division it shall also be surcharged in red with the Arabic numeral corresponding to the number of the destroyer division. The shape of the pennant shall be that of the Navy burgee command pennant. The width of the stripes shall be one-eighth of the length of the hoist. The diameter of the emblem and the height of the numerals shall be one-third of the length of the hoist.

Size of flags.

2645. Flags and pennants furnished to units will be limited to the following sizes:

(1) National ensigns:

	Feet hoist
No. 6	8.04
No. 7	5.14
No. 9	3.52
No. 11	2.37
No. 12	1.31

(2) Coast Guard ensigns:

No. 3	5.0
No. 4	2.5
No. 5	1.25

(3) National jacks:

No. 6	4.81
No. 7	2.77
No. 9	1.89

(4) Flag of the Secretary, the Undersecretary, or an Assistant Secretary of the Treasury:

	Feet
No. 1	10.20 by 14.40
No. 2	7.73 by 10.88
No. 4	4.81 by 6.77
No. 6	3.60 by 5.13
No. 8	1.56 by 2.20
No. 9	1.29 by 1.80

(5) Flag of the commandant and assistant commandant:

	Feet
No. 2	7.73 by 10.88
No. 6	3.60 by 5.13
No. 8	1.56 by 2.20
No. 9	1.29 by 1.80

(6) Pennants (national or Coast Guard):

No. 2	0.42 by 40
No. 3	0.35 by 25
No. 4	0.30 by 20
No. 5	0.25 by 9
No. 6	0.21 by 6
No. 7	0.15 by 4

(7) Pennants (senior officer present):

	Feet hoist
No. 4	4.0
No. 6	2.9

(8) Pennants (district commander, force commander, commander of organized division of vessels):

	Feet hoist
No. 6	2.9
No. 8	1.56
No. 9	1.29

(9) Anchorage flag:

	Feet
No. 4	3.5 by 5
No. 5	2.5 by 3.6

CHAPTER XXVII

ANNIVERSARIES, PARADES, AND SOLEMNITIES

Washington's Tomb.

2701. When coast guard vessels are passing Washington's Tomb, Mount Vernon, Va., between sunrise and sunset, the following ceremonies shall be observed insofar as may be practicable: full guard and band shall be paraded; the bell tolled; and colors half-masted at the beginning of the tolling of the bell. When opposite Washington's Tomb, taps shall be sounded on the bugle, the full guard shall present arms, and officers and men on deck shall stand at attention and salute. The colors shall be mastheaded at the last note of taps, immediately after which the band shall play the national anthem, the end of which will be the signal for carry on.

22d of February and 4th of July.

2702. (1) On the 22d of February and the 4th of July every ship of the Coast Guard in commission, not under way, shall full-dress ship at 0800 and remain so dressed until sunset; at noon saluting ships shall fire a national salute. At sea the same salute shall be fired with the ensign at the main truck. At shore stations where it is practicable to do so a national salute shall be fired at noon.

Weather unfavorable.

(2) If, in the opinion of the senior officer present, the weather is so bad as to make full dressing inadvisable, dressing may be substituted; and, if necessary, these flags may be hauled down after being hoisted.

Memorial Day.

(3) Memorial Day, May 30, shall be observed by the suspension of all unnecessary work, drill, and exercises; at noon a salute of 21 minute guns shall be fired by all saluting vessels in commission and shore stations where it is practicable to do so, during which the ensign shall be at half mast. Detachments from vessels in United States ports and shore stations shall, in the discretion of the senior officer present, take part in memorial parades in the immediate vicinity, if requested by competent authority, and if it can be done without land transportation or other expense to the Government.

(4) When the 22d of February, 30th of May, or 4th of July occurs on Sunday, all special ceremonies shall be postponed until the following day.

Foreign authorities notified.

2703. Upon the celebration of a national anniversary of the United States, or upon observing any national solemnity, in a

foreign port or in presence of a foreign ship or ships of war, due notice of the time and manner of conducting the celebration or solemnity shall be given by the senior officer, if there be no naval unit present, to the port authorities and to the senior officer of the foreign ship or ships of each nationality present. Should any foreign authorities or ships participate in any such celebration or solemnity, by firing salutes or otherwise, an officer shall be sent, upon its completion, to return thanks for the courtesy.

Participation in celebrations of foreign national anniversaries.

2704. Upon the occasion of the celebration of their national anniversaries by the authorities of ships of war of a friendly foreign nation, in foreign or domestic ports, ships of the Coast Guard shall, on official invitation being received by the senior officer, full-dress or dress ship, with the foreign national ensign at the main, and fire such salutes as are fired by the foreign authorities or ships, not, however, exceeding 21 guns, unless the senior officer present deems it necessary to fire a larger number in order to participate properly in the celebration or solemnity, to show proper courtesy to the nation complimented, or to avoid giving offense. Under similar circumstances, ships of the Coast Guard shall participate in the observance of national solemnities of foreign nations. Upon all such occasions efforts shall be made to accord, so far as possible, with the foreign authorities, in the time and manner of conducting the ceremonies.

National holidays.

2705. (1) The 1st of January, the 22d of February, the 30th of May, the 4th of July, the first Monday of September, the 11th of November, the 25th of December, and such other days as may be designated by the President (including the day for national Thanksgiving) shall be regarded as holidays on board ships and at shore stations of the Coast Guard. Of these only the 22d of February, the 4th of July, and the 30th of May shall be observed ceremoniously. Good Friday and November 3 (Panama National Independence Day) shall be regarded as holidays by coast guard units operating in the Fifteenth Naval District.

Canal Zone.

(2) Whenever any of the above-designated dates falls on Sunday, the following Monday shall be observed as a holiday and the required ceremonies conducted.

Anniversary of the Coast Guard.

2706. August 4, the anniversary of the establishment of the Revenue Cutter Service, subsequently merged in the United States Coast Guard, shall be fittingly observed throughout the Service. All work, drills, and exercises not immediately necessary shall be suspended on that date. Officers shall see that the personnel under their command understand the reason the day is observed as a holiday by the Coast Guard, and shall take such steps as are practicable and appropriate to instill in the men further knowledge of the history of the Service and an understanding and appreciation of its high traditions. Sports and ath-

lectic contests shall be encouraged. Should the 4th day of August fall on Sunday, the anniversary shall be observed on the following day.

Precedence of forces in parades.

2707. (1) In parades of United States forces the order of precedence will be as follows:

(*a*) Cadets, United States Military Academy.

(*b*) Midshipmen, United States Naval Academy.

(*c*) Cadets, United States Coast Guard.

(*d*) United States Army.

(*e*) United States Marines.

(*f*) United States Navy.

(*g*) United States Coast Guard.

(*h*) National Guard organizations which have been federally recognized.

(*i*) Marine Corps Reserve.

(*j*) Naval Reserve.

(*k*) Other organizations of the Organized Reserve, National Guard, Naval Militia, Reserve Officers Training Corps, and other training units in the order prescribed by the grand marshal of the parade.

(*l*) Veterans and patriotic organizations in the order prescribed by the grand marshal of the parade. (Recommendation of Joint Army and Navy Board, approved January 27, 1928.)

(2) The grand marshal and his staff will in all cases lead the parade. A detachment of police or special forces may be assigned to precede the grand marshal for the purpose of clearing the line of march.

Foreign troops.

(3) When foreign troops are invited to participate in parades within the territorial jurisdiction of the United States, they will be assigned a position of honor ahead of United States troops, and next after the grand marshal and his staff, except that a small detachment of United States troops will immediately precede the foreign troops as a guard of honor.

(4) On occasions when troops of two or more foreign nations participate, the order of precedence among them will be determined by the grand marshal in accordance with the one of the following methods which he deems appropriate.

(5) When the parade or exercise is in honor of a particular nation, as, for example, in the celebration of a national holiday of that nation, the troops of such nation should be assigned a position in the line ahead of all others.

(6) Except as provided in (5), the order of precedence among foreign troops will normally be fixed by:

(*a*) The relative ranks of the commanders of the forces from which the parade detachments are drawn, but in cases where this method is not applicable, it may be fixed by—

(b) The relative ranks of the commanders of the parade detachments; or—

(c) The alphabetical order in the English language of the names of the nations concerned.

Death of the President.

2708. (1) Upon the receipt of official intelligence of the death of the President of the United States the following ceremonies shall be observed:

(a) On board all vessels of the Coast Guard from 0800 the following day, and for 29 days thereafter, when the ensign is displayed it shall be half-masted; likewise the jack when hoisted.

(b) All officers of the Coast Guard shall, when in uniform, wear the mourning badge for the period specified in subparagraph (a).

(c) In ports under the jurisdiction of the United States all saluting ships shall fire a saluting gun every half hour from 0800 until sunset on the day following the death.

(d) At noon on the day of the funeral, in ports under the jurisdiction of the United States, 21 minute guns shall be fired by the ship of the senior officer present.

(e) Similar ceremonies shall be observed by all shore stations.

Death of an ex-President or President-elect.

(2) Upon the death of an ex-President or President-elect the ceremonies specified in paragraph (1) of this article shall be followed except:

(a) The half-hourly guns shall be fired from 0800 until sunset on the day of the funeral.

(b) The minute guns specified in subparagraph (1) (d) will not be fired.

Death of the Vice President or department heads.

(3) Upon the receipt of official intelligence of the death of the Vice President of the United States, the Secretary of the Treasury, the Secretary of the Navy, the Under Secretary of the Treasury, the Assistant Secretary of the Treasury, or the Assistant Secretary of the Navy the following ceremonies shall be observed:

(a) On board all vessels of the Coast Guard from 0800 the following day, and for 13 days thereafter when the ensign is displayed it shall be half-masted; likewise the jack when hoisted.

(b) All officers of the Coast Guard shall, when in uniform, wear the mourning badge for the period specified in subparagraph (a) above.

(c) In ports under the jurisdiction of the United States, all saluting ships shall, at noon on the day following the death, fire minute guns, the number of guns to be the same as that contained in the respective salutes to the above-named officials.

(d) Similar ceremonies shall be observed by all shore stations.

Death of other civil officials.

(4) A civil official who was entitled to a salute is entitled to minute guns at his funeral. Whenever a shore station or a ship of the Coast Guard joins in the funeral honors of a civil official of the Government, other than as prescribed in paragraphs 1, 2,

and 3 of this article, the ensign and union jack shall be displayed at halfmast from 0800 to sunset, and minute guns equal in number to his official salute, shall be fired by the shore station and one of the saluting ships present, when the funeral cortege moves, if at the port where the funeral occurs; otherwise, at noon.

Death of an officer or enlisted man.

2709. (1) On the death of an officer or enlisted man in the Coast Guard the following ceremonies shall be observed:

Flag-officer.

(*a*) If the deceased was at the time of his death a flag officer in command afloat or on shore, his flag shall be displayed at half-mast until sunset of the day of the funeral or of the removal of the body; the ensign and union jack of all ships present and at shore stations in sight shall be displayed at half-mast between 0800 and sunset during the same period, unless at sea. During the transfer of the body to the place of interment or, if at sea, during the funeral, minute guns shall be fired by his flagship or ship carrying the body, equal in number to his official salute. At sunset on the day of the funeral or of the transfer of the body of the deceased from the flagship or scene of command, his flag shall be rounded up with the ensign and hauled down. Like ceremonies shall be carried out in case the deceased was a flag officer of the Navy or general officer of the Marine Corps, in command.

District commander or commanding officer of a ship.

(*b*) If the deceased was at the time of his death a district or force commander or a commissioned officer in command of a ship, his pennant or the commission pennant shall be displayed at half-mast until sunset of the day of the funeral or removal of the body from the ship; the ensign and union jack of all ships present and at shore stations in sight shall be displayed at half-mast from the beginning of the funeral service or transfer of the body from the ship until sunset of that day, unless at sea. During the transfer of the body to the place of interment or, if at sea, during the funeral, minute guns, seven in number, shall be fired by his flagship or the ship he commanded. At sunset on the day of the funeral or transfer of the body from the ship, the appropriate pennant shall be hoisted and retained at the masthead as the insignia of command of the deceased officer's successor. Like ceremonies shall be carried out in case the deceased was an officer of the Navy or Marine Corps in command.

A commissioned officer.

(*c*) If the deceased was a commissioned officer of the Coast Guard, Navy, or Marine Corps other than those mentioned in subparagraphs (*a*) and (*b*) of this article, or a member of the Navy Nurse Corps, the ensign and union jack of all ships present at anchor and at shore stations in sight shall be displayed at half-mast during the funeral service or transfer of the body from the ship and for one hour afterward or until the escort has returned if not within such period.

A cadet or warrant officer.

(*d*) If the deceased was a cadet, midshipman, or warrant officer, the ensign and union jack of all ships present at anchor and at shore stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body from the ship and for an hour afterward.

An enlisted man.

(*e*) On the death of any petty officer or person of inferior rating, the ensign and union jack of all ships present at anchor and at shore stations in sight shall be displayed at half-mast during the funeral service and the transfer of the body to the shore.

Staff officers, retired officers, and enlisted men.

(2) In the event of a military funeral of a staff officer or a retired officer, midshipman, cadet, warrant officer, petty officer, or person of inferior rating, the same ceremonies as outlined in subparagraphs (*c*), (*d*), and (*e*) above shall be followed insofar as may be practicable.

Death on shore.

(3) An officer or enlisted man whose death occurs on shore shall receive the same honors insofar as may be practicable, as if it had occurred while on duty at sea.

2710. On the occasion of the funeral of a flag officer near a garrisoned fort of the United States, the commanding officer thereof shall be duly notified of the time of the funeral.

Burial at sea.

2711. On occasions of burial at sea the ship shall always be stopped and the ensign displayed at half-mast during the funeral service and while committing the body to the deep. Any further display of the ensign at half-mast while at sea shall be regulated according to circumstances by the senior officer present.

Volleys to be fired by the escort.

2712. (1) An escort under arms shall accompany the funeral cortege of any officer or enlisted man to the place of interment, and after the funeral service fire three volleys of musketry over the body. In foreign ports, when permission cannot be obtained to land an armed escort, the volleys should be fired over the body after it has been lowered into the boat alongside; at sea, after committing the body to the deep.

Funeral escorts.

(2) When the funeral ceremonies of an officer or official take place at, or in the immediate vicinity of a shore station, or in a port where coast guard vessels are lying, or where the remains are conveyed through such place en route to the place of burial, the strength of the escort shall be as indicated below, insofar as the force available can furnish it. When the funeral ceremonies occur in the city of Washington, or at any other place than those herein provided for, the escort will be as ordered by the Commandant.

(*a*) President, Vice President, Secretary of the Treasury, Secretary of the Navy, Under Secretary of the Treasury, Assistant Secretary of the Treasury, or Assistant Secretary of the Navy, or admiral of the Navy: Three battalions of Infantry of four

companies each and two battalions of Artillery of two batteries each, each battery to consist of two platoons.

(*b*) Admiral: Three battalions of Infantry of four companies each and one battalion of Artillery of two batteries, each battery to consist of two platoons.

(*c*) Vice admiral: Two battalions of Infantry of four companies each and one battalion of Artillery of two batteries, each battery to consist of two platoons.

(*d*) Rear admiral: Two battalions of Infantry of four companies each and one battery of Artillery of two platoons.

(*e*) Commodore: Two battalions of Infantry of four companies each and one platoon of Artillery.

(*f*) Captain: Eight companies of Infantry.

(*g*) Commander: Six companies of Infantry.

(*h*) Lieutenant commander: Four companies of Infantry.

(*i*) Lieutenant: Two companies of Infantry.

(*j*) Lieutenant (junior grade), ensign, or chief warrant officer: One company of Infantry.

(*k*) Cadet, midshipman, or warrant officer: One section of Infantry.

(*l*) Chief petty officer: Sixteen men, commanded by a chief petty officer.

(*m*) First-, second-, or third-class petty officer: Twelve men, commanded by a petty officer of the same class as the deceased.

(*n*) All other enlisted men: Eight men, commanded by a third-class petty officer.

(*o*) A band shall, when available, form part of the funeral cortege of the President, Vice President, Secretary of the Treasury, Secretary of the Navy, Under Secretary of the Treasury, Assistant Secretary of the Treasury, Assistant Secretary of the Navy, and commissioned officers, or on other occasions when deemed appropriate by the senior officer present.

Marine Corps.

(3) The funeral escort for officers and men of the Marine Corps shall be the same as given above for the corresponding naval rank.

Navy Nurse Corps.

(4) Funeral honors for members of the Navy Nurse Corps (female) shall be the same as given above, corresponding, respectively, as follows: Superintendent to lieutenant commander; assistant superintendent, director, and assistant director to lieutenant; chief nurse to lieutenant, junior grade; nurse to ensign.

(5) When there is not a sufficient force available to form the funeral escort as designated in paragraph (2) of this article, such escort shall be composed of as many men as practicable.

Pallbearers.

(6) There shall be six pallbearers, who shall, if practicable, be selected from the same rank as the deceased.

Escort.

(7) The funeral escort, if practicable, shall be commanded by an officer of the same rank as the deceased. If no officer of that rank is available then an officer of the highest practicable seniority in a lower rank will be selected for this duty.

Burial at night.

2713. Funeral honors shall not be paid between sunset and sunrise. When it is necessary to bury the dead at night, such funeral services as are practicable shall take place.

Funeral in a foreign port.

2714. When death occurs in a foreign port among the officers or crew of a ship of the Coast Guard, the procedure given in article 3071 shall be observed. Should burial be necessary, the senior officer shall arrange with the local authorities, (through the consul, if there be one, otherwise directly) for the interment of the body; and he shall also obtain permission for an armed escort to land. If the deceased was a commissioned officer, notice shall be sent to the senior foreign naval officials present and the proper local officials of the time and place of the funeral.

Pallbearers.

2715. The pallbearers shall march at the side of the hearse or pall, the junior to the left and leading, the next junior to the right and leading, and so on; or depending upon their age and distance to the place of interment, they may ride in advance of the hearse or pall, in which case the body bearers shall march on both sides of the hearse or pall. If a sufficient number of foreign officers of suitable rank attend the funeral, they may be invited to serve as additional pallbearers; they will occupy the same relative positions, but outside of the first mentioned. Eight men shall be selected to serve as body bearers, and shall march immediately behind the body.

Body bearers.

Flag procession of boats.

2716. If the deceased was a flag officer, district or force commander, or a commissioned officer in command of a ship, his flag or pennant or the commission pennant shall be draped in mourning and displayed at halfmast in the bow of the boat carrying the body. The flag or pennant or the commission pennant shall also be carried immediately in advance of the body in the funeral cortege to the grave, but not on the return from the grave.

Funeral procession of boats.

2717. (1) A funeral procession of boats shall move from the ship to the shore in the following order:

Band.
Escort.
Clergy.
Body and body bearers.
Pallbearers.
Mourners:
(a) From ship of deceased in inverse order, juniors leading.
(b) From other ships, in inverse order, junior ship leading.

(c) From foreign ships, in inverse order, junior ship leading.

(2) Boats may be formed in more than one column if necessary.

Funeral procession on shore.

2718. A funeral procession on shore shall be formed as follows:

Escort commander and staff.
Band.
Escort.
Clergy.
Pallbearers (when riding).
Bearer of personal flag or pennant or the commission pennant of the deceased.
Body and pallbearers (when marching).
Body bearers.
Family of deceased.
Mourners in inverse order of rank:
(a) Enlisted men.
(b) Officers from ship of deceased.
(c) Other officers.
(d) Foreign officers.
Distinguished persons.
Delegations.
Societies.
Citizens.

Details of funerals.

2719. Officers and pallbearers shall wear the mourning badge on the left arm and sword hilt. The escort only shall be under arms. The ensigns of all boats shall be displayed in the same manner as the ensigns of their respective ships. The distinctive mark of command, except that of the deceased, shall not be displayed at halfmast from ships or boats. Whatever the grade or rate, the coffin shall be covered with the national flag. The national colors carried by a funeral escort shall not be draped except when ordered by the Commandant for an occasion of national mourning.

Moving of procession.

2720. (1) On the march to the place of interment the procession shall move in slow time; the music shall play a dirge; the ensign and the ship's battalion color, the latter draped in mourning, shall be carried in the center of the escort; and the drums shall be draped in mourning and muffled.

(2) In returning from the place of interment the column shall move in quick time, and the mourners march in order of rank. When clear of the cemetery, the mourning and muffling shall be removed from the battalion color and the drums and music shall play a march.

Death of a general officer of the Army or

2721. (1) On receiving official intelligence of the funeral of a flag officer of the Navy or a general officer of the Army or

Marine Corps, or flag officer of the Navy.

Marine Corps, at a port where there is a shore station or in which one or more ships of the Coast Guard may be present, the ensigns and union jacks shall be half-masted during the funeral service and until the return of the escort; and minute guns, equal in number to his official salute, shall be fired from the shore station, where it is practicable to do so, and by the senior saluting ship when the funeral cortege moves.

Volleys.

(2) Volleys shall be fired for naval or military persons only.

Death of a diplomatic or consular officer.

2722. On the death in a foreign port of a diplomatic or consular officer of the United States, the senior officer present in the absence of a naval officer shall, with the permission of the local authorities, land an armed escort, direct the attendance of officers and others, and make such other funeral arrangements as seem proper and as circumstances permit.

Funeral of a foreign official.

2723. When the senior officer present receives official notice of the funeral of a foreign official, he shall detail such officers to attend the funeral, direct such visits of condolence to be made, and make such other dispositions as circumstances warrant or permit and as international courtesy demands.

Transmitting body of deceased official.

2724. When a ship of the Coast Guard is transmitting the body of a deceased distinguished official, appropriate honors shall be given following insofar as is feasible the ceremonies rendered for official visits of that official and the general procedure prescribed for a death or funeral.

CHAPTER XXVIII

AWARDS

GENERAL

2801. Not more than one of the several decorations authorized by laws of the United States will be awarded for the same act of heroism or extraordinary achievement.

LIFE-SAVING MEDALS

Life-saving medals, gold.

2811. Gold life-saving medals may be awarded to persons in the Coast Guard who, by extreme and heroic daring, have endangered their lives in saving, or endeavoring to save, lives from the perils of the sea in waters over which the United States has jurisdiction, or upon an American vessel. (Department circular No. 46–1900.)

Silver.

2812. Silver life-saving medals may be awarded to persons in the Coast Guard who, in cases not sufficiently distinguished to deserve the gold medal, have endangered their lives in saving, or endeavoring to save, lives from the perils of the sea in waters over which the United States has jurisdiction, or upon an American vessel: and to those who have made such signal exertions in rescuing and succoring the shipwrecked and saving persons from drowning in waters over which the United States has jurisdiction, as shall be deemed to merit such recognition. (18 Stat. 127; 20 Stat. 165; 22 Stat. 57.)

Bars.

2813. For each subsequent act that would entitle a person to a life-saving medal of the same class as one already awarded he shall receive, in lieu of a medal, a bar of the same metal as the medal, suitably inscribed, and so fitted that it can be attached to the medal, or to bars previously awarded.

Evidence.

2814. Satisfactory evidence of the services performed must be forwarded to headquarters in each case. This evidence shall be in the form of affidavits made by eyewitnesses, of good repute and standing, testifying of their knowledge. The mere opinion of eyewitnesses that the person for whom award is sought imperiled his life or made signal exertions is not sufficient, but the affidavits must set forth in detail all facts and occurrences tending to show clearly in what manner and to what extent life was risked, or signal exertions made, so that the degree of merit

involved may be determined. The precise locality, whether within waters over which the United States has jurisdiction, or upon an American vessel; the date; the time of day; nature of the weather; condition of the sea; the names of all persons present, when practicable; the names of all persons rendering assistance, and every other pertinent circumstance, should be stated. The affidavits shall be made before an officer duly authorized to administer oaths, and be accompanied by a credibility certificate or certificates showing the affiants to be credible persons, the certification to be by some United States officer of the district in which the affiants reside, such as a judge or clerk of the United States Court, district attorney, collector of customs, or postmaster. If the affidavits are taken before an officer without an official seal, his official character must be certified by the proper officer of a court of record under the seal thereof.

2815. If deemed necessary fully to develop the facts in the case, a board of investigation shall be convened by the commanding officer of the unit concerned. This board shall submit a complete report to the Commandant, of the pertinent facts, together with its findings and recommendations.

Affidavits, military personnel.

2816. Neither affidavits nor credibility certificates shall be required from personnel of the Army, Navy, Marine Corps, or Coast Guard when their testimony relating to an incident on which an application for award of a medal is based is taken under oath in a board of investigation; nor shall credibility certificates be required in connection with affidavits submitted by any such personnel relating to an incident on which an application for award of a medal is based.

DISTINGUISHED FLYING CROSS

Distinguished flying cross.

2821. The President, under such rules and regulations as he may prescribe, is authorized to present, but not in the name of Congress, a distinguished flying cross of appropriate design, with accompanying ribbon, to any person who, while serving in any capacity with the Air Corps of the Army, including the National Guard and Organized Reserves, or with the Navy, or with the Coast Guard, since the 6th day of April 1917, has distinguished, or who, after July 2, 1926, distinguishes himself by heroism or extraordinary achievements while participating in an aerial flight; that no more than one distinguished flying cross shall be issued to any one person, but for each succeeding act or achievement sufficient to justify the award of a distinguished flying cross, the President may award a suitable bar or other suitable device to be worn as he shall direct; and that each enlisted man to whom there shall be awarded a distinguished flying cross shall be entitled to additional pay at the rate of $2 per month from the date of the act

of heroism or extraordinary achievement for which the bar or other device is awarded, and said additional pay shall continue throughout his active service, whether such service shall or shall not be continuous (50 Stat. 547).

Persons eligible for award.

2822. Subject to the conditions prescribed in these regulations officers and enlisted men of the Coast Guard are eligible for the award of the distinguished flying cross.

Recommendation for award.

2823. The initial recommendation for the award of the decoration may be made by an officer having information of the facts.

2824. A recommendation must be based upon the statement of a person who has personal knowledge concerning the act of heroism or extraordinary achievement or who was an eyewitness thereto, preferably the immediate commanding officer. Such act or achievement must be described specifically and in detail. When the recommendation is made by a person who was not an eyewitness to the act or achievement or who does not have personal knowledge thereof, the testimony of at least two persons who were eyewitnesses or who have personal knowledge thereof, and who so described themselves, must accompany the recommendation. Written testimony will be in the form of certificates or affidavits.

2825. Each recommendation for the award of the decoration will show, in case of the person who is being recommended, the exact status of that person at the time he displayed the heroism or extraordinary achievement upon which the recommendation is based, and will contain a specific statement that the entire service of that person, since the time he distinguished himself, has been honorable.

2826. When a recommendation is supported by an official record that fact will be stated, and there will be included in the recommendation such information as will enable a prompt and certain identification of such record.

2827. Each recommendation will be submitted separately and forwarded through official channels with the comments and recommendations of each person through whom it is forwarded.

Award not made after 3 years.

2828. For any act of heroism or extraordinary achievement performed subsequent to July 2, 1926, the distinguished flying cross will not be awarded after more than three years from the date of such act or achievement, nor unless the recommendation therefor shall have been made at the time of such act or achievement or within two years thereafter. For any such act or achievement performed on or prior to July 2, 1926, the said decoration will not be awarded after July 2, 1929, nor unless the recommendation therefor shall have been made on or before July 2, 1928. In case the recommendation is alleged to have been made within the prescribed period of time and has been lost, the certificate of any officer or the affidavit of an enlisted man to the

effect that the recommendation was made within two years as prescribed and forwarded in official channels, accompanied by a statement of the substance of said recommendations, or preferably a copy thereof, will be accepted and the case considered on its merits.

Posthumous awards.

2829. In case an individual who distinguishes himself shall have died before the making of the award to which he may be entitled, the award may nevertheless be made and the cross, bar, or other device presented to the representative of the deceased in the following order: widow (provided she has not remarried), eldest son, eldest daughter, father, mother, eldest brother, eldest sister, eldest grandchild.

Replacement.

2830. Whenever the distinguished flying cross, bar, or other suitable device shall have been lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the person to whom it was awarded, such cross, bar, or other device shall be replaced without charge therefor by the department by which the award was made.

Recommendation referred to a board.

2831. When recommendation to award the distinguished flying cross to an officer or enlisted man in the Coast Guard is made, such recommendation, together with the statements, certificates, affidavits, or other records, shall be referred to a board of officers at Coast Guard Headquarters for consideration and report. The board shall endeavor fully to ascertain and state in its report the matters relating to the act of heroism or extraordinary achievement, and shall recommend whether or not the distinguished flying cross should be awarded. The record of proceedings of the board shall be submitted to the Commandant, who shall transmit it with suitable recommendation to the Secretary of the Treasury.

GOOD CONDUCT MEDAL

2841. Good conduct medals shall be issued subject to such instructions as may be prescribed by the Commandant.

SMALL ARMS MEDALS

2851. Medals and badges will be awarded for qualifications in Navy small arms qualifications courses, and additional compensation will be paid for qualification in rifle firing in accordance with such instructions as may be prescribed by the Commandant.

CHAPTER XXIX

QUARTERS AND MESSES

QUARTERS AFLOAT

Force commander.

2901. A force commander shall be quartered in the cabin. The officers of his staff shall be quartered as he directs, having due regard for their rank, but neither he nor any officer of his staff shall be entitled to the rooms designated for the captain, the executive officer, or the engineer officer.

Captain.

2902. The officer assigned to the command of a vessel shall occupy the cabin. In a ship having two staterooms in the cabin, he shall occupy the one fitted for the captain.

Wardroom officers.

2903. When not in command ensigns and commissioned officers of higher rank attached to the ship shall be wardroom officers.

Assignment of quarters.

2904. The assignment of commissioned officers' quarters on board ship shall be in accordance with the plans of the ship, as approved by the Commandant. The plans shall show the quarters assigned to the captain, the executive officer, the engineer officer, and the medical officer, and may show the quarters assigned to other heads of departments. Rooms not specifically designated on the plans shall be assigned by the commanding officer, having due regard for the relative rank of the officers concerned and the desirability of permanence of quarters assigned to watch-standing officers. Rooms specifically designated on the plans may be occupied by other officers, but they shall be vacated when needed by the officers for whom they were designated.

Cadets.

2905. Cadets serving on cruising cutters shall be quartered in the wardroom.

Warrant officers.

2906. Chief warrant officers and warrant officers shall be quartered in the warrant officers' quarters, which shall be forward of the wardroom if there be sufficient space. The rooms shall be occupied as designated by the Commandant.

Passengers.

2907. No officer or other person embarked as a passenger shall be entitled to a stateroom to the exclusion of an officer belonging to the complement of the ship.

Crew.

2908. The members of the crew of a vessel shall be quartered on the berth deck and in such other spaces as may be assigned for that purpose.

Berthing plan.

2909. The executive officer shall prepare a berthing plan for the crew of a vessel in accordance with their watches and sta-

tions, and shall have the berthing numbers posted, if that has not already been done.

QUARTERS ASHORE

2921. The assignment of quarters ashore shall be in accordance with the plans of the reservation as approved by the Commandant. The designation shall be made primarily on the office held, that is, the duty performed such as commanding officer, medical officer, etc., rather than because of the rank of the person except that no officer shall be required to accept as adequate quarters a fewer number of rooms than the law provides as quarters for an officer of his rank. The occupation, without protest, by a person of the quarters assigned him when such quarters consist of more than one room and bath shall be conclusive evidence that they are adequate and suitable.

2922. Every officer reporting for duty at a shore station where Government quarters are available shall request quarters in writing from his commanding officer. If adequate quarters are available the commanding officer shall assign them to him. If there be no adequate quarters available the commanding officer shall so inform the officer in writing.

2923. If a person entitled to quarters considers that his case has not been properly determined, either as to assignment of quarters or as to orders to vacate quarters, he may appeal to the Commandant through official channels.

2924. An officer reporting for temporary duty at a shore unit where there are public quarters not needed for assignment to an officer having a permanent duty status thereat may, upon his own request, be assigned public quarters by the commanding officer of the unit, but no such officer will be permitted to occupy at a station, other than his permanent station, more than one room and a bath.

2925. An officer who, when adequate quarters are not available for assignment to him at his permanent station, is permitted or is required personally to occupy inadequate quarters at said station, shall not so occupy more than one room and a bath.

2926. Assignment of quarters shall be terminated under the following conditions, and if the occupant be an officer, the termination shall be in writing:

(1) When the station ceases to be the permanent station of the person concerned.

(2) On the departure of the person from his permanent station, either on temporary duty, to a hospital for observation or treatment, on leave of absence, or on sick leave, under orders that relieve him from duty at his permanent station during or at the

termination of his absence, unless the person files request to the contrary.

(3) When orders are received for a person absent from his permanent station on temporary duty, in a hospital, on leave of absence, or on sick leave, relieving him from duty at his permanent station, during or at the termination of his absence, unless the person concerned files request to the contrary.

(4) When the quarters occupied by a person are required for assignment to another person entitled to such quarters.

(5) When requested by a person on account of change in said person's status as to dependents, provided the person is entitled to other quarters, and provided that such change of quarters will not result in available public quarters remaining unoccupied.

(6) When temporary duty is completed and the person is detached from the station.

(7) When requested by a person not in a permanent station status, and approved by the commanding officer.

(8) At the discretion of the commanding officer, when a person requests assignment of quarters that have been vacated or otherwise have become available subsequent to the assignment to him of his present quarters, provided he is eligible therefor.

(9) When, due to particular circumstances, such as the necessity for the repair, painting, or overhaul of quarters, the commanding officer considers it necessary that the quarters be vacated in order to properly accomplish the necessary work.

(10) When, in cases not covered by the foregoing, termination is recommended by the commanding officer and approved by the Commandant.

2927. The members of the crew of a base or station shall be quartered in the rooms provided for that purpose.

OFFICERS' MESS

Messing of officers.

2931. Officers shall mess in the apartments assigned therefor. Separate messes shall not be formed in the same apartment, nor shall meals be taken in rooms or other places than at the regular mess table, except in case of sickness.

Passengers.

2932. Officers embarked as passengers shall mess in the apartment to which they would belong if attached to the ship.

Presiding officer.

2933. (1) In all officers' messes the senior line officer present in line of succession to the command shall preside and have the power to preserve order.

(2) When no line officer in succession to the command is present, the senior officer present shall preside.

Seats.

(3) The officers of the mess shall be assigned permanent seats at the mess tables alternately, in the order of rank, to the right

and left of the presiding officer, except that the seat opposite that of the presiding officer shall be occupied by the mess treasurer.

Separate messes.

2934. Where facilities are provided the commanding officer, wardroom officers, chief warrant and warrant officers, and enlisted men shall be subsisted in separate messes.

Subsistence of passengers.

2935. As no allowance can be made to any mess for the subsistence of officers and other persons embarked as passengers, the expense of subsistence must be paid by such passengers. The charge, as determined by the mess, shall be just and reasonable, and shall be paid to the treasurer of the mess furnishing the subsistence.

Mess treasurer.

2936. The commissioned officers' mess and the chief warrant and warrant officers' mess shall each elect a mess treasurer, who shall have charge of all matters relating to the purchases and expenditures for the mess. He shall keep an accurate account of all receipts and expenditures, which shall be open at all times for the inspection of any member. At the close of each month he shall render to the mess a full statement of the accounts of the mess, which shall include all bills remaining unpaid. The commanding officer shall designate an officer to audit these accounts and to certify the correctness of the statement. The mess treasurer shall not incur indebtedness which cannot be discharged, and if for any reason he is obliged to relinquish the position of mess treasurer during the month, or on an extended cruise, he shall report to his successor in writing all bills unpaid and turn over to him the mess accounts and any money there may be on hand, taking his receipt for the latter. The wardroom mess treasurer shall receipt for and receive the commuted ration money, if there be any, for all officers' stewards and mess attendants and turn over to the other messes such part of the money as may belong to them. Each mess treasurer shall settle in person all accounts against his mess at the end of each month, or at the end of the cruise, if it be longer than a month. Each officer of a mess is eligible to election as mess treasurer, and if elected shall so serve, but no officer shall be required to serve in that capacity for more than 2 months consecutively, except on an extended cruise of more than 2 months.

Audits.

Meal hours.

2937. The hours for serving meals in the wardroom and warrant officers' messes shall be prescribed by the commanding officer.

Mess bills.

2938. (1) Every officer shall pay monthly, or at the end of the cruise if it be longer than 1 month, the full amount of his mess bill to the mess treasurer. The mess treasurer may, in the interests of the mess, require the members to advance sufficient funds to enable him to make cash purchases.

(2) Every member of a subsistence mess shall pay monthly the full amount of his mess bill to the mess treasurer.

(3) When a person is absent from a unit for any period longer than 1 day, he shall not be required to pay a mess bill during such absence. Deductions for absence.

GENERAL MESS

2941. There shall be organized at each unit not on a subsistence allowance one general mess in charge of the commissary officer for enlisted persons exclusive of officers' stewards and mess attendants. When authorized by the Commandant, the general mess shall include them. Organization.

2942. The executive officer shall prepare a messing plan for the crew in accordance with their watches and stations. Messing plans.

2943. (1) The cook shall cook the food for the general mess. When the meal is ready for serving, the commissary steward shall take charge of and divide it among the several mess tables according to the number of men at each table. Cooking and serving food.

(2) Food for the general mess shall be regularly issued at such hour as may be designated by the commanding officer.

(3) Except under circumstances which make it necessary, the allowance of fresh water per man shall not be less than 1 gallon per day. When the crew is put on an allowance of water, the officers shall be correspondingly restricted. Allowance of fresh water.

(4) The cook shall, at 11:45 a.m., take to the officer of the deck for his inspection a sample of the food cooked for dinner.

(5) Night rations are authorized for both deck and machinery force, for watches between 8 p.m. and 8 a.m., when a vessel is actually under way or when sea watches are being stood. Night rations.

2944. (1) Shipwrecked persons received in any unit may be subsisted. Shipwrecked.

(2) The commanding officer may, in his discretion, authorize the issue of ration supplies from the general mess to persons on vessels in distress at sea, taking credit on the commissary report for such issues.

(3) The commanding officer may, in his discretion, authorize the issue of ration supplies from the general mess to destitute natives and other destitute persons in Alaska, taking credit on the commissary report for such issues. In the case of issues to destitute natives, in order that a claim may be made on the Department of the Interior for reimbursement, a report will be submitted to Headquarters showing date of issue, names of natives to whom issued, and the cost thereof. Natives, destitute persons.

MESSES AT STATIONS

2951. (1) The following messes at stations are authorized:

(*a*) An officers' mess.

(*b*) A station mess for enlisted men.

(2) An officer at a station may, if he so desires, join the station mess, in which case he shall bear his share of the expense attached to the mess.

CHAPTER XXX

SICKNESS AND MEDICAL TREATMENT AND DEATHS AND BURIALS

SICKNESS AND MEDICAL TREATMENT

Application.

3001. (1) Coast Guard personnel serving, either at units to which no medical officer is attached, or on detached duty are entitled to receive hospital or office treatment upon presenting due application at a marine hospital, or at a relief station, or to a customs officer specified in instructions issued from time to time by the Commandant. The application shall be signed by the commanding officer or executive officer. Officers and enlisted men on detached service, leave of absence, or waiting orders, and retired persons may sign their own applications.

(2) Officers and enlisted persons while on leave of absence, absence on account of sickness, or on the retired list will be furnished medical relief by the Public Health Service only at marine hospitals and dispensaries conducted by that Service.

(3) When any person for his own convenience has put himself beyond the reach of the facilities provided by the Government for his medical relief, expense incurred for treatment is not a proper charge against the Coast Guard or the Public Health Service. (Comp. Gen. A–36180, May 14, 1931).

Retired persons.

(4) Retired officers and enlisted men of the Coast Guard who served honorably during a war period as recognized by the Veterans' Administration are entitled to hospitalization and domiciliary care in Veterans' Administration facilities on parity with other veterans (53 Stat. 1068).

Hospital treatment.

3002. (1) Any person on active duty whose condition requires treatment in a hospital will be admitted to marine hospitals, to naval hospitals where there is no marine hospital, or to hospitals under contract to the Public Health Service. Admission to any hospital shall, if possible, be made through the local representative of the Public Health Service.

Temporary treatment.

(2) At places where there is no local representative of the Public Health Service, commanding officers, when necessary, may procure the temporary attendance of a private physician or treatment in hospital, for themselves and for persons under their command. The application shall be addressed to such physician or hospital. In such cases report shall be made immediately to the

Commandant, and the medical certificate of the attending physician shall be forwarded as part of the report. There shall be forwarded also a statement from the physician as to whether, in his opinion, the patient is in a physical condition to bear transportation, without injurious results, to the nearest authorized hospital (in charge of one or two attendants, if necessary). The commanding officer shall instruct the private physician or the hospital, that if at any time during the course of treatment the patient recovers to the extent that he can bear transportation to the nearest marine hospital or naval hospital and further treatment is required, to so inform the officer who signed the application stating how long in his opinion further treatment will be necessary. The commanding officer shall forward such information at once to the Commandant.

(3) If a member of the crew of a unit where the services of a physician are not available is absent on account of illness or injury, the commanding officer shall immediately make a report of the case to the district commander, stating all the attendant circumstances and whether or not the person is able to bear transportation to the nearest marine hospital or relief station of the Public Health Service.

Emergency treatment.

(4) When a person requires the immediate attention of a physician on account of serious illness or injury, at places where there is a marine hospital or relief station of the Public Health Service, but it is impossible on account of the exigency of the case to convey the patient to such hospital or relief station, provision for temporary medical attendance or care of the person may be made by the officer in responsible charge of the unit. He shall immediately notify the Public Health Service representative at the place, and the treatment thereafter shall be conducted by the Public Health Service, if, in the judgment of such representative, it can be done without detriment to the patient. The facts in the case shall be reported as soon as possible to the Commandant, accompanied by the voucher for the emergency bills incurred.

After discharge.

3003. (1) If a person is undergoing treatment at a marine hospital or dispensary at the time of separation from the service, his treatment will be continued until his condition, in the opinion of the medical officer in charge, warrants discontinuance, when he will be discharged from the hospital or dispensary and shall not thereafter be afforded medical relief by the Public Health Service by reason of his previous service in the Coast Guard.

(2) A person, though not undergoing treatment at a marine hospital or dispensary at the time of separation from the Service, will be afforded medical relief by the Public Health Service, provided he applies therefor within three days after date of separation. The commanding officer shall advise such person that he

will not be afforded treatment by the Public Health Service after the expiration of three days from date of separation.

(3) A person applying for medical relief under this article should present to the Public Health Service official documents authorizing his separation and satisfactory identification.

Veterans' Administration.

(4) Executive Order No. 6775 provides that the Administrator of Veterans' Affairs is authorized to furnish domiciliary or hospital care, including medical treatment to persons honorably discharged from the Coast Guard for disabilities incurred in line of duty who are suffering with injuries or diseases which were incurred or aggravated in line of duty, when in need of hospital treatment for such injuries or diseases.

Medical officers certificate.

3004. (1) When an officer or enlisted man has been absent from his station or duty on account of sickness or injury, and such absence is accounted for by a certificate from an officer of the Public Health Service, or, if no such officer was available, by a certificate from a reputable physician, showing that the person has been unable to perform duty, such person shall be considered as having been absent on account of sickness.

(2) If in the case of an officer, he is unable to present such a certificate, he shall explain in writing the necessity for the absence. District commanders and commanding officers of the grades of chief warrant officer and above are authorized to excuse absence on account of sickness up to and including 10 days. Cases in excess of 10 days will be referred to the Commandant.

(3) In the case of an enlisted man, the officer in command of the unit shall investigate to determine whether the case is "absent on account of sickness" or has been "absent without leave." The opinion of an officer of the Public Health Service shall be secured if such officer be available.

(4) The medical history of each case, where treatment was rendered in any other manner than at a marine hospital or a relief station of the Public Health Service, or under the supervision of an officer of that Service shall be reviewed by the Surgeon General of the Public Health Service. If after such review, it is concluded that the absence from duty was unjustifiable, the person shall be regarded as having been absent without leave.

Medical board.

3005. (1) An officer who has been under medical treatment and whose physical condition precludes his return to duty but does not necessitate hospitalization may be placed by the Commandant in the status "absent on account of sickness." The request to be placed in such status shall be accompanied by a certificate from an officer of the Public Health Service, or, if no such officer be available, from a reputable practicing physician, showing that the officer concerned is unable to perform duty.

(2) If the illness or disability be of such a nature as will probably incapacitate the officer for the performance of duty for a considerable period, the Commandant may, if circumstances warrant, order the officer to be surveyed by a board of medical officers of the Public Health Service. Such board shall determine the character and cause, if possible, of the ailment of the officer and its probable duration, and recommend such absence on account of sickness as may be deemed necessary.

(3) Upon expiration of any absence on account of sickness granted on the board's recommendation, the officer will be resurveyed, if it be deemed necessary, by a board of medical officers to ascertain whether the disability for which the absence was granted has disappeared or is yielding to treatment, or whether it is of such a character as permanently to unfit the officer for duty. The report of the board shall be submitted to the Commandant.

Extension.

(4) When an officer applies for an extension of absence on account of sickness, he shall forward with his application a medical certificate as prescribed in article 3005 (1).

Absence on account of sickness.

3006. (1) An enlisted man, who has been under medical treatment and whose physical condition precludes his return to duty but does not necessitate hospitalization or confinement to his home, may be placed in the status "absent on account of sickness" by the commanding officer, if of the rank of chief warrant officer or above, or the district commander, upon the recommendation of an officer of the Public Health Service, or, in the absence of such officer upon the recommendation of a reputable practicing physician.

(2) Absence on account of sickness shall not be excused by a district commander or a commanding officer when it is the result of the man's own misconduct.

Discharge from hospital.

3007. When a person on the active list is discharged from a hospital, or from treatment if not at a hospital, as fit for duty, he shall, unless granted leave of absence or otherwise directed, return at once by the shortest practicable route to his unit. If the unit be absent from its headquarters, he shall report to any coast guard unit stationed there. If there is no such unit, he shall immediately notify the district or force commander and carry out instructions received.

Transportation.

3008. Such travel as is necessary, and which is directed by competent authority, in obtaining medical treatment is hereby authorized for patients and attendants.

Prisoners.

3009. Whenever an officer is directed to carry out the sentence of a coast guard court which involves imprisonment, he shall take the following steps relative to medical attendance for the prisoner. He shall notify the warden, in writing, that if there be

no physician attached to the jail or under contract to treat Federal prisoners, the warden is authorized to procure such medical treatment for the prisoner as may be necessary. He shall request the warden to report to him in writing all such medical treatment thus obtained. The officer shall prepare the necessary vouchers and submit them to the Commandant.

DEPENDENTS

Dependents.

3021. (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.

(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.

Death in hospital.

(4) In the event of death of a dependent while being 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.

Application.

3022. 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.

VACCINATION AND INOCULATION

Smallpox vaccination.

3031. (1) Each person shall be vaccinated against smallpox at least once in every 5 years, unless he has evidence of a previous attack of smallpox, and whenever so ordered by superior authority.

(2) Unless circumstances prevent, the medical officer who vaccinates a person shall determine the results and enter same in the person's health record. If results are unsatisfactory, vaccination shall be repeated once as soon as practicable after 2 weeks have elapsed, using virus of known potency.

Typhoid fever inoculation.

3032. (1) Each person who is under 45 years of age and has not had a well-defined case of typhoid fever shall be inoculated against typhoid fever every 4 years.

(2) The only acceptable evidence of inoculation against typhoid fever is the certificate of the medical officer who administered the same.

3033. (1) Each officer who is required to be vaccinated against smallpox and inoculated against typhoid fever, shall notify the Commandant each time he is vaccinated or inoculated, giving the date. Each officer who is required to submit reports upon the fitness of officers under his command shall be responsible for enforcing the provisions of articles 3031 and 3032.

(2) When an officer or enlisted man is exempt from vaccination against smallpox because of having had an attack of smallpox, or is exempt from inoculation against typhoid fever because of being 45 years of age or of having had typhoid fever, these facts shall be noted in his health record.

PHYSICAL EXAMINATIONS

Annual examination.

3041. (1) Each officer on active duty shall be physically examined during the first quarter of each calendar year by a medical officer of the Public Health Service or of the Navy.

Flight physical examination.

(2) Each pilot and each observer shall undergo a flight physical examination during the first quarter of each calendar year. In the case of officers, this examination will be in lieu of the annual physical examination. Commanding officers of air stations shall require pilots and observers to undergo additional flight physical examinations whenever deemed necessary. Officers and enlisted men not serving as pilots or observers under flight orders shall not be required to undergo flight physical examinations.

DEATHS AND BURIALS

3071. When an officer or enlisted person on active duty dies, the officer in responsible charge of the unit to which the deceased was attached shall notify the Commandant and the next of kin by dispatch and shall arrange for the preparation and encasement of the body in accordance with instructions issued by the Commandant. When death occurs at any place other than the unit to which the deceased was attached, the officer in responsible charge of the nearest available Coast Guard unit shall perform the duties prescribed by this article and shall advise the commanding officer of the unit to which the deceased person was attached that he has taken charge of the burial arrangements.

Relatives assuming charge.

3072. When a relative, or legal representative claims the body and assumes charge of the burial expenses, the Government will not be obligated for any expense incurred thereafter.

3073. New clothing, if necessary, shall be issued for the purpose of preparing the remains for burial or cremation and shall be accounted for on the clothing accounting records as expended in the name of the deceased. **Clothing.**

3074. (1) Transportation of the remains is authorized in accordance with instructions issued by the Commandant. **Transportation remains.**

(2) If an escort is desired to accompany the deceased to place of interment or cremation, the officer in responsible charge of the unit is authorized to detail an escort and authorize the necessary travel and attendant travel allowances. The escort shall accompany the remains in transit, be responsible for their safe delivery, and attend the funeral, burial, or cremation. If a member of the Service is detailed to this duty, he shall, as nearly as practicable, be of equivalent rank or rating to the deceased, and if possible, a friend or associate.

(3) A civilian escort shall be furnished return transportation when necessary. The escort shall also be furnished necessary Pullman accommodations for all travel performed as said escort, including return journey when necessary, same to be obtained on transportation request. Such escort shall be entitled to a per diem allowance of $4 in lieu of subsistence expenses, in accordance with Government travel regulations. Written authority shall be issued to the escort by the unit concerned, covering the travel involved and specifying the per diem. The unit shall prepare a proper per diem voucher for the escort, which, after certification and approval, shall be forwarded to Headquarters for settlement, accompanied by two certified copies of travel order. **Civilian escort.**

3075. (1) The officer in responsible charge of the unit shall cause the personal effects of the deceased to be collected and inventoried by two persons at least one of whom shall be an officer. The inventory shall be made out in triplicate and each copy signed by the persons making the same. One copy of the inventory shall be retained at the unit, and two copies forwarded to Headquarters. All effects not of a perishable nature shall be packed, sealed, and retained at the unit until disposed of as directed by the Commandant. When the personal effects are delivered to the next of kin or legal representative in accordance with directions from the Commandant, a receipt, in duplicate, shall be obtained and the original forwarded to Headquarters. **Disposition of effects.**

(2) Perishable personal effects shall be sold at auction and the proceeds of the sale retained at the unit until disposition is directed by the Commandant.

(3) All moneys, articles of value, papers, keepsakes, and other similar effects belonging to deceased persons in the Coast Guard, not claimed by their legal heirs or next of kin, shall be deposited in safe custody, and if any such moneys, articles of value, papers,

keepsakes, or other similar effects so deposited have been, or shall hereafter be, unclaimed for a period of 2 years from the date of the death of such person, such articles and effects shall be sold and the proceeds thereof, together with the moneys above mentioned, shall be deposited in the Treasury to the credit of unclaimed money of individuals whose whereabouts are unknown: *Provided*, That the Commandant is hereby authorized and directed to make diligent inquiry in every instance after the death of such person to ascertain the whereabouts of his heirs or next of kin, and to issue such instructions as may be necessary to carry out the foregoing provisions: *Provided further*, That claims may be presented hereunder at any time within 5 years after such moneys or proceeds have been so deposited in the Treasury, and, when supported by competent proof in any case after such deposit in the Treasury, shall be certified to Congress for consideration.

Retired persons.

3076. (1) The cost of embalming, clothing, or encasement; funeral or local burial; or transportation to their homes or designated cemeteries, of retired personnel on inactive duty, is not a proper charge against the Coast Guard.

Veterans.

(2) Executive Order No. 6895 provides that, where an honorable discharged veteran of any war or a veteran of any war in receipt of a pension dies after discharge, the Administrator of Veterans' Affairs, in his discretion and with due regard to the circumstance in each case, shall pay for burial and funeral expenses and transportation of the body (including preparation of the body) to the place of burial, a sum not exceeding $100 to cover such items and to be paid to such person as may be prescribed by the Administrator.

Flag.

(3) The act of July 11, 1939 (Public, No. 166, 76th Cong.) provides that an honorably discharged veteran of any war, or a person honorably discharged from the Coast Guard after serving at least one enlistment or for disability incurred in line of duty, who dies after discharge, shall be furnished by the Administrator a flag to drape the casket, such flag to be given to the next of kin after burial.

CHAPTER XXXI

ASSISTANCE IN FOREIGN WATERS AND DERELICTS

ASSISTANCE IN FOREIGN WATERS

Mexico.

3101. (1) By proclamation of the President, dated March 10, 1936, and under authority of a treaty ratified by the United States of America and the United Mexican States, March 7, 1936, vessels and rescue apparatus, public or private, of either country may aid or assist vessels of their own nationality, including passengers and crews thereof, which may be disabled or in distress on the shores or within the territorial waters of the other country within a radius of 720 nautical miles of the intersection of the international boundary line and the coast of the Pacific Ocean, or within a radius of 200 nautical miles of the intersection of the international boundary line and the coast of the Gulf of Mexico.

(2) The commanding officer of a vessel or rescue apparatus entering or intending to enter the territory or territorial waters of Mexico with his command to assist a distressed vessel, shall, at the earliest practicable moment, send a notice of such action or intention to the competent authorities of the port of entry of that other country nearest the scene of distress. This notice may be sent by radio or telegraphic dispatch or any other expeditious method of communication. He may proceed to and assist the distressed vessel unless advised by Mexican authorities that adequate assistance is available, or that, for any other reason, such assistance is not considered necessary. Notice of departure shall be made in like manner.

(3) The word "assistance" as used in this article means an act necessary or desirable to prevent the injury, arising from a marine peril, of persons or property, and the word "vessel" includes aircraft, as well as every kind of conveyance used or capable of being used for transportation on water.

Canada.

3102. (1) By proclamation of the President, dated July 10, 1908, and under authority of a treaty ratified by the United States of America and the United Kingdom of Great Britain and Ireland, June 30, 1908, vessels and wrecking appliances, either from the United States or from the Dominion of Canada, may salve any property wrecked and may render aid and assistance to any vessels

wrecked, disabled, or in distress in the waters or on the shores of the other country in that portion of the St. Lawrence River through which the international boundary line extends, and, in Lake Ontario, Lake Erie, Lake St. Clair, Lake Huron, and Lake Superior, and in the Rivers Niagara, Detroit, St. Clair, and Ste. Marie, and the canals at Sault Ste. Marie, and on the shores and in the waters of the other country along the Atlantic and Pacific coasts within a distance of 30 miles from the international boundary on such coasts.

(2) Such reciprocal wrecking and salvage privileges shall include all necessary towing incident thereto, and nothing in the customs, coasting or other laws or regulations of either country shall restrict in any manner the salving operations of such vessels or wrecking appliances.

(3) Vessels from either country employed in salving in the waters of the other shall, as soon as practicable afterwards, make a full report at the nearest customhouse of the country in whose waters such salving takes place.

DERELICTS

Law relative to obstructions to navigation; navigable waters.

3111. The following are extracts from the laws of the United States relative to obstructions to navigation in the navigable waters of the United States (act approved Mar. 3, 1899; 30 Stat. 1154).

Routine removal by Secretary of War.

"SEC. 19. That whenever the navigation of any river, lake, harbor, sound, bay, canal, or other navigable waters of the United States shall be obstructed, or endangered by any sunken vessel, boat, watercraft, raft, or other similar obstruction, and such obstruction has existed for a longer period than thirty days, or whenever the abandonment of such obstruction can be legally established in a less space of time, the sunken vessel, boat, watercraft, raft, or other obstruction shall be subject to be broken up, removed, sold, or otherwise disposed of by the Secretary of War at his discretion, without liability for any damage to the owners of the same. *Provided*, That in his discretion, the Secretary of War may cause reasonable notice of such obstruction of not less than thirty days, unless the legal abandonment of the obstruction can be established in a less time, to be given by publication, addressed 'To whom it may concern', in a newspaper published nearest to the locality of the obstruction, requiring the removal thereof: *And provided also*, That the Secretary of War may, in his discretion, at or after the time of giving such notice, cause sealed proposals to be solicited by public advertisement, giving reasonable notice of not less than ten days, for the removal of such obstruction as soon as possible after the expiration of the above specified

thirty days' notice, in case it has not in the meantime been so removed, these proposals and contracts, at his discretion, to be conditioned that such vessel, boat, watercraft, raft, or other obstruction, and all cargo and property contained therein shall become the property of the contractor, and the contract shall be awarded to the bidder making the proposition most advantageous to the United States: *Provided*, That such bidder shall give satisfactory security to execute the work. *Provided further*, That any money received from the sale of any such wreck, or from any contractor for the removal of wrecks, under this paragraph shall be covered into the Treasury of the United States.

Emergency removal by Secretary of War or agents.

"SEC. 20. That under emergency, in the case of any vessel, boat, watercraft, or raft, or other similar obstruction, sinking or grounding, or being unnecessarily delayed in any Government canal or lock, or in any navigable waters mentioned in section nineteen, in such manner as to stop, seriously interfere with, or specially endanger navigation, in the opinion of the Secretary of War, or any agent of the United States to whom the Secretary may delegate proper authority, the Secretary of War or any such agent shall have the right to take immediate possession of such boat, vessel, or other watercraft, or raft, so far as to remove or to destroy it and to clear immediately the canal, lock, or navigable waters aforesaid of the obstruction thereby caused, using his best judgment to prevent any unnecessary injury, and no one shall interfere with or prevent such removal or destruction: *Provided*, That the officer or agent charged with the removal or destruction of an obstruction under this section may in his discretion give notice in writing to the owners of any such obstruction requiring them to remove it: *And provided further*, That the expense of removing any such obstruction as aforesaid shall be a charge against such craft and cargo; and if the owners thereof fail or refuse to reimburse the United States for such expense within 30 days after notification, then the officer or agent aforesaid may sell the craft or cargo, or any part thereof that may not have been destroyed in removal, and the proceeds of such sale shall be covered into the Treasury of the United States."

Cooperation with Engineer Department, U. S. Army.

3112. Under the provisions of sections 19 and 20 of the act of March 3, 1899, the duty of removing wrecks which may endanger navigation has been assigned to the district engineers of the Engineer Department at large, United States Army, and the responsibility for such work rests upon them as agents of the Secretary of War. Officers of the Coast Guard shall cooperate with and assist the district engineers in the execution of that duty. In emergencies when the district engineer cannot be reached, commanding officers of Coast Guard vessels shall, on their own responsibility as additional agents of the Secretary of

War, take the immediate action necessary to clear the channel. If doubt arises concerning the proper action in particular cases, the general principle should be borne in mind that the existence of a wreck within the navigable waters of the United States, so situated that it endangers, or is likely to endanger navigation, should be brought to the attention of the district engineer as speedily as possible, and that his action concerning the disposition of the wreck should be awaited, if the emergencies of the case will permit of reasonable delay. The jurisdiction of the Secretary of War over navigable waters of the United States is not strictly limited to the waters within the usual marine league, but includes all the coast waters in which aids to navigation or other structures are established by authority of the United States Coast Guard or of the War Department.

Instruction relative to derelicts, wrecks, etc.

3113. The following instructions shall be observed by the commanding officers of all vessels relative to derelicts, wrecks, etc.:

Search for.

(1) Upon receiving information from any authentic source of the existence of a derelict, or other floating danger to navigation, within the cruising limits of his command, he shall, without delay, make diligent search to locate the same.

Taken to most convenient port.

(2) Derelicts and other floating dangers to navigation wherever found shall be taken to the most convenient port whenever practicable.

Destruction of derelicts.

(3) Whenever it is not practicable to take a derelict or other floating danger into a port it should be destroyed or beached, extreme care being exercised in each case that such destruction does not leave sunken or floating wreckage of such size or character as to constitute a menace to passing ships. If the derelict or other floating danger is to be destroyed within the navigable waters of the United States and the emergencies of the case permit, the district engineer shall be communicated with by dispatch or otherwise consulted before final action is taken.

Notification to district engineer.

(4) Whenever circumstances make it necessary for a vessel to destroy a derelict or other floating danger to navigation, within the navigable waters of the United States, the commanding officer shall at once notify the district engineer.

Obstruction in harbors, etc.

3114. Whenever the commanding officer of a vessel has knowledge of any obstruction to navigation of the character described in sections 19 and 20 of the act of March 3, 1899, in any river, lake, harbor, or canal, or inside a line connecting the headlands of any sound or bay, he shall at once notify the district engineer and shall take no further action, except as provided in article 3115, unless requested by that officer, in which case he shall proceed as soon as the duties of the vessel permit.

Not within harbor.

3115. When the commanding officer of a vessel has knowledge of any obstruction to navigation of the character described in

sections 19 and 20 of the act of March 3, 1899, within the navigable waters of the United States (not being in any river, lake, harbor, or canal, or not inside a line connecting the headlands of any sound or bay) he shall proceed as follows:

Action when immediate removal is not necessary.

(1) If the obstruction does not stop, seriously interfere with, or specially endanger navigation, and immediate removal is not necessary, the commanding officer shall notify the district engineer and shall take no further action, unless requested by that officer.

Wrecks to be removed

(2) If the obstruction stops, seriously interferes with, or specially endangers navigation, and there is not time to communicate with the district engineer, the commanding officer is authorized to remove or destroy such obstruction so far as to clear the channel, using his best judgment to prevent any unnecessary injury in the premises. He shall notify the district engineer of his action as soon as practicable.

Wrecks to be lighted or buoyed.

(3) In either of the cases cited in subparagraphs (1) and (2) of this article the commanding officer shall see that the wreck is properly buoyed or lighted before he leaves it, the details and cost of the same to be reported to the district engineer. Commanding officers shall, in all cases where wrecks are buoyed and lighted by vessels of the Coast Guard, promptly notify his district commander of the fact, giving full information as to the character of the buoy or light established, and forwarding, if practicable, a section of the chart showing its position in order that such information may be published in the weekly Notice to Mariners.

Obstructions to be destroyed by Coast Guard.

3116. Sunken obstructions outside the navigable waters of the United States shall be removed or destroyed by the Coast Guard when deemed practicable.

Authority of district commander.

3117. (1) A district or force commander is authorized, upon request from a district engineer, to direct any vessel of his district to give the latter officer such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

Assistance by commanding officers.

(2) Commanding officers of vessels not attached to a district or force are authorized, upon request from a district engineer, to give the latter such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

To correspond with district engineers.

(3) District or force commanders and commanding officers are authorized to correspond direct with district engineers on matters concerning the removal of wrecks.

Reports.

3118. (1) Whenever a derelict, or other floating danger to navigation, has been taken into port, or whenever a floating or sunken danger has been destroyed outside of the navigable waters of the United States by a vessel, a full written report of the operation shall be forwarded to Headquarters.

(2) Whenever a derelict or other floating danger, or a wreck or other sunken obstruction, has been beached or destroyed by a vessel within the navigable waters of the United States, a full written report of the operation shall be forwarded to Headquarters, and a carbon copy of the written report shall be forwarded at the same time direct to the district engineer of the district in which the operation took place. This report shall particularly state the original condition of the wreck as fully as practicable, its location, as closely as possible by latitude and longitude, and by reference to established aids to navigation or other prominent features shown on United States coast charts, and the depth of water remaining over the site of the wreck, and either the stage of water or the hour, minute, and date when the depths were measured. If the vessel submitting the above report is attached to a district, the original report shall be forwarded to Headquarters through the district commander, accompanied by an extra carbon copy for the files of the latter's office.

Report location.

(3) All special expense attached to the removal or destruction of wrecks or other sunken obstructions within the navigable waters of the United States will be borne by the War Department. Immediately upon the destruction or removal of an obstruction to navigation, claim for payment shall be made to the War Department.

Expense borne by War Department.

3119. When a commanding officer cannot remove obstructions with such appliances as are furnished him he shall at once report the matter to the district commander with such recommendations regarding the manner of removing them as he may deem expedient.

Recommendation for removal of wreck.

3120. Nothing in this chapter is to be construed as affecting or changing in any way whatever the duties and responsibilities resting upon the commanding officers of all vessels to give assistance to vessels in distress. Whenever a stranded vessel is floated by a coast guard vessel such assistance does not fall within the class of operations comprehended by the foregoing.

Other duties not affected.

CHAPTER XXXII

OPERATING AS A PART OF THE NAVY

Authority.

3201. Whenever the whole or any part of the personnel of the Coast Guard is operating with the personnel of the Navy, officers and men of each service shall have the same authority and control over officers and men of the other service as that to which their rank or rating entitles them in their respective service (Executive Order of May 2, 1916).

In time of war.

3202. Whenever in time of war the Coast Guard operates as part of the Navy in accordance with law, the personnel shall be subject to the laws prescribed for the government of the Navy, but shall continue to be subject to the laws, regulations, and orders for the government of the Coast Guard, except insofar as may be necessary for discipline, command, and effective military administration. In the initiation, prosecution, and completion of disciplinary action, including remission and mitigation of punishments for any offense committed by any officer or enlisted man of the Coast Guard, the jurisdiction shall depend upon and be in accordance with the laws and regulations of the department having jurisdiction of the person of such offender at the various stages of such action. Any punishment imposed and executed in accordance with the provisions of this article shall not exceed that to which the offender was liable at the time of the commission of his offense (39 Stat. 600).

3203. 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 (39 Stat. 600).

3204. Whenever, in accordance with law, the expenses of the Coast Guard are paid by the Navy Department, any naval appropriations from which payments are so made shall be reimbursed from available appropriations made by Congress for the expenses of the Coast Guard (39 Stat. 600).

3205. When operating as a part of the Navy, flags and pennants shall be displayed in accordance with naval regulations or instructions.

CHAPTER XXXIII

DISTRIBUTION OF REGULATIONS, GENERAL ORDERS, AND INSTRUCTIONS

Regulations.

3301. (1) Each officer of the Coast Guard shall be furnished with a copy of these regulations, for which he shall be responsible.

(2) Each unit shall be furnished with a copy of these regulations, and at units to which 20 or more enlisted men are assigned an additional copy shall be furnished, which copy shall be made available to the enlisted men. The executive officer of units under the command of a commissioned officer, and the commanding officer of other units, shall be responsible for their safe keeping and shall keep them corrected to date.

Changes.

3302. Regulations will be changed by the Secretary of the Treasury as circumstances may require by changes to regulations, which shall be consecutively numbered. The distribution of changes to regulations shall be the same as that prescribed for the distribution of regulations.

General orders.

3303. General orders will be issued by the Secretary of the Treasury as circumstances may require, and such general orders shall have the force and effect of regulations. They shall be numbered consecutively. The distribution of general orders shall be the same as that prescribed for the distribution of regulations.

Headquarters circulars.

3304. Headquarters circulars will be issued by the Commandant as circumstances may require and will contain matter explanatory of the regulations, without changing them, and such information and instructions as may be deemed desirable for general dissemination to the service. They shall be numbered consecutively. The distribution of headquarters circulars shall be the same as that prescribed for the distribution of Coast Guard regulations.

Commandant's circulars.

3305. Commandant's circulars will be issued by the Commandant as circumstances may require and will contain such orders, instructions, and information as may be deemed desirable for general dissemination to district commanders. They shall be numbered consecutively. The distribution of commandant's circulars shall be to district commanders.

Instructions and circulars.

3306. Instructions and circulars on particular subjects, the distribution of which is limited because they are of interest or are applicable to only part of the service, will be issued by the Commandant. Each series will be consecutively numbered, and the first circular or instruction of each series will prescribe the distribution.

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CHANGES

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

12 July, 1941.

CHANGE IN COAST GUARD REGULATIONS

Change No. 12.

The Regulations, United States Coast Guard are changed as follows, effective 1 August, 1941.

Art. 1551. Strike out and substitute therefor:

Responsibility.

1551. The commissary officer shall have charge of and be responsible for the money, stores, and records of the commissary department, for the procurement of ration supplies, and for the preparation of food for the crew's mess.

Art. 1552. Strike out and substitute therefor:

Inspection of crew's mess stores.

1552. He shall, when practicable, be present and receive the stores of the crew's mess when they are are delivered on board, and shall satisfy himself that they are good and wholesome, and, in respect to quantity and quality, in compliance with the contract. When necessary he shall be present when rations are issued for the crew.

Art. 1553. Strike out and substitute therefor:

Condition of storerooms.

1553. He shall be responsible for the cleanliness and good order of the storerooms in which the provisions for the crew's mess are stored, and shall inspect them frequently.

Art. 1554. Strike out and substitute therefor:

Assistants for conduct of crew's mess.

1554. As the officer in charge of the crew's mess he shall have under his direction the commissary steward, and master-at-arms, the cooks, and the messmen, and shall be responsible for the good order and cleanliness of the crew's mess outfits.

Art. 1555. Strike out and substitute therefor:

Commissary officer relieved.

1555. When an officer for any reason ceases to have charge of the crew's mess, he shall turn over to the officer who succeeds him all stores and money on hand, and obtain from him a formal receipt.

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

16 July, 1941

CHANGE IN COAST GUARD REGULATIONS

Change No. 13.

The Regulations, United States Coast Guard, are changed as follows:

Article 510. Strike out and substitute therefor:

510. (1) An officer shall not be promoted until he has passed each subject of his written examination. Seventy per centum shall be the passing mark. An officer who does not attain a passing mark in each subject during the course of his written examinations or who otherwise fails to establish his mental, moral, and professional fitness to the satisfaction of the board of examining officers, shall be placed out of the line of promotion.

(2) An officer, who, prior to 27 May, 1941, was placed out of the line of promotion for the reason of not having attained a passing mark in his written examination for promotion may upon the recommendation of a board convened by the Secretary of the Treasury to be composed of not less than three officers of the grade of commander or above, be given one more reexamination for promotion. The subjects and the scope of the written examination shall be as prescribed in General Order No. 4, dated November 5, 1940, effective April, 1941. Each such officer who passes each subject of his written examination and whose mental, moral, and professional fitness to perform all the duties of the grade or rank for which he was examined is established to the satisfaction of a board of examining officers appointed by the President and who is examined by a board of medical officers and pronounced physically qualified to perform all the duties of such grade or rank may be placed in the line of promotion with precedence next after the line officer in the line of promotion next above him on the date he completes his written examination.

By direction of the Secretary.

HERBERT E. GASTON,
Assistant Secretary of the Treasury

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

12 July, 1941.

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Inspection of crew's mess stores.

1552. He shall, when practicable, be present and receive the stores of the crew's mess when they are are delivered on board, and shall satisfy himself that they are good and wholesome, and, in respect to quantity and quality, in compliance with the contract. When necessary he shall be present when rations are issued for the crew.

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Condition of storerooms.

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Assistants for conduct of crew's mess.

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Commissary officer relieved.

1555. When an officer for any reason ceases to have charge of the crew's mess, he shall turn over to the officer who succeeds him all stores and money on hand, and obtain from him a formal receipt.

Art. 1556. Strike out and substitute therefor:

Deficit.

1556. When a commissary officer is relieved the commanding officer shall satisfy himself as to the true financial condition of the crew's mess. If a deficit be found to exist, the commanding officer shall report to the Commandant by dispatch, giving the name of the commissary officer and the amount of the deficit, and shall await instructions before permitting the transfer to be effected.

Art. 2935. Strike out and substitute therefor:

Subsistence of passengers.

2935. As no allowance can be made to any mess for the subsistence of persons officially embarked as passengers, the expense of subsistence must be paid by such passengers. When a passenger is subsisted in a crew's mess the charge shall be the value of the ration the preceding month. When an official passenger, aboard overnight, is subsisted in an officers' mess the charge shall be $1.50 per day. He shall be charged for the day he arrives but not for the day he departs. However, an officer or civilian in the Coast Guard embarked on a vessel of the Coast Guard as a necessary part of his duty if subsisted in an officers' mess, shall, for the purpose of this article, be considered as a member of the mess, and shall pay his pro-rata share of the mess bill for each day he is carried on the muster roll.

Art. 2938. Strike out and substitute therefor:

Mess bills.

2938. (1) Every officer shall pay monthly, or at the end of the cruise if it be longer than 1 month, the full amount of his mess bill to the mess treasurer. The mess treasurer may, in the interests of the mess, require the members to advance sufficient funds to enable him to make cash purchases. When a person is absent from a unit for any period longer than one day he shall not be required to pay a mess bill during such absence.

Art. 2941. Strike out and substitute therefor:

Crew's mess.

2941. (1) There shall be organized in each unit having an authorized complement of more than 40 enlisted persons subsisted in one mess, in cutters 165-foot, Class B, and in air stations one general mess in charge of the commissary officer for enlisted persons exclusive of officers' stewards and mess attendants. The Commandant may direct that a commuted ration mess be established in lieu of a general mess, in any unit described in this paragraph.

(2) There shall be organized in each unit, provided with messing facilities furnished by the Government, except in units in which a general mess is established, one or more commuted ration messes in charge of the commissary officer for enlisted persons, exclusive of officers' stewards and mess attendants. At such units where no officers' mess is established, officers' stewards and mess attendants shall be that prescribed for the other enlisted men of the mess. The commuted rations for such messes shall be paid to a mess treasurer designated by the Commandant. The Commandant may direct that a general mess be established, in lieu of the commuted ration mess, in any unit described in this paragraph.

(3) At a unit in which it is possible to subsist all the enlisted persons in one mess, only one crew's mess shall be established.

(4) At units where no officers' mess is established, an officer or a civilian classed as an officer attached to the unit may be subsisted in the crew's mess, in which case he shall pay to the mess one day's subsistence allowance for each day he is present as shown on the muster roll. If authorized by the district commander, or a commanding officer not serving under a district commander, at shore stations where officers' messes are not maintained, officers may be furnished meals (prepared food) by the crew's mess. When serving meals, in a crew's mess, to officers has been authorized, the charges shall be for breakfast 20 cents, for noonday meal 30 cents, and for supper 20 cents.

By direction of the Secretary.

HERBERT E. GASTON,
Assistant Secretary of the Treasury.

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

4 August, 1941

COAST GUARD REGULATIONS

Change No. 14.

Add the following sub-head and the following articles to Coast Guard Regulations:

THE DISTRICT FINANCE OFFICER.

Article 881. A commissioned line officer may be detailed by the Commandant to the staff of a district commander as district finance officer.

Article 882. He shall be responsible to the district commander for the administration of the finances of the district, the preparation of the estimates of the financial requirements of the district, the budgeting of the district funds and allotments, and for all matters pertaining to pay and supplies and the accounting in connection therewith.

Article 1771. Strike out and substitute therefor:

1771. A chief pay clerk or pay clerk shall be an assistant to the finance officer, to the commissary officer, and to the clothing officer and shall perform such other duty as the Commandant may direct.

Article 2410. Strike out and substitute the following:

2410. Communications addressed to other departments or officials of the United States Government which have not adopted the form of correspondence described in article 2411 and communications addressed to persons not in the service of the United States Government shall be formulated in the manner prescribed in this article. If indorsements become necessary in this class of correspondence, they shall be prepared in the manner prescribed in article 2411, also, references and inclosures shall be as indicated in the same article. The body of the letter shall be single spaced, with double spacing between paragraphs.

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

4 August, 1941

COAST GUARD REGULATIONS

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2410. Communications addressed to other departments or officials of the United States Government which have not adopted the form of correspondence described in article 2411 and communications addressed to persons not in the service of the United States Government shall be formulated in the manner prescribed in this article. If indorsements become necessary in this class of correspondence, they shall be prepared in the manner prescribed in article 2411, also, references and inclosures shall be as indicated in the same article. The body of the letter shall be single spaced, with double spacing between paragraphs.

EXAMPLE

Name of unit where written.
Place and date.

Title, if any, official (person) addressed, and name if desirable.
Address.

Sir (or Madam):

(Do not number paragraphs. Single space body of letter. Double space between paragraphs.)

By direction of_____. (If applicable.)

Very truly yours,

(Type in name of person signing.)
Rank
Title of Office.

Article 2411. (3) Strike out and substitute therefor:

(3) Below the heading, with 1-inch margin from the left side of the page, shall be written the word "From", followed by the official designation, or the name and rank of the writer. At a single space below this shall be written with the same margin, the word "To", followed by the official designation of the officer or official addressed, the word "To" to begin immediately below the beginning of the word "From"; and, except on communications originating at Headquarters, at a double space below this, the channel through which the communication is to pass, if not submitted direct, the offices to be designated by numberals indicating the sequence of routing.

By direction of the Secretary.

HERBERT E. GASTON,
Assistant Secretary of the Treasury

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

21 August, 1941

COAST GUARD REGULATIONS

Change No. 15.

The Regulations, United States Coast Guard, 1940, are amended, effective 0000, 1 September, 1941, as follows:

Strike out Article 356 and substitute the following:

356. The Norfolk District, with district headquarters at Norfolk, Virginia, shall comprise: the States of Maryland and Virginia, and the counties of Currituck, Camden, Pasquotank, Gates, Perquimans, Chowan, Dare, Tyrrell, Washington, Hyde, Beaufort, Pamlico, Craven, Jones, Carteret and Onslow in North Carolina; and all United States Naval Reservations in the islands of Bermuda.

Strike out Article 368 and substitute the following:

368. The Charleston District, with district headquarters at Charleston, S. C., shall compise: the States of South Carolina, Georgia, and North Carolina, except the counties of Currituck, Camden, Pasquotank, Gates, Perquimans, Chowan, Dare, Tyrrell, Washington, Hyde, Beaufort, Pamlico, Craven, Jones, Carteret, and Onslow.

By direction of the Secretary.

HERBERT E. GASTON,
Assistant Secretary of the Treasury

TREASURY DEPARTMENT
UNITED STATES COAST GUARD
WASHINGTON, D. C.

27 October, 1941

COAST GUARD REGULATIONS

Change No. 16.

The Regulations, U. S. Coast Guard, 1940, are changed as follows:

Strike out Article 216 and substitute the following:

216. The Coast Guard shall be a military service and constitute a branch of the land and naval forces of the United States at all times and shall operate as a part of the Navy in time of war or when the President shall so direct. (38 Stat. 800; as amended July 11, 1941, Public No. 166 - 77th Congress.)

After Article 216, add the following new articles:

217. The Coast Guard is charged with the enforcement of the laws and regulations to provide for the safe carriage of explosives or other dangerous or semi-dangerous articles or substances aboard vessels. (Act of October 9, 1940 - Public No. 809 - 76th Congress.)

218. The Coast Guard is charged with the enforcement of the laws for the protection of walruses in the Territory of Alaska. (Act of August 18, 1941 - Public No. 219 - 77th Congress.)

Strike out Article 305 and substitute the following:

305. There shall be attached to the Division of Personnel a Chief Medical Officer; Chief, Maritime Service; and Chief Director, Coast Guard Reserve.

Strike out Article 643 and substitute the following:

643. The Chief, Maritime Service is responsible to the Chief Personnel Officer for the administration of the Maritime Service training stations.

After Article 893, add the following new article:

894. An officer of the Coast Guard designated by the Commandant as captain of the port is empowered to enforce the regulations prescribed by the Secretary of Commerce, Part 146 - Transportation or Stowing of Explosives or Other Dangerous

Articles or Substances and Combustible Liquids on Board Vessels. If he finds any explosives or other dangerous articles or substances or combustible liquids are being handled, stored, stowed, carried, or transported in violation of the statute or of the regulations in Part 146, he may stop such operation or require such corrective action as he may deem necessary to effect the purposes of the statute in compliance with the regulations. (F. R., Doc. 41-154; file January 7, 1941.) (6 F. R. 254, 303.)

Strike out Article 1101 and substitute the following:

1101. The commanding officer of a coast guard station shall be regarded as on duty at all times.

After Article 1916, add the following new article:

1917. Watches at light stations shall be kept and so divided that an equal share of work and desirable hours shall fall to each person assigned to duty at the light station. Watches shall be stood in such place and manner as to give continuous and the best possible attention to the light and other signals when in operation.

After Article 1979, add the following subtitle and article:

COAST GUARD POST OFFICE

1980. (1) Pursuant to the provisions of the Act of May 27, 1908, (U.S.C., title 39, sec. 134), as amended by section 9 of the Act of July 11, 1941, (Public Law 166, 77th Congress) and in accordance with the regulations approved by the Post Office Department, coast guard post offices may be established as the needs of the Service require.

(2) The average number of persons regularly attached to the unit shall determine the classification of the coast guard post office, as follows:

Class I, to serve less than 100
Class II, to serve 100 - 700
Class III, to serve over 700
Class IV, distributing office.

(3) The Commandant shall from time to time recommend to the Secretary of the Treasury enlisted men of the Coast Guard to be designated by the Post Office Department as "coast guard mail clerks" and "assistant coast guard mail clerks".

(4) The commanding officer shall, when in his judgment a coast guard mail clerk or an assistant coast guard mail clerk proves untrustworthy, immediately terminate his service as such, stop the extra compensation and notify the Commandant. His report to the Commandant shall include a statement as to the condition of postal effects.

Upon the receipt of reprinted pages of the Regulations, dated July, 1941, Changes, Coast Guard Regulations, Nos. 1 - 11, inclusive, are canceled and shall be removed from the binder. The reprinted pages are:

101	503	704	1805
301	504	803	1806
302	505	804	2903
303	506	805	2904
304	507	1005	2905
305	508	1006	2906
501	508.1	1203	2907
502	605	1204	3007
502.1	606	1507	3008
502.2	703	1508	

By direction of the Secretary,

HERBERT E. GASTON,
Assistant Secretary of the Treasury

REGULATIONS

FOR THE

UNITED STATES COAST GUARD

CHAPTER I

ESTABLISHMENT

101. The United States Lighthouse Service was established by the Act of August 7, 1789 (1 Stat. 53). The United States Revenue Cutter Service was established by the act of August 4, 1790 (1 Stat. 175). The United States Life-Saving Service was established by the act of June 20, 1874 (8 Stat. 125). The Coast Guard was established by the act of January 28, 1915 (38 Stat. 800) which provides in part as follows:

> That there shall be established in lieu of the existing Revenue Cutter Service and the Life-Saving Service, to be composed of those two existing organizations, with the existing offices and positions and the incumbent officers and men of those two Services, the Coast Guard, which shall be a military service and constitute a branch of the land and naval forces of the United States at all times and which shall operate under the Treasury Department in time of peace and operate as a part of the Navy, subject to the orders of the Secretary of the Navy in time of war or when the President shall so direct * * * . All duties performed by the Revenue Cutter Service and Life-Saving Service shall continue to be performed by the Coast Guard. * * *

The President, by authority vested in him by the act of April 3, 1939, consolidated the Bureau of Lighthouses with the Coast Guard by the President's Reorganization Plan No. II, dated May 9, 1939, which provides in part as follows:

> The Bureau of Lighthouses in the Department of Commerce and its functions are hereby transferred to and shall be consolidated with and administered as a part of the Coast Guard in the Department of the Treasury.

CHAPTER III

ORGANIZATION

HEADQUARTERS

Commandant.

301. The Commandant is charged with the administration of the Coast Guard under the direction of the Secretary of the Treasury. The office of the Commandant shall be known as Headquarters. During the absence of the Commandant the Assistant Commandant shall act as Commandant. During the absence of both the Commandant and the Assistant Commandant, the senior line officer whose assignment to duty is not restricted by law, attached to and present for duty at Headquarters shall act as Commandant.

302. Attached to the office of the Commandant shall be a Chief Counsel, who shall perform his duties under the direct supervision of the General Counsel, Department of the Treasury.

Assistant Commandant.

303. The Assistant Commandant shall be operations officer for the Coast Guard and shall exercise immediate control over the Operations Office and administrative control over the Coast Guard Academy, the Permanent Board, and the divisions at Headquarters listed in this article.

(1) Division of Personnel—Chief Personnel Officer.
(2) Division of Matériel—Engineer in Chief.
(3) Division of Inspection—Inspector in Chief.
(4) Division of Finance—Chief Finance Officer.

304. Attached to the office of the Assistant Commandant there shall be a Chief Communication Officer, a Chief Intelligence Officer, and an Office Manager.

Chief Personnel Officer.

305. There shall be attached to the Division of Personnel a Chief Medical Officer; Chief, Maritime Training; and Chief Director, Coast Guard Reserve.

Coast Guard Patrol.

306. Except as provided in article 307, vessels mounting guns of 3-inch caliber, or greater, shall be organized as follows:

(1) Coast Guard Patrol.
(2) International Ice Patrol.
(3) Special Service Squadrons.

307. The Commandant may detach vessels described in article 306 from the Coast Guard Patrol. He may assign to the Coast Guard Patrol vessels other than those described in article 306.

District vessels.

308. Vessels not attached to patrols prescribed by article 306 shall be known as—

(1) District vessels.

(2) Lightships.

INDEPENDENT ORGANIZATIONS

Academy.

331. The Coast Guard Academy shall operate under the direct supervision of the Assistant Commandant.

Washington radio station.

332. The Washington radio station shall operate under the direct supervision of the Assistant Commandant.

333.

Maritime training stations.

334. The Maritime Service training stations shall operate under the direct supervision of the Chief, Maritime Service.

Coast Guard Yard.

335. The Coast Guard Yard, Curtis Bay, Md., shall operate under the direct supervision of the Engineer in Chief.

Inspectors.

336. The inspectors shall operate under the direct supervision of the Inspector in Chief. The districts and the independent organizations within the geographic limits of the respective districts are assigned to—

(1) Eastern Inspector — Boston, New York, San Juan, Philadelphia, and Norfolk.

(2) Southern Inspector — Charleston, Jacksonville, and New Orleans.

(3) Northern Inspector—St. Louis, Cleveland, and Chicago.

(4) Western Inspector — Los Angeles, San Francisco, Honolulu, Seattle, and Ketchikan.

COAST GUARD DISTRICTS

Districts.

351. For the immediate administration and operation of the Coast Guard, except as otherwise prescribed in articles 331–350, inclusive, of these Regulations, the United States, including its territories and insular possessions (except the Philippine Islands), and the waters adjacent thereto, are divided into districts each under the command of the commander of the district who is responsible directly to the Commandant.

Commandant may alter.

352. The Commandant may, when in his judgment it is necessary, place under the commander of a district units and aids to navigation situated within the geographical limits of an adjacent district. He shall publish to the Service all such changes in district organizations.

Boston. 353. The Boston District, with district headquarters at Boston, Mass., shall comprise the States of Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island, and all United States naval reservations on shore in Newfoundland.

New York. 354. The New York District, with district headquarters at New York, N. Y., shall comprise the State of Connecticut; State of New York not included in the Cleveland District; and the northern part of New Jersey, including counties of Mercer, Monmouth, and all counties north thereof.

San Juan. 355. The San Juan District, with district headquarters at San Juan, P. R., shall comprise the Panama Canal Zone, all of the island possessions of the United States pertaining to Puerto Rico and Virgin Islands, and all United States naval reservations in the islands of the West Indies and on the north coast of South America.

Norfolk. 356. The Norfolk District, with district headquarters at Norfolk, Virginia, shall comprise the States of Maryland and Virginia, and the counties of Currituck, Camden, Pasquotank, Gates, Perquimans, Chowan, and Dare in North Carolina; and all United States naval reservations in the islands of Bermuda.

Jacksonville. 357. The Jacksonville District, with district headquarters at Jacksonville, Fla., shall comprise the State of Florida, except the counties west of the Apalachicola River.

New Orleans. 358. The New Orleans District, with district headquarters at New Orleans, La., shall comprise the States of Texas and Louisiana; that part of the States of Alabama, Mississippi, and Arkansas south of latitude 34°N.; and that part of the State of Florida not included in the Jacksonville District.

St. Louis. 359. The St. Louis District, with district headquarters at St. Louis, Mo., shall comprise the States of West Virginia, Kentucky,

Tennessee, Oklahoma, Kansas, Nebraska, North Dakota, South Dakota, Iowa, and Missouri; the States of Pennsylvania, Ohio, Indiana, Illinois, Wisconsin, Minnesota, Arkansas, Mississippi, and Alabama not included in the Philadelphia, Cleveland, Chicago, or New Orleans Districts.

Cleveland.

360. The Cleveland District, with district headquarters at Cleveland, Ohio, shall comprise the States of New York (west of longitude 74°39′ W. and north of latitude 42° N.), Pennsylvania (west of longitude 79° W. and north of latitude 41° N.), Ohio (north of latitude 41° N.), Michigan (not included in the Chicago District), and that part of Wisconsin and Minnesota north of latitude 46°20′ N.

Chicago.

361. The Chicago District, with district headquarters at Chicago, Ill., shall comprise the State of Michigan, south of latitude 46°20′ N. and west of longitude 84°45′ W.; Wisconsin, east of longitude 90° W. and not included in the Cleveland District; Indiana, north of latitude 41° N.; and Illinois, north of latitude 41° N. and east of longitude 90° W.

San Francisco.

362. The San Francisco District, with district headquarters at San Francisco, Calif., shall comprise States of Nevada, Utah, Colorado, and that part of the State of California not included in the Los Angeles District.

Honolulu.

363. The Honolulu District, with district headquarters at Honolulu, T. H., shall comprise the Territory of Hawaii and the Pacific islands belonging to the United States west of longitude 140° W. and south of latitude 42° N.

Seattle.

364. The Seattle District, with district headquarters at Seattle, Wash., shall comprise the States of Washington, Oregon, Idaho, Montana, and Wyoming.

Ketchikan.

365. The Ketchikan District, with district headquarters at Ketchikan, Alaska, shall comprise the Territory of Alaska.

Los Angeles.

366. The Los Angeles District, with district headquarters at Los Angeles, Calif., shall comprise the States of New Mexico and Arizona, and the southern part of California, including the counties of Santa Barbara, Kern, and San Bernadino, and all counties south thereof.

Philadelphia.

367. The Philadelphia District, with district headquarters at Philadelphia, Pa., shall comprise the State of Pennsylvania, east of longitude 79° W.; southern part of New Jersey, including counties of Burlington, Ocean, and all counties south thereof; and Delaware, including Fenwick Island Light.

Charleston.

368. The Charleston District, with district headquarters at Charleston, S. C., shall comprise the States of South Carolina, Georgia, and North Carolina, except the counties of Currituck, Camden, Pasquotank, Gates, Perquimans, Chowan, and Dare.

CHAPTER V

PERSONNEL

APPOINTMENTS

Commissioned officers.

501. (1) The commissioned officers and chief warrant officers of the Coast Guard are appointed by the President, by and with the advice and consent of the Senate.

Cadets and warrant officers.

(2) Cadets and warrant officers shall be appointed by the Secretary of the Treasury.

(3) Cadets shall serve a period of 4 school years before being recommended to the President for appointment as ensign.

Examinations.

502. Appointments in the Coast Guard shall be subject to such physical, mental, and professional examinations as the Secretary of the Treasury may prescribe. Appointments made by the Secretary of the Treasury shall be subject to such period of probation as he may prescribe.

503. 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, namely:

I, A. B., do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and 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. (R. S. 1757.)

Customs oath.

And I do further swear (or affirm) that I will use my best endeavours to prevent and detect frauds against the laws of the United States imposing duties upon imports. So help me, God. (R. S. 2616.)

DESIGNATIONS

Aviation.

504. Aviation designations shall be made by the Commandant. A commissioned, chief warrant, or warrant officer may be designated a student coast guard aviator, a coast guard aviator, a

student coast guard aviation observer, or a coast guard aviation observer. An enlisted person may be designated a student coast guard aviation pilot or a coast guard aviation pilot.

PROMOTIONS

Commissioned officers.

507. (1) When a vacancy occurs in the active list of regular commissioned line or engineer officers (except a vacancy as Commandant, Assistant Commandant, or Engineer in Chief) the senior officer of the next lower grade, not out of line of promotion, 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. (32 Stat. 100.)

Engineer officers.

(2) Notwithstanding the number of officers authorized in the grade of captain (engineering), a commander (engineering) may be promoted, subject to examination as provided by law, to that grade at the same time that a commander of same length of total commissioned service in the Coast Guard is promoted to captain. (45 Stat. 1533.)

(3) 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 the higher grade. (Act of Jan. 12, 1923, c. 25, sec. 4, 42 Stat. 1181.) 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. No officer shall be promoted to lieutenant commander who has had less than eight years commissioned service, regular or temporary, in the Coast Guard. (Act of July 3, 1926, c. 742, sec. 7, 44 Stat. 816.)

(4) An officer who, by law, is an extra number in his grade, shall be eligible for promotion, if otherwise qualified, at such time as the officer in a regular number in line of promotion next above him on the seniority list becomes eligible for promotion; or if there be no such officer in his grade, he shall be eligible for promotion, if otherwise qualified, when a vacancy occurs in the next higher grade. (Act of Aug. 5, 1939, c. 477, sec. 2, 53 Stat. 1216; Aug. 5, 1939, c. 478, sec. 1, 53 Stat. 1217.)

Board of examining officers.

508. No commissioned officer shall be promoted to a higher grade or rank on the active list (except in the case of the Commandant, the Assistant Commandant, and the 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. (42 Stat. 1181.)

Scope.

509. (1) The scope and method of conducting examinations for promotion of commissioned line and engineer officers shall be as prescribed by the Secretary of the Treasury. Examinations shall be written, except that the first examination in a subject in the case of an officer being examined for promotion to the rank or grade of captain shall be oral. If an officer fails to attain a passing mark in his first examination in a subject he shall be given two reexaminations, if necessary, but not more than two reexaminations, before he is adjudged as not passing in the subject. When an officer has had sufficient opportunity during service in his grade to complete a correspondence course approved by the Commandant and he fails successfully to complete such correspondence course, he shall be given but one examination in that subject. The term "sufficient opportunity" shall be deemed to include availability of the course to the officer and the normal time required to complete such course, omitting from such time such details of duty as would not permit the officer to take or complete said course. An officer who thinks he has not had sufficient opportunity as herein defined to complete a correspondence course may submit in writing the reasons therefor for the consideration of the Commandant.

(2) Upon written application being made therefor, an examining board shall excuse the officer from the requirement of taking an examination in a subject if he establishes to the satisfaction of such board that, while in the grade from which he is to be promoted, he has completed successfully a course of instruction or correspondence course approved by the Commandant in such subject.

Examination requirements.

510. An officer shall not be promoted until he has passed each subject of his written examination. Seventy per centum shall be the passing mark. An officer who does not attain a passing mark in each subject during the course of his written examinations or who otherwise fails to establish his mental, moral, and professional fitness to the satisfaction of the board of examining officers, shall be placed out of the line of promotion.

Failure in physical examination.

511. 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. (42 Stat. 1131.)

PROFESSORS

512. (1) When a professor is commissioned with rank less than that of commander, he shall be promoted through the successive ranks to a rank not above that of commander under such regulations as the President shall prescribe. (Act of April 16, 1937. 50 Stat. 66.)

(2) No professor shall be promoted to the next higher rank until his mental, moral, and professional fitness to perform all the duties of such higher rank have been established to the satisfaction of a board of examining officers appointed by the Secretary of the Treasury, and until he has been examined by a board of medical officers and pronounced physically qualified

to perform all the duties of such higher rank. The scope and method of conducting examinations for promotion of professors shall be as prescribed by the Secretary.

513. (1) A professor originally appointed as an ensign shall be eligible for promotion to lieutenant (junior grade), if otherwise qualified, after completion of the probationary period of 2 years. Thereafter, promotion through the successive ranks to a rank not above that of commander, shall be as though he were an extra number in his grade and the grades to which he may be promoted. He shall be eligible for promotion, if otherwise qualified, whenever the officer of the same rank in a regular number in line of promotion who is next senior to him in length of service in that grade becomes eligible for promotion.

(2) A professor originally appointed as a lieutenant (junior grade) shall be eligible for promotion to lieutenant, if otherwise qualified, after completion of the probationary period of 2 years. Thereafter, promotion through the successive ranks to a rank not above that of commander, shall be as though he were an extra number in his grade and the grades to which he may be promoted. He shall be eligible for promotion, if otherwise qualified, whenever the officer of the same rank in a regular number in line of promotion who is next senior to him in length of service in that grade becomes eligible for promotion.

(3) A professor originally appointed as a lieutenant shall be eligible for promotion to lieutenant commander, if otherwise qualified, after completion of 8 years' total service as a professor, including his probationary service. Thereafter, promotion through the successive ranks to a rank not above that of commander, shall be as though he were an extra number in his grade and the grades to which he may be promoted. He shall be eligible for promotion, if otherwise qualified, whenever the officer of the same rank in a regular number in line of promotion who is next senior to him in length of service in that grade becomes eligible for promotion.

(4) A professor originally appointed as a lieutenant commander shall be eligible for promotion to commander, if otherwise qualified, at the same time as a line officer of the same length of commissioned service as a lieutenant commander is promoted.

RETIREMENTS

Age.

514. When any commissioned officer, warrant officer, or enlisted man in the Coast Guard has reached the age of 64 years, he shall be retired by the President from active service on the first day of the following month. (32 Stat. 100; 38 Stat. 801; 46 Stat. 253.)

40 years.

515. When a commissioned officer of the Coast Guard who has had 40 years' service shall retire, he shall be placed on the retired list with the rank and retired pay of one grade above that actually held by him at the time of retirement. (42 Stat. 1131; the act of June 9, 1937.)

30 years.

516. A commissioned officer, chief warrant officer, warrant officer, or enlisted man who has served 30 years, upon suitable application—and as to commissioned officers upon approval by the Secretary of the Treasury—may be retired from active service and receive 75 per centum of the duty pay, salary, and increase of his grade or rating: *Provided*, That such commissioned officer, chief warrant officer, warrant officer, or enlisted man may be assigned to such duties as he may be able to perform (38 Stat. 801.)

Physical disability incident to service.

517. When a board finds that a commissioned officer, chief warrant officer, warrant officer, or enlisted man is incapacitated for active service, and that 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 decision is approved by the President, he shall be retired from active service and placed upon a retired list. Commissioned officers, chief warrant officers, warrant officers, and enlisted men thus retired may be assigned to such duties as they may be able to perform, in the discretion of the Secretary of the Treasury. (38 Stat. 801.)

Physical disability not incident to service.

518. When a board finds that a commissioned officer, chief warrant officer, warrant officer, or enlisted man, is incapacitated for active service, and that such incapacity is the result of his own vicious habits and not due to any incident of service, and its decision shall be approved by the President, he shall be dropped from the Service. (32 Stat. 101; 38 Stat. 801.)

Enlisted men; after 20 years.

519. (1) An elisted man of the Coast Guard who has 20 or more years of service may, upon recommendation of a Coast Guard Enlisted Personnel Board and the approval of the Commandant, be retired involuntarily from active service as provided in section 1 of the act of May 24, 1939 (Public, No. 87—76th Cong.).

(2) An enlisted man of the Coast Guard who has 20 or more years of service may, upon suitable application to and approval

by the Commandant, be retired from active service with retired pay as prescribed by section 5 of the act of May 24, 1939 (Public, No. 87—76th Cong.)

(3) The total number of enlisted men who may be retired in any one fiscal year under paragraphs (1) and (2) of this article shall not exceed the whole number nearest to 1 per centum of the total enlisted force of the Coast Guard on the active list as of January 1 of such year, to be divided in such proportion between retirements under paragraphs (1) and (2) of this article as may be determined by the Commandant.

Temporary appointments and enlistments.

520. No temporary commissioned officer shall be entitled to retirement because of his temporary commission. No temporary warrant officer shall be entitled to retirement because of his temporary appointment. No person serving in a special temporary enlistment shall be entitled to retirement because of such enlistment.

After 10 years' service.

521. A commissioned officer placed out of the line of promotion may, at his own request, if his commissioned service is more than 10 years, be placed on the retired list with retired pay equal to 2½ percent of his active duty pay at the time of his retirement multiplied by the number of years of his service, not to exceed 75 percent of his active duty pay at the time of his retirement. (52 Stat. 5.)

RESIGNATIONS

Addressed to.

526. The resignation of a commissioned officer or chief warrant officer shall be addressed to the President. The resignation of a cadet or a warrant officer shall be addressed to the Secretary of the Treasury.

Out of line of promotion.

527. A commissioned officer placed out of the line of promotion may, at his own request if his commissioned service is less than 10 years, resign from the Coast Guard with one year's pay, computed at the rate of pay he was receiving on the date of his resignation. (52 Stat. 4.)

ENLISTMENTS

Original enlistment.

531. The enlistment of any person who has not previously served in the Coast Guard shall be considered an original enlistment. 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 in the Coast Guard shall be either special temporary enlistments or enlistments in the Regular Establishment.

Term.

532. All original enlistments in the Coast Guard shall be special temporary enlistments and shall be for a term of 3 years.

Authority.

533. Original enlistments shall be effected by recruiting officers and such other officers as may be specifically authorized by the Commandant.

Enlisting officer.

534. A commanding officer, an executive officer (under the direction of the commanding officer), and a recruiting officer shall be enlisting officers. When an enlistment is made by an enlisted person, the oath of allegiance shall be administered by a commissioned, chief warrant, or warrant officer, a notary public, or any other officer who may be authorized by law to administer such oaths.

Oath.

Persons who may not be enlisted.

535. None of the following persons shall be enlisted in the Coast Guard:

(1) A person under 18 or over 25 years of age (except as provided by instructions issued by the Commandant).

(2) An insane or intoxicated person.

(3) A person of known bad character.

(4) A person known to have committed a crime.

(5) A person who is a deserter from the military service of the United States.

(6) A person who has been in the military service of the United States whose service record has not been verified, except a person who reenlists on the day following discharge at the unit from which discharged.

(7) 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.

(8) A person who is an alien.

Fraudulent enlistment.

536. 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.

Service number.

537. Each enlisted man in the Coast Guard shall be assigned a service number.

EXTENSION OF ENLISTMENT

Extension by commanding officer.

541. The term of enlistment of any enlisted man in the Coast Guard may, by his voluntary written agreement, be extended by his commanding officer at the discretion of the commanding officer for a period of 3 full years from the date of expiration of the then-existing term of enlistment, provided the man's record is such that at the time of the extension he would be eligible for reenlistment if he had been discharged instead of extending his enlistment. The man shall not be permitted to extend his enlistment under the provisions of this article until about the completion of his term of enlistment. An agreement to extend a term of enlistment under the provisions of this article shall become binding upon acceptance by the commanding officer.

Extension by Commandant.

542. (1) The term of enlistment of an enlisted man may, by his voluntary written agreement, be extended at the discretion of the Commandant for a period of 1, 2, or 3 full years from the date of expiration of the then-existing term of enlistment under the following conditions:

(*a*) When he 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.

(*b*) When his enlistment expires while the vessel on which he is serving is on duty outside the continental limits of the United States.

(*c*) When his enlistment expires while he is serving at a place where regular reenlistment facilities are not available.

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

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

(*f*) When because of unusual circumstances the best interests of the Government will be served by so extending the enlistment.

(2) An agreement to extend a term of enlistment as prescribed by this article shall become binding upon acceptance by the Chief Personnel Officer.

Physical examination.

543. A man serving in a regular enlistment shall not be required to undergo a physical examination prior to the extension of his enlistment. The enlistment of a man serving in a special temporary enlistment shall not be extended under the provisions of articles 541 and 542 until he has passed the standard physical examination prescribed for a regular enlistment.

Pay and allowances.

544. Subsequent to the date of the expiration of the then-existing term of enlistment, an enlisted man who extends his term of enlistment as authorized in articles 541 and 542 shall be entitled to and shall receive the same pay and allowances in all respects as though regularly discharged and reenlisted immediately upon expiration of his term of enlistment. 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. (50 Stat. 547.)

Discharge.

545. The provisions of the regulations relating to discharge are applicable to a man serving under an agreement to extend an enlistment the same as though he was serving in a term of enlistment.

Detaining man beyond term of enlistment.

546. 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 30 days, after arrival at such station or port. (50 Stat. 547.)

Termination.

547. (1) Under a contract of enlistment to serve for a specified term, unless sooner discharged by proper authority, an enlisted person is bound to serve during the full term of his enlistment, but the Government is not bound to continue him in the Service for a single day, but may dismiss him at the very first moment or at any subsequent period whether with or without cause for so doing, provided the officer directing the discharge be proper authority. The Commandant is hereby designated the proper authority to terminate the contract of enlistment.

Cancellation.

(2) The Commandant is authorized to cancel an agreement to extend an enlistment at any time prior to the date the extension begins to run, but not thereafter, either for the convenience of the Government or for the convenience of the man concerned.

REENLISTMENTS

Definition.

551. The enlistment of any person who has previously served in the Coast Guard as an enlisted person shall be considered a reenlistment.

Kinds.

552. Reenlistments shall be either special temporary enlistments or regular enlistments and shall be for a term of 3 years. (34 Stat. 200; 38 Stat. 800; 48 Stat. 106.)

553. (1) A person who was serving in a special temporary enlistment on March 31, 1941, and who is eligible for reenlistment, after completing 6 years of continuous service under temporary enlistments, may be reenlisted in a regular enlistment, provided he reenlists on the day following his discharge, and he passes the physical examination prescribed for original enlistment in the Coast Guard.

(2) A person who originally enlists in a special temporary enlistment subsequent to March 31, 1941, and who is eligible for reenlistment, after completing 9 years of continuous service under temporary enlistments, may be reenlisted in a regular enlistment, provided he reenlists on the day following his discharge, and he passes the physical examination prescribed for original enlistment in the Coast Guard.

Continuous service.

554. A person discharged from the Coast Guard under honorable conditions entitling him to reenlistment who reenlists within 3 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.

Vacancy exists.

555. A vacancy shall be deemed to exist as follows:

(1) On the day following the date upon which, under these regulations, a person is declared a deserter.

(2) 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.

(3) On the day following the date upon which a person dies or resigns, or is retired, advanced, or reduced in rating, transferred, or discharged.

Made by.

556. 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.

ADVANCEMENTS IN RATING

561. (1) The Commandant may make advancements in ratings of enlisted persons. Advancements to chief petty officer ratings shall be made only by the Commandant. By Commandant.

(2) Except at units under the command of an officer who is of the rank of lieutenant commander or above, a district commander may make advancements in ratings to petty officer ratings not higher than petty officer, first class, to fill vacancies within his own command. By district commander.

(3) A commanding officer who is of the rank of lieutenant commander or above may make advancements in ratings to ratings not higher than petty officer, first class, to fill vacancies within his own command. By commanding officer.

officer, line or staff, present and attached to the Division of Engineering shall act as the Engineer in Chief.

657. He is responsible for conducting all of the purchasing activities of the Coast Guard. He is responsible for the accountability, storage, and issue of supplies and materials of all kinds, including the handling of leases and service contracts. He is also responsible for the maintenance of equipment in Headquarters.

ASSISTANT TO THE ENGINEER IN CHIEF

661. (1) An officer designated to superintend the work on the hull or machinery of a vessel, aircraft, boat, aid to navigation, building, or other structure in course of construction, or under major repairs, shall be an assistant to the Engineer in Chief.

(2) When a vessel is undergoing extensive repairs (except at the Coast Guard Yard, the commanding officer shall be an assistant to the Engineer in Chief.

662. The assistant shall carry out all orders and instructions received from the Engineer in Chief, and shall submit the following reports:

(1) At the end of each week, a report of the work accomplished in his department during that week and of other important matters relating thereto.

(2) At the end of each month, if directed, a report of the actual finished weights of all articles pertaining to his department that have been placed into the vessels during that month, together with the total amount of such weights on the date of each report.

(3) A report of any defect which may develop or of any fact or circumstance likely to increase the expense or to delay the work, together with his recommendations or suggestions in the premises.

(4) Any suggestions or recommendations in connection with construction and repair work which he may deem for the best interests of the Service.

663. He shall be responsible for seeing that materials used are in accordance with the specifications and that all workmanship is of the best quality. He shall be responsible for any waste or improper use of Government materials by those under his authority. He shall authorize no material changes or alterations from the original designs, distribution of weights of machinery and boilers, and appurtenances thereof, without the approval of the Engineer in Chief.

664. He shall address all reports and official communications concerning the work to the Engineer in Chief, and forward the

same direct, except in the case of extensive repairs to a vessel in commission, when all such reports and official communications shall be forwarded through the commanding officer and the district commander.

THE COMMANDANT, COAST GUARD YARD

666. The Commandant of the Coast Guard Yard, at Curtis Bay, Md., shall be responsible for the proper administration of the Yard and for—

(1) The construction and repair of small boats;
(2) The overhaul and repair of vessels;
(3) The Armorers' School, and the repair of small arms;
(4) The small arms ammunition supply base;
(5) The radio repair and supply base; and
(6) The furnishing of special equipment and supplies, peculiar to the needs of the Coast Guard.

He shall, with the approval of the Commandant, promulgate regulations for the Coast Guard Yard, which regulations shall be observed by all ships and persons at the Yard.

667. The Coast Guard Yard reservation and all Government property and ships within its limits shall be under his control; and, except ships in commission, he shall be responsible for the care and preservation of the same. He shall cause efficient regulations for extinguishing fire to be prepared and shall cause weekly fire drills to be held.

Vessels at Yard.

668. All vessels at the Coast Guard Yard, for any purpose, shall be under the command of the Commandant, Coast Guard Yard, who shall limit the exercise of such command to matters pertaining to the service for which the ship is at the Yard, and to the enforcement of police and fire regulations of the Yard. Commanding officers of ships moving under their own power, with or without the assistance of tugs, shall be responsible for the handling of the vessel and any damage that may be done in consequence thereof. When any vessel or other craft, not under her own power, is being moved by direction of the Commandant, Coast Guard Yard, the person designated by him shall be responsible for any damage that may result therefrom.

THE INSPECTOR IN CHIEF

671. The Inspector in Chief shall be responsible for the inspection of personnel, material, and operation of the various units of the Coast Guard. He shall advise the Commandant as to their condition and efficiency. He shall inquire into the condition and efficiency of the material and personnel of the

air station every opportunity for maintenance and repair of aircraft.

713. He shall exercise careful supervision over the expenditure of the funds allotted to him. **Funds.**

714. In addition to other boards he is authorized to convene, he shall convene a board of investigation and forward the record of the proceedings, with his opinions and recommendations, to Headquarters in the following instances: **Boards.**

(1) When any unit makes an unusually poor performance at any of the forms of target practice.

(2) When any unit makes an unusually poor performance in the engineering competition.

(3) When serious damage occurs to any shore station, vessel, or aircraft.

715. He shall make suitable provision for the audits required by article 924 (1) at those units of his district to which less than three officers are attached.

716. He shall on the first day of each quarter submit to Headquarters a schedule for the following 9 months of dry docking and overhaul periods. **Dry docking.**

717. He shall assemble well-considered projects in a 6-year program of work to increase the efficiency of his district, and on March 1, each year, shall submit to Headquarters a report containing the list of projects in order of priority. Projects for vessels, boats, aircraft, communications, aids to navigation, and for stations and other shore establishments, assigned to his district or under his cognizance, shall comprise all necessary major repairs, renewals, and alterations; ordinary maintenance work, however, will not be included. Projects for additional facilities, for use of his district shall comprise all necessary new construction under the various headings. Each project on the list shall have a simple title and outline description together with definite justification and the total estimated cost and the time to complete. **Future planning.**

718. He shall require the members of his staff to perform the duties prescribed by these regulations, and he may assign any of them additional duties. **Staff.**

719. He shall require the prompt reporting by coast guard personnel of defects in aids to navigation and shall encourage the systematic reporting of such defects by mariners and others. **Aids to navigation.**

720. (1) He shall issue a local notice to mariners in case of casualty to an aid to navigation or its restoration thereafter to service condition and in cases of changes affecting aids. He shall furnish copies of the notices to such addressees within his **Notice to mariners.**

district or its immediate vicinity as may in his opinion best serve the interests of navigation—as, for instance, maritime organizations, the local branch hydrographic office, the collector of customs, and important newspapers which print without charge items of interest to mariners. Local notices need not be issued in cases of casualty followed by such prompt restoration as to render the notice of no probable value.

Casualty to aid to navigation.

(2) In case of casualty to an important aid to navigation where immediate restoration to service or replacement on station is impracticable, the essential data shall be transmitted by dispatch to commanders of adjacent districts in which the information may be important, that these district commanders may at once issue local notices to mariners. Similar action shall be taken upon correction of the deficiency.

(3) The district commander shall issue prompt broadcasts of defects in important aids to navigation. Such broadcasts shall be sent in the manner prescribed by the Commandant. Headquarters shall be advised by dispatch when the defect has been corrected.

Coast Guard Reserve.

721. He shall, upon requests of coast guard reservists, make appropriate arrangements for practical instruction at coast guard units in handling boats, aids to navigation, resuscitation, signalling, safety precautions, landing in a surf, and other subjects which will aid in promoting safety to life at sea and upon the navigable waters.

Smuggling.

722. He is invested with the powers of an inspector of customs and shall perform all duties relative thereto whenever occasion requires. He shall supervise the instruction of all officers and enlisted persons in his command relative to their authority and duties as inspectors of customs and their responsibilities for the enforcement of the customs and navigation laws and for the reporting of any suspicious circumstances which indicates smuggling. (22 Stat. 56.)

Upon relief.

723. When relieved of command the district commander shall turn over to his successor the originals or authenticated copies of all unexecuted orders, and all documents, instructions, and correspondence relating to his command.

THE PATROL COMMANDER

Designation.

790. When two or more vessels are temporarily detached by the Commandant from their regular duties and constituted a patrol for the accomplishment of a certain mission, the officer designated by the Commandant to command the patrol shall be the patrol commander. The authority and responsibility of

Authority.

amination develop questions of law, the attention of the district commander will be called to them and if he considers necessary or desirable the presentation of such questions to Headquarters for decision by the Chief Counsel, action will be taken accordingly. Similar procedure will govern with respect to any other matters referred by the district commander to the district law officer for attention.

THE DISTRICT PERSONNEL OFFICER

Duties.

851. The district personnel officer is responsible to the district commander for the conduct of all personnel activities of the district, including training of personnel, both military and civilian.

THE DISTRICT ENGINEER OFFICER

Assignment.

861. An officer, not below the rank of lieutenant commander, may be detailed by the Commandant to the staff of a district commander as district engineer officer.

Duties.

862. He shall be responsible to the district commander for the proper administration of all engineering functions of the Coast Guard under the control of the district commander. He is charged with the maintenance, repair, modernization, and, unless otherwise directed by the Commandant, construction of ships, aircraft, boats, vehicles, shore structures, wharves, and machinery of the district. He is charged with the installation and maintenance of radio and sound equipage, ashore and afloat, including all appliances. He is charged, under the direction of the district commander, with the administration of the operation of coast guard district manufacturing and repair plants.

Recommendations.

863. He shall make such recommendations as he may deem for the best interests of the Government concerning fuel and stores, the maintenance and preservation of shore establishments, the efficiency, condition, and preservation of machinery, hulls, aircraft, vehicles, and aids to navigation, the proficiency of operating personnel so far as it pertains to maintenance of property, and measures that will tend to improve or promote economy and efficiency.

Civil engineer.

864. A civil engineer assigned to the staff of a district commander shall be an assistant to the district engineer officer. He shall make his headquarters at the place designated in the order assigning him to duty.

THE DISTRICT MESS TREASURER

871. An officer attached to the staff of the district commander shall be designated by the commandant to perform the duties of district mess treasurer, and another officer as alternate to per-

form the duties of district mess treasurer only during the absence of the regular mess treasurer, both of whom shall be bonded to the Commandant in the amount of five thousand dollars ($5,000) for the faithful performance of the duties of district mess treasurer.

872. He shall receive and deposit funds for commuted rations in the nearest general or limited depository of public funds, or in a bank the deposits of which are insured, in an account to be designated "Coast Guard Mess Fund, _____ District." No withdrawal shall be made from this account except in payment of bills and invoices of the messes whose accounts he handles, and for such other purposes as may be directed by the Commandant. Withdrawals shall be made by check payable to the person, firm, or official entitled to receive the amount withdrawn. He shall not comingle commuted ration mess funds with other funds.

873. He shall audit the commuted ration mess reports and see that regulations and instructions relative to credits, purchases, and expenditures are complied with. He shall bring to the attention of the district commander any deficiencies or irregularities noticed. He shall keep account of all funds coming into his possession.

874. He shall pay the bills incurred by the commuted ration messes for which he has been designated to function and make all collections of amounts due them. Payments shall, in each case, be made by checks drawn on the district mess fund and in no case will payment be made by him in currency. A separate account shall be kept by him for each mess, which account shall show at all times the unexpended cash balance remaining to the credit of the mess.

875. When a district mess treasurer is relieved he shall turn over to his successor all funds standing to his credit in the district mess fund account and shall obtain receipt in duplicate. He shall retain one copy of the receipt and deliver the other to the district commander.

THE CAPTAIN OF THE PORT

Assignment.

891. At certain ports the Commandant may designate an officer as captain of the port. His duties as captain of the port shall

be in addition to his other duties, and, if he be not a district commander, shall be performed under the supervision of his district commander.

892. He shall be responsible for the enforcement of the laws, rules, and regulations governing vessels in the anchorages and the navigable waters under his supervision and shall use all the force at his command to prevent violations of them. Responsibility.

893. He shall make careful study of the transportation requirements and the traffic of the port and shall as occasion requires make recommendations to the Commandant for improvement of existing rules and regulations. Recommendations.

pipes), hatches ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the commanding officer. He shall see that the drinking-water tanks are kept clean and property cemented. He shall see that all spare articles are at all times in good order, and that the spars, standing and running rigging, sails, and hawsers, are at all times in good order and protected from chafe.

Care of ground tackle, etc.

(3) He shall, under the direction of the commanding officer, be responsible for the care and good condition of the vessel's ground tackle, and shall see that the chains are distinctly marked at each shackle, properly fitted, the ends securely fastened below, the shackle pins in good order and ready for slipping, and that all arrangements are perfected for getting underway, anchoring, mooring, unmooring, shifting, and slipping without unnecessary delay. The chain cables shall be overhauled every 6 months. They shall, if practicable, be roused out of the chain lockers and thoroughly overhauled each time the vessel is taken out of the water. Kedges and boat anchors shall be kept ready for use and stowed in convenient places.

Watch buoy.

(4) He shall see that a suitable watch buoy, with a sufficient length of buoy rope, is attached to each working anchor, and that spare buoys are always kept on board.

Capstan, windlass, etc.

(5) He shall give particular attention to the capstan, windlass, and compressors, and shall see that they are kept in the highest state of efficiency and overhauled whenever necessary.

Inspection of a unit.

1205. (1) All parts of the unit shall be open to the inspection of the executive officer; he shall make such inspections as the commanding officer may direct.

(2) He shall make frequent inspections of all mess gear and stores of the crew, of all mess tables, cooking utensils, chests, lockers, and of the galley.

Authority over division officers.

1206. The executive officer shall see that officers in charge of divisions perform their duties carefully, thoroughly, uniformly, and in accordance with these regulations; that they thoroughly inspect and keep in order the material under their charge; that they comply strictly with the uniform regulations; and that they are present and personally instruct the junior officers and enlisted persons at all exercises. He shall endeavor to inculcate a spirit of emulation among the officers in respect to the efficiency, drill, bearing, and behavior of the persons under their command.

Conduct exercises.

1207. He shall, under the immediate direction of the commanding officer, conduct the exercises at emergency drills and such other drills and exercises as the commanding officer may direct.

Relieve officer of deck.

1208. (1) The executive officer shall take the deck whenever all hands are called for any particular duty, exercise, or evolu-

tion, except at quarters, general muster, and during action; and that every officer of the unit fit for duty is at his station.

Not to board vessels.

(2) He shall not be required to do boarding duty nor shall he be detailed for duty requiring his absence from the vessel, except as provided in article 1021.

Authority over officer of deck.

1209. The executive officer shall direct the officer of the deck in all matters concerning the general duties of the ship. When the commanding officer is not on deck, he may direct the officer of the deck how to proceed in time of danger or during an emergency, or he may assume charge of the deck himself, and shall do so should it, in his judgment, be necessary; but he shall at once report to the commanding officer the fact and his reasons for so doing. He shall not assume charge without first relieving the officer of the deck, and should he deem it necessary to countermand an order of the officer of the deck he shall do so only through that officer, or after relieving him. The authority given to the executive officer, when the commanding officer is not on deck, to relieve the officer of the deck while the latter is in the performance of an evolution of the vessel or other important exercise, should be used with judgment and discretion. As the peremptory application of such authority might often be considered as reflecting upon the latter officer's competency and ability, it should not be exercised without necessary and sufficient cause.

Discretion to be used in relieving officer of deck.

Personnel and enlisting officer.

1210. The executive officer shall be the personnel officer of the unit to which he is attached. He shall inform himself, as far as possible, of the physical capacity, service record, and experience of each member of the crew, in order that he may station him to the best advantage. If he have any doubt of a person's physical ability to perform the duties required of him, he shall report the fact to the commanding officer. He shall, under the direction of the commanding officer, be the enlisting officer of the vessel or other unit to which he is attached.

Morning order book.

1211. (1) When not standing the morning watch, he shall keep a morning order book, in which he shall enter the morning orders for the guidance of the officer of the deck.

Conduct and liberty books.

(2) He shall keep a conduct book and a liberty list.

Not to occupy cabin.

1212. He shall not occupy the cabin for his quarters during the temporary absence of the commanding officer, nor shall he permit

are stored, and shall inspect them frequently and report their condition to the executive officer.

Assistants for conduct of general mess.

1554. As the officer in charge of the general mess he shall have under his direction the commissary steward, the master-at-arms, the cooks, and the messmen, and shall be responsible for the good order and cleanliness of the general mess outfits.

Commissary officer relieved.

1555. When an officer for any reason ceases to have charge of the general mess, he shall turn over to the officer who succeeds him all stores and money on hand, and obtain from him a formal receipt.

Deficit.

1556. When a commissary officer is relieved the commanding officer shall satisfy himself as to the true financial condition of the general mess. If a deficit be found to exist, the commanding officer shall report to the Commandant by dispatch, giving the name of the commissary officer and the amount of the deficit, and shall await instructions before permitting the transfer to be effected.

THE CLOTHING OFFICER

Responsibility.

1561. The clothing officer shall have charge of and be responsible for the clothing and small stores, the records pertaining thereto, and the maintenance of an adequate stock.

Cleanliness and good order of storerooms. Preservation and issue of clothing.

1562. He shall be responsible for the cleanliness and good order of the clothing storerooms, and shall inspect them frequently and report their condition to the executive officer.

1563. He shall give personal attention to the preservation and issue of clothing and small stores.

1564. When an officer for any reason ceases to have charge of clothing and small stores, he shall turn over to the officer who succeeds him all clothing and small stores on hand and obtain from him a formal receipt.

MEDICAL OFFICER

1571. Commissioned officers of the Public Health Service assigned to duty with the Coast Guard shall be entitled to all the ceremonies and distinctions accorded Coast Guard commissioned officers. They shall comply with the Regulations for the Coast Guard and shall perform all the duties of their profession. Medical officers attached to the Coast Guard Academy in addition to their other duties shall instruct the cadets in hygiene and first aid. When serving with the Coast Guard they shall have relative rank with officers of the Coast Guard according to date of commission in their respective grades as follows: assistant surgeons general and medical directors, with captain; senior surgeons, commander; surgeons, lieutenant commander; passed assistant surgeons, lieutenant; and assistant surgeons, lieutenant (junior grade).

Responsibility and authority.

1572. The medical officer shall be in charge of and responsible for the medical department of the unit to which he is assigned. He shall have control over persons detailed to duty in the medical department. All persons detailed to duty in the medical department shall obey the lawful orders of the medical officer.

Medical stores.

1573. He shall be responsible for the completeness and the condition of medical and surgical supplies and equipment and for the cleanliness and good order of all spaces assigned to the medical department. He shall be the custodian of all medical stores and of all ardent spirits and narcotic drugs received as medical supplies, and shall keep them under lock and key so that access to them shall be limited to those who in their official capacity are authorized to dispense them. No medical stores shall be used when the medical officer is present for duty, except with his sanction and under his direction. He shall keep an accurate record of all medical supplies, ardent spirits, and narcotic drugs received and dispensed. He shall be responsible for the medical department section of the property accounting records.

Sick call.

1574. He shall attend sick call every morning at the hour prescribed in the daily routine bill and shall attend upon the sick as often as in his professional opinion it may be necessary. He shall place the names of those persons unfit for duty on a binnacle list which he shall hand to the executive officer daily before 9:30 a. m. He shall have the medical department ready for inspection by the time the executive officer makes his morning inspection.

Inspections.

He shall accompany the officers making the routine daily and weekly inspections of the living spaces, galley, storerooms, prison, and holds of the vessel or unit, and shall, if he considers it necessary, make a written report of the sanitary condition of the unit to the commanding officer, suggesting remedies for any unsatisfactory conditions that he may observe.

Drinking water.

1575. (1) Whenever a supply of water is obtained from shore, he shall satisfy himself as to its purity. When in doubt as to its safety for use, he shall report the fact to the commanding officer in writing.

Local health conditions.

(2) He shall keep himself informed as to the health of the port in which the ship or other unit to which he is attached may be, and shall immediately report to the commanding officer the presence or appearance of any contagious disease or epidemic which may come to his knowledge.

Unhealthful climatic conditions.

(3) If the climatic conditions be such as to require particular precautions to be taken to preserve the health of officers and crew, he shall so inform the commanding officer and suggest the proper course to pursue.

mechanical devices for the management and safety of the vessel, outside the machinery department.

Lightning conductors.

1865. He shall frequently examine the lightning conductors and shall see that they are kept in good condition.

Shop and tools.

1866. He shall be responsible for the cleanliness and neatness of his shop and for the care, condition, and preservation of the tools and stores in his department.

THE CHIEF COMMISSARY STEWARD

Charge of general mess.

1871. (1) He shall have charge, under the commissary officer, of the general mess and shall be accountable for the care and expenditure of articles of food for that mess. He shall prepare the bills of fare, together with a statement of the estimated quantity of ingredients needed in the preparation of the food.

Food.

(2) He shall weigh out daily the food for the general mess and shall make a written report to the commissary officer of all provisions issued the day before. He shall apportion the labor of the preparation of the food for cooking among the messmen and shall see that they deliver the articles prepared by them to the cook at the proper time.

1872. He shall have charge of the galley, bakery, issuing room, and commissary storerooms, and shall see that they are kept clean and in good order and that the storerooms are properly ventilated. He shall see that the mess gear is kept clean, properly stowed, and in good order.

Inspections.

1873. (1) He shall have his storerooms ready for daily inspection in accordance with the routine bill.

(2) Immediately before 8 p. m. daily he shall examine, close, and lock the storerooms, turning the keys in to the commissary officer or, in his absence, to the executive officer at 8 p. m., when he makes his report.

1874. He shall not have custody of or control over the record of provisions received, nor shall he prepare public bills, or the commissary report.

MESSMEN

Details of messmen.

1881. The commanding officer of a unit in which one or more crew's mess is established, having 10 or more enlisted persons subsisted therein, is authorized to detail in each such mess enlisted persons of his command as messmen to the number of 1 to each 20 men subsisted in the mess. If the number subsisted in the mess is not an exact multiple of 20, one additional messman may be detailed.

1882.

Petty officer.

1883. As a general rule, a petty officer shall not be detailed as messman. Circumstances may arise, however, which will require that an exception be made to this rule. In such case the petty officer detailed as messman shall be relieved as soon as practicable.

Duties of messmen.

1884. The messmen shall see to the cleanliness of the mess tables, benches, mess gear, dish towels, etc., over which they have supervision, and to the setting of the tables. They shall assist in the paring of vegetables and in other matters connected with the preparation of food for the members of the mess. Messmen shall also clean paintwork, scrub decks, and do such painting and cleaning as may be necessary to keep in first-class condition the compartments in which their duties are performed.

Frequency of assignment.

1885. A detail as messman will be made on the first of the month and for a period of not exceeding 2 months. No person who has served as messman shall be given this special detail within 2 months of the completion of his previous detail, except that he may be assigned to perform the duties temporarily in the absence of the man regularly detailed, provided, that such temporary assignment shall not exceed 10 days.

termination of his absence, unless the person files request to the contrary.

(3) When orders are received for a person absent from his permanent station on temporary duty, in a hospital, on leave of absence, or on sick leave, relieving him from duty at his permanent station, during or at the termination of his absence, unless the person concerned files request to the contrary.

(4) When the quarters occupied by a person are required for assignment to another person entitled to such quarters.

(5) When requested by a person on account of change in said person's status as to dependents, provided the person is entitled to other quarters, and provided that such change of quarters will not result in available public quarters remaining unoccupied.

(6) When temporary duty is completed and the person is detached from the station.

(7) When requested by a person not in a permanent station status, and approved by the commanding officer.

(8) At the discretion of the commanding officer, when a person requests assignment of quarters that have been vacated or otherwise have become available subsequent to the assignment to him of his present quarters, provided he is eligible therefor.

(9) When, due to particular circumstances, such as the necessity for the repair, painting, or overhaul of quarters, the commanding officer considers it necessary that the quarters be vacated in order to properly accomplish the necessary work.

(10) When, in cases not covered by the foregoing, termination is recommended by the commanding officer and approved by the Commandant.

Quarters of crew at base or station.

2927. The members of the crew of a base or station shall be quartered in the rooms provided for that purpose.

OFFICERS' MESS

Messing of officers.

2931. Officers shall mess in the apartments assigned therefor. Separate messes shall not be formed in the same apartment, nor shall meals be taken in rooms or other places than at the regular mess table, except in case of sickness.

Passengers.

2932. Officers embarked as passengers shall mess in the apartment to which they would belong if attached to the ship.

Presiding officer.

2933. (1) In all officers' messes the senior line officer present in line of succession to the command shall preside and have the power to preserve order.

(2) When no line officer in succession to the command is present, the senior officer present shall preside.

Seats.

(3) The officers of the mess shall be assigned permanent seats at the mess tables alternately, in the order of rank, to the right

and left of the presiding officer, except that the seat opposite that of the presiding officer shall be occupied by the mess treasurer.

Separate messes.

2934. Where facilities are provided the commanding officer, wardroom officers, chief warrant and warrant officers, and enlisted men shall be subsisted in separate messes.

Subsistence of passengers.

2935. As no allowance can be made to any mess for the subsistence of persons officially embarked as passengers, the expense of subsistence must be paid by such passengers. When a passenger is subsisted in a crew's mess the charge shall be the value of the ration the preceding month. When an official passenger is subsisted in an officers' mess the charge shall be $1.50 per day, provided, that an officer or civilian in the Coast Guard, embarked on a vessel of the Coast Guard as a necessary part of his duty if subsisted in an officers' mess shall, for the purpose of this article, be considered as a member of the mess, and shall pay his pro rata share of the mess bill for each day he is carried on the muster roll.

Mess treasurer.

2936. The commissioned officers' mess and the chief warrant and warrant officers' mess shall each elect a mess treasurer, who shall have charge of all receipts and expenditures, which shall be open at all times for the inspection of any member. At the close of each month he shall render to the mess a full statement of the accounts of the mess, which shall include all the bills remaining unpaid. The commanding officer shall designate an officer to audit these accounts and to certify the correctness of the statement. The mess treasurer shall not incur indebtedness which cannot be discharged, and if for any reason he is obliged to relinquish the position of mess treasurer during the month, or on an extended cruise, he shall report to his successor in writing all bills unpaid and turn over to him the mess accounts and any money there may be on hand, taking his receipt for the latter. Each mess treasurer shall settle in person all accounts against his mess at the end of each month, or at the end of the cruise, if it be longer than a month. Each officer of a mess is eligible to election as mess treasurer, and if elected shall so serve, but no officer shall be required to serve in that capacity for more than 2 months consecutively, except on an extended cruise of more than 2 months.

Audits.

Hours for meals.

2937. The hours for serving meals in the wardroom and warrant officers' messes shall be prescribed by the commanding officer.

2938. (1) Every officer shall pay monthly, or at the end of the cruise if it be longer than 1 month, the full amount of his mess bill to the mess treasurer. The mess treasurer may, in the interests of the mess, require the members to advance sufficient funds to enable him to make cash purchases.

(2) Each member of a commuted ration mess, in which the commuted ration is paid directly to him, shall pay monthly the full amount of his mess bill to the commissary officer.

(3) When a person is absent from a unit for any period longer than 1 day he shall not be required to pay a mess bill during such absence.

CREW'S MESS

2941. (1) There shall be organized in each unit having an authorized complement of more than 40 enlisted persons subsisted in one mess, in cutters 165-foot, class B, and in air stations, one general mess in charge of the commissary officer for enlisted persons, exclusive of officers' stewards, and mess attendants.

(2) There shall be organized in each unit, provided with messing facilities furnished by the Government, except in units in which a general mess is established, one or more commuted ration messes in charge of the commissary officer for enlisted persons, exclusive of officers' stewards and mess attendants. At such units where no officers' mess is established, officers' stewards and mess attendants shall be subsisted in the commuted ration mess. When so subsisted, the value of the commuted ration of officers' stewards and mess attendants shall be that prescribed for the other enlisted men of the mess. At a unit in which it is possible to subsist all the enlisted persons in one mess only one crew's mess shall be established. The Commandant may direct that a general mess be established, in lieu of a commuted ration mess, in any unit described in this paragraph.

(3) At units having one or more crew's messes with an authorized complement of more than 13 enlisted persons in the mess, and in lightships, the commuted rations for such messes shall be paid on the pay roll to a mess treasurer designated by the Commandant. At such units where no officers' mess is established an officer or a civilian classed as an officer attached to the unit may be subsisted in the crew's mess, in which case he shall pay to the mess treasurer one officer's subsistence allowance for each day he is present as shown on the muster roll.

(4) At units having one or more crew's messes with an authorized complement of 13 or less in the mess, except lightships, the commuted rations shall be paid to the persons to whom the commuted rations are credited. Where Government messing facilities are provided, a mess shall be formed. The cost of provisions and ice provided for the mess shall be prorated among the enlisted members of the mess at an equal daily rate, and each member of the mess shall pay his mess bill in full monthly immediately after the settlement of the pay roll. An officer or a civilian classed as an officer, attached to the unit may join such a mess. If he does, he shall pay to the mess one officer's subsistence allowance for each day he is present as shown on the muster roll. The Commandant may direct that the commuted rations be paid to a mess treasurer designated by him in lieu of paying them to the individuals concerned in any unit described in this paragraph.

Messing plan.

2942. The executive officer shall prepare a messing plan for the crew in accordance with their watches and stations.

Serving of food.

2943. (1) The cook shall cook the food for the crew's mess. When the meal is ready for serving, the commissary steward shall take charge of and divide it among the several mess tables according to the number of men at each table.

(2) Food for the crew's mess shall be regularly issued at such hour as may be designated by the commanding officer.

(3) Except under circumstances which make it necessary, the allowance of fresh water per man shall not be less than 1 gallon per day. When the crew is put on an allowance of water, the officers shall be correspondingly restricted. **Allowance of fresh water.**

(4) The cook shall, at 11:45 a. m., take to the officer of the deck for his inspection a sample of the food cooked for dinner. **Inspection of food.**

(5) In units in which a general mess is established night rations are authorized for both deck and machinery force, for watches between 8 p. m. and 8 a. m., when a vessel is actually under way or when sea watches are being stood. **Night rations.**

2944. (1) Shipwrecked persons received in any unit may be subsisted. **Shipwrecked persons, etc.**

(2) The commanding officer may, in his discretion, authorize the issue of ration supplies from the crew's mess to persons on vessels in distress at sea.

(3) The commanding officer may, in his discretion, authorize the issue of ration supplies from the crew's mess to destitute natives and other destitute persons in Alaska.

Clothing.

3073. New clothing, if necessary, shall be issued for the purpose of preparing the remains for burial or cremation and shall be accounted for on the clothing accounting records as expended in the name of the deceased.

Transportation remains.

3074. (1) Transportation of the remains is authorized in accordance with instructions issued by the Commandant.

(2) If an escort is desired to accompany the deceased to place of interment or cremation, the officer in responsible charge of the unit is authorized to detail an escort and authorize the necessary travel and attendant travel allowances. The escort shall accompany the remains in transit, be responsible for their safe delivery, and attend the funeral, burial, or cremation. If a member of the Service is detailed to this duty, he shall, as nearly as practicable, be of equivalent rank or rating to the deceased, and if possible, a friend or associate.

Civilian escort.

(3) A civilian escort shall be furnished return transportation when necessary. The escort shall also be furnished necessary Pullman accommodations for all travel performed as said escort, including return journey when necessary, same to be obtained on transportation request. Such escort shall be entitled to a per diem allowance of $4 in lieu of subsistence expenses, in accordance with Government travel regulations. Written authority shall be issued to the escort by the unit concerned, covering the travel involved and specifying the per diem. The unit shall prepare a proper per diem voucher for the escort, which, after certification and approval, shall be forwarded to Headquarters for settlement, accompanied by two certified copies of travel order.

Disposition of effects.

3075. (1) The officer in responsible charge of the unit shall cause the personal effects of the deceased to be collected and inventoried by two persons, at least one of whom shall be an officer. The inventory shall be made out in triplicate and each copy signed by the persons making the same. One copy of the inventory shall be retained at the unit, and two copies forwarded to Headquarters. All effects not of a perishable nature shall be packed, sealed, and retained at the unit until disposed of as directed by the Commandant. When the personal effects are delivered to the next of kin or legal representative in accordance with directions from the Commandant, a receipt, in duplicate, shall be obtained and the original forwarded to Headquarters.

(2) Perishable personal effects shall be sold at auction and the proceeds of the sale retained at the unit until disposition is directed by the Commandant.

(3) All moneys, articles of value, papers, keepsakes, and other similar effects belonging to deceased persons in the Coast Guard, not claimed by their legal heirs or next of kin, shall be deposited in safe custody, and if any such moneys, articles of value, papers,

keepsakes, or other similar effects so deposited have been, or shall hereafter be, unclaimed for a period of 2 years from the date of the death of such person, such articles and effects shall be sold and the proceeds thereof, together with the moneys above mentioned, shall be deposited in the Treasury to the credit of unclaimed money of individuals whose whereabouts are unknown: *Provided*, That the Commandant is hereby authorized and directed to make diligent inquiry in every instance after the death of such person to ascertain the whereabouts of his heirs or next of kin, and to issue such instructions as may be necessary to carry out the foregoing provisions: *Provided further*, That claims may be presented hereunder at any time within 5 years after such moneys or proceeds have been so deposited in the Treasury, and, when supported by competent proof in any case after such deposit in the Treasury, shall be certified to Congress for consideration.

Retired persons.

3076. (1) The cost of embalming, clothing, or encasement; funeral or local burial; or transportation to their homes or designated cemeteries, of retired personnel on inactive duty, is not a proper charge against the Coast Guard.

Veterans.

(2) Where an honorably discharged veteran of any war, a veteran of any war in receipt of pension or compensation, a veteran discharged from the Army, Navy, Marine Corps, or Coast Guard for disability incurred in line of duty, or a veteran of the Army, Navy, Marine Corps, or Coast Guard in receipt of pension for service-connected disability dies after discharge, the Administrator of Veterans' Affairs, in his discretion and with due regard to the circumstances in each case, shall pay, for burial and funeral expenses and transportation of the body (including preparation of the body) to place of burial, a sum not exceeding $100 to cover such items and to be paid to such person or persons as may be prescribed by the Administrator. (Acts of October 4 and 17, 1940—Public, Nos. 796 and 866, 76th Con.)

Flag.

(3) The act of July 11, 1939 (Public, No. 166, 76th Cong.) provides that an honorably discharged veteran of any war, or a person honorably discharged from the Coast Guard after serving at least one enlistment or for disability incurred in line of duty, who dies after discharge, shall be furnished by the Administrator a flag to drape the casket, such flag to be given to the next of kin after burial.

GENERAL ORDERS

WORKING HOURS, CIVILIAN EMPLOYEES

GENERAL ORDER
No. 1

TREASURY DEPARTMENT,
Washington, August 12, 1940.

1. Section 5 (a) of the Act of June 28, 1940 (Public, No. 671, 76th Congress), reads as follows:

"SEC. 5. (a) Notwithstanding the provisions of any other law, the regular working hours of the Navy Department and the Coast Guard and their field services shall be eight hours a day or forty hours per week during the period of the national emergency declared by the President on September 8, 1939, to exist: *Provided*, That under such regulations as the head of the Department concerned may prescribe, and where additional employees cannot be obtained to meet the exigencies of the situation, these hours may be exceeded: *Provided further*, That compensation for employment in excess of forty hours in any administrative workweek computed at a rate not less than one and one-half times the regular rate shall be paid only to monthly, per diem, hourly, and piecework employees, whose wages are set by the Act of July 16, 1862 (12 Stat. 587), as amended or modified; and also to professional and subprofessional employees and to blueprinters, photostat and rotaprint operators, inspectors, supervisory planners and estimators, and supervisory progressmen, and assistants to shop and plant superintendents of the CAF service, as defined by the Classification Act of March 4, 1923 (42 Stat. 1488; U. S. C. 5, ch. 13), as amended: *Provided further*, That in determining the overtime compensation of per annum Government employees the pay for one day shall be considered to be one three-hundred-and-sixtieth of their respective per annum salaries: *Provided further*, That the President is authorized to suspend, in whole or in part, for the War and Navy Departments and for the Coast Guard and their field services, during the period of the national emergency declared by him on September 8, 1939, to exist, the provisions of the Act of March 3, 1931 (46 Stat. 1482; U. S. C. 5, 26 (a)), if in his judgment such course is necessary in the interest of national defense, and any regulations issued pursuant to the Act of March 14, 1936 (49 Stat. 1161; U. S. C. Supp. V, title 5, Sec. 29 (a)), may be modified accordingly:

And provided further, That notwithstanding the provision of any other law, the President is hereby authorized, in his discretion, to prescribe regulations to establish such uniformity among the War and Navy Departments and the Coast Guard and their field services in regard to hours of work and compensation for overtime of their civilian employees as he may deem necessary in the interest of national defense."

2. Under the provisions of the above-quoted section 5 (a), the regular working hours of Coast Guard employees at Headquarters and in the field shall be forty hours per week. Those employees who, prior to June 28, 1940, were required to perform forty hours of service per week will continue on the same basis.

but those employees whose workweek consisted of thirty-nine hours shall perform fifteen minutes additional service during each of the first four workdays of the week, said fifteen-minute period to be added at the beginning of the heretofore regular workday.

3. The Commandant of the Coast Guard is authorized, in his discretion, to require employees of the Coast Guard, other than the several classes of employees enumerated in the second proviso of the above-quoted section 5 (a), to perform services in excess of forty hours per week when he deems such action necessary in connection with the national emergency declared by the President on September 8, 1939, to exist: *Provided*, That he shall first satisfy himself that additional employees cannot be obtained to meet the exigencies of the situation necessitating such overtime work.

4. No employees of the Coast Guard of the several classes enumerated in the second proviso of the above-quoted section 5 (a) shall be required to work in excess of forty hours per week or be paid compensation for work in excess of forty hours per week, as provided in said section, without the prior approval of the Secretary of the Treasury. Recommendations for such purpose shall be presented by the Commandant with a full explanation and detailed reasons why he considers that the services of the employee in excess of forty hours are considered necessary in connection with the national emergency declared by the President on September 8, 1939, to exist, and why additional employees cannot be obtained to meet the exigencies of the situation.

5. Unless and until the President suspends, in whole or in part, the provisions of the Saturday half-holiday law, Act of March 3, 1931, as provided in the fourth proviso of the above-quoted section 5 (a), the provisions of said Act shall remain in full force and effect. In view of the use of the term "administrative workweek" in the second proviso of section 5 (a), the provisions of said section are not construed to affect the several statutes providing for the observance of national holidays.

6. Nothing contained in these regulations shall be construed to permit any clerk or other employee of whatever class or grade to perform less than seven hours of labor each day, except Saturdays, Sundays, and days declared public holidays by law or Executive order.

7. It is the policy of the Department that compensation for employment in excess of forty hours in any administrative workweek be held to the absolute minimum.

8. Section 5 (a) of the Act of June 28, 1940, is not construed to apply to those employees of the Coast Guard known as "lamplighters" and referred to in article 428, Regulations for the Lighthouse Service, 1927.

HERBERT E. GASTON,
Acting Secretary of the Treasury.

U. S. GOVERNMENT PRINTING OFFICE: 1940

ENFORCEMENT OF REGULATIONS RELATING TO ANCHORAGES AND MOVEMENTS OF VESSELS

GENERAL ORDER No. 2.

TREASURY DEPARTMENT,
Washington, October 8, 1940.

1. Paragraphs 2 and 3 of the regulations issued by the Secretary of the Treasury, with the approval of the President, on June 27, 1940,[1] pursuant to section 1 of Title II of the Act of Congress approved June 15, 1917 (U. S. C. title 50, sec. 191), and the President's Proclamation No. 2412, dated June 27, 1940,[2] provides that the rules and regulations governing anchorages and movements of vessels shall be enforced by the captain of the port, or where the port has no such officer, by an officer of the Coast Guard or the Customs Service designated by the Secretary of the Treasury.

2. At ports or places where no captains of the port have been designated, enforcement of the rules and regulations governing anchorages and movements of vessels within their respective districts shall be performed by district commanders, acting through Coast Guard personnel and facilities stationed within their districts. In those instances where district commanders have been designated captains of particular ports or places, they shall continue to act in that capacity in addition to the other duties herein prescribed.

HERBERT E. GASTON,
Acting Secretary of the Treasury.

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[1] 5 Fed. Reg. 2442 DI.
[2] 5 Fed. Reg. 2419 DI.

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U. S. GOVERNMENT PRINTING OFFICE: 1940

GENERAL ORDER No. 3

UNITED STATES COAST GUARD,
Washington, D. C., October 30, 1940.

ENFORCEMENT OF REGULATIONS RELATING TO ANCHORAGES AND MOVEMENTS OF VESSELS

1. Paragraph 2 of General Order No. 2, dated October 8, 1940 (5 Fed. Reg. 4078, D. I.), is hereby amended to read as follows:

At ports or places where no captains of the port have been designated, or at ports or places where they have been designated and such officers are absent from duty for any cause, enforcement of the rules and regulations governing anchorages and movements of vessels within their respective districts shall be performed by district commanders, acting through Coast Guard personnel and facilities stationed within their districts. In those instances where district commanders have been designated captains of particular ports or places, they shall continue to act in that capacity in addition to the other duties herein prescribed.

(Signed) HERBERT E. GASTON,
Acting Secretary of the Treasury.

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U. S. GOVERNMENT PRINTING OFFICE: 1940

GENERAL ORDER
No. 4

UNITED STATES COAST GUARD,
Washington, D. C., November 5, 1940.

PROMOTION OF COMMISSIONED OFFICERS

1. Within 18 months of the probable date an officer becomes due for promotion to the next higher grade he shall hold himself in readiness to appear at any time before an examining board. Except for professors examinations will be held each year during the months of April and October in designated subjects, and the officers concerned will be notified as far in advance as practicable of the time set for the examinations in the subjects which they are to take. The subjects will be divided between two successive examinations, except when the Commandant, in his discretion, directs that any or all subjects be covered in one examination. When, in the opinion of the Commandant, it is inadvisable to divert an officer from duty upon which he is engaged for the purpose of taking his promotion examination during the months of April and October, he shall make special provisions for the examination of such officer. When, in the opinion of the Commandant, it is desirable to reexamine an officer prior to the next semiannual examination period he shall make special provisions for such reexamination. Examinations will be scheduled as follows: April—general, naval construction and care of vessels, ordnance and gunnery, gunnery and drill regulations, navigation and surveying, seamanship; October—strategy and tactics, radio and communications, regulations, law, engineering. The first scheduled examination under this order will be held in April 1941.

2. Officers who have taken one or more examinations in their present grade in accordance with regulations in effect at the time such examinations were commenced, shall complete their examinations for promotions under the same regulations.

SCOPE OF EXAMINATIONS

3. The subjects and scope of the examinations shall be as follows:

(1) For promotion to grade of captain (line, regular number):

(*a*) *General.*—Duties, functions, and responsibilities of a district commander and captain of the port; organization and policy.
(*b*) *Law.*—International law; military law; navigation and customs laws.

(2) For promotion to grade of captain (engineering):

(*a*) *General.*—Duties, functions, and responsibilities of a district engineer officer; maintenance of vessels, aids to navigation, and stations; organization and policy.

(*b*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, pleas, challenges, specifications, punishments, and sentences; subsequent to June 30, 1943, international law.

(3) For promotion to grade of captain (additional number—officers inducted from the Lighthouse Service):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.
(*b*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(4) For promotion to grade of captain (additional number—officers appointed from grade of constructor):

(*a*) *General.*—Organization and policy of Headquarters with respect to naval construction. Professional knowledge of design and calculations, including a working knowledge of applied naval construction, including riveting, welding, laying down vessels in mold loft; maintenance of vessels, including drydocking, repairs, and inspection; a knowledge of the 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.

(*b*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(5) For promotion to grade of captain (additional number—officers appointed from grade of district commander):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to life-saving operations and equipment; design, construction, and maintenance of life-saving equipment and appliances; rescue and assistance operations; organization and care of personnel.

(*b*) *Law.*—Military law; navigation and customs laws.

(6) For promotion to grade of commander (regular number):

(*a*) *General.*—Duties, functions, and responsibilities of a district commander; organization and policy. Duties of a commanding officer, including handling ships, rescue and assistance operations, organization and care of personnel; operation and maintenance of aids to navigation; intercourse with foreign and United States officials, both civil and military.

(*b*) *Strategy and tactics.*—Equivalent to the correspondence course in the same subject issued by the Naval War College.

(*c*) *Naval construction and care of vessels.*—A general knowledge of the elements of naval construction and basic calculations, including practical ship construction; care and preservation of vessels; inspections, and ability to write specifications covering repairs.

(*d*) *Law.*—International law; military law; navigation and customs laws.

(7) For promotion to grade of commander (additional number—officers inducted from the Lighthouse Service):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(*b*) *Engineering.*—A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.

(*c*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(8) For promotion to grade of commander (additional number—officers appointed from grade of constructor):

(*a*) *General.*—Organization and policy of Headquarters with respect to naval construction. Professional knowledge of design and calculations, including a working knowledge of applied naval construction, including riveting, welding, laying down vessels in mold loft; maintenance of vessels, including dry-docking, repairs, and inspection; a knowledge of the 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.

(*b*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments and sentences.

(9) For promotion to grade of commander (additional number—officers appointed from grade of district commander):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to life-saving operations and equipment; design, construction, and maintenance of life-saving equipment and appliances; rescue and assistance operations; organization and care of personnel.

(*b*) *Law.*—Military law; navigation and customs laws.

(10) For promotion to the grade of lieutenant commander (regular number):

(*a*) *Naval construction and care of vessels.*—A general knowledge of the elements of naval construction and basic calculations, including practical ship construction; care and preservation of vessels; inspection; and ability to write specifications covering repairs.

(*b*) *Engineering.*—Propelling plants—advantages and disadvantages of various marine types; efficiency; care of machinery; steam trials; safety precautions. Thermodynamics—properties of gases; heat cycles. Strength and properties of materials. Sound and optics, as applied to aids to navigation. Electricity—fundamental principles; theory; definitions; lighting; wiring; searchlights; aids to navigation; currents; motors; generators; electric power drive. Speed and power of ships—theory of resistance; propulsion of vessels.

(*c*) *Ordnance and gunnery.*—Fire control problems; ship control; organization and training of observing party; target practice; spotting; ordnance; ammunition and stowage; mines and derelict destruction.

(*d*) *Law.*—International law; military law; navigation and customs laws.

(*e*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(11) For promotion to grade of lieutenant commander (additional number—officers inducted from Lighthouse Service):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(*b*) *Engineering.*—A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.

(*c*) *Law.*—Military law—including duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(*d*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(12) For promotion to grade of lieutenant commander (additional number—officers appointed from grade of constructor):

(*a*) *General.*—Organization and policy of Headquarters with respect to naval construction. Professional knowledge of design and calculations, including a working knowledge of applied naval construction, including riveting, welding, laying down vessels in mold loft; maintenance of vessels, including drydocking, repairs, and inspection; a knowledge of the 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.

(*b*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(*c*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(13) For promotion to grade of lieutenant commander (additional number—officers appointed from grade of district commander):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to lifesaving operations and equipment; design, construction, and maintenance of lifesaving equipment and appliances; rescue and assistance operations; organization and care of personnel.
(*b*) *Law.*—Military law; navigation and customs laws.
(*c*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(14) For promotion to grade of lieutenant (regular number):

(*a*) *Seamanship.*—A comprehensive knowledge of the subject, including mooring and maneuvering board problems; ship handling; rules of the road; data and sketches of cutter to which at present or last attached; duties of watch and division officer; weather and laws of storms; boats; nomenclature.
(*b*) *Navigation and surveying.*—A comprehensive knowledge of the subject, including systems of buoyage, compass compensation, and a working knowledge of the gyroscopic compass.
(*c*) *Engineering.*—Propelling plants and aids to navigation—advantages and disadvantages of various marine types; efficiency; care of machinery and aids to navigation; steam trials; safety precautions. Thermodynamics—properties of gases, heat cycles. Strength and properties of materials. Sound and optics as applied to aids to navigation. Electricity—fundamental principles; theory; definitions; lighting; wiring; searchlights; currents; motors; generators; electric power drives; aids to navigation.
(*d*) *Ordnance and gunnery.*—Target practice; fire control; spotting; ordnance; ammunition and storage; mines and derelict destruction. Duties of battery officer and spotter; exterior and interior ballistics; errors of gunfire; infantry drill through battalion drill; small arms target practice; explosives.
(*e*) *Law.*—International law; military law; navigation and customs laws.
(*f*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(15) For promotion to grade of lieutenant (additional number—officers inducted from Lighthouse Service):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.
(*b*) *Engineering.*—A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.
(*c*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.
(*d*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(16) For promotion to grade of lieutenant (junior grade) (regular number):

(*a*) *Seamanship.*—A comprehensive knowledge of the subject, including mooring and maneuvering board problems; rules of the road; data and sketches of cutter to which last attached; duties of watch and division officer; weather and laws of storms; handling boats; honors and salutes; nomenclature; aids to navigation.
(*b*) *Navigation and surveying.*—A comprehensive knowledge of the subject, including systems of buoyage, compass compensation, and a working knowledge of the gyroscopic compass.
(*c*) *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.

(*d*) *Radio and communications.*—Fundamental principles of radio; operation of telephone and cable lines and of radio telegraph; radio telephones; radio beacons; and radio compass, including calibration; storage batteries. Communication administration, policy, regulations and instructions; signaling by wigwag, flashing light, semaphore, sound, distant signals, and international code.

(*e*) *Gunnery and drill regulations.*—Duties of a battery officer and spotter; exterior and interior ballistics; errors of gunfire; ordnance; infantry drill through battalion drill; small arms and machine guns; small arms target practice; explosives.

(*f*) *Law.*—Military law; navigation and customs laws.

(*g*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(17) For promotion to grade of lieutenant (junior grade) (additional number—officers inducted from Lighthouse Service):

(*a*) *General.*—Duties, functions, and responsibilities of a staff officer, with particular reference to the duties to which he is assigned; design, construction, and upkeep of light stations, radio beacons, buoys and their appendages; organization and policy.

(*b*) *Engineering.*—A comprehensive covering of the subject, with special emphasis on the specialty of the officer concerned.

(*c*) *Law.*—Military law—duties of various members of Coast Guard courts and boards, authority and jurisdiction, manner of conducting proceedings, rules of evidence, challenges, pleas, specifications, punishments, and sentences.

(*d*) *Regulations.*—Coast Guard regulations; pay and supply instructions; personnel instructions; uniform regulations.

(18) For promotion of professors:

The mental, moral, and professional fitness of a professor to perform all the duties of the next higher rank in his grade will be determined by an inspection of his official record and an oral examination into the studies and courses he has pursued in his present rank toward the development of professional attainment, and his bearing, aptitude, and personality in their relation to his increased value in his special field. The oral examination shall be considered as supplemental to the examination of his official record.

BY DIRECTION OF THE SECRETARY.

HERBERT E. GASTON,
Assistant Secretary of the Treasury.

U. S. GOVERNMENT PRINTING OFFICE: 1940

General Order
No. 5.

TREASURY DEPARTMENT,
U. S. Coast Guard, Washington, D. C.
11 December, 1940,

REGULATIONS ISSUED BY THE SECRETARY OF THE TREASURY AS REQUIRED BY SECTION 12 (a) OF THE ACT ENTITLED "THE SELECTIVE TRAINING AND SERVICE ACT OF 1940."

1. Section 12 (a) of the Selective Training and Service Act of 1940 is as follows:

"Sec. 12. (a) The monthly base pay of enlisted men of the Army and the Marine Corps shall be as follows: Enlisted men of the first grade, $126; enlisted men of the second grade, $84; enlisted men of the third grade, $72; enlisted men of the fourth grade, $60; enlisted men of the fifth grade, $54; enlisted men of the sixth grade, $36; enlisted men of the seventh grade, $30; except that the monthly base pay of enlisted men with less than four months' service during their first enlistment period and of enlisted men of the seventh grade whose inefficiency or other unfitness has been determined under regulations prescribed by the Secretary of War, and the Secretary of the Navy, respectively, shall be $21 The pay for specialists' ratings, which shall be in addition to monthly base pay, shall be as follows: First class, $30; second class, $25; third class, $20; fourth class, $15; fifth class, $6; sixth class, $3 Enlisted men of the Army and the Marine Corps shall receive, as a permanent addition to their pay, an increase of 10 per centum of their base pay and pay for specialists' ratings upon completion of the first four years of service, and an additional increase of 5 per centum of such base pay and pay for specialists' ratings for each four years of service thereafter, but the total of such increases shall not exceed 25 per centum Enlisted men of the Navy shall be entitled to receive at least the same pay and allowances

as are provided for enlisted men in similar grades in the Army and Marine Corps."

2. At the end of four months' service of an enlisted man of the Coast Guard serving in the seventh grade of a first enlistment, his commanding officer shall assign to him a mark in proficiency in rating as defined by Personnel Instructions, U. S. Coast Guard, 1934, and report it on forms No. 2599 (Report of change in personnel) and No. 2668 (Report of change in pay status). A mark of less than 2.5 shall be considered as a determination of inefficiency or other unfitness, and the pay of the seventh grade of the enlisted man concerned shall remain at $21 a month. Subsequently should the commanding officer assign him a mark of 2.5 or more in proficiency in rating, to be reported in the same manner, the pay of the seventh grade of the enlisted man concerned shall be $30 a month, as of the date of said subsequent determination.

HERBERT E. GASTON,
Acting Secretary of the Treasury.

CIRCULARS

PROCEDURE IN CASE OF CLAIMS AND COMPLAINTS AGAINST PERSONNEL

HEADQUARTERS
Circular No. 56

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, July 25, 1933.

1. This circular supersedes circular of the same number dated 14 May, 1926.

2. Correspondence regarding debts, disputes, obligations of a business nature, business contracts, agreements, etc., on the part of individuals in the Coast Guard in their relation to civilians or civilian business organizations, has proven troublesome over a long period of years. Correspondence of this nature and the tendency of civilians and civilian agencies to transact their affairs through Headquarters and commanding officers of units is increasing. The Coast Guard has maintained as a steadfast policy that it will not be used as a collection agency or as a court of arbitration in settling private disputes.

3. In the past Headquarters, because of its concern for the good name of the Coast Guard and coast guard personnel, has attempted to meet this situation by referring all cases to district commanders or commanding officers with instructions to investigate the complaint and take appropriate action. This method has not only produced a wide variation in the handling of complaints, but the instructions have been employed by complainants and their attorneys to threaten alleged delinquents and to demand pressure in their behalf from Headquarters or commanding officers. They have interpreted "appropriate action" to mean that the Coast Guard will compel the payment of debts irrespective of the merit of the indebtedness; that they could imprudently extend credit to officers and men for money, non-essentials, and luxuries to an unlimited extent, without any of the usual business precautions to safeguard their interests; and have erroneously assumed that the "appropriate action" could be interpreted in no other way than the collection of their claims by official action.

4. That the entire situation is wholly within the control of the dealer (landlord, merchant, claimant, etc.) at its inception and wholly without knowledge, approval, or control on the part of the Coast Guard (Headquarters, district commanders, or commanding officers) needs no explanation. It is well known to the large majority of banks, merchants, dealers, and communities doing business with personnel of the Coast Guard that the pay of coast guard personnel is not attachable, that few officers and men have property that is subject to attachment by civil process, and that officers and men are not readily available to civil courts for prosecution of their claims. Headquarters holds that it is incumbent upon them to conduct their affairs with Coast Guard personnel with these facts in mind and further holds it highly unbusinesslike and imprudent to extend unlimited credit except under such circumstances as will probably admit of furthering collection by established civil processes. It is well known that some firms, by so-called high pressure salesmanship, direct their efforts mainly at officers and men of the Service, relying upon political and military pressure and the honor of the Service to effect payment of their claims.

5. No well-conducted banking concern issues large amounts of money to anyone of whom it knows nothing except that the bank has secured his signature on a note; no prudent merchant with a well-conducted business turns over to persons earning small salaries, property valued at hundreds of dollars when the

merchant knows nothing of the person with whom he is doing business. Such business is done, however, with officers and men of the Coast Guard, using the Coast Guard as a background of credit.

6. For the foregoing reasons, here only touched upon to give a background of explanation, the Coast Guard reiterates its determination not to act or be used as a collection agency. Since entirely in their own hands is the control of the difficulties in which merchants find themselves in their attempt to collect debts from coast guard personnel, the Coast Guard henceforth will refuse cooperation, except in those cases where reasonable credit for necessities and essential services of life has been extended. In other cases generally the complainant will be advised that the Coast Guard will take no action in the matter.

7. To secure uniformity of thought and action, Headquarters herein discusses each separate kind of complaint, outlines appropriate action and, in some cases, furnishes sample answers to complainants. These answers are furnished as guides only with the idea that they will be helpful in indicating appropriate action.

8. Commanding officers are not required by law or regulation to act as agents for claimants in the transaction of their business or the collection of their claims. The commanding officer's interest in such matters should be directed principally to the establishment of facts so that corrective or disciplinary measures may be taken if the officers or men concerned have brought discredit upon the Coast Guard by their irresponsibility, carelessness, neglect, or dishonesty.

9. The foregoing applies to all cases except those claims involving reasonable credit for the necessities and essential services of life and the support of dependents. These cases shall be investigated with the idea of satisfying just debts or claims or of taking disciplinary action leading to the separation of the offender from the Service.

Loans By Note Plan

10. It is assumed that money may be loaned prudently only when the following facts have been given serious attentions by the lender:

(1) The furnishing of suitable security by the borrower.

(2) Personal and individual financial responsibility and integrity of the borrower.

(3) Ownership of property by the borrower that may be attached by process of law.

(4) Availability of borrower for legal process in case of default.

11. The Coast Guard is convinced that the foregoing factors form a background in money-lending transactions generally in the case of a civilian borrower. It is also convinced that these factors are often disregarded in like transactions with officers and men of the Service, and that in lieu thereof, the lender attempts to use the Coast Guard as a background of credit for individual personal borrowing and other indebtedness.

12. Headquarters looks with disfavor upon these processes joint- (and several-note and single-signature note) in particular and holds that they but cater to irresponsiblity and the desire to live beyond one's means, unless they fall within the requirements of paragraph 10 above. Generally they are not compatible with the ideas of thrift and well-ordered living that the Coast Guard desires to inculcate.

13. Money lending to officers and men of the Coast Guard is entirely in the hands of the lender and he does so at his own risk. If the lender fails to exercise

prudence and chooses to disregard ordinary precautions to safeguard his loans, he cannot look to the Coast Guard to salvage his transactions by pressure and threat of disciplinary action.

14. Headquarters will take no action on private indebtedness resulting from loans by banks and money-lending corporations and by individuals on the joint- and several-note plan and by note plan in general and will not concern itself with complaints, unless it is shown that the officer or man has been guilty of fraud or other dishonorable conduct or that the indebtedness is for necessities.

15. Correspondence on this subject shall be answered briefly as indicated by Exhibit III.

Debts General

16. The practice of extending ready credit to enlisted personnel is looked upon with disfavor. The great mass of resultant correspondence and the dissatisfaction to all concerned, renders it manifest that such practice is pernicious and ill-advised. However, Headquarters sees fit to differentiate between debts contracted for non-essentials and so called luxuries on the one hand, and those contracted for the ordinary essentials and services of life on the other.

17. Service in the Coast Guard shall not be used as a means of evading financial obligations in general. In the evasion of just obligations, with resultant discredit to the Service, an officer or enlisted man makes himself subject to disciplinary measures, and his privilege of continued service becomes jeopardized.

Essentials

18. The ordinary essential services of life are commonly known. While these vary somewhat as between married and unmarried officers and men, between officers and men and between those on shore duty and those on sea duty, Headquarters believes that commanding officers will decide this matter correctly.

19. Headquarters expects prompt attention to indebtedness for "essentials." Those who disregard or evade such obligations will not be tolerated in the Service. Correspondence regarding debts for essentials shall be answered, and every reasonable effort made to have such claims satisfactorily settled. Creditors shall be advised as to the debtor's intentions.

20. When an officer or man does not acknowledge a debt to be just, the creditor shall be informed of the fact and that the proper recourse is to the civil courts. (See exhibit I.)

Nonessentials

21. Headquarters encourages reasonable habits of thrift as one of the decided assets of service in the Coast Guard. The purchase of nonessentials and luxuries is in general not in accord with principles of reasonable thrift herein contemplated. The age of men upon enlistment and the subsequent conditions of service are such that they are not of mature experience and judgment in financial matters. In most cases the commanding officer is given no opportunity to advise the man prior to the assumption of indebtedness. Looking with disfavor upon the ready credit extended to enlisted personnel, the Coast Guard and its representatives will take absolutely no action (direct or indirect), except as noted below, toward furthering payment of claims for nonessentials.

22. The first correspondence in these cases shall be answered along the lines indicated in exhibit II. Further correspondence from the same source shall not be acknowledged; it shall be filed in the man's jacket. No one has a right to use

a ship or a station as a place to conduct business or to further his claims. However, this does not preclude a commanding officer's use of his discretion in such matters.

Dependents

23. The Coast Guard takes cognizance of the legal and moral obligations concerning reasonable adequate support for legal dependents.

24. Married men whose family affairs are in dispute cannot properly expect to remove themselves from the jurisdiction of the civil courts by reason of service in the Coast Guard. While not passing upon nor concerning itself in the merit of such disputes, Headquarters will require that the obligation be fulfilled unless the matter is determined otherwise by proper court action.

25. In the best interests of all concerned Headquarters feels that marital disputes beyond reasonable hopes of conciliation should be settled on a permanent basis rather than evaded or allowed to drag on indefinitely in dissatisfaction and resultant correspondence. In case of court request upon the Coast Guard for officers or men charged with desertion of families or non-support, Headquarters will direct that, if practicable, the individual concerned be made available for the purpose of civil action.

26. An officer or enlisted man who fails to provide reasonably adequate support for his legal dependents, or who fails or refuses to comply with court orders, or specific agreements made out of court, will be subject to the following action on the part of Headquarters:

(1) Officer——(a) Trial by general court martial for conduct unbecoming an officer and a gentleman.

(2) Enlisted man——(b) Immediate discharge as undesirable.

(c) Refusal of the privilege of reenlisting until such court action has been taken as will place the marital status and responsibility on a permanent basis; the burden of producing authenticated evidence of such court action rests upon the man concerned.

27. Headquarters' decision as to action will be contingent upon the individual's taking immediate steps to render support until such time as he actually and in fact is relieved from the obligation by court action or mutual agreement. The commanding officer should take into account only the question of moral and legal obligation as reflected in the fact of dependents (wife and children). Correspondence regarding support for dependents shall be answered.

28. If the question of support has not been determined in a civil court, and is in dispute, the following is submitted as a general guide pending further and formal determination of the matter:

Wife only	One-third of gross pay.
Wife and 1 child	One-half of gross pay.
Wife and 2 children	Three-fifths of gross pay.

It is not to be inferred that the above ratio is the total of a married man's responsibility to his dependents; it is intended only as a temporary guide, and contemplates such further action as will place the matter on a legal basis

Claims Arising Out of Rental Contracts

29. When these claims are in dispute due to alleged damage, loss, or removal of property or to violation of terms of contract, the claimant will be informed that the Coast Guard has no authority to determine such matters and this proper recourse is civil action.

30. Ordinarily, rental contracts for houses, apartments, etc., fall in the category of essential service and, as such, the commanding officer should require that the obligation be met by the officer or man concerned. Since housing is a real essential to a great number of coast guard personnel, no one should, by indifference or evasion, jeopardize the mutual confidence that should exist between lessor and lessee.

Automobile Accidents

31. When officers or men of the Coast Guard are involved in automobile accidents, commanding officers shall determine whether misconduct is involved. If misconduct is involved, commanding officers shall take the disciplinary action required by Regulations.

32. In case of claims resulting from automobile accidents, the claimant shall be informed that his proper recourse is through civil action. If practicable, the coast guard officer or man concerned should be afforded the opportunity to appear in court in such cases. The fact that most officers and men are not financially able to pay judgments (of large amounts) against them renders it particularly desirable, as a matter of simple justice to injured parties, that owners of motor vehicles be protected by liability insurance.

Allotments

33. An allotment is permitted only with the approval of commanding officers or district commanders. An approving officer shall satisfy himself in each case that an allotment is in accordance with instructions and that the allotment is for the purpose stated. That some commanding officers scrutinize allotments and the reasons therefor is indicated by the fact that a system has been devised to disguise the reason for allotment. By this system, the allotment is made to a bank, thus giving it the appearance of being made for the purpose of savings, whereas by separate agreement to which the man, the selling company, and the bank are parties, the money is turned over to the company by the bank.

Contracts, Agreements, Purchase of Real Estate Stocks, Bonds, Etc.

34. Headquarters has neither the machinery nor the authority to pass judgment on claims arising out of transactions such as listed in this item. Claimants will be informed that the Coast Guard has no authority over such matters and their proper recourse is to civil courts having jurisdiction.

Record of Debt Correspondence

35. Extensive correspondence on the subject of debts as concerning an officer or enlisted man is indicative of financial irresponsibility, or evasion in the matter of payment, or of neglect in the answering of correspondence from a

creditor. Headquarters discourages indebtedness and believes that well-intentioned officers and men will so regulate their affairs as to avoid a burden of official correspondence. Failure or laxity in this regard is not in accordance with the standards of conduct required by Headquarters in determining an officer's fitness or an enlisted man's claim to an honorable discharge.

36. When the commanding officer is satisfied that an officer is negligent or careless in regard to his personal finances as evidenced by complaints received, he shall cause an appropriate entry to be made on the officer's fitness report. When extensively involved, the officer should be required to submit a monthly statement of indebtedness and his intentions in regard to the discharge of his obligations. A form deemed suitable by Headquarters is appended to this circular (exhibit V).

37. Considering at this time only the liability concerned in the support of dependents and debts for the ordinary essentials of life, Headquarters directs in the case of an enlisted man that the commanding officer cause an appropriate entry to be made in the man's record and that for the quarter concerned, his marks in conduct shall not exceed 2.0.

Information Regarding Credit of Individuals

38. The Coast Guard refuses to furnish to any correspondent information as to the rate of pay or financial responsibility of an individual in the Coast Guard. Commanding officers are expected to conform to this procedure and to avoid any official action that might be construed as approving or sponsoring private indebtedness.

H. G. HAMLET,
Rear Admiral, U. S. C. G.,
Commandant.

EXHIBIT I.—ESSENTIALS

SIR: Receipt is acknowledged of your letter of _____ concerning the indebtedness to you of _____, U. S. Coast Guard.

The Coast Guard expects its personnel to meet all just obligations and is prepared to exert disciplinary measures when there is a clear attempt to evade these obligations, but, at the same time, it does not act as a collection agency in any sense of the term. Disciplinary measures do not, in their effects, include the payment of debts.

You are informed that _____ has been interviewed and acknowledges this indebtedness to be just. He has stated that he will begin liquidation of this debt on _____ and will continue payments thereon at the rate of _____ per month until the account is settled.

Very truly yours,

_____ _____.

EXHIBIT II.—NONESSENTIALS

SIR: In reply to your letter of _____ regarding the alleged indebtedness of _____ a _____ in the Coast Guard you are advised that the Coast Guard cannot assume responsibility for the personal indebtedness of coast guard personnel.

Your attention is invited to the fact that Federal pay cannot be garnisheed, that few enlisted men have property or outside income that can be attached

and that necessary routine transfers and duties of enlisted men make impracticable their availability for prosecution in civil courts. For years the Coast Guard has looked with disfavor upon the ready credit extended to personnel for luxuries or nonessentials. Persons or firms who make loans or extend such credit to coast guard personnel do so at their own risk.

Subject to the foregoing you are advised to communicate directly with the man concerned; if that proves unsatisfactory your proper recourse is to the civil courts.

The address at which you may now reach this man is: _____
_____.

Very truly yours,

_____ _____.

EXHIBIT III.—NOTES

SIR: In reply to your letter of _____ you are advised that there has been no change in the long-standing policy of the Coast Guard relative to private indebtedness of personnel. There has been a renewed determination to adhere to its policy and refuse to act as a collection agency or to be used as such.

It appears from your letter that _____ has loaned money to coast guard personnel on the note plan, evidently assuming that the Coast Guard would take action of some kind to compel payment. It should be unnecessary to state that the Coast Guard accepts no such responsibility. The Coast Guard recognizes no distinction between the making of loans to civilians and the making of loans to coast guard personnel.

The Coast Guard has no authority in law to sit in judgment on such transactions and, therefore, your only recourse is to the civil courts, the same as in civilian cases.

Very truly yours,

_____ _____.

EXHIBIT IV.—DEPENDENTS

From: Commandant.
To: Commanding Officer, _____
Subject: _____; support of dependents.

1. Headquarters cannot concern itself with the merits or circumstances of marital differences. Besides the moral obligation, Headquarters takes cognizance of the legal responsibility of men as regards support for their legal dependents; the obligation is knowingly and deliberately assumed by the man when he enters the marital status, and the only proper relief is in court action. Until proof of such relief is in fact produced it is expected that the man involved will provide adequate support for his dependents and that he will carry out the provisions of proper court orders.

2. When properly requested, Headquarters will, as far as practicable, take requisite action to make available to civil authorities men charged with desertion or nonsupport of dependents. The Coast Guard, and the fact of service in the Coast Guard, shall not be used as a means of, or excuse for, evading family responsibilities.

3. Failure to comply with the intent of paragraph (1) above may result in Headquarters directing the immediate "undesirable" discharge of the man or refusing the privilege of reenlisting until such court action has been taken

as will place the matter on a legal basis, and the burden of producing authenticated evidence of such court action is on the man concerned.

4. Make the contents of this letter known to _____ and inform Headquarters of his intentions. Headquarters' action in his case is contingent upon his taking immediate steps to render support for his legal dependents until such time as he is properly relieved from this obligation.

EXHIBIT V

From: Commandant.
To: _____.
Subject: Indebtedness; monthly statement of.

1. Headquarters has received numerous complaints from your creditors and directs that you submit to Headquarters a complete statement of your indebtedness; giving names of creditors, balance owing to each, and proposed method of payment in each case. Certify on this statement that it is a true and complete statement of your indebtedness.

2. In order that Headquarters may be kept informed of your progress in liquidating your indebtedness it is directed that you submit on the tenth of each month, commencing as of _____, a statement of income and disbursement during the previous month in the following form:

Income	Indebtedness as of (day) (month) (year)		Payment during month	Date of payment	Balance
	Creditor	Amount			

SHIP'S SERVICE STORES

HEADQUARTERS
Circular No. 67

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 4 March, 1938.

1. When a ship's service store is to be maintained at a unit in accordance with Coast Guard Regulations, the commanding officer shall authorize the establishment of the store in writing and shall designate, in writing, a commissioned officer under his command, one not charged with accountability for Government funds, to be ship's service store officer. When the commanding officer is detached his relief, if he desires to continue the store, shall renew the authorization in writing. When it becomes necessary to replace the ship's service store officer, another commissioned officer shall be designated in his place. These letters of authorization and designation shall be kept in the files, and copies shall be furnished Headquarters.

2. Commanding officers will be held personally responsible for the prompt payment of all indebtedness incurred by the ship's service store. The ship's service store officer shall supervise the administration of the store under such regulations and restrictions as may be prescribed by the commanding officer, and shall be responsible to the commanding officer for the proper performance of these duties. He shall be governed by the requirements of the Regulations, and this circular.

3. The supply of articles necessary to establish the store may be paid for in cash at the time of purchase or purchased on thirty days' credit. Subsequent purchases of supplies shall be made for cash whenever practicable, or on thirty days' credit, provided, however, that, if on credit, such credit shall not be in excess of an amount estimated as the proceeds of sales for a period of thirty days. This provision as to thirty days' credit may be waived for vessels going on cruises of more than one month's duration. When this provision is waived, the commanding officer shall require insurance of the stock of the ship's service store in an amount sufficient to cover all outstanding indebtedness. Goods and supplies intended for sale by a ship's service store shall not be obtained on consignment, nor shall they be purchased on conditional bill of sale. The Regulations shall be complied with in determining what articles may be handled by the ship's service store.

4. Out of the profits of the store, there may be paid to enlisted men detailed to take care of the stock and sell it, such reasonable compensation as the commanding officer may determine. In no case shall any person be allowed to conduct for his own benefit or profit, or have an interest in a ship's service store, or a business of similar nature, on any unit, or on any property owned or leased by the Government for the use of any unit of the Coast Guard.

5. Sales in the ship's service store to enlisted men may be made for cash or through the use of coupon books or tickets paid for either in advance or on the next pay day. If punch cards are used in extending credit, adequate provision shall be made to afford accurate information as to the value of the outstanding unused portions of such cards at all times. In no case shall the credit extended in one month exceed twenty per cent of a man's monthly pay. If settlement in full of a man's bill is not made on the next pay day, no more credit shall be extended to the man unless specifically authorized, in writing, by the command-

ing officer. Sales shall be made only to the personnel of the Coast Guard and other military services.

6. Orders for supplies for the store shall be made by the ship's service store officer in writing. When orders are placed by telephone, they shall be immediately confirmed in writing. Copies of all orders shall be kept in the files of the unit and shall bear the autographic signature or initials of the ship's service store officer.

7. The accounts of the ship's service store shall be maintained in such manner as will insure complete accountability for all property and funds and will permit of ready and accurate audit as required by Regulations. To insure the accuracy of such an audit, and to establish a uniform system so that officers detailed as ship's store officers and auditing officers may attain the required degree of efficiency in these duties, it is directed that the following records be kept: A cash book showing in detail each receipt and expenditure of cash; a list of credit sales made each month, and a purchase book showing in detail each purchase made for the ship's service store. An itemized inventory shall also be prepared each time that the accounts of the ship's service store are audited. In this connection, attention is invited to Headquarters' circular (L–421) dated 15 January, 1934, addressed to all commanding officers. The audit reports shall be retained in the files of the unit.

8. All funds, cash, and stock of the store shall be kept at such place and in such manner as the commanding officer may prescribe. All expenditures of ship's service store funds shall be substantiated by written receipts, cancelled checks, or money order stubs and shall be so kept as to fully describe the purpose of the expenditures. Each expenditure from the profits of the store shall be authorized by the commanding officer in writing, and the authorization shall be filed with the bill or evidence of expenditure. Bad debts and spoilage of stock shall be charged against the profits of the ship's service store. Whenever the funds of the store are kept in a bank, the account shall be in the name of the "Ship's Service Store (*name of unit*)."

9. When command changes hands at a unit having a ship's service store, the commanding officer to be relieved shall furnish his relief with a complete written statement of the assets and liabilities of the store. He shall also transfer or cause to be transferred to the control of his relief, all funds and property of the store on hand at the time. The officer being relieved shall retain responsibility for the store until actually relieved thereof.

10. The profits of the store, after paying the compensation referred to in paragraph 5, shall be used to liquidate such indebtedness as may have been incurred in its establishment, and for accumulating a reserve fund for such amount as the commanding officer deems necessary to take care of unforseen exigencies. Prices charged however, shall be held at as low a figure as good business practice justifies.

11. When all indebtedness has been liquidated and a sufficient reserve fund has been accumulated, dividends may be declared by the commanding officer by directing in writing the ship's service store officer to transfer funds from the ship's service store to the welfare fund. The ship's service store and the welfare fund shall not be administered by the same officer. The welfare fund shall not be used for the purchases of services, materials or articles for the benefit of the unit itself.

12. Should the commanding officer desire to discontinue the ship's service store, he shall notify the ship's service store officer in writing, and shall then proceed as follows:

(1) Thirty days after the date of the letter signifying his intention to discontinue the store, he shall cause the stock of the store to be sold at auction, pay all the outstanding bills, notify Headquarters of the amount of cash remaining, make suitable recommendation for its disposal, and await the Commandant's instructions.

(2) If insufficient funds are obtained from the liquidation to pay of all outstanding indebtedness of the store, the commanding officer shall make a complete report of the matter to Headquarters.

13. (1) A Federal law, approved 16 June, 1936 (Pub. No. 686, 74th Congress) provides as follows:

SEC. 10. (a) That all taxes levied by any State, Territory, or the District of Columbia upon sales of gasoline and other motor vehicle fuels may be levied, in the same manner and to the same extent, upon such fuels when sold by or through post exchanges, ship stores, ship service stores, commissaries, filling stations, licensed traders, and other similar agencies, located on United States military or other reservation, when such fuels are not for the exclusive use of the United States. Such taxes, so levied, shall be paid to the proper taxing authorities of the State, Territory, or the District of Columbia, within whose borders the reservation may be located.

SEC. 10. (b) The officer in charge of such reservation shall, on or before the fifteenth day of each month submit a written statement to the proper taxing authorities of the State, Territory, or the District of Columbia within whose borders the reservation is located, showing the amount of such motor fuel not sold for the exclusive use of the United States during the preceding month.

(2) Such taxes shall be paid when required, but a report must be made whether the tax is required or not. Should the proper state authority not require such taxes to be paid, a written statement to that effect shall be procured and forwarded to Headquarters. A copy of the monthly report shall also be forwarded to Headquarters.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

REFERENCE BOOKS NECESSARY FOR USE IN PURSUING THE NAVAL WAR COLLEGE CORRESPONDENCE COURSE IN INTERNATIONAL LAW

HEADQUARTERS
Circular No. 100

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, July 23, 1931.

1. The Naval War College has advised Headquarters that the reference books considered essential for the use of coast guard officers pursuing the Naval War College correspondence course in international law are as follows:

(1) "International Law," by Soule and McCauley, 1928.

(2) "Handbook on International Law," by George G. Wilson, 1927.

2. The War College further advises that the following-named book is very valuable as a reference:

(1) "International Law," by Charles Cheney Hyde, 1927, 2 volumes.

3. In addition to the above publications, the War College issues with the correspondence course in international law a bibliography, and reference to the publications listed therein will give the student a much broader knowledge of the subjects discussed in the course.

F. C. BILLARD,
Rear Admiral U. S. C. G.,
Commandant.

ADMINISTRATION OF OATHS AS MAY BE NECESSARY IN CONNECTION WITH THE PROPER CONDUCT OF THE SERVICE

HEADQUARTERS
Circular No. 107

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., August 9, 1932.

1. Any commissioned or warrant officer in the Coast Guard on active duty is authorized to administer such oaths as may be necessary in connection with the proper conduct of the Service. (U. S. C., Title 14, sec. 27.) Commanding officers of coast guard vessels are also authorized to administer oaths generally in Alaska. (U. S. C., Title 14, sec. 26.)

H. G. HAMLET,
Rear Admiral, U. S. C. G.,
Commandant.

THE COAST GUARD INSTITUTE

HEADQUARTERS
Circular No. 112

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 1 July, 1935.

1. The Coast Guard Institute is conducted to assist the personnel of the Service to increase their general and professional education. It is under the supervision of the Commander, Fort Trumbull Training Station at New London, Connecticut, and this officer is designated as the Director of the Institute. This organization will handle all correspondence courses issued by the Coast Guard.

2. The instruction conducted by the Coast Guard Institute is carried on principally for the enlisted men of the Service, and to these men the courses are issued without charge. Commissioned and warrant officers may enroll for the courses by payment of a small charge to defray cost of books.

3. Courses issued by the Institute are divided into three general classes: Correspondence school courses, Rating courses, and Service courses. A complete catalog of courses is issued by the Institute.

4. An educational officer shall be designated by the commanding officer of each unit. When there is more than one commissioned officer attached to a unit, the educational officer shall be a commissioned officer. When there is not more than one commissioned officer attached to a unit, the educational officer may be a warrant officer. At a unit to which there is no commissioned or warrant officer attached, the senior petty officer shall be educational officer.

5. (1) The educational officer shall interview every applicant for a course from the Institute and ascertain whether or not the proper course is being applied for, giving special consideration to the fact that each applicant must complete the rating course preparatory for advancement to his next higher rating prior to his enrollment in a correspondence school or other course. If the applicant desires a correspondence school course, the educational officer shall determine, as nearly as possible, whether or not the applicant has sufficient educational qualifications to enable him to pursue the course.

(2) Having decided on the proper course, the educational officer shall make application to the Institute, on the prescribed form, for the course. The textbooks shall be forwarded from the Institute to the educational officer, who shall record their receipt and deliver them to the man.

(3) When the student has completed a lesson, he shall submit it to the educational officer for inspection as to neatness and correctness of form. If the lesson is unsatisfactory in these particulars, he shall return it to the student for correction. When a satisfactory lesson has been submitted, he shall forward it to the Institute for correction and grading. When the lesson has been graded, it shall be forwared to the educational officer for entry of necessary data on his record card and return to the student. At least one lesson a month shall be submitted.

(4) Each educational officer shall keep a record of every student attached to the unit. This record shall be kept on a standard form furnished by the Institute, and shall show the name and rating of the student, the course pursued, progress in the course, dates of receiving and returning textbooks.

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(5) When a student is transferred from one unit to another, the educational officer shall forward the student's record card to the educational officer of the new unit and inform the Institute of the student's change of address.

(6) Upon the discharge of a student who does not intend to reenlist at the same unit, the educational officer shall return to the Institute all books in the custody of the student. In the event the man has lost any books furnished him by the Institute, the educational officer shall collect the cost of such books and forward it by postal money order payable to the Registrar, U. S. Coast Guard Institute, Fort Trumbull, New London, Connecticut.

(7) In the case of death or desertion of an active student the educational officer shall return to the Institute all books in the deceased or deserter's effects.

6. Upon graduation, the following action shall be taken:

(1) Students may, if they so desire, upon graduation keep all International Correspondence Schools textbooks issued with the course.

(2) All textbooks other than International Correspondence Schools textbooks issued in connection with rating courses still in the student's possession shall be returned to the educational officer, who, after making proper entry on the student's record card, shall forward them to the Institute.

(3) The textbooks issued with either of the Capitol Radio Engineering Institute courses shall be retained by the student concerned until he has been notified of graduation or disenrollment for other reasons, at which time these textbooks, unless paid for by the student, shall be returned to the educational officer, who, after making proper entry on the student's record card, shall forward them to the Institute.

(4) If a correspondence school course, a correspondence school diploma, countersigned by the Commandant will be awarded.

(5) If a rating course, an educational certificate signed by the Registrar and by the Director of the Coast Guard Institute shall be awarded.

(6) Appropriate entries upon the enlistment record and continuous service certificate shall be made by the commanding officer.

(7) A memorandum shall be forwarded to Headquarters by the Coast Guard Institute to be filed with the service record of the man.

7. The student shall not receive assistance from any person while taking a final examination. He may, however, refer to the textbooks furnished with his course, or to any other reference books.

8. It is desired that commanding officers maintain a lively interest in all courses handled by the Institute. The Coast Guard Institute was created to be as helpful to the personnel of the Service as possible, and to this end the cooperation of every officer and man is solicited.

H. G. HAMLET,
Rear Admiral, U. S. C. G.,
Commandant.

August, 1941.

COAST GUARD SALUTING VESSELS

HEADQUARTERS
Circular No. 119

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C. 2 May, 1935.

1. The following are saluting vessels of the United States Coast Guard:

BIBB	MODOC	TANEY
CAMPBELL	MOJAVE	TALLAPOOSA
DUANE	NORTHLAND	TAMPA
HAIDA	OSSIPEE	UNALGA
HAMILTON	PAMLICO	
INGHAM	SPENCER	

H. G. HAMLET,
Rear Admiral, U. S. C. G.,
Commandant.

PUBLIC RELATIONS

HEADQUARTERS
Circular No. 125

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 25 August, 1936.

Circular Letters Numbers 114 and 116 are hereby canceled.

1. *Duty of the Coast Guard to furnish information to the public.* The duties assigned by law to the Coast Guard entail upon the Service obligation to disseminate to the public information which is not confidential and which does not reveal matters of future policy, but which is pertinent to an accurate knowledge of the Coast Guard and of the organization, procedure and measures devised by the Coast Guard to serve the public.

2. *Agencies and means of contact with the public.* The following is an analysis of the agencies and means whereby information may be disseminated to the public:

(1) Publications:
  (a) Press.
  (b) House organs.
  (c) Periodicals.
  (d) Books.
(2) Display:
  (a) Pictures:
    1. Still.
    2. Motion.
      (a) Photoplay.
      (b) News reel (news events and features).
  (b) Demonstrations.
  (c) Visitors.
(3) Personal contacts:
  (a) Individual.
  (b) Collective.
    1. Radio.
    2. Addresses.

3. *Public Relations a function of command.*

(1) Each district commander, the Superintendent of the Academy, the Commandant of the Yard, each commanding officer of a vessel and each officer in charge of any separate unit of the Coast Guard is hereby designated as public relations officer within the sphere of his activities. This duty may be delegated to a subordinate commissioned or warrant officer, who shall perform the duties of public relations officer in addition to his regularly assigned duties. In delegating this duty, care shall be taken in selecting an officer who possesses the necessary tact and judgment to deal with the public and with representatives of recognized publications and of display organizations, and one best suited for making personal contacts.

(2) If a subordinate officer is designated as public relations officer, as authorized in paragraph 3(1) of this order, a report shall be submitted to Headquarters, furnishing the name of the officer and a copy of the order so designating him. All changes in such assignment shall be at once reported to Headquarters.

4. *Responsibility for safeguarding confidential or secret plans and information.* No portion of this order shall be construed as conflicting in any manner with responsibility for safeguarding confidential and secret documents.

5. *Expressions of personal opinion by members of the Coast Guard.*

(1) Members of the Coast Guard as a rule appear before the public in an official or semi-official capacity. Consequently, to avoid confusion to the public, care should be taken to differentiate between personal ideas or opinions and official plans and purposes. Furthermore, their official status limits the extent to which members of the Coast Guard may, with propriety, make public presentations on political, diplomatic, or confidential subjects; legislative or administrative measures; and matters, the treatment of which tends to prejudice discipline, to involve superiors in controversy, to interpret official publications, or to define official procedure. In cases where there is a question as to the propriety of their presentation, members of the Coast Guard will make application for a decision to the Commandant.

(2) Statements on the merits of services or supplies furnished to the Coast Guard shall not be made for use in advertisements by commercial firms or individuals.

6. *Rules on general relations with agencies of public contact.*

(1) Endeavor will be made to deal impartially with the agencies of public contact, such as news agencies, pictorial agencies, radio broadcasters, societies and organizations. All will be given, so far as is practicable, equal opportunity to learn of events and measures which are proper subjects of public interest. It is the desire of Headquarters that units assisting vessels in distress, supplying medical aid or performing in any manner tasks of a humanitarian nature furnish the details in each case to authorized agencies of public contact. All such aid rendered constitutes events of public interest and each public relations officer is hereby charged with the duty of establishing appropriate liaison with agencies of public contact within the sphere of the command to which he is attached.

(2) The most careful discretion and judgment shall be exercised in imparting information bearing upon the activities of the Coast Guard in law enforcement, and upon matters coming within the province of civil or Service courts, or boards of investigation.

(3) No statement shall be made which may be inimical to the best interests of the Coast Guard and the Government.

(4) Whenever accredited representatives of the press desire to take passage on coast guard vessels or aircraft for the purpose of obtaining descriptions or narratives of coast guard operations, the request will be forwarded to the Commandant for decision. Only in the case of a major disaster, where prompt action is indispensable, will this permission be granted by the senior officer present, who will then make a full report of the circumstances to Headquarters. Permission granted to press representatives will be at their own risk and the presence of these men on board will in no way be allowed to interfere with the operation of the unit. The senior officer present shall require any newspaper man granted permission to take passage on a coast guard unit to agree in writing that he will not write, give radio talks, or make speeches in regard to the trip or the Service unless he gets specific leave from the Secretary of the Treasury.

7. Photographs of coast guard subjects.

(1) In order to permit the prompt release and publication of such photographs and moving pictures as will be beneficial alike to the public and to the Coast Guard, while at the same time protecting all subjects which are of confidential nature or which is to the interest of the Coast Guard to restrict for official use only, the following instructions are issued.

(2) Subject to the following instructions, commanding officers of coast guard vessels and shore stations, and district commanders shall have full cognizance of the making of photographs within their jurisdiction, whether by coast guard personnel or by civilians. The making of all photographs within coast guard jurisdiction shall be supervised by those in authority at the place where the photographs are taken to preclude intentional or unintentional violation of this order, particularly with regard to the photographing of prohibited material or operations.

(3) To identify photographers of United States citizenship and of good standing who desire to make photographs of coast guard subjects for public exhibition, annual accredited photographer's authorization cards will be issued by the district commanders to such persons residing or based within their respective districts. Cards for photographers residing in or based in the immediate vicinity of Washington will be handled by the Commandant. These cards will be issued only on request, and to persons who satisfactorily demonstrate their citizenship and standing. Accredited photographers' authorization cards are valid throughout the Coast Guard, are not transferable, may be revoked for any irregularity, and unless revoked are effective from the date of issue until the 1st of July following.

(4) Commanding officers and others in authority may grant to persons in the Coast Guard, to those holding effective accredited photographer's authorization cards, and to other responsible persons, permission to make photographs of coast guard subjects and activities under their jurisdiction which are not of a confidential nature and which they believe to be public interest, or which may be desired for advertisement purposes.

(5) Permission for civilians to take photographs which involve taking passage on a coast guard ship or aircraft, or involve coast guard cooperation in any motion picture play, will be granted only by special authority of Headquarters. In cases of national catastrophe or other emergency, where prompt action is indispensable, the senior officer present may authorize the passage of photographers on a coast guard ship or aircraft. In such event full report of the circumstances will be made to Headquarters.

(6) When permission to take photographs of coast guard subjects is granted, it will be expressly agreed by the photographer concerned that all prints and negatives not specifically exempted by the officer granting the permission will be promptly submitted for censorship purposes to such persons as may be designated, that only such photographs as may thereby be released will be made public, and that if any such photograph is to be included in an advertisement all copy and text to appear with the photograph will be submitted for approval by the censoring authority prior to the issue of the advertisement. It shall also be agreed that such prints and negatives as are not released by the censoring officer become the property of the Coast Guard and may be destroyed, altered, returned, or otherwise disposed of.

(7) Motion-picture companies authorized by the Commandant to make motion pictures of coast guard scenes will be required to agree in writing—

(a) To submit all film to the designated authority for censorship and release prior to publication.

(b) To surrender all condemned film, both negative and positive, to the designated authority upon demand.

(c) Not to dispose of film showing coast guard scenes, operations, or material to private individuals or to representatives of foreign governments.

(8) When the supervision required by paragraph 7 (2) of this order has been such as to preclude the inclusion of confidential features, the officer granting permission to take these pictures may release them immediately for publication without further inspection of the prints and negatives. In such cases, the officer granting this permission may require copies of these photographs.

(9) It is recognized as difficult and generally impossible for commanding officers and district commanders to censor negatives of motion pictures or newsreels involving material under their jurisdiction. After careful supervision to prevent the photographing of prohibited subjects, the responsible coast guard authority will permit the accredited photographer to forward the film or newsreel to be developed, printed, and submitted for final censorship and release as follows:

(a) Feature motion-picture films produced with the cooperation of the Coast Guard will be censored and released by the Coast Guard Board of Review at Headquarters.

(b) Newsreel motion-picture film of coast guard subjects will be censored and released by the Commander of the New York District or the San Francisco District in accordance with existing orders and instructions and such policies as may be issued by Headquarters.

(10) The Coast Guard reserves the right to acquire without cost one copy of every photograph or motion-picture film (excepting motion-picture photoplays) taken under coast guard authority, and to use it in any manner, other than commercial, that it may see fit without reference to and entirely independent of any copyright. Whenever a photoplay is produced with coast guard authority, the Coast Guard reserves the right to acquire without cost two positive prints of every such photoplay, and to use them in any manner it may see fit, excepting that these prints will not be used commercially or exhibited at shore stations until out of their prerelease status.

(11) In order to protect the interests of organizations engaged in photographic work, requests to make photographs featuring coast guard subjects will not be made known to competitors. But if more than one request is received equal privileges will be granted to all applicants at the discretion and convenience of the coast guard authorities concerned. Should it be impracticable for more than one photographer to cover the subject, the photographer selected will be chosen by lot with the understanding, before he is chosen, that he is required to cover the event equitably for all parties who have requested permission. The terms of this equitable agreement shall be set forth before choice by lot is made, and failure of the chosen party to fully comply with such agreement will cause his card to be revoked and will bar him from further photographic privileges.

(12) Photographs of subjects classed as secret or confidential or designated as "restricted" by Headquarters are not to be made without special permission of the Commandant. Furthermore, the making of photographs which show fall of shot splashes, methods of gunnery training, and aerial views of the United States fortifications, will be prohibited entirely except for official use.

(13) Where there is doubt as to the advisability of making or releasing any photograph for publication reference should be made to Headquarters.

8. *Policy of the Coast Guard concerning cooperation in production of commercial motion-picture plays.*

(1) *Conditions under which coast guard cooperation may be extended.*

(a) A request for coast guard cooperation in the making of a motion-picture play must be accompanied by a copy of the script or scenario of the proposed play, together with a statement of the coast guard cooperation desired.

(b) The picture must not have as its background the life or activities of a foreign navy.

(c) No vessel of the Coast Guard will be photographed or shown as under any other flag than our own, nor will coast guard personnel be permitted to impersonate the personnel of another service.

(d) The picture must contain nothing which tends in any way to discredit any branch of the Government, or any foreign government service, or the personnel or uniform of such services.

(e) The picture must not contain anything offensive to public morals or good taste, or be otherwise objectionable.

(f) The amount of coast guard assistance desired must not involve undue interference with other coast guard activities.

(2) *Conditions to be attached to coast guard cooperation.*

(a) In each case where the Coast Guard cooperates in the production of a motion picture play, the finished production, together with all exposed film, will be delivered to the coast guard for final approval of scenes, dialogues, and titles before it is released for any public showing, and the producer must agree not to use or permit to be used in any other motion-picture play any coast guard scene made with this cooperation until the scenario and finished production of such other picture has been approved by the Coast Guard.

(b) The producer must agree never to exhibit or permit to be exhibited the pictures or any part thereof in case the Coast Guard disapproves.

(c) On board coast guard vessels or at coast guard stations, pictures will be made only at the discretion and convenience of the commanding officer concerned.

(d) Coast guard cooperation will include only such assistance as it is impracticable for the producer to obtain from commercial sources.

(e) No coast guard personnel will be required to engage in any unusually hazardous undertaking, and coast guard material will not be subjected to undue risk.

(f) Current coast guard orders and instructions regarding the making of photographs must be adhered to.

(g) The officer detailed as technical supervisor of a picture is authorized to censor on the spot any scene violating the Coast Guard's policy or instructions, or any conditions attached to coast guard operation.

(h) The company must assume all financial liabilities for the death or injury of any persons and for any loss of or damage to property which may occur as a result of activities specifically undertaken for the production of a picture.

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(i) No compensation will be paid by the producer to any officer or enlisted man of the Coast Guard other than as a reimbursement for actual expense, injury, or loss of property.

(j) The Coast Guard will in each case be furnished free of charge two copies of the final prints of pictures in which the Coast Guard has cooperated.

(k) In case the desired coast guard cooperation will involve charges against coast guard appropriations, other than those involved in the movement and operation of coast guard units, the producer will be required to make a special deposit to cover the estimated amount of such charges.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

COAST GUARD DUTIES AND DOCTRINES

HEADQUARTERS
Circular No. 126

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 16 October, 1936.

Reference: (a) Circular Letter No. 125, 25 August, 1936.

1. Nothing contained in this circular is to be regarded as specific authority for duty to be performed by the Coast Guard, as such authority will be found in the Statutes and in the Regulations and instructions made in conformity therewith. This circular will, however, be considered as a general outline of the doctrine and policy of the Service and as such will be followed.

2. The duties and responsibilities of the Coast Guard are a result of laws, executive orders, regulations, customs, practices and traditions extending over a period of many years.

3. The Service performs work for almost every executive department of the Government. Its duties are closely related and fall into three classifications, as follows:

(1) The enforcement of all Federal laws upon the navigable waters of the United States and its insular possessions and upon the high seas where jurisdiction of the United States extends thereto.

(2) The assistance to vessels in distress and the saving and protecting of life and property on the seas and navigable waters of the United States and its insular possessions and along the coasts thereof.

(3) The military requirements. The Coast Guard is a military service and constitutes a branch of the land and naval forces of the United States at all times, acting under the Secretary of the Navy in time of war or when the President shall so direct.

4. The following tabulation is indicative of the scope of duties of the Coast Guard. Some of them require very little attention:

Treasury Department

(1) Saving lives and property along the coasts of the United States and the Great Lakes, and the temporary care of bodies and wrecked property recovered.

(2) Enforcing the Customs revenue laws; boarding of vessels.

(3) Transporting Customs Inspectors to vessels entering harbors.

(4) Enforcing the state health laws relating to quarantine.

(5) Affording medical and surgical aid to American fishermen.

(6) Collecting and compiling statistics on marine disasters.

(7) Flood relief work on the Mississippi and Ohio Rivers and their tributaries.

(8) Assisting vessels in distress.

(9) Destroying derelicts.

(10) Carrying out the duties incident to the International Ice Patrol.

(11) Investigating plans, devices and inventions for the improvement of life-saving equipment.

(12) Investigating shipwrecks attended by loss of life within the scope of the operations of the Coast Guard.

(13) Close liaison with the Bureaus of Customs and Internal Revenue (Alcohol Tax Unit) in connection wtih the enforcement of the Customs revenue laws.

(14) Enforcing any law of the United States upon the high seas and certain navigable waters of the United States on any vessel subject to the jurisdiction or to the operation of any law of the United States. (Note: Act of June 22, 1936, as amended by Act of July 11, 1941.)

(15) Enforcing the Whaling Treaty Act.

(16) Enforcing navigation and motor-boat laws, and rendering aid to vessels in distress on the Mississippi and Ohio Rivers, and their tributaries.

(17) Certifying ship's manifest.

(18) Enforcing the North Atlantic trade routes with respect to American vessels passing the fishing banks of Newfoundland and regions known to be endangered by ice.

(19) Search of vessels, vehicles and persons in the enforcement of the Customs revenue laws.

(20) Apprehending vessels departing before report of entry.

War Department

(1) Enforcing navigation laws and other laws pertaining to the anchorage and movement of vessels in harbors and navigable waters of the United States.

(2) Removing obstructions to navigation in navigable waters of the United States.

(3) Enforcing Oil Pollution Act.

Navy Department

(1) Close liaison and cooperation with this Department is necessary at all times as the Coast Guard becomes part of the Navy in time of war, or when the President shall so direct.

Justice Department

(1) Dispensing justice in minor cases in isolated villages of Alaska.

(2) Transporting floating court in Alaska when necessary.

(3) Apprehending criminals generally in Alaska.

Post Office Department

(1) Carrying mails in Alaska.

Department of the Interior

(1) Rendering medical, dental, and general welfare service to natives of Alaska.

(2) Transporting teachers and educational supplies to isolated villages in Alaska.

Department of Agriculture

(1) Enforcement of the game laws generally in isolated sections of Alaskan territory.

(2) Enforcement of laws, pertaining to the protection of bird life, particularly on the Hawaiian Bird Reservation.

Department of Commerce

(1) Boarding vessels and motor boats for the enforcement of the navigation laws.

(2) Enforcement of laws pertaining to the halibut fisheries and other fisheries, including sponge fisheries.

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(3) Protection of the fur-seal herd on the Pribilof Islands in the Bering Sea and during their migration along the Pacific Coast of the United States.

(4) Enforcing laws pertaining to the Bureau of Marine Inspection and Navigation.

(5) Enforcing the regulations issued for promoting safety of life on navigable waters during regattas or marine parades.

Department of Labor

(1) Enforcement of immigration laws.

(2) Transporting immigration inspectors as necessary.

Employment of Forces by the President (Land or Naval)

(1) Suppressing armed expeditions in violation of neutrality.

(2) Compelling foreign vessels violating neutrality to depart from United States ports.

(3) Enforcing laws relating to armed vessels.

(4) Cooperating with Red Cross officials in rendering aid to persons and property in times of national disasters and emergencies.

Duties not Specifically Allotted to Any Department of the Government

(1) Enforcement of the neutrality laws.

(2) Administering oaths generally in Alaska.

5. *General.*—The Coast Guard shall, while carrying out its law enforcement and other duties, render all practicable assistance to any person or thing that lies within its sphere of action and shall give aid and comfort whenever it can reasonably do so. It shall not, however, furnish assistance that would interfere with private enterprise which stands in a position to render prompt and efficient service without unduly jeopardizing life or property. The Coast Guard shall build up in every community where it operates a reputation for cheerful service and integrity, and it shall maintain pleasant and cooperative relations with the civil authorities and appropriate civilian organizations. Close contacts shall be made with, and proper service rendered to, shipmasters, ship owners, maritime exchanges, yacht clubs, fishermen's associations, motor boat associations, and all other organizations that are interested in floating craft and things that pertain to the sea. The responsible coast guard officers will keep in close contact with the senior officials of all bureaus, agencies, services, and other activities of the Government for which the Coast Guard performs duty. This includes the following: The Bureau of Customs, The Customs Agency Service, The Narcotics Bureau, The Alcohol Tax Unit, The Secret Service, The Public Health Service (Quarantine), The Bureau of Fisheries, The Biological Survey, The Bureau of Marine Inspection and Navigation, The Department of Justice (U. S. Attorney and Federal Bureau of Investigation), The Army (Engineers), The Immigration Service. Conferences between the coast guard representatives and the local officials of those activities will be held sufficiently often to assure that the Coast Guard is cooperating in so far as practicable to their satisfaction in the enforcement of the laws administered by them. Headquarters is in contact with the heads of these services and notes with interest the cooperation attained in the field.

6. *Law enforcement.*—(1) All coast guard officers shall be thoroughly conversant with the Federal laws that require for enforcement a patrol of the seas,

navigable waters, or the coast line. They shall also be familiar with court decisions pertaining to such laws. This shall apply particularly to customs laws, navigation laws, immigration laws, quarantine laws, laws pertaining to the fisheries, laws for the protection of the fur-seals and other marine animals, anchorage laws, the laws pertaining to the saving and protecting of life and property at sea, neutrality laws and the Oil Pollution Act. They shall also be familiar with all phases of international law and treaties that have a relation to the duties of a coast guard officer.

(2) Responsible officers shall see that such laws are properly enforced. In making contact with the organizations listed under Paragraph 5, arrangements shall be made, as far as possible, to insure obedience to the various laws with the least possible inconvenience to commercial craft, fishing craft, and pleasure craft of all kinds.

(3) A systematic plan for the boarding of commercial vessels, yachts, motor boats, and other floating craft shall be inaugurated and followed so that all such craft shall be boarded sufficiently often to insure compliance with the law and in such manner as to cause the least possible inconvenience to the owners or master thereof.

(4) Systematic plans shall also be made by responsible officers for the enforcement of the laws pertaining to customs, quarantine, immigration, anchorage, oil pollution, patrol of regattas, and the protection of the fisheries and seal herds, particularly the halibut and salmon fisheries in Alaska.

(5) Particular care shall be given to the prevention of smuggling. Plans shall be kept current from day to day to meet the latest smuggling developments. When smuggling vessels are most active, the Coast Guard shall be at sea in force. As a rule, where smuggling is carried on between the shore and vessels at sea, the plan shall be to guard and trail the source of supply, the boats in shore being used as a secondary line of defense. However, in any particular case the Coast Guard shall coordinate its activities with that of other agencies of the Treasury Department to the end that one plan as laid down by the Coordinator of Treasury law-enforcing agencies in such locality shall be followed. Aircraft shall be used to best advantage, and, so far as practicable, shall be considered as vessels constituting an integral part of the force assigned. Vessels with liquor or other contraband on board under seizure shall never be brought to a wharf until turned over to the Customs authorities. Commissioned officers shall be placed in charge of seizures wherever it is practicable to do so, and shall remain in charge until boats and cargoes are turned over to the Customs authorities and proper receipts in detail are obtained.

(6) Proper law enforcement requires a high degree of good judgment and common sense. Except where it is clearly the intent of a vessel to violate the law, as for example, a smuggling vessel, the attitude of coast guard officers toward the unintentional violator of the law shall be that of friendly cooperation, rather than that of fault-finding, in that a spirit shall be built up among all classes of honest seagoing men that the Coast Guard is a valuable friend. However, a coast guard officer has no legal authority to waive the reporting of every violation of law found.

7. *Assisting vessels and saving life and property.*—(1) Shipmasters, ship owners, and the organizations listed under Paragraph 5, shall be consulted as to the best means and methods for rendering assistance expeditiously to all

floating craft. They shall be kept fully advised of the plans and methods of operation of coast guard vessels for this work in order that they may receive the best returns from this emergency service. Responsible officers shall keep close track of shipping and shall see that coast guard vessels are placed at strategic points. When at sea, coast guard vessels shall cruise in such localities as will be best adapted to render prompt assistance to vessels in distress, with due regard for the important duties of the Service.

(2) Officers shall be familiar with coastwise and trans-oceanic shipping routes, the usual routes of tugs and tows, habits of pleasure craft, aircraft routes overseas or that border on the sea, etc. Communication routes shall be quick and reliable. Distress waves shall be doubly guarded. On hearing an S. O. S., or obtaining information of a vessel needing assistance, every coast guard vessel or unit within a reasonable distance shall immediately proceed toward the distress case with all possible speed. Commanding officers shall not wait for instructions. By "reasonable distance" is meant that the coast guard vessel has a chance to arrive upon the scene in time to give aid. If in doubt as to whether or not to proceed, the decision shall be to go. The immediate senior of the commanding officer and such other officers as should have cognizance of the distress case shall be advised and such superiors shall then determine whether to permit the vessel to proceed or order her to return to her station and previous duty. Under no conditions shall vessels within "reasonable distance" turn back, unless ordered to do so, until definite and accurate information is received that assistance is no longer required. Any person in the Coast Guard, ashore or afloat, receiving information of a vessel in need of assistance shall forward such information by the quickest means available to the proper coast guard officer for action. If a vessel or boat is stranded or is in distress within a reasonable distance off the coast, the proper district commander and the coast guard stations concerned shall be quickly advised. If a vessel in distress along the coast is not rendered assistance by a coast guard unit, the coast guard officer in command in that locality shall make a careful study of the case to see if any corrective measures shall be taken. If a vessel in distress along the coasts of the United States is not rendered assistance by the Coast Guard, the presumption shall be that it is a fault somewhere within the Coast Guard. Coast guard vessels, stations, and equipment shall be kept in prime condition at all times, and officers shall be ever alert to render assistance promptly. Care should be exercised to observe the provisions of Article 933, Regulations. Responsible officers shall see that, insofar as it may be within their jurisdiction, all seas and all navigable waters of the United States are kept free of derelicts and obstructions to navigation. They shall maintain close contact with Army District Engineers and give them all practicable assistance in their work. Where a floating derelict has been reported, the responsibility of the proper coast guard officer shall not cease until he is assured that such derelict is no longer a menace to navigation.

9. *Military duties.*—Coast guard units shall take advantage of every opportunity to conduct drills and exercises, and to keep officers and men thoroughly fit and trained for navy service. Every effort shall be made to carry out all prescribed target practices and battle practices in an intelligent and thorough manner. Close cooperation shall be maintained with navy units. Coast guard officers shall be permitted to observe duties and practices on board navy vessels for short periods whenever it is practicable to do so. Coast guard vessels shall participate in naval maneuvers at every opportunity, provided more important

work of the Service does not suffer thereby. Responsible officers shall cooperate with naval district commanders in the preparation of War Plans for naval districts and in regard to other matters of military importance. Wherever practicable, navy principles, particularly methods of scouting, shall be used in anti-smuggling work.

10. *Various duties.*—(1) The International Ice Patrol and the oceanographic investigations in connection therewith shall be fostered and developed. Proper steps shall be taken to make the Coast Guard the leading authority on the practical and scientific measures necessary to insure safety of shipping in the North Atlantic sea lanes.

(2) Every effort shall be made to meet the needs of deep sea fishermen in rendering them medical aid as provided for by law. Close contact shall be made with fishermen's associations in order that the Coast Guard may fully understand their requirements.

(3) Particular care shall be taken to see that adequate transportation facilities are furnished in the various harbors and elsewhere to Customs inspectors, immigration inspectors and quarantine officers. The service rendered shall, if possible, be satisfactory to the inspectors concerned.

(4) The responsible officers shall make a careful study of flood relief work in the Ohio and Mississippi River valleys to the end that they will be competent to supervise such work in time of need. They shall become personally acquainted with and frequently consult Army Engineers, Red Cross officials, mayors of cities, and all other persons having knowledge of flood conditions, or who would be involved in flood relief work. They shall, as far as practicable, have plans drawn up to institute adequate relief in flood areas expeditiously and without confusion.

(5) The Coast Guard shall perform all Federal work in the Territory of Alaska requiring the use of Government vessels, insofar as it has the authority to do so. Practically every Government department is concerned with this work, and, therefore, the necessary contacts shall be made, both with the bureaus and with the field officers to the end that the Coast Guard may plan to do such work expeditiously and satisfactorily. These duties shall include the transportation of supplies for every department of the Government to isolated points in Alaska, such as the Pribilof Islands, points along the Alaskan Peninsula and elsewhere, wherever commercial transportation facilities are not available; the patrol of the North Pacific Ocean for the protection of the seal herd; the protection of the fisheries; the protection of fur-bearing animals and game birds; the medical and welfare work for the natives and destitute; transportation of mails; transportation of the United States Court and all other Government officials, where commercial transportation is not available or suitable. All harbors and waters of Alaska, as well as the coast line, shall be thoroughly investigated so that the Coast Guard will be the best authority on matters pertaining to the coast line or waters of Alaska. Where practicable, notes and sailing directions shall be prepared of unsurveyed and little frequented harbors, and the hydrographic information obtained sent to Headquarters for further transmission to the United States Coast and Geodetic Survey.

11. All duties of the Coast Guard shall be well planned and efficiently carried out. Constant thought and endeavor shall be given to improving the value and economy of these services to the Government and to the people directly concerned.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

August, 1941.

ENFORCEMENT OF TRANSPORTATION OF EXPLOSIVES AND OTHER DANGEROUS CARGO ACT, AND THE MERCHANT SEAMEN ACT

HEADQUARTERS
Circular No. 128

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 4 February, 1937.

1. Proper enforcement of subject Acts requires frequent boarding of craft, subject to the provisions of same. However, discretion should be used in the matter of boarding vessels subject to inspection by the Bureau of Marine Inspection and Navigation, and boarding officers shall consider that the boarding of such vessels is done in cooperation with the Bureau, and therefore the boarding of vessels by the officials of the Department of Commerce should not be duplicated by the Coast Guard.

2. The relevant statutes in regard to the Transportation of Explosives and Other Dangerous Cargo Act, and the Merchant Seamen Act, are 46 U. S. C. 178 and 46 U. S. C. 673. For the information of units which have not received Supplement II to the 1934 edition of The Code of Laws of the United States of America, the above statutes are quoted herewith:

"178. *Transporting inflammables, explosives and other dangerous cargo; inspection; regulations for construction and equipment of vessels; to what vessels applicable.*—No vessel, regardless of size or rig, excepting public vessels of the United States, shall transport on the navigable waters of the United States, from point to point in the continental United States, any inflammable, explosive, or like dangerous cargo, or anchor in such waters or go into drydock for repairs while having on board such dangerous cargo, until such vessel has been inspected by the board of local inspectors to determine that such cargo may be carried on such vessel with safety, and a permit issued to her for the presence on board of such cargo, which permit shall be framed under glass and posted in a conspicuous part of the vessel.

"The Secretary of Commerce is authorized and directed to promulgate rules and regulations concerning construction, the appliances, and apparatus for stowage, of vessels used in the transportation of inflammable, explosive, or like dangerous cargo on said vessels in order to preserve life and property while in operation or at anchor. The local board of inspectors shall not issue a permit to any vessel until it finds that said vessel is in substantial compliance with the rules and regulations promulgated by the Secretary of Commerce: *Provided*, That this section and section 179 of this title shall not apply to a vessel covered by an unexpired certificate of inspection duly issued in accordance with law by the local inspectors of the Bureau of Marine Inspection and Navigation or, if a foreign vessel, by an unexpired certificate of inspection issued under the authority of its own government and recognized under law or treaty by the Government of the United States. (August 26, 1935, c. 697, sec. 1, 49 Stat. 868).

"179. *Same; penalty; liability of vessel.*—A penalty of not to exceed $500 may be imposed for each violation of any of the provisions of section 178 of this title or of any of the rules and regulations promulgated under the authority of such section. The vessel shall be liable for the said penalty and

may be seized and proceeded against, by way of libel, in the District Court of the United States for any district within which such vessel may be found. (Aug. 26, 1935, c. 697, sec. 2, 49 Stat. 869)."

"673. *Requirements as to watches; duties of seamen; hours of work; penalty; right of seamen to discharge; effective date.*—In all merchant vessels of the United States of more than one hundred tons gross, excepting those navigating rivers, harbors, lakes (other than Great Lakes), bays, sounds, bayous, and canals, exclusively, the licensed officers and sailors, coal passers, firemen, oilers, and water tenders shall, while at sea, be divided into at least three watches, which shall be kept on duty successively for the performance of ordinary work incident to the sailing and management of the vessel. The seamen shall not be shipped to work alternately in the fireroom and on deck, nor shall those shipped for deck duty be required to work in the fireroom, or vice versa; nor shall any licensed officer or seaman in the deck or engine department be required to work more than eight hours in one day; but these provisions "shall not limit either the authority of the master or other officer or the obedience of the seamen when in the judgment of the master or other officer the whole or any part of the crew are needed for maneuvering, shifting berth, mooring, or unmooring, the vessel or the performance of work necessary for the safety of the vessel, her passengers, crew, and cargo, or for the saving of life aboard other vessels in jeopardy, or when in port or at sea, from requiring the whole or any part of the crew to participate in the performance of fire, lifeboat, or other drills. While such vessel is in a safe harbor no seaman shall be required to do any unnecessary work on Sundays or the following-named days: New Year's Day, the Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day, but this shall not prevent the dispatch of a vessel on regular schedule or when ready to proceed on her voyage. And at all times while such vessel is in a safe harbor, eight hours, inclusive of the anchor watch, shall constitute a day's work. Whenever the master of any vessel shall fail to comply with this section and the regulation issued thereunder, the owner shall be liable to a penalty not to exceed $500, and the seamen shall be entitled to discharge from such vessel and to receive the wages earned. But this section shall not apply to vessels engaged in salvage operations: *Provided*, That in all tugs and barges subject to this section when engaged on a voyage of less than six hundred miles, the licensed officers and members of crews other than coal passers, firemen, oilers, and water tenders may, while at sea, be divided into not less than two watches, but nothing in this proviso shall be construed as repealing any part of section 222 of this title. This section shall take effect six months after June 25, 1936. (As amended June 25, 1936, c. 816, sec. 2, 49 Stat. 1933)."

3. Headquarters desires that particular attention be given to the enforcement of the above laws by all units concerned.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

FURNISHING OF COAST GUARD CRAFT FOR PERFORMANCE OF CERTAIN CUSTOMS DUTIES

Circular No. 131
HEADQUARTERS

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, 18 May, 1937.

1. The following letter from the Assistant Secretary of the Treasury to the Commandant, Coast Guard and the Commissioner of Customs, is quoted herewith.

"About June, 1934, the Secretary of the Treasury verbally directed that all boat equipment, with certain minor exceptions, for the use of the Customs Service, should be procured, maintained, and operated by the Coast Guard.

"Hereafter, when any Collector of Customs, or other officer of the Customs Service, requires the use of boat equipment, or feels that the present boat equipment furnished by the Coast Guard is not satisfactory for the purpose, the proper officer of the Coast Guard shall be advised. It shall then be the duty of the Coast Guard to make a study of the conditions and the work to be performed by such craft, and then to determine the size, type, and all other characteristics of the boat needed, and to furnish such craft to carry out Customs duties, provided the same can be done within the limits of funds available to the Coast Guard and without interfering with more important duties of that Service.

"Nothing herein shall be construed to give to any Customs officer authority or control over coast guard craft except where this control is delegated by the appropriate coast guard officer."

2. Responsible officers are directed to comply with the provisions of the above letter.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

POLICY REGARDING SOLICITATIONS AND PUBLICATIONS BY ORGANIZATIONS COMPOSED OF TREASURY DEPARTMENT PERSONNEL

HEADQUARTERS
Circular No. 132

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 11 June, 1937.

1. The following Treasury Department Order (No. 17) dated May 29, 1937, promulgated by the Secretary of the Treasury is quoted herewith.

"In view of the necessity as a matter of sound public policy that contacts between employees of the Treasury Department and the tax-paying public be absolutely devoid of any element of obligation, it is hereby ordered that any solicitation of financial aid of or sale of tickets to persons outside the Federal Service for the benefit of any organization or association, the personnel of which is composed of Treasury Department employees, is prohibited.

"It is further ordered that no publication of any such organization or association shall contain any commercial advertising matter whatsoever, and that publication thereof must be at the direct expense of such organization or association."

2. The above provisions will be strictly complied with by all persons in the Coast Guard.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

RETIRED OFFICERS HOLDING OTHER OFFICE

HEADQUARTERS
Circular No. 134

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 25 August, 1937.

1. Section 2 of the Act of July 31, 1894 (28 Stat. 205), as amended by the Act of May 31, 1924 (43 Stat. 245; U. S. C., 1934 ed., title 5, sec. 62), has been further amended by section 6 of the Act of July 30, 1937 (50 Stat. 547), to read as follows:

"No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thousand five hundred dollars shall be appointed to or hold any other office to which compensation is attached unless specially authorized thereto by law; but this shall not apply to retired officers of the Army or Navy or Coast Guard whenever they may be elected to public office or whenever the President shall appoint them to office by and with the advice and consent of the Senate. Retired enlisted men of the Army, Navy, Marine Corps, or Coast Guard retired for any cause, and retired officers of the Army, Navy, Marine Corps, or Coast Guard who have been retired for injuries received in battle or for injuries or incapacity incurred in line of duty shall not, within the meaning of this section, be construed to hold or to have held an office during such retirement."

2. Any retired officer concerned in the application of the above quoted law should refer any question involved to Headquarters.

L. C. COVELL,
Captain, U. S. C. G.,
Acting Commandant.

BURIAL IN ARLINGTON NATIONAL CEMETERY

HEADQUARTERS
Circular No. 135

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 15 January, 1938.

1. Excerpts from printed instructions issued by the War Department regarding burial in Arlington National Cemetery are quoted as follows:

(1) In the case of officers, lots containing two grave sites are assigned in Arlington National Cemetery to married officers, when required for the interment of either the officer or his wife. In the case of a single officer, one-half a lot containing one grave site only is assigned. The burial of minor children or unmarried adult daughters of officers is permitted under the following conditions, provided there is room in the officer's lot:

(a) That the fact of the interment shall be entered on the records of the cemetery, but the name shall not appear on any monument on the lot.

(b) That the grave shall be marked, if so desired, at private expense, only with a footstone, sunk flush with the ground, not exceeding 10 by 20 inches at the top, with a suitable identifying inscription and dates of birth and death.

(c) That in the case of adult daughters, they are unmarried at the time of death.

(d) That the written concurrence of the legal next of kin in the above conditions be forwarded to the Quartermaster General.

(e) In the case of enlisted men, only one grave site is assigned. The wives of enlisted men may be buried in the same grave with their husbands, but only after the death and interment therein of the enlisted men concerned, except where the enlisted man is 70 years of age or over, in which case interment of his wife prior to his death is authorized, provided he gives assurance that he will eventually be buried in the same grave.

(f) No lots or grave sites will be assigned in advance of their actual requirement for burial purposes.

(g) If an officer or enlisted man is dead and buried elsewhere, and his widow dies, the widow's interment in Arlington will not be permitted until after the remains of the officer or enlisted man are removed to Arlington, and then her remains may be interred either in the same lot, in the case of an officer, or in the same grave site in the case of an enlisted man.

2. When burial is to be in Arlington National Cemetery, the shipping case containing the body of the deceased shall be plainly marked "Officer in Charge, Arlington National Cemetery, Fort Myer, Va." and the shipping case billed to Washington, D. C.

3. A dispatch shall be sent at the earliest possible moment to the "Officer in Charge, Arlington National Cemetery, Fort Myer, Va.," giving the date and place of death, dimensions of outside box, also date and hour and number of the train on which the body will reach Washington, D. C. The dispatch should clearly indicate that the deceased was a member of the United States Coast Guard.

4. Headquarters will also be advised by dispatch at the earliest possible moment when burial in Arlington is desired. Such a dispatch will contain the following information:

(1) Manner in which remains are being forwarded, i. e., by express or on transportation request with escort. If wife or other relative is designated as escort the same will be so indicated.

(2) Hour and date of arrival in Washington, D. C. as well as name of railroad and train number.

(3) Religion of deceased.

(4) Whether military honors, chapel service, or commitment service only, at grave is desired.

5. It is most essential that the religion of the deceased be known in order that a chaplain may be secured. If no funeral services have been held prior to the arrival of the body, such services may be held in the chapel at Fort Myer, just outside of the Fort Myer entrance to Arlington. The usual practice is to have only the commitment service at the grave. The military honors are furnished by the Navy.

6. Interments are not made in Arlington after 3 p. m., on Sundays, holidays or after 11 a. m. on Saturdays. At least 24 hours notice is required to secure grave and arrange for service and honors. Whenever practicable, the shipment of the remains should be so timed as to arrive in Washington between the hours of 8 a. m. and 2 p. m. If the remains arrive after 2 p. m. they are placed in the receiving vault at Arlington until time of funeral. The services of an undertaker are not required in Washington in cases in which the bodies are shipped for burial in Arlington, nor is there any expense attached to the opening and closing of the grave or for other services furnished in Arlington. Mausoleums or overground vaults are prohibited, but underground vaults of brick, concrete or other material may be placed at private expense, if desired, when interment is made.

7. A white marble headstone is erected at Government expense, and it is not necessary for the next of kin to make application for same. If it is the intention of the next of kin to erect a private monument, the Quartermaster General, War Department, Washington, D. C. should be notified immediately in order that a Government headstone may not be ordered for the grave. The erection of monuments at private expense in lieu of regulation Government headstones is authorized provided they are approved as to design and inscription by the Quartermaster General. In any case in which the erection of a monument at private expense is desired, the next of kin should secure from the Quartermaster General detailed instructions regarding the erection of same.

8. The chaplain at Fort Myer, Va., will at any time, upon request and the receipt of the necessary funds, arrange for the placing of floral pieces upon the graves of deceased personnel. Cut flowers only may be placed upon the graves. The placing of vases, urns, tubs, hanging baskets or other fixtures intended for plants, chairs, settees, trees, shrubs, ivy or other plants of any character or description on burial lots or grave sites or at bases of monuments or markers is prohibited.

R. R. WAESCHE,
Rear Admiral, U. C. C. G.,
Commandant.

August, 1941.

POLICY REGARDING RELATIONS WITH MARITIME ACTIVITIES

HEADQUARTERS
Circular No. 137

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 10 September, 1938.

1. Under authority of General Order No. 25 of the Maritime Commission the Coast Guard has undertaken the administration of the United States Maritime Service established by Section 216 of an Act of the 75th Congress entitled, "An Act to further the development of an adequate and well-balanced American merchant marine, etc."

2. The task of the Coast Guard is to develop, through training, indoctrination and compensation allowances, a more efficient and contented personnel in the United States Merchant Marine, and to make a seagoing career more attractive to ambitious and responsible men.

3. The successful prosecution of this new duty undoubtedly will be an important factor in the destiny of the Coast Guard, and its personnel, commissioned, warrant, and enlisted, should be appreciative of the necessity of so conducting themselves as to merit the respect and confidence of both the marine employer and the merchant seaman. To this end they should cultivate a sympathetic attitude toward the difficulties of marine labor, should avoid criticisms and opinions, and never, under any condition, unwarrantedly interfere with or take sides in a labor dispute.

4. This circular applies with equal force to those whose relations with the Merchant Marine are casual as well as those whose duties are connected with the training system.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

PERSONNEL ASSIGNED TO DUTY ON LIGHTHOUSE VESSELS OR AT OTHER LIGHTHOUSE UNITS

HEADQUARTERS
Circular No. 146

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 26 September 1939.

1. Section 8 (a) of the Reorganization Act of 1939, provides in part as follows:
"All orders, rules, regulations * * * made (or) issued * * * by any agency * * * consolidated with any other agency * * * under the provisions of this title, and in effect at the time of the * * * consolidation, shall continue in effect to the same extent as if such * * * consolidation had not occurred, until modified, superseded, or repealed."

2. Persons assigned to duty at former Lighthouse Service units, afloat or ashore, shall immediately inform themselves of the orders, rules and regulations of the Lighthouse Service and shall conform to such orders, and regulations, unless they have been modified, superseded, or repealed.

3. If a person of the military personnel assigned to duty at a former Lighthouse Service unit does not satisfactorily perform his duties, or if his conduct is not satisfactory, the responsible officer in charge, if he be of the military personnel, shall take action according to the provisions of the Coast Guard Regulations and Courts and Boards. If the responsible officer in charge of the unit be not of the military personnel, he shall make full report of all the circumstances to the district commander.

L. C. COVELL,
Rear Admiral, U. S. C. G.,
Acting Commandant.

DISPLAY OF STORM WARNINGS

HEADQUARTERS
Circular No. 148

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 9 October, 1939.

1. Day and night storm warnings will be displayed at coast guard shore establishments designated by the Commandant.

2. Storm warnings may be displayed from coast guard vessels under the following restrictions:

(1) No night storm warnings shall be displayed.

(2) Storm warnings may be displayed only when it is deemed advisable by the commanding officer and then will be confined to cases where it is desired to warn single vessels or groups of vessels (such as fishing fleets) of approaching storms.

(3) Storm warnings shall not be displayed continuously.

3. Dissemination of storm warnings by coast guard aircraft to single vessels, or groups of vessels (such as fishing fleets) shall be at the discretion of the commanding officer of the air station.

4. The responsibility for the prompt display and taking in of storm warnings at shore establishments shall rest with the district commander.

5. Storm warnings shall be displayed or taken in only upon receipt of information from the U. S. Weather Bureau.

6. Arrangements for obtaining information as to when storm warnings shall be displayed and taken in shall be made locally by the district commander with the Weather Bureau officials. The final plans shall, wherever possible, include arrangements for the dissemination of the information by the district commander to the designated units.

7. No expense shall be incurred to provide facilities for these displays without first obtaining authority from the Commandant.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

BROADCASTS OF STORM WARNINGS, WEATHER AND MARINE INFORMATION BY RADIOTELEPHONE

HEADQUARTERS
Circular No. 149

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 9 October, 1939.

1. Broadcasts of storm warnings, weather forecasts, and marine information shall be made by radiotelephone from coast guard radio stations designated by the Commandant.

2. The form of these broadcasts, schedules, manner of transmission and the radio frequencies to be used will be prescribed by the Commandant.

3. The responsibility for the prompt dissemination of the latest weather and marine information, particularly special storm warnings or forecasts, shall rest with the district commander.

4. The weather forecasts, advisory and storm warnings and weather information broadcast shall be limited exclusively to official information released by the Weather Bureau.

5. The Coast Guard and the Hydrographic Office both compile data and marine information to be included in urgent notices to mariners. Broadcasts of this information shall be limited strictly to data compiled by the district commander and data furnished by the Hydrographic Office. The information broadcast should be restricted to that pertaining to the locality normally covered by the broadcast.

6. The source of all information broadcast shall be clearly specified in each broadcast.

7. The district commander shall make arrangements for obtaining from the local officials of the Weather Bureau and the Hydrographic Office, the information to be broadcast. The final plans shall, wherever possible, include arrangements for the dissemination of the information by the district commander to the designated units.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

August, 1941.
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LOCAL WEATHER AND SEA DATA

HEADQUARTERS
Circular No. 150

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 9 October, 1939.

1. Vessels and stations will supply and transmit to the Weather Bureau data desired by that bureau for its use.

2. Vessels and stations may supply, upon request, information regarding present local weather conditions only, in which shall not be included any predictions concerning local weather conditions.

3. Local information as to bar conditions, surf and sea conditions may be supplied by coast guard units upon request.

4. The district commander shall coordinate, in so far as possible, and supervise the collection and supplying of these various data with a view to uniformity the accuracy in order that the information may be as satisfactory as possible.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

UNIFORMS FOR OFFICERS AND ENLISTED MEN COMMISSIONED, APPOINTED, OR ENLISTED PURSUANT TO ACT OF AUGUST 5, 1939

HEADQUARTERS
Circular No. 153

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 22 December, 1939.

1. Officers commissioned pursuant to section one of the act of August 5, 1939 shall, within three months from the date they are commissioned, provide themselves with the articles of uniform and equipment prescribed in "Uniform Regulations, U. S. Coast Guard" for the grade in which commissioned, except that no such officer who reaches the statutory age limit of 64 before 1 January, 1945, shall be required to provide himself with the following articles: frock coat, evening dress coat, boat cloak, white evening dress waistcoat, full dress trousers, dress trousers, cocked hat, epaulettes, full dress belt, and black patent leather shoes. These articles shall be considered optional.

2. Chief warrant and warrant officers commissioned or appointed pursuant to the above-mentioned act shall, within three months from the date they are commissioned or appointed, provide themselves with the articles of uniform and equipment prescribed in "Uniform Regulations, U. S. Coast Guard" except that while serving on tenders and light vessels the frock coat shall be optional.

3. Enlisted men will provide themselves with the uniforms and equipment prescribed in "Uniform Regulations, U. S. Coast Guard" for their corresponding ratings.

4. No person appointed or enlisted pursuant to the above-mentioned act shall wear other than the uniforms prescribed for his grade or rating.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

EFFICIENCY STARS

HEADQUARTERS
Circular No. 154

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 29 January, 1940.

1. Each district commander shall publish annually to his district a list of light stations, and keepers in charge of such stations, not to exceed 25% of the light stations of his district that have attained the highest efficiency during the preceding fiscal year, whether operated by military or civilian personnel. Light stations which are operated as part of a larger organization shall be considered in the preparation of the list.

2. Keepers (civilian personnel only) in charge of light stations on the list shall be entitled to wear a district commander's efficiency star for a period of one year from the date of the award.

3. Such light keepers who have been authorized to wear the district commander's efficiency star for three consecutive years shall be entitled to wear in lieu thereof the Commandant's efficiency star. For the purposes of this paragraph the award of the superintendent's efficiency star shall count the same as the award of a district commander's star.

4. The district commander's efficiency star shall be of gilt and the Commandant's efficiency star of silver. Stars may be obtained by requisition on a coast guard store and shall be worn in the manner prescribed in the "Regulations for Uniforms for Civilian Employees, U. S. Coast Guard, 1941."

5. In order to make the awards of efficiency stars of most value, they should be issued with careful discrimination. The award shall not be made to any station that is not outstandingly proficient.

6. A copy of the list shall be filed in the personnel record of each person whose name appears on the list.

7. For the purpose of changing from the calendar year to the fiscal year, the period 1 January, 1939, to 30 June, 1940, shall be considered as one year.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

TRANSPORTATION OF PERSONNEL ON SERVICE TRUCKS; ADEQUATE SAFETY PRECAUTIONS TO BE TAKEN

HEADQUARTERS
Circular No. 160

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 6 May, 1940.

1. The attention of the Commandant has been drawn recently to two accidents where Service freight trucks were being used to transport enlisted men or civilian employees. In each case the truck was rounding a bend on the highway and the side stakes of the truck body carried away because of the sidewise pressure of unseated men. Ten men were spilled on the highway in one case and twenty-five men in another. Each accident resulted unfortunately in at least the fatal injury of one man and serious injuries to others.

2. The Board in each case found no coast guard personnel at fault particularly in reference to the driver, however, it was evident that no standing instructions were in existence and no responsible supervision appeared to have been exercised to prevent accidents particularly through overloading and use of unsuitable trucks.

3. In the future when Service trucks are employed to transport personnel, the Commandant expects that responsible officers will give close attention to such matters as the suitability of trucks for the purpose used, limitation of the number of passengers carried, stationing a guard at rear of truck to control passengers and keep off unauthorized riders and such other matters as will tend to reduce truck accidents and injuries to personnel to a minimum.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

ALLOTMENTS

HEADQUARTERS
Circular No. 161

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 14 June, 1940.

1. The Act of 11 June, 1896 (29 Stat. 421) reads in part as follows:

"That the Secretary of the Treasury be, and he is hereby authorized to permit officers and others of the Revenue Cutter Service to make allotments from their pay, under such regulations as he may prescribe, for the support of their families or relatives, for their own savings, or for other proper purposes, during such time as they may be absent at sea, on distant duty, or under other circumstances warranting such action."

2. Personnel in the active military service of the Coast Guard may make allotments from their pay for the purposes enumerated in this paragraph and for no other purposes:

(1) For support of family or other relatives.
(2) For own savings (not to be diverted for monthly repayment on loan or for installment payment on merchandise).
(3) For payments on Government bonds.
(4) For payments of insurance premiums.
(5) To the Navy Mutual Aid.
(6) To the Coast Guard Alumni Association.
(7) To the Warrant Officers Association.
(8) For repayments of loans by the League of Coast Guard Women.
(9) For repayments on Coast Guard Welfare loans.
(10) For repayments of Red Cross loans.
(11) For repayments of loans on insurance policies.
(12) For repayments on loans by Government Credit Unions.
(13) For payments to Public Health Service for hospitalization of dependents.

3. The district commander or commanding officer before approving an allotment shall assure himself that the allotment is made for one of the purposes enumerated in paragraph 2. He shall be careful that the allotment is actually made for the purpose stated and not for some other purpose, as for example an allotment to a bank allegedly for savings when in reality it is made on repayment on a loan or for installment payment on merchandise.

4. Nothing in this Circular limits the discretion of the officer authorized to grant allotments in the exercise of his judgment as to whether or not to grant an authorized allotment.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

AIRCRAFT AND SUBMARINE DISTRESS SIGNALS

HEADQUARTERS
Circular No. 162

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 21 June, 1940.

References: (a) Bureau of Marine Inspection and Navigation Bulletin No. 10, April, 1940.
(b) Article 1335, Chapter XIV, Change 14, Bureau of Areonautics Manual, U. S. N.

1. Reference (a) contains an item which is quoted as follows:

"At the time of the SQUALUS disaster, smoke bombs were observed by fishermen operating in the vicinity. It appears that these fishermen thought nothing of these displays, supposing that they were some form of drill, and made no report of them.

"A submarine of the United States Navy which may be in need of assistance releases a red smoke bomb.

"A submarine, which may be compelled to surface in the vicinity of a surface craft, releases a yellow smoke bomb. Surface vessels should keep clear of the yellow smoke bombs.

"Any person sighting a red smoke bomb rising from the surface of the water should report the time and location immediately to the nearest naval authority or coast guard unit."

2. Reference (b), quoted herewith, is also pertinent to coast guard operations:

"1335. *Forced-landing signals.*—(a) Aircraft proceeding in company, when forced to land, shall use the following signals to indicate their condition:

Signal	Meaning to aircraft	Meaning to ship
White Very signal	Slight damage; can proceed shortly; wait if practicable.	Slight damage; can proceed shortly; do not wait for me.
Green Very signal	Long delay; need mechanic and tools; will be able to proceed to base under own power; do not wait for me.	Long delay; send mechanic and tools; stand by until I am ready to return to base.
Green and white Very signal (alternated).	Need tow, or plane will have to be disassembled and hauled back to base; do not wait for me.	Need tow, or plane will have to be hoisted; pick me up.
Red Very signals	Emergency immediate danger to personnel; land and assist if possible.	Emergency; immediate danger to personnel; send assistance immediately.
One arm, vertical	Slight damage; can proceed shortly; wait for me.	Same as column 2; use semaphore if necessary.
One arm, horizontal	Long delay; need mechanic and tools; will then be able to proceed under own power to base; do not wait for me.	Do.
Two arms, vertical	Need tow, or plane will have to be disassembled and hauled back to base; do not wait for me.	Do.
No signal at all	Emergency; immediate danger to personnel; land and assist if possible.	Emergency; immediate danger to personnel; send assistance immediately.

"(b) Aircraft noting the above signals shall be guided accordingly, and will notify the nearest base at the earliest practicable moment. A copy of the above signals will be placed in the pilot's cockpit of each airplane."

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

August, 1941.

UNIFORMS

HEADQUARTERS
Circular No. 168

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 21 February, 1941.

1. During the present emergency only service dress, blue, and service dress, white, shall be required of officers, but officers attending White House functions shall be prepared to wear any uniform prescribed.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

ABOLISHMENT OF LIGHTHOUSE SERVICE FORMS

HEADQUARTERS
Circular No. 175

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 21 February, 1941.

1. The following Lighthouse Service forms are abolished:

Lighthouse form No.	Name	Coast Guard replacement form
----------	Mailing list reply card	2545.
6	Docking report	2603.
9 a	Retirement under act of June, 20 1918 (civilian personnel)	2521.
9 a	Certificate of medical examination, disability retirement, civilian personnel.	2523.
10	Pay certificate by retired employee	9761-B.
11	Acetylene tank and battery cell record	2550.
13	Boat record card	2580 and 2580-A.
16	Record of rented property, leases, and revocable licenses	None.
18	Buoy record card	2536.
20	Notice to stop lighting (St. Louis District)	2539.
21	Report of lights and buoys	2537.
21 a	Report of condition of lights and buoys	2537.
21 b	Report of condition of lights and buoys	2537.
22	Transfer of lights	2709.
24	Tag	None.
26	Packers list	None.
27	Special requisition, invoice, and receipt	2556.
30	Keeper's annual property return, requisition and receipt	2556, 2569, 2570.
31	Travel order	None.
32	Work order and report	None.
37	District annual requisition for supplies	2556.
38	Return of sale of publicp roperty, etc	None.
39	Report of inspection of tender or lightship	2600, 2601 and 2616-J.
40	Description of Lighthouse Service vessel	9511.
41	Bill for rations and meals furnished	2561.
42	Service card—unappointed employees	None.
43	Report of lost and recovered buoys, etc	None.
44	Officer's monthly report of tender or lightship	2583.
44-A	Work done by tenders	None.
46	Time sheet for month (civilian personnel)	2706.
46a	Time sheet for month (airways division)	None.
47	Time ticket (civilian personnel)	2707.
48	Individual time record (civilian personnel)	2705.
53-A	Inventory of vessel, deck department	2569, 2570 and 2571.
53-B	Inventory of vessel, engineer department	2569, 2570 and 2571.
53-C	Inventory of vessel, mess department	2569, 2570 and 2571.
54	Daily report of tender	None.
56	Radiogram	2652, 2654 and 2655.
57	Stock card	9529.
57-B	Stock count card	9529-A.
57-C	Bin stock card	9529-B.
58	Buoy record card	2536.
58a	Spare lighted buoy record card	2549.
61	Report of inspection of light station or depot	None.
62	District monthly report of operations	None.
62a	District monthly report of operations (changed to work progress report).	2617.
62b	District monthly report of operations	None.
62c	----do	None.
62g	----do	None.
63	District monthly report of operations (rivers)	None.
65	Monthly report of light station depot, etc	2590.
68	Daily radio report	None.
71	Coal, fuel oil, and water report	None.
72	Statement of mess account	2575 and 2563.
74	Data for Notice to Mariners	2543.
74-A	Poster for Notices to Mariners	2542.
74-B	Notice to Mariners	2535.
74-BL	Notice to Mariners	2535.
75-A	Notice concerning lighting of bridges	2544.
76	Mailing list reply card	2545.
Spl. 76	Daily report of watchmen	None.
78	Report of damage to property or injury to persons	None.

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Lighthouse form No.	Name	Coast Guard replacement form
79	Application for leave of absence	Department stock form 2217.
80	Recommendation as to Aids to Navigation (title changed to "Request for Work Authorization").	2609.
80-A	Contract features	None.
83	Estimate of cost of proposed work	None.
84	Follow-up letter	None.
91	Requisition for blank forms	2560.
97	Request and authority to purchase	None.
100	Notice to commence lighting (St. Louis District)	2538.
102	Notice of arrival of cutter (St. Louis District)	2712.
103	Report of inspection of river light and day mark (St. Louis District)	2711.
104	Complaint of defective light (St. Louis District)	2710.
107	Travel order	None.
108	Warranty deed to the United States	None.
109	Deed from the United States	None.
112	Public notice, proposals for Lighthouse Service	None.
114-A and 114-B	Abstract of bids	None.
117	Application to establish or change an aid to navigation	2554.
117-C	Aid to navigation ——— Department	2554.
119 and 119-A	Rules for visitors (placard)	None.
120	Record of radio direction finder bearings	2589.
125	Schedule of construction work	None.
128	Newspaper advertisement	None.
130	Transmitting collateral	None.
130 a	Receipt for collateral	None.
131	List of remedies mentioned in the medical handbook of the United States Lighthouse Service and their uses.	None.
131-B	Calculations—weight and center of gravity	9510.
133	Deviation card	2596.
140	Storage battery monthly report	2552.
141	Storage battery report of equalizing charge	2553.
148	Record of reports received	None.
163	Temporary employee record card	None.
179	Allotment ledger	1015-A.
179-A	Allotment ledger	1015-A.
181	Disbursing office ledger	1014-M.
182	Statement of control accounts—all appropriations	None.
182-A	Statement of balances—general ledger accounts	None.
182-B	Schedule of balances showing status of appropriations	None.
184-A	Pay roll for personal services—miscellaneous	1073 and 1074.
184-B	——do	1073 and 1074.
184-C	——do	1073 and 1074.
184-D	——do	1073 and 1074.
185	Analysis of collections	None.
201	Letter to eligibles	None.
203	Reemployment or separation card	None.
205	Contract of employment in registered or temporary position (civilian).	Treasury form number not assigned.
206	Record of physical examination of keeper and assistant keeper	None.
302	Record of fog signals	2590.
303	Record of absences of keepers	2547.
304	Deck log	2610-A.
305	Radio log	2614-A.
306	Journal of light station	2546.
307	Record of inspections (light stations)	2548.
308	Steam log of tender or light vessel	2616-G and 2616-K.
309	Diesel machinery log	2616-G and 2616-K.
310	District allotment ledger	1015-A.
316	Watch book	2613.
317	Time book (civilian personnel)	2708.
320	Memorandum book	None.
----------	Register of passengers on lighthouse vessels	None.

R. R. WAESCHE,
Rear Admiral, U. S. C. G.,
Commandant.

August, 1941.

CANCELATION AND REPRINT OF HEADQUARTERS' CIRCULARS

HEADQUARTERS
Circular No. 184

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., 21 August, 1941.

1. The following Headquarters' Circulars are canceled effective upon receipt hereof, and shall be removed from the Regulations binder:

1	117	136	151	177
90	123	138	165	180
93	127	143	169	
97	129	144	170	
115	133	147	171	

2. The following Headquarters' Circulars, attached herewith, have been reprinted and shall be inserted in the Regulations binder in place of the Circulars of corresponding numbers now on hand:

56	119	132	148	160
67	125	134	149	161
100	126	135	150	162
107	128	137	153	168
112	131	146	154	175

R. R. WAESCHE,
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INDEX TO HEADQUARTERS' CIRCULARS

HEADQUARTERS

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, D. C., August 21, 1941.

1. Headquarters' Circulars, up to and inclusive of Circular No. 184, now in effect are as follows:

No.	Date	Subject
23	23 Sept., 1924	Designating letter for original temporary commissioned and warrant officers.
30	7 Jan., 1925	Attempting to procure preferment by nonofficial 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.
100	23 July, 1931	Reference books necessary for use in pursuing the Naval War College correspondence course in international law.
107	9 Aug., 1932	Administration of oaths as may be necessary in connection with the proper conduct of the service.
112	1 July, 1935	The Coast Guard Institute.
119	2 May, 1935	Coast Guard saluting vessels.
125	25 Aug., 1936	Public relations.
126	16 Oct., 1936	Coast Guard duties and doctrines.
128	4 Feb., 1937	Enforcement of Transportation of Explosives and other Dangerous Cargo Act, and the Merchant Seamen Act.
131	18 May, 1937	Furnishing of Coast Guard craft for performance of certain customs duties.
132	11 June, 1937	Policy regarding solicitations and publications by organizations composed of Treasury Department personnel.
134	25 Aug., 1937	Retired officers holding other office.
135	15 Jan., 1938	Burial in Arlington National Cemetery.
137	10 Sept., 1938	Policy regarding relations with maritime activities.
146	26 Sept., 1939	Personnel assigned to duty on lighthouse vessels or at other lighthouse units.
148	9 Oct., 1939	Display of storm warnings.
149	9 Oct., 1939	Broadcasts of storm warnings, weather and marine information by radio telephone.
150	9 Oct., 1939	Local weather and sea data.
153	22 Dec., 1939	Uniforms for officers and enlisted men commissioned, appointed, or enlisted pursuant to act of Aug. 5, 1939.
154	29 Jan., 1940	Efficiency stars.
160	6 May, 1940	Transportation of personnel on service trucks; adequate safety precautions to be taken.
161	14 June, 1940	Allotments.
162	21 June, 1940	Aircraft and submarine distress signals.
168	29 Oct., 1940	Uniforms.
175	21 Feb., 1941	Abolishment of Lighthouse Service forms.
178	25 Mar., 1941	Importation of fruits, vegetables, plants, and meats into the United States.
179	19 Apr., 1941	Visual communications with merchant vessels.
181	5 June, 1941	Cancelation of Lighthouse Service regulations.
182	17 June, 1941	Changes in district organizations.
183	15 July, 1941	Procedure in maritime labor disputes.
184	21 Aug., 1941	Cancelation and reprint of headquarters' circulars.

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U. S. GOVERNMENT PRINTING OFFICE: 1941