

UNITED STATES COAST GUARD REGULATIONS



CG-300

1955

**U. S. COAST GUARD
TREASURY DEPARTMENT**

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.



CAM
21 Jul 1955

LETTER OF PROMULGATION

1. By virtue of the authority vested in me by the Secretary of the Treasury, the U. S. Coast Guard Regulations, 1955, (CG-300), are hereby issued for the government of all persons in the United States Coast Guard. The Regulations for the United States Coast Guard, 1940, are canceled.

2. These regulations include general rules covering matters of major principle relating to the government of the Coast Guard. They may also include, for the purpose of maintaining standardization of certain procedures and doctrines, rules of lesser importance which are reasonably permanent in nature. Other instructions for the administration of the Coast Guard are issued in appropriate manuals and directives.

3. All changes to these Regulations shall be promulgated as consecutively numbered amendments.

A handwritten signature in dark ink, appearing to read "A. C. Richmond".

A. C. RICHMOND
Vice Admiral, U.S. Coast Guard
Commandant

Dist. (SDL No. 61)
A: a, aa, bcd (5);efi(3);remainder(1)
B: e(35);cg(20);f(12);hil(5);j(3);dk(2);bm(1)
C: adg(3);bcefghijklmnoqrstuv(1)
D: abcdefhikm(1)

Advance copy

UNITED STATES COAST GUARD

CAM

7 APR 1959

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.



U. S. COAST GUARD REGULATIONS
CG-300

Amendment No. 5

1. The following changes to U. S. Coast Guard Regulations are hereby directed and are effective upon receipt.
2. Remove the following pages: 20-5-7/20-6-1 and 20-6-3/20-6-4.
3. Insert new material as follows: 20-5-7/20-6-1 and 20-6-3/20-6-4.
4. The major changes included in this amendment accomplish the following:
 - a. Section 20-6-2, Table of Honors for Official Visits of United States Officers is modified to require "Full Dress Uniform" on official visits from Commodores or Brigadier Generals and upward; and "Uniform-of-the-Day" for all other commissioned officers.
 - b. Section 20-6-3, Table of Honors for Official Visits of United States Civil Officials is modified to require "Full Dress Uniform" on official visits from all civil officials entitled to a salute of 11 guns or more.

A. C. Richmond
A. C. RICHMOND

Dist: (SDL No. 68)

A: a,aabcd(5); efi(3); remainder (1)

B: e(160); cg(20); f(12); hil(6); j(3); dk(2); bmp(1)

C: adg(3); bcefhij,jklmnoqrtuv(1)

D: abcdefghijlm(1)

E: j(1)

B: c(2nd - 2; 5th - 5); h(Alameda only)(4) extra

C: m(New York, Frisco only)(2); d(Boston only) o(New Orleans only)(1) extra

List 163

18792 TREAS. CGHQ. WASH., D.C.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.



CAM
29 JUL 1958

**U. S. COAST GUARD REGULATIONS
CG-300**

Amendment No. 4

1. The following changes to U. S. Coast Guard Regulations are hereby directed and are effective upon receipt unless otherwise indicated. New or revised material, which contains significant change, is denoted by a star (★) to facilitate identification of the change on reprinted pages.

2. Remove the following pages: 5-1-1/5-2-5, 5-3-4/Reverse blank, 7-1-25/7-1-26, 7-3-4/7-3-5, 10-1-1/10-1-8, 12-3-5/12-3-6, 12-3-26/12-3-27, 12-3-33/12-3-34, 12-3-42/12-3-43, 20-9-7/20-10-1 and Index pages 7 through 16.

3. Insert new material as follows: 5-1-1/5-2-5, 5-3-4/Reverse blank, 7-1-25/7-1-26, 7-3-4/7-3-5, 10-1-1/10-1-8, 12-3-5/12-3-6, 12-3-26/12-3-30, 12-3-33/12-3-34, 12-3-40/12-3-41, 12-3-45/Reverse blank, 20-9-7/20-10-1, Index pages 7 through 16.

4. Make the following pen and ink changes:

✓ a. Section 3-6-2A(5), change 14 U.S.C. 91(g) to read 14 U.S.C. 92, 93.

✓ b. Page 12-5-1/12-8-1 - mark lower outboard corners as "AM. 3"

✓ c. Section 12-8-17A, delete note at end of section.

5. The major changes included in this amendment accomplish the following:

a. Sections 5-2-6, 5-2-7 and 5-2-9 revised to conform with CGGO No. 8.

b. Section 5-3-1 revised operational area of the Greater Antilles Section revised to agree with its area of SAR responsibility.

c. Section 7-1-25A(7) revised to conform with RPS-4(D) by eliminating requirement for personal receipt of registered publications on relief of command.

d. Section 7-1-28A(4) revised to require compliance with current quarantine regulations prescribed for the Coast Guard.

e. Sections 7-3-3A(3), 10-1-9C and 12-3-4 revised to provide for administration of the oath required for enlistment by CPO and POI personnel under limited conditions.

f. Section 12-3-32A revised to incorporate current basic requirements for making up lost time.

g. Section 20-9-7 revised to indicate precedence of the Cadets, United States Air Force Academy in parades.

A. C. Richmond
A. C. RICHMOND

Dist: (SDL No. 67)

A: a,aabcd(5); efi(3); remainder(1)

B: e(160); cg(20); f(12); hil(6); j(3); dk(2); bmp(1)

C: adg(3); bcefhijklmnoqrstuvw(1)

D: abcdefghijlm(1)

B: c(2nd - 2; 5th - 5); h(Alameda only)(4) extra

C: m(New York, Frisco only)(2); o(New Orleans only)(1) extra

List 163

17349 TREAS. CGHQ. WASH., D.C.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.



CAM

10 May 1957

U. S. COAST GUARD REGULATIONS

CG-300

Amendment No. 2

1. The following changes to U. S. Coast Guard Regulations are hereby directed and are effective upon receipt. New or revised material, which contains significant change, is denoted by a star (★) to facilitate identification of the change on reprinted pages.

2. Remove the following pages 5-1-1/5-2-5, 5-3-4, 6-2-6, 7-1-25/7-1-26, 10-1-1/10-1-7, 10-1-10/10-2-1, 12-8-11/12-8-15, 15-2-16/15-2-17.

3. Insert new material as follows: 5-1-1/5-2-5, 5-3-4, 6-2-6/ 6-2-7, 7-1-25/7-1-26, 10-1-1/10-1-8, 10-1-10/10-2-1, 12-8-11/12-8-15, 15-2-16/15-2-17.

4. Make the following pen and ink changes:

- ✓ a. Section 3-6-2 A(8), last line change 3 USC 736 to 11 USC 86.
- ✓ b. Section 10-7-10A, second line, after "having a sub-unit" add "except the Institute,".
- ✓ c. Delete Section 12-3-32 B(5)(c).

5. The changes included in this amendment accomplish the following:

- a. Transfers Watch Hill Light Station to the Third District from the First District.
- b. Establishes duties of Director, Coast Guard Institute.
- c. Changes requirements for report of relief of command.
- d. Changes requirements for inspection of fire extinguishing apparatus.
- e. Designates the types of messes which shall be operated by the Coast Guard.

f. Eliminates detaining enlisted personnel whose enlistments expire on week-ends or holidays.

g. Establishes regulations for private use of shore units.

h. Corrects minor errors.


A. C. RICHMOND

Dist: (SDL No. 64)

A: a,aabcd(5);efl(3);remainder(1)

B: e(35);cg(20);f(12);hil(5);j(3);dk(2);bm(1)

C: adg(3);bcefhi,jklmnoqrstuvw(1)

D: abcdefhi,jlm(1)

B: c(2nd - 2, 5th - 5) Extra

C: m(New York, San Francisco only) (2);o(New Orleans only)(1) extra
List 163

14457 Treas. CGHQ. Wash., D.C.

UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U. S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D. C.



CAM
23 October 1956

U. S. COAST GUARD REGULATIONS CG-300

AMENDMENT NO. 1

1. The following changes to U. S. Coast Guard Regulations are hereby directed and are effective upon receipt unless otherwise indicated. New or revised material, which contains significant change, is denoted by a star (★) to facilitate identification of the change on reprinted pages.

2. Remove the following pages: Table of Contents, 5-1-1/5-1-9, 7-1-17/7-1-18, 7-2-5/7-2-6, 7-2-20/7-2-21, 8-6-3/8-7-1, 8-9-4/8-10-1, 10-1-1/10-1-7, 10-2-3/10-2-4, 12-1-1/12-1-11, 12-3-33/12-3-34, 12-8-14/12-8-15, 13-1-1/13-1-3, 14-1-1/14-1-6, 15-1-1/15-2-1, 20-10-1/20-10-2, and the entire Index.

3. Insert new material as follows:

a. Insert new page, Record of Amendments, immediately following the Letter of Promulgation. Upon completion of entering this amendment, insert Amendment No. 1 transmittal sheet immediately following the Record of Amendments sheet.

b. Insert new pages: Table of Contents, 5-1-1/5-2-5, 5-3-4/Reverse blank, 7-1-17/7-1-18, 7-2-5/7-2-6, 7-2-10/Reverse blank, 7-2-20/7-2-21, 8-6-3/8-7-1, 8-9-4/8-10-1, 10-1-1/10-1-7, 10-1-10/10-2-1, 10-3-1/Reverse blank, 12-1-1/12-1-11, 12-1-18/Reverse blank, 12-3-33/12-3-34, 12-8-14/12-8-15, 13-1-1/13-1-3, 14-1-1/14-1-6, 15-1-1/15-2-1, and 20-10-1/20-10-2.

c. Insert new Index pages 1 through 17.

4. Make the following pen and ink changes:

✓ a. Section 7-1-25A(9), delete, "Record of Public Property" and insert the words "Plant Property Record."

✓ b. Section 15-2-9B, last line, change "(18USC198)" to read "(18USC283)."

✓ c. Section 20-6-3, first column entitled "Official" change "Major of an incorporated city" to read, "Mayor of an incorporated city."

5. The major changes included in this amendment accomplish the following:

a. Chapter 5 is expanded to include area and section boundaries, Appendix B to Organization Manual, CG-229 will be deleted by an amendment thereto.

- b. Sections 7-1-19, 7-2-17 revised to require commanding officers of vessels to report unusual expenses to the district commander or command responsible for his operating expense funds in lieu of the Commandant.
- c. Section 7-2-9 Added for guidance of vessels contemplating visits to ports in foreign territory.
- d. Section 8-6-3A(6) added, assigns responsibility for torpedo counter-measure equipment to the gunnery officer.
- e. Section 10-1-7 revised to include the use of decals for marking Coast Guard owned plant property.
- f. Section 10-1-9F added, prohibits the acceptance of fees or emoluments by military personnel for the performance of notarial acts.
- g. Section 10-1-10 added, prescribes general regulations for the signing of official correspondence.
- h. Section 12-1-3A revised, to incorporate the provisions of ALDIST 77 authorizing entitlement to leave for Reservists serving on active duty for training for 30 days or more, effective 1 July 1956.
- i. Sections 12-1-11, 12-1-12 added and revised respectively, to reinstate compensatory absence. Implementing instructions have been issued in Personnel Instruction No. 14-56.
- j. Section 12-3-32C added, includes provision for early discharge of enlisted personnel within 3 months prior to expiration of enlistment. Implementing instructions have been issued in Personnel Instruction No. 7-56.
- k. Section 13-1-3A(3) added, establishes date of rank for an officer who is returned to the line of promotion and subsequently receives a permanent promotion.
- l. Sections 14-1-7, 14-1-8 revised to conform with regulations promulgated by the Secretary in the Supplement to MCM, 1951 concerning nonpunitive admonishment and letters of censure in Amendment 8 thereto.
- m. Section 20-10-1 revised to bring CG Regulations in accord with Presidential Proclamation 3044 of 1 March 1954 and existing Navy regulations.

A. C. Richmond
A. C. RICHMOND

Dist. (SDL No. 63)

A: a,aabcd(5); efi(3); remainder(1)

B: e(35); og(20); f(12); hil(5); j(3); dk(2); bm(1)

C: adg(3); bcefhijklmnoqrstuvw(1)

D: abcdefhijlm(1)

B: c(2nd-2, 5th-5) Extra

C: m(New York, San Francisco only) (2); o(New Orleans only) (1) extra
List 163

12758 Treas, CGHQ Wash., D.C.

RECORD OF AMENDMENTS

AM. 1

RECORD OF AMENDMENTS

AM. 1

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CHAPTER 1

REGULATIONS, RULES, AND INSTRUCTIONS

PART 1

The Secretary

1-1-1 The Title "The Secretary"

A. The title "The Secretary" as used in these Regulations shall mean the Secretary of the Treasury.

PART 2

Regulations, Rules and Instructions Requiring Approval of the Secretary

1-2-1 Coast Guard Supplement to Manual for Courts-Martial, United States

A. These are regulations prescribed by the Secretary of the Treasury pursuant to law, supplementing the Manual for Courts-Martial, United States, 1951, and covering also fact-finding bodies, including both courts of inquiry and investigations; admiralty claims procedure; and instructions pertaining to the delivery of personnel to civil authorities, requests by litigants to interview personnel, service of civil court process, and production of official records.

B. All changes to the Supplement shall be signed by the Secretary and promulgated as consecutively numbered amendments.

1-2-2 Regulations for the U. S. Coast Guard Reserve

A. These shall include rules and instructions for the government of the U. S. Coast Guard Reserve which require the approval of the Secretary of the Treasury and the concurrence of the Secretary of the Navy.

B. All changes to the regulations for the U. S. Coast Guard Reserve require the approval of the Secretary of the Treasury and the concurrence of the Secretary of the Navy, and shall be promulgated as consecutively numbered amendments.

1-2-3 Coast Guard General Orders

A. Regulations, rules, and instructions in addition to those specifically listed in this part, which are for the internal administration and government of the Coast Guard, and which must be prescribed by the Secretary, may be promulgated by the Secretary in Coast Guard General Orders.

B. General Orders will not be given general distribution, as the Commandant will issue such regulations or instructions by appropriate means as may be necessary to implement them.

PART 3**Regulations, Rules and Instructions
Issued by the Commandant****1-3-1 General**

A. Rules and instructions necessary for the government and administration of the Coast Guard shall be issued for the guidance of the Service. These are divided into two principal types of instructions: (1) Manuals, such as the Personnel Manual, Comptroller Manual, etc., which set forth detailed and specific rules and instructions which are of a reasonably permanent nature. All changes to such manuals shall be promulgated as consecutively numbered amendments. (2) Series of directives, such as Personnel Instructions, Operations Instructions, etc., which support and supplement the material contained in regulations and manuals. Material in these directive series which develops a reasonable permanence shall be incorporated in regulations or the appropriate manual. Any directive, exclusive of Special series directives, containing material not so incorporated by the end of the fourth calendar year following its issue will be superseded by a revised directive if necessary, or be automatically canceled.

B. Current listing of all manuals and directives series authorized by the Commandant shall be maintained in the Directives and Publications Index.

1-3-2 U. S. Coast Guard Regulations

A. These Regulations shall include general rules covering matters of major principle relating to the government of the Coast Guard. In order to maintain standardization of certain procedures and doctrines, they may also include rules of lesser importance which are reasonably permanent in nature and not subject to frequent change.

U. S. COAST GUARD REGULATIONS**1-3-3 Commandant's Instructions**

A. These shall constitute the immediate supporting series for the regulations. They shall be used generally for the promulgation of applicable rules and orders from higher authority which are not suitable for inclusion in regulations, and to cover matters of policy.

1-3-4 Distribution and Maintenance

A. The regulations, manuals, and series of directives covered by this chapter will be distributed as prescribed by the Commandant. Copies of such publications shall be forwarded to each vessel and shore activity in sufficient number so that each person attached may have access thereto as appropriate.

B. It shall be the responsibility of each commanding officer to insure up-to-date maintenance of all copies of such publications assigned to his command.

1-3-5 Compliance and Applicability

A. Each officer and enlisted man in the Coast Guard shall, insofar as his duties are concerned, make himself acquainted with, comply with, and so far as his authority extends, enforce the laws and executive orders relating to the Coast Guard, these regulations, and the rules and instructions issued in accordance therewith. In the absence of instructions, he shall act in accordance with the public interest and in conformity with the customs of the Service.

B. Each commanding officer shall assure himself that all civilian personnel under his jurisdiction are acquainted with such regulations, rules, and instructions issued hereunder as are appropriate and necessary for the proper performance of their duties.

U. S. COAST GUARD REGULATIONS

1-4-2

PART 4

Rules and Instructions Issued by Other Commanders

1-4-1 Area and District Commanders

A. Area and district commanders are authorized to issue rules and instructions necessary to support and effectuate the precepts set forth by higher authority, and to cover matters of policy and administration coming under their cognizance.

B. The system of directives established by area and district commanders shall be patterned after the general directives system prescribed by the Commandant, with

such modifications as may be desirable to adapt it to the requirements of the area or district.

C. Three copies of every area and district issuance within the system shall be forwarded to the Commandant (CAM).

1-4-2 Others in Command

A. Commanding officers, officers-in-charge, and other persons in command are authorized to issue rules and instructions necessary to support and effectuate the precepts set forth by higher authority, and to cover matters of policy and administration coming under their cognizance.

CHAPTER 3

DUTIES AND AUTHORITY OF THE COAST GUARD

PART 1

Introduction

3-1-1

A. The subject matter contained in this chapter is not of regulatory nature in the strict sense of the word; that is, it does not set forth specific rules written to directly support the law and other higher authority. Rather, it is a summarized compilation of the more important laws from which the regulations, policies, and doctrines for the operation and administration of the service are derived.

B. Citations to Title 14, United States Code, are to the revised title approved by the President on 4 August 1949; other code citations are to the 1946 edition of the United States Code.

PART 2

Military Duties

3-2-1 General Nature and Influence

A. The Coast Guard is a military service and a branch of the armed forces. In order to maintain a state of readiness such that it can operate immediately and effectively as a specialized service of the Navy in time of war or when so directed by the President, its peacetime organization, methods of administration, government, and training of personnel must necessarily parallel those of the Navy to the highest practicable degree consistent with its civil responsibilities.

3-2-2 Statutory Authority

A. The basic provisions of law relating to the establishment and maintenance of the Coast Guard as a branch of the armed forces are summarized in the following citations:

(1) The Coast Guard shall be a military service and a branch of the armed forces of the United States at all times. The Coast Guard shall be a service in the Treasury Department, except when operating as a service in the Navy. The Coast Guard shall maintain a state of readiness to function as a specialized service in the Navy in time of war (14 U. S. C. 1, 2).

(2) Upon the declaration of war or when the President directs, the Coast Guard shall operate as a service in the Navy, and shall so continue until the President, by executive order, transfers the Coast Guard back to the Treasury Department. While operating as a service in the Navy, the Coast Guard shall be subject to the orders of the Secretary of the Navy, who may order changes in Coast Guard operations to render them uniform, to the extent he deems advisable, with Navy operations (14 U. S. C. 3).

(3) Whenever the Coast Guard operates as a service in the Navy:

(a) precedence between commissioned officers of corresponding grades in the

PART 3

Law Enforcement Jurisdiction

Coast Guard and the Navy shall be determined by the date of rank stated by their commissions in those grades;

(b) personnel of the Coast Guard shall be subject to the laws prescribed for the government of the Navy (14 U. S. C. 4).

(4) The Secretary of the Army, the Secretary of the Air Force, or the Secretary of the Navy at the request of the Secretary of the Treasury may receive officers and enlisted men of the Coast Guard for instruction in any school, including any aviation school maintained by those services, and such officers and enlisted men shall be subject to the regulations governing such schools (14 U. S. C. 92 (b), 144 (a), 145 (a) (2)).

(5) The interchange, without compensation therefor, of military stores, supplies, and equipment of every character, including real estate owned by the Government, is authorized between the Army, Navy, and Coast Guard upon the request of the head of one service and with the approval of the head of the other service (14 U. S. C. 640).

(6) The Secretary of the Navy and the Secretary of the Treasury may exchange such information, make available to each other such personnel, vessels, facilities, and equipment, and agree to undertake such assignments and functions for each other as they may agree are necessary and advisable. The Secretary of the Navy is also authorized to build vessels for the Coast Guard at Navy yards (14 U. S. C. 145).

(7) The Coast Guard Reserve is a military organization and a component part of the Coast Guard for the purpose of providing a trained force of officers and enlisted persons which, added to the personnel of the regular Coast Guard, will be adequate to perform its functions and duties at all times. The Reserve shall be administered by the Commandant under such regulations as the Secretary of the Treasury, with the concurrence of the Secretary of the Navy, may prescribe (14 U. S. C. 751).

3-3-1

A. The Coast Guard may make inquiries, examinations, inspections, searches, seizures, and arrests upon the high seas, and waters over which the United States has jurisdiction, for the prevention, detection, and suppression of violations of laws of the United States. For such purposes, commissioned, warrant, and petty officers may at any time go on board of any vessel subject to the jurisdiction, or to the operation of any law, of the United States, address inquiries to those on board, examine the ship's documents and papers, and examine, inspect, and search the vessel and use all necessary force to compel compliance. When from such inquiries, examination, inspection, or search it appears that a breach of the laws of the United States rendering a person liable to arrest is being or has been committed by any person, the person shall be arrested or, if escaping to shore, shall be immediately pursued and arrested on shore, or other lawful and appropriate action shall be taken; or, if it appears that a breach of the laws of the United States has been committed so as to render the vessel or any of the merchandise on board the vessel liable to forfeiture, or so as to render the vessel liable to a fine or penalty and if necessary to secure such fine or penalty, the vessel or the merchandise, or both, shall be seized (14 U. S. C. 89 (a)).

PART 4

Assistance, Search, and Rescue

3-4-1 General Authority and Responsibility

A. The Coast Guard is responsible for the rendering of aid and the protection and saving of life and property upon the high seas and navigable waters of the United States and its territories and possessions. In the performance of this function, vessels and aircraft are deployed and operated to afford maximum protection to water and airborne commerce and lifeboat stations and communications are located and operated at strategic points along the coasts and inland waterways.

3-4-2 Statutory Authority

A. The basic provisions of law fixing responsibility upon the Coast Guard for the performance of the assistance, search, and rescue functions are summarized in the following citations:

(1) In order to render aid to distressed persons, vessels, and aircraft on the high seas and on waters over which the United States has jurisdiction, and in order to render aid to persons and property imperiled by flood, the Coast Guard may:

(a) perform any and all acts necessary to rescue and aid persons and protect and save property;

(b) take charge of and protect all property saved from marine or aircraft disasters or floods, at which the Coast Guard is present, until such property is claimed by persons legally authorized to receive it or until otherwise disposed of in accordance with law or applicable regulations, and care for bodies of those who may have perished in such catastrophies;

(c) furnish clothing, food, lodging, medicines, and other necessary supplies and services to persons succored by the Coast Guard; and

(d) destroy or tow into port sunken or floating dangers to navigation (14 U. S. C. 88).

(2) The Coast Guard may render aid to persons and protect and save property at

any time and at any place at which Coast Guard facilities and personnel are available and can be effectively utilized (14 U. S. C. 88).

(3) Icebreaking to keep harbors and channels open to meet the reasonable demands of commerce (14 U. S. C. 2; Executive Order 7521, 1 F. R. 2184).

(4) Carrying out the duties incident to the International Ice Patrol (46 U. S. C. 738a).

(5) Operation and maintenance of floating ocean stations for the purpose of providing search and rescue, communications, and air navigation facilities, and meteorological services in such ocean areas as are regularly traversed by aircraft of the United States (14 U. S. C. 90 (a)).

(6) Promulgation and enforcement of the regulations issued for promoting safety of life on navigable waters during regattas or marine parades (46 U. S. C. 454-456).

3-4-3 Assistance in Foreign Waters

A. By proclamation of the President, dated March 10, 1936, and under authority of a treaty (Treaty series No. 905) 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. A notice of entering or intending to enter on the shores or territorial waters of Mexico must be sent by the commanding officer of a vessel or aircraft, as required in Section 7-2-5G(1). The word "assistance" as used in the treaty means any 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.

B. By proclamation of the President, dated July 10, 1908 and under authority of

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a treaty (Treaty series No. 502) 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 salvage 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. 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 salvaging operations of such vessels or wrecking appliances. A report of such operations must be made by the commanding officer, as prescribed in Section 7-2-5G(2).

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PART 5

Administration and Enforcement of Shipping, Navigation, and Associated Laws

3-5-1 General Responsibility and Authority

A. The Coast Guard is responsible directly for the administration and enforcement of a large part of the laws relating to navigation and shipping, and for the collateral enforcement of laws and regulations administered by other agencies upon the high seas and the navigable waters of the United States and its territories and possessions.

3-5-2 Statutory Authority

A. The basic provisions of law relating to the administration and enforcement of navigation, shipping, and associated laws are summarized in the following citations:

(1) Investigation of shipwrecks and other marine casualties within the scope of the operations of the Coast Guard (14 U. S. C. 93 (e); 46 U. S. C. 239).

(2) Approval of plans, materials, equipment and appliances for the safety of life and property on vessels (46 U. S. C. 2, 375, 481).

(3) Collection and compilation of statistics on marine disasters (14 U. S. C. 93 (f); 3 U. S. C. 361-363).

(4) Promulgation of merchant vessel inspection regulations (46 U. S. C. 375).

(5) Approval of plans for the construction, repair, and alteration of vessels (46 U. S. C. 369).

(6) Inspection of vessels and their equipment and appliances (46 U. S. C. 367, 391, 391a, 392, 395, 404, 405, 1333, 50 Stat., Part 2, 1121).

(7) Issuance of certificates of inspection and of permits indicating the approval of vessels for operations which may be hazardous to life or property (46 U. S. C. 170, 391a).

(8) Administration of load line requirements (46 U. S. C. 85-85g, 88-88g; 47 Stat., Part 2, 2228).

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(9) Licensing and certificating of officers, pilots and seamen (46 U. S. C. 222-233, 242, 672; Public Law 525, 80th Congress; 54 Stat., Part 2, 1683).

(10) Suspension and revocation of licenses and certificates (46 U. S. C. 239, 246, 672 (h)).

(11) Enforcement of manning requirements, citizenship requirements, and requirements for the mustering and drilling of crews (46 U. S. C. 672, 672a, 673, 1132).

(12) Control of log books (46 U. S. C. 85e, 88e, 201, 621).

(13) Shipment, discharge, protection, and welfare of merchant seamen (46 U. S. C. 561-579, 591-605, 621-628, 641-646, 651-692).

(14) Enforcement of duties of shipowners and officers after accidents (33 U. S. C. 361; 46 U. S. C. 727-731, 239).

(15) Promulgation and enforcement of rules for lights, signals, speed, steering, sailing, passing, anchorage, movement, and towlines of vessels (46 U. S. C. 375; 33 U. S. C. 152, 157, 243, 316).

(16) Numbering of undocumented vessels (46 U. S. C. 288).

(17) Promulgation and enforcement of regulations for outfitting and operation of motorboats (46 U. S. C. 526-526r).

(18) Licensing of motorboat operators (46 U. S. C. 526f, 404).

(19) Enforcement of laws and regulations for the safe carriage of explosives and other dangerous articles aboard vessels (46 U. S. C. 170 (12)).

(20) Enforcement of navigation laws generally, including boarding vessels and motorboats for the enforcement of the navigation laws (14 U. S. C. 89; and Reorg. Plan No. 3 of 16 July 1946, sections 101, 103, 104).

(21) Enforcement of rules and regulations relating to anchorage grounds, harbors, rivers, bays, and other navigable waters (33 U. S. C. 471). (Where no C. G. units are in the vicinity the Army Corps of Engineers has authority for enforcement.)

(22) Promulgation and enforcement of regulations governing the movement and anchorage of vessels and rafts in the St. Mary's River (33 U. S. C. 474).

(23) Enforcement of the Oil Pollution Act (33 U. S. C. 436). Secretary of the Army has primary responsibility for enforcement. (Bureau of Customs and certain employees of the Army Corps of Engineers also have authority for enforcement.)

(24) Recording all pertinent information with regard to vessels traveling along other than recognized or advertised ships' routes in crossing the North Atlantic, or known to have crossed the fishing banks off Newfoundland north of latitude 43° during the fishing season, or to have passed through regions endangered by ice in proceeding to or from North American ports (46 U. S. C. 738a).

(25) Enforcement of the requirements for passenger vessels to adhere to the North Atlantic passenger trade routes and requirements for vessels to proceed at moderate speed or alter course when ice is reported in the vicinity (46 U. S. C. 738b, 738c).

(26) Control of anchorage and movement of vessels to ensure safety of Navy vessels (14 U. S. C. 91).

(27) Removal of obstructions to navigation in navigable waters of the United States in cooperation with the Department of the Army (33 U. S. C. 415).

(28) Enforcement of the Navigation Act of 3 March 1899, relative to deposit of refuse, obstruction of channels, damaging of river or harbor improvements (33 U. S. C. 401, 403, 404, 406-409, 411, 413). (Army Corps of Engineers has primary responsibility.)

PART 6

Aids to Navigation

3-6-1 General Responsibility and Authority

A. The Coast Guard is responsible for the development, administration, and operation of the aids to navigation system of the United States to serve the needs of the maritime commerce and the Armed Forces, the control of private aids to navigation in the navigable waters of the United States, the prescribing of lights and other signals to mark bridges and other obstructions to navigation located in the navigable waters of the United States, and the dissemination of information to mariners concerning the operations of the Coast Guard.

3-6-2 Statutory Authority

A. The basic provisions of law relating to the establishment and maintenance of the aids to navigation system are summarized in the following citations:

(1) Development, establishment, operation, and maintenance of aids to maritime navigation required to serve the needs of the Armed Forces and commerce of the United States (14 U. S. C. 2, 81 (1)).

(2) Development, establishment, operation, and maintenance of aids to air navigation required to serve the needs of the Armed Forces of the United States as requested by the Secretary of the appropriate department within the National Military Establishment (14 U. S. C. 2, 81 (2)).

(3) Development, establishment, operation, and maintenance of loran stations required to serve the needs of the Armed Forces of the United States, of the mari-

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time commerce of the United States, or, as determined by the Administrator of Civil Aeronautics, of the air commerce of the United States (14 U. S. C. 2, 81 (3)).

(4) Prescribing lights and other signals to be displayed from structures located in the navigable waters of the United States as authorized by the permit for the erection of any such structure issued by the Chief of Engineers, United States Army (33 U. S. C. 759).

(5) Dissemination of information to mariners concerning aids to navigation under the jurisdiction of the Coast Guard, including the publication and distribution of Light Lists and Notices to Mariners (14 U. S. C. ~~91 (g)~~; 44 U. S. C. 213).
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(6) Regulation of establishment, maintenance, and discontinuance of private aids to navigation (33 U. S. C. 759).

(7) Marking of anchorage areas and quarantine areas which have been defined and established by proper authority (33 U. S. C. 472).

(8) Marking of wrecks sunk in the navigable waters of the United States when the owner has failed to mark or failed suitably to mark any such wreck, and after abandonment, the marking of any such wreck for and on behalf of the Department of the Army (~~33~~ U. S. C. ~~736~~).
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(9) Prescribing lights and other signals necessary for the safety of marine navigation to be displayed from bridges over the navigable waters of the United States (33 U. S. C. 494, 760).

(10) Enforcement of laws for the protection from interference or damage to aids to navigation maintained by or under authority of the Coast Guard (33 U. S. C. 408, 411, 412, 761, 762).

PART 7

Miscellaneous Duties and Services

3-7-1 General Responsibility and Authority

A. As the principal maritime safety and law enforcement agency of the Government, the Coast Guard has certain responsibility and authority for the enforcement of laws and the performance of other duties which fall within the direct jurisdiction of other Federal agencies but which require marine personnel and facilities. Activities of this nature extend into the field of laws and regulations relating to customs and revenue, immigration, quarantine, and protection of fish and game. The extent of Coast Guard responsibility for the enforcement of these laws and regulations and for the performance of other duties varies according to the provisions of the particular law, executive order, interdepartmental agreement, or local working arrangement involved, and according to the importance and the locality of the particular case, especially with respect to the availability of officials of the other agency or agencies concerned.

3-7-2 Statutory Authority

A. (1) The officers of the Coast Guard, insofar as they are engaged, pursuant to the authority contained in 14 U. S. C. 89, in enforcing any law of the United States shall—

(a) be deemed to be acting as agents of the particular executive Department or independent establishment charged with the administration of the particular law; and

(b) be subject to all the rules and regulations promulgated by such department or independent establishment with respect to the enforcement of that law (14 U. S. C. 89).

(2) Destruction of derelicts (14 U. S. C. 88; 46 U. S. C. 738a).

(3) Enforcement of laws for the protection of walrus (48 U. S. C. 248a). (United States marshals, deputy marshals, collectors of customs, deputy collectors of customs, enforcement officers of the Fish and Wildlife Service and of the Alaska Game Commission have co-equal authority

and responsibility for the enforcement of the Act.)

(4) Enforcement of the Whaling Convention Act of 1949 (16 U. S. C. 916g).

(5) Enforcement of laws pertaining to the Halibut Fisheries (16 U. S. C. 772d). (Bureau of Customs and Fish and Wildlife Service also have authority for enforcement).

(6) Enforcement of the Customs Revenue Laws (14 U. S. C. 143; 19 U. S. C. 1401 (1)).

(7) Enforcement of the Liquor Enforcement Act of 1936 (18 U. S. C. 126; 14 U. S. C. 89). (Bureau of Customs also has enforcement authority.)

(8) Enforcement of the Neutrality Laws (18 U. S. C. 958-967; 22 U. S. C. 461-465). (The President is empowered to employ such parts of the land and naval forces of the United States as he deems necessary to carry out the provisions of these laws.)

(9) Enforcement of the laws pertaining to the protection of Fur Seals (16 U. S. C. 631n; Executive Order 7549, 6 Feb. 1937). (Fish and Wildlife Service has primary responsibility; Navy and Coast Guard when directed by the President.)

(10) Enforcement of laws pertaining to the Sponge Fisheries (16 U. S. C. 785). (Department of Commerce has primary responsibility. Secretary of Commerce has requested Secretary of the Treasury to have Coast Guard and Bureau of Customs assist in enforcement.)

(11) Enforcement of laws pertaining to Fisheries in Alaska (48 U. S. C. 246, 247; Public Law 255, 80th Congress). (Collector of Customs and Fish and Wildlife Service have primary responsibility and Secretary of Interior may request assistance of Navy or Coast Guard to enforce.)

(12) Enforcement of rules and regulations relating to quarantine (42 U. S. C. 268 (b)). (Bureau of Customs and Coast Guard have co-equal authority for enforcement.)

(13) Enforcement of the game laws generally in Alaska (14 U. S. C. 141 (a); 48 U. S. C. 192). (Fish and Wildlife Service

and Alaska Game Commission have primary authority for enforcement; Secretary of Interior has requested Secretary of the Treasury to assign Coast Guard as additional enforcement agent.)

(14) Enforcement of the Immigration Laws in cooperation with the Department of Justice (14 U. S. C. 141 (a)). (President may designate Navy and Coast Guard vessels to enforce these laws.)

(15) Serving as United States Commissioners or Deputy United States Marshals for the Territory of Alaska when appointed as such (48 U.S.C. 104, 1460, 14 U.S.C. 634b.).

(16) Apprehension of criminals generally in Alaska (when serving as Deputy United States Marshal) (48 U. S. C. 104, 1460).

(17) Commissioned and warrant officers of the Coast Guard, as designated by the Commandant, are authorized to administer oaths generally in Alaska (14 U. S. C. 636a (3)).

(18) Transportation of Immigration inspectors as necessary, and of floating courts in Alaska when necessary, by interdepartmental agreement with Department of Justice (14 U. S. C. 141 (a)).

(19) Transportation of Collectors of Customs or other officers of the Customs Service as necessary (14 U. S. C. 141 (a)).

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(20) Transportation and delivery of mail matter during emergency conditions or at isolated locations under such arrangements as may be satisfactory to the Secretary of the Treasury and the Postmaster General (14 U. S. C. 146).

(21) Transportation of teachers and educational supplies to isolated villages in Alaska in accordance with interdepartmental agreement with Department of the Interior (14 U. S. C. 141 (a)).

(22) Cooperation with the Weather Bureau by making available facilities and assistance for observing, investigating, and communicating weather phenomena and for disseminating weather data, forecasts, and warnings (14 U. S. C. 147).

(23) Assist in maritime instruction and training by the several States, possessions, and territories of the United States and for the Maritime Commission when requested by responsible authorities (14 U. S. C. 148).

(24) Assist foreign governments in matters concerning which the Coast Guard may be of assistance when directed by the President (14 U. S. C. 149).

(25) Detail of commissioned officers, with consent of the Secretary of State, to the diplomatic missions of the United States in those nations with which the United States is extensively engaged in maritime commerce (14 U. S. C. 150).

CHAPTER 5 ORGANIZATION

PART 1

Coast Guard Areas

5-1-1 Eastern Area

A. The Eastern Area, with area office at New York, New York, comprises the land and ocean areas of the 1st, 2nd, 3rd, 5th, 7th, 8th, and 9th Coast Guard Districts.

5-1-2 Western Area

A. The Western Area, with area office at San Francisco, California, comprises the land and ocean areas of the 11th, 12th, 13th, 14th, and 17th Coast Guard Districts.

PART 2

Coast Guard Districts

5-2-1 District Boundaries

A. For the immediate administration and operation of the Coast Guard, the United States, including its territories and insular possessions and the waters adjacent thereto, are divided into districts.

5-2-2 First District (CGGO No. 6)

A. The First Coast Guard District, with district office at Boston, Mass., shall comprise: Maine, New Hampshire; Vermont, except the counties of Orleans, Franklin, Grand Isle, Chittenden, and Addison; Massachusetts; Rhode Island; with the exception of Watch Hill Light Station; all United States naval reservations on shore in Newfoundland; the ocean area north of a line from Watch Hill Light south to Montauk Point Light, thence $112^{\circ}T$.

5-2-3 Second District (CGGO No. 1)

A. The Second Coast Guard District with district office at St. Louis, Mo., shall comprise: West Virginia, Kentucky, Tennessee, Oklahoma, Kansas, Nebraska, North Dakota, South Dakota, Wyoming, Colorado, Iowa, Missouri, Pennsylvania south of latitude $41^{\circ}N$. and west of longitude $79^{\circ}W$.; those parts of Ohio and Indiana south of latitude $41^{\circ}N$.; Illinois, except that part north of latitude $41^{\circ}N$. and east of longitude $90^{\circ}W$.; Wisconsin south of latitude $46^{\circ}20'N$. and west of longitude $90^{\circ}W$.; Minnesota south of latitude $46^{\circ}20'N$.; and those parts of Arkansas, Mississippi, and Alabama north of latitude $34^{\circ}N$.

5-2-4 Third District (CGGO No. 6)

A. The Third Coast Guard District, with district office at New York, N. Y., shall comprise the counties of Orleans, Franklin, Grand Isle, Chittenden, and Addison in Vermont; Connecticut; Watch Hill Light Station in Rhode Island; New York, except that part north of latitude $42^{\circ}N$. and west of longitude $74^{\circ}39'W$.; New Jersey; Pennsylvania east of longitude $79^{\circ}W$.; Delaware, including Fenwick Island; the ocean area between a line from Watch Hill Light due south to Montauk Point Light, thence

112° T and a line from the coastal end of the 3rd--5th Coast Guard District boundary, to Winter Quarter Shoal Lightship, thence 122° T.

5-2-5 Fifth District (CGGO No. 1)

A. The Fifth Coast Guard District, with district office at Norfolk, Va., shall comprise: Maryland, Virginia, District of Columbia, and North Carolina; the ocean between a line from the coastal end of the 3rd-5th Coast Guard District boundary to Winter Quarter Shoal Lightship, thence 122° T and a line from the coastal end of the 5th-7th Coast Guard District boundary, thence 122° T.

5-2-6 Seventh District (CGGO No. 8)

★ A. The Seventh Coast Guard District, with district office at Miami, Florida, shall comprise: South Carolina; Florida and Georgia, except that part of Florida west of the east bank of the Apalachicola River and that part of Georgia west of the east bank of the Jim Woodruff Reservoir and the east bank of the Flint River up stream to Montezuma, Georgia and south and west of a line between Montezuma and West Point, Georgia; Panama Canal Zone; all of the island possessions of the United States pertaining to Puerto Rico and the Virgin Islands; all of the United States naval reservations in the islands of the West Indies and on the north coast of South America; and the ocean area between a line from the coastal end of the Fifth - Seventh Coast Guard District boundary, thence 122° T, and a line from the coastal end of the Seventh - Eighth Coast Guard District boundary, thence 193° T; and the ocean area bounded by a line from the border between Guatemala and Mexico on the Pacific Coast (14°38'N, 92°19'W) southwesterly to latitude 5°S, longitude 110°W, thence due east to the Coast of South America.

5-2-7 Eighth District (CGGO No. 8)

★ A. The Eighth Coast Guard District, with district office at New Orleans, Louisiana, shall comprise: New Mexico, Texas, and Louisiana; those parts of Alabama, Mississippi, and Arkansas south of latitude 34°N; and that part of Florida west of the

east bank of the Apalachicola River and that part of Georgia west of the east bank of the Jim Woodruff Reservoir and the east bank of the Flint River up stream to Montezuma, Georgia and south and west of a line between Montezuma and West Point, Georgia; the water of the Gulf of Mexico westward of a line from the coastal end of the Seventh - Eighth Coast Guard District boundary, thence 193° T.

5-2-8 Ninth District (CGGO No. 1)

A. The Ninth Coast Guard District, with district office at Cleveland, Ohio, shall comprise: Michigan; New York north of latitude 42° N. and west of longitude 74°39' W.; Pennsylvania north of latitude 41° N. and west of longitude 79° W.; those parts of Ohio and Indiana north of latitude 41° N.; Illinois north of latitude 41° N. and east of longitude 90° W.; Wisconsin, except that part south of latitude 46°20' N. and west of longitude 90° W.; and Minnesota north of latitude 46°20' N.

5-2-9 Eleventh District (CGGO No. 8)

A. The Eleventh Coast Guard District, ★ with district office at Long Beach, California, shall comprise: Arizona; Clark County in Nevada; the southern part of California comprising the Counties of Santa Barbara, Kern, and San Bernardino, and all counties south thereof; and the ocean area bounded by a line from California coast at latitude 34°58'N (mouth of Santa Maria River) southwesterly to latitude 24°15'N, longitude 134°40'W; thence southeasterly to latitude 5°S, longitude 110°W; thence northeasterly to the border between Guatemala and Mexico on the Pacific Coast (14°38'N, 92°19'W).

5-2-10 Twelfth District (CGGO No. 1)

A. The Twelfth Coast Guard District, with district office at San Francisco, Calif., shall comprise: Utah, Nevada, except Clark County; and the northern part of California comprising the counties of San Luis Obispo, Kings, Tulare and Inyo, and all counties north thereof; the ocean area bounded by a line from the California Coast at latitude 34° 58' N (mouth of the Santa Maria River) southwesterly to latitude 24° 15' N, longitude 134° 40' W; thence

northwesterly to latitude 40° N, longitude 150° W; thence easterly to the California-Oregon state line.

5-2-11 Thirteenth District (CGGO No. 1)

A. The Thirteenth Coast Guard District, with district office at Seattle, Wash., shall comprise: Washington, Oregon, Idaho, and Montana; the ocean area bounded by a line from the California--Oregon state line westerly to latitude 40° N, longitude 150° W; thence northeasterly to latitude $54^{\circ} 40'$, longitude 140° W; thence due east to the Canadian coast.

5-2-12 Fourteenth District (CGGO No. 1)

A. The Fourteenth Coast Guard District, with district office at Honolulu, T. H., shall comprise: Territory of Hawaii; and the Pacific Islands belonging to the United States south of latitude 40° N., and west of a line running from 40° N., 150° W. through latitude 5° S., 110° W; the ocean area west and south of a line from latitude $53^{\circ} 15'$ N, longitude 160° E (Cape Shipunski) due south to latitude 40° N; thence due east to longitude 150° W; thence southeasterly through latitude 5° S, longitude 110° W.

5-2-13 Seventeenth District (CGGO No. 1)

A. The Seventeenth Coast Guard District, with district office at Juneau, Alaska, shall comprise the Territory of Alaska; the ocean area bounded by a line from the Canadian coast at latitude $54^{\circ} 40'$ N due west to longitude 140° W; thence southwesterly to latitude 40° N, longitude 150° W; thence due west to longitude 160° E; thence due north to latitude $53^{\circ} 15'$ N (Cape Shipunski); thence southeasterly to the southern terminus of the U. S. Russia boundary at latitude $50^{\circ} 36'$ N, longitude 167° E; thence northeasterly along that boundary to the Arctic Ocean.

PART 3

Coast Guard Sections

5-3-1 Greater Antilles Section

A. The operational area assigned the ★ Greater Antilles Section comprises that area within the rhumb lines and the coast line of South America connecting the following points: 28° N, 70° W; 17° N, 48° W; 16° N, 48° W; Coast Line of South America from 52° W to $71^{\circ}40'$ W; $13^{\circ}30'$ N, 75° W; and 17° N, 75° W. It includes all of the island possessions of the United States pertaining to Puerto Rico and the Virgin Islands and all United States Naval reservations on the North Coast of South America from 52° W to $71^{\circ}40'$ W.

5-3-2 Marianas Section

A. The operational area assigned the Marianas Section comprises that area within the rhumb lines connecting the following points: $3^{\circ}30'$ N, 160° E; $3^{\circ}30'$ N, 132° E; 23° N, 132° E; 30° N, 145° E; and 30° N, 160° E.

5-3-3 Philippine Section

A. The operational area assigned the Philippine Section comprises that area within the rhumb lines connecting the following points; 32° N at China Coast; 32° N, 123° E; 23° N, 123° E; 23° N, 132° E; $3^{\circ}30'$ N, 132° E; $3^{\circ}30'$ N, 120° E; 8° N, 119° E; Pulo Obi Light House, Cambodia point, Indo China and the East Coast of Continental Asia.

5-3-4 Far East Section

A. The operational area assigned the Far East Section comprises that area within the rhumb lines connecting the following points: $53^{\circ}15'$ N, 160° E (Cape Shipunski); 30° N, 160° E; 30° N, 145° E; 23° N, 132° E; 23° N, 123° E; 32° N, 123° E; Lat. 32° N at China Coast and the East Coast of Continental Asia between Cape Shipunski and Lat 32° N at China Coast.

CHAPTER 6

DUTIES OF OFFICERS

Part 1

Duties of Certain Commanders

6-1-1 Introduction

A. The regulations in this part apply to district and certain other commanders who have particular duties and functions which are in addition to those of the commanding officer of any unit.

6-1-2 The District Commander

A. The district commander shall be that officer assigned by the Commandant to command a district.

B. The district commander, as the principal agent and representative of the Commandant, is responsible for the administration and general direction of district units under his command. He is specifically charged with the responsibility for carrying out the functions and duties of the Coast Guard within his district, and for assuring that these duties are performed efficiently, safely, and economically. He shall prepare operating plans for the employment of his forces to meet routine and emergency situations. Such plans shall be prepared in accordance with instructions issued by the Commandant.

C. The district commander shall cooperate with other district commanders in any operation requiring coordination of forces from more than one district. When an area commander determines that a particular operation requires highly coordinated effort, or forces in addition to those available to a district commander, he is authorized to exercise operational control and to effect full utilization of any forces under his jurisdiction; in this event the district commander shall be under the operational control of the area commander.

D. (1) 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 or area commander, he shall exercise this authority only in case of extreme urgency and shall

inform the Commandant or area commander immediately by message of his action and the reason therefor.

(2) 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.

E. The district commander shall insure that an aggressive, positive, and continuing accident prevention program is pursued in all units under his command, and that all officers assigned to his staff accept safety responsibilities as an inherent part of their normal functions.

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

G. The district commander shall be responsible for the Coast Guard's program of cooperation with the weather Bureau in his district.

6-1-3 The Superintendent of the Coast Guard Academy

A. The Superintendent of the Coast Guard Academy shall be assigned by the Commandant from the list of officers whose assignment to duty is not restricted by law. He shall be responsible for the education and training of cadets. He shall, with the approval of the Commandant, promulgate regulations for the Coast Guard Academy.

B. During the absence of the Superintendent his duties shall be performed by the Assistant Superintendent.

C. (1) The Superintendent of the Coast Guard Academy is authorized to confer the degree of Bachelor of Science on all cadets who satisfactorily complete the entire course of instruction prescribed in the regulations for the Coast Guard Academy.

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(2) In accordance with the Act of Congress approved May 25, 1933, as amended by the Act of Congress approved July 8, 1937, the Superintendent of the Academy is authorized to confer the degree of Bachelor of Science upon all living graduates of the Coast Guard Academy who may be recommended for such award by the Academic Board upon consideration solely of their records at the Coast Guard Academy.

6-1-4 The Commanding Officer, Coast Guard Yard

A. The Commanding Officer of the Coast Guard Yard, at Curtis Bay, Maryland, shall be responsible for the general direction of activities at the Yard and shall exercise full military control over the Yard.

B. The Commanding Officer of the Yard shall promulgate regulations for the Coast Guard Yard to be observed by all persons ashore and aboard ships at the Yard.

C. The Industrial Manager, who shall also be the Executive Officer of the Yard, shall be responsible to the Commanding Officer for the administration of industrial and related activities at the Yard. These activities shall include the construction, conversion, and repair of ships and small boats and their appurtenances, and the manufacture of special equipment and supplies.

D. All vessels at the Coast Guard Yard, for any purpose, shall be under the command of the Commanding Officer, 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 Commanding Officer, Coast Guard Yard, the person designated by him to carry out this order shall be responsible for any damage that may result therefrom.

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PART 2

Special Assignments

6-2-1 Introduction

A. The regulations in this part apply to officers assigned to certain units having primary staff or administrative functions, or assigned to intermittent or collateral duties not covered in the standard unit organization.

6-2-2 The Area Inspector

A. The area inspector shall be under the direct supervision of the Inspector General.

B. The areas of operation of each of the inspectors shall be as follows:

(1) Northern Inspector--Second and Ninth District

(2) Eastern Inspector--First, Third, and Fifth Districts

(3) Southern Inspector--Seventh and Eighth Districts

(4) Western Inspector--Eleventh, Twelfth, Thirteenth, Fourteenth, and Seventeenth Districts

C. He, or an officer of his staff when directed by him, shall have authority to visit and inspect any unit of the Coast Guard at any time, with or without advance notice.

D. The duties of the area inspector shall include the following:

(1) Conduct periodic inspections of units in order to promote efficiency and economy by observing, inquiring into, and reporting on the condition and readiness of each unit, with respect to personnel, material, management, and operations, to fulfill its authorized mission, and by ascertaining compliance with applicable laws, regulations, directives, and policies.

(2) Conduct investigations and perform audits and examinations as directed by the Commandant.

6-2-3 The Captain of the Port

A. At certain ports an officer may be designated by the Commandant as captain of the port. He shall be under the supervision and general direction of the district commander.

B. 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 for performing such other duties as may be assigned.

C. He shall make a careful study of the transportation requirements and the traffic of the port and shall as occasion requires make recommendations for improving existing rules and regulations.

6-2-4 The Patrol Commander

A. When two or more vessels or aircraft are temporarily detached by the Commandant from their regular duties and constituted a patrol for the accomplishment of a certain mission, the officer designated to command the patrol shall be the patrol commander. The authority and responsibility of such a patrol commander relative to his command shall be as otherwise prescribed.

6-2-5 The Boarding Officer

A. A boarding officer shall enforce navigation, customs, and security laws in accordance with pertinent instructions.

B. A 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. He shall, at the request of the masters of the

various vessels visited, give them such assistance and information as he is able.

6-2-6 Commanding Officer of Enlisted or Military Personnel

A. District commanders, the Superintendent, Academy, and the Commanding Officer, Yard, are authorized to designate a staff officer on a collateral duty basis, as commanding officer of enlisted personnel attached to district offices, Academy, and Yard. The designated officer shall function in that capacity as a commanding officer, not as a staff officer. His immediate superior in command is the officer who designates him.

B. In the event an officer-in-charge, marine inspection, is a civilian, and military personnel are attached to his unit, the district commander is authorized to designate the senior military person so attached, on a collateral duty basis, as commanding officer or officer-in-charge of military personnel attached to the unit, whichever is appropriate depending upon the rank or rate of the individual designated. For the administration of military personnel the immediate superior in command of a person so designated shall be that military officer next higher in the chain of command. The civilian officer-in-charge, marine inspection, may make reports or recommendations to the immediate superior concerning performance of the foregoing duties, and shall do so in connection with fitness reports of the commanding officer of military personnel. When preparing fitness reports of officers junior to him, the commanding officer of military personnel shall obtain recommendations from the officer-in-charge, marine inspection.

C. The authority and responsibility of a commanding officer, or officer-in-charge, of enlisted or military personnel, insofar as the administration and discipline of military personnel are concerned, are identical to the authority and responsibility of a commanding officer or officer-in-charge of a unit.

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6-2-7 Director, Coast Guard Institute

A. The Director of the Coast Guard Institute shall be directly responsible for the efficient operation of the Institute and the successful accomplishment of its mission to train Coast Guard officers and enlisted men in required and optional subjects by means of correspondence courses and to prepare and administer service-wide military personnel examinations as directed by the Commandant.

CHAPTER 7

THE COMMANDING OFFICER AND OFFICER-IN-CHARGE

PART 1

The Commanding Officer of Any Unit

7-1-1 Introduction

A. The regulations in this part apply to the commanding officer of any unit, whether a floating unit or a shore unit.

7-1-2 Responsibility

A. The responsibility of the commanding officer for his command is absolute, except when, and to the extent, relieved therefrom by competent authority, or as provided otherwise in these regulations. He may delegate authority, at his discretion, to his subordinates for the execution of details, but such delegation of authority shall in no way relieve the commanding officer of his continued responsibility for the safety, efficiency, and well-being of his command.

B. A commanding officer who departs from his orders or instructions, or at the request of any person takes official action which is not in accordance with such orders or instructions, does so upon his own responsibility and shall report immediately the circumstances to the officer from whom the orders were received.

7-1-3 Organization of Commands

A. All commands and other activities of the Coast Guard shall be organized and administered in accordance with law, these regulations, and the orders of competent authority, and all rules and orders of the commanding officer shall be in accordance therewith.

7-1-4 Readiness

A. The commanding officer is responsible for the operational readiness of his unit to carry out all duties assigned. To this end, he shall conduct appropriate drills and exercises to attain proficiency in service operations.

7-1-5 Relationship With Executive Officer

A. The commanding officer shall normally issue all orders relative to the du-

ties of the command and the administration of personnel through the executive officer, and shall keep the latter informed of his policies.

7-1-6 Aids to Navigation

A. The commanding officer shall make every reasonable effort to observe and check the proper functioning of all aids to navigation within the range of his immediate area of operations. He shall inform the district commander by dispatch of any aid to navigation that is found to be out of position or out of order, including information as to any corrective action taken by him. He shall report to the district commander any important hydrographic information or any other information of navigational interest to shipping he may obtain.

7-1-7 Assistance

A. The commanding officer of a Coast Guard unit shall be alert to obtain, develop, and verify reports or rumors of distress. He shall promptly disseminate information relative thereto to his immediate superior and to other Coast Guard units concerned.

B. Upon receiving information that a vessel or aircraft is in distress within the area of operation of his unit, the commanding officer, whenever it is his duty to do so, shall assist such vessel or aircraft as soon as possible. These regulations, current orders and other specific instructions of his superiors, and the customs and tradition of the Service shall guide the commanding officer in determining the extent and nature of his duty in this regard.

C. In rendering assistance during any distress case, the commanding officer shall aid the distressed vessel or aircraft and its passengers and crew until such time as it is able to proceed safely, or until such time as further Coast Guard assistance is no longer required.

7-1-8 Courts of Inquiry and Investigation

A. Except in cases covered by 46 CFR 136.07-40, fires, explosions, material

deficiencies, ship collisions, groundings, incidents involving Coast Guard personnel, and other unusual incidents or circumstances requiring a determination of facts, shall be the subject of an inquiry or investigation in accordance with the provisions of the Coast Guard Supplement to the Manual for Courts-Martial. When a fact finding body is necessary, the commanding officer of a unit shall, except when the immediate superior in command has ordered a court of inquiry or an investigation, request that a court of inquiry be ordered or order an investigation.

7-1-9 Economy of Command

A. The commanding officer shall be responsible for the economy of operation and maintenance of his unit. To this end he shall require from his subordinates a rigid compliance with the rules and instructions relative to public property, including procurement, receipt, preservation, expenditure, and accounting procedure for all material.

7-1-10 Law Enforcement

The commanding officer shall:

A. Familiarize himself, and cause such officers and petty officers as may be reasonably expected to be called upon for law enforcement work to familiarize themselves, with the following:

(1) The provisions of 14 USC 89 relative to the authority vested in commissioned, warrant, and petty officers of the Coast Guard for enforcement of the laws of the United States.

(2) The laws, Federal regulations, and treaties for which the Coast Guard is the primary enforcing agency.

(3) Those laws, Federal regulations, and treaties which are enforced primarily by another agency, but which the Coast Guard may be required to enforce in accordance with law, executive order, or order of the Secretary.

(4) The elements constituting breaches of such laws, regulations, and treaties.

B. Require proficiency among the officers under his command in boarding and law enforcement duties.

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C. Do everything within the scope of his operational orders and instructions to prevent, detect, and suppress violations of those laws, regulations, and treaties which the Coast Guard is required to enforce.

D. Act with discretion in enforcing law, regulations, and treaties, employing proper and legal means at his command, and in such manner as to cause the least possible inconvenience to commerce and navigation.

7-1-11 Compliance With Federal and Local Laws

A. The commanding officer of a Coast Guard unit shall require strict compliance by the personnel under his command with Federal, state, and municipal laws and regulations and cooperate with the responsible Federal and civil authorities as necessary to insure such compliance.

7-1-12 Discipline

A. The commanding officer is responsible for maintaining discipline on board his unit and to this end he shall:

(1) Require a thorough investigation of all offenses and inquire into the facts at mast giving both accuser and accused an impartial hearing. Any punishments awarded by him shall be within the limits of his authority as prescribed by law, these regulations, and Manual for Courts-Martial, United States, 1951 and U. S. Coast Guard Supplement thereto.

(2) Have a record of all offenses and punishments kept in a unit punishment book, including each offense for which nonjudicial punishment is imposed, for which trial by court-martial is ordered, and for which no punishment is imposed. The form of the unit punishment book is prescribed in the Manual for Courts-Martial, United States.

(3) Prescribe the means by which members of the crew may make any request, report, or statement to him which he shall personally receive and consider.

7-1-13 Vacant

7-1-14 Safety

A. The commanding officer shall require that all personnel of his command

are thoroughly indoctrinated in the principles of safety and that an effective and continuing safety program is carried out.

7-1-15 Health and Morale

A. The commanding officer of a Coast Guard unit is responsible for the health and morale of the personnel under his command and to this end he shall:

- (1) Excuse from duty any person under his command who is unable to perform duty because of illness or disability.
- (2) See that proper provision is made and that comforts are provided for the sick and disabled under his command.
- (3) Safeguard the health of his personnel by careful supervision of the sanitation of his unit and by preventing unnecessary exposure to disease or unhealthful conditions afloat or ashore.
- (4) In order to permit the issue of certain necessary items to enlisted men without funds, direct in writing the purchase of such toilet articles, etc., as may be necessary for the health and comfort of men requiring such issue. Such issues shall be made in accordance with Comptroller Manual.
- (5) Authorize the issue to enlisted men held for trial and to men not receiving pay, including those men mentioned in (4) above, such clothing and small stores as necessary to their health and comfort.
- (6) Afford optimum opportunity to the crew for relaxation and recreation on board his unit.
- (7) Grant the maximum amount of leave and liberty consistent with good administration and efficiency and within the limits of his authority.

7-1-16 Training and Education

A. The commanding officer shall:

- (1) Endeavor to increase the specialized and general professional knowledge of the personnel under his command by the frequent conduct of drills, classes, and instruction and by the utilization of appropriate shore based schools and training activities available.

- (2) Encourage and provide assistance and facilities to the personnel under his command who seek to further their knowledge in professional or other subjects.

- (3) Encourage the maximum use of correspondence courses from the Coast Guard Institute and other sources, and provide all practical assistance and facilities for study to personnel interested in such courses.

B. At units where equipment is available, the commanding officer shall insure that all men are trained to proficiency as oarsmen and in hoisting and lowering small boats. 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.

C. The commanding officer shall insure that all officers and enlisted men shall know the approved methods of artificial respiration, and shall be proficient in resuscitating the apparently drowned.

7-1-17 Reports of Relief

A. When the executive officer, the head of a department, or the head of another major subdivision of the command is ordered detached from such duty, and when conditions permit, the commanding officer shall require that the officer point out to his relief any defects or peculiarities of the machinery or equipment for which he is responsible, and that the officer and his relief inspect jointly the material, equipment, and records of such department or subdivision, and upon completion of the inspection submit to the commanding officer a joint report which shall include statements as to:

- (1) Any defects or deficiencies noted.
- (2) The adequacy of the personnel assigned to the department or subdivision.
- (3) The adequacy of the equipment and spare parts on hand.
- (4) The condition of the files, blue prints, records, and instruction books pertaining to the department or subdivision.
- (5) The status of transfer of the material and equipment from one officer to the other.

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(6) The facts in dispute in case of any disagreement between these officers as to the conditions discovered.

B. The letter report required by A hereof is in addition to special reports required upon relief such as commissary, clothing, and exchange reports.

C. In the event of a disagreement, the commanding officer shall ascertain the actual conditions, fix the responsibility for them and take such other action as may be necessary, including the furnishing to the officers concerned copies of any correspondence relating thereto.

D. Should circumstances prevent the two officers from making a joint inspection, the relieving officer shall make the inspection and the report, as above specified, as soon as practicable and in any event within thirty days of taking charge. In such a case, the commanding officer shall forward a copy of such letter to the officer relieved.

7-1-18 Inspections and Audits

A. The commanding officer shall inspect the unit and all personnel in accordance with instructions prescribed by the Commandant in the schedule for drills and exercises. He shall require the executive officer, and any other officers he deems necessary, to assist him in the inspection.

B. In addition to the required inspections, the commanding officer shall inspect all or any part of the unit at any time when reason therefor is indicated.

C. The commanding officer shall designate in writing one or more commissioned or warrant officers to audit, according to current rules and instructions of the Commandant, at least once each quarter, such of the following accounts or records of activities as may be under his jurisdiction: (1) officers' mess, (2) exchange. The commanding officer may allow an audit to be omitted if during the quarter involved an inspector's audit or relieving officer's audit has been made, provided such audit is of the extent required for a quarterly audit.

D. The commanding officer shall designate one or more commissioned or warrant officers to verify, once each

fiscal year, the inventory of the stock of such of the following activities as may be under his jurisdiction: (1) general mess, (2) commuted ration mess, (3) clothing. In addition the commanding officer shall assure himself of the accuracy of the accounts or records of these activities by such additional examinations or inspections as he may deem necessary. The commanding officer may allow such inventory to be omitted if, during the year involved, an inspector's inventory, Headquarters internal audit or relieving officer's inventory has been made.

E. The commanding officer of a unit having an assistant disbursing officer or agent cashier assigned shall require periodic and surprise verifications of funds entrusted to the assistant disbursing officer or agent cashier in compliance with the provisions of paragraphs 2F07001 to 2F07006 inclusive, Comptroller Manual.

7-1-19 Incurring Unusual Expenses

A. The commanding officer shall not hire any boat or vessel without authority from the district commander, or command responsible for his operating expense funds if not under a district, except in emergencies or instances of distress where Coast Guard facilities are inadequate, in which case the attendant circumstances and the price agreed to be paid shall be reported immediately.

7-1-20 Publication and Transmittal of Orders and Regulations

A. Such orders from higher authority and other matter as the commanding officer considers of interest to the personnel which is appropriate for them to know shall be published to the command as soon after receipt as practicable and shall be adequately posted.

B. The commanding officer shall not withhold any orders or other communications received from higher authority for any person under his command, except for good and sufficient reasons, which he shall at once report to such higher authority.

7-1-21 Magazine Keys

A. The commanding officer shall be the custodian of the keys to all spaces containing ammunition and explosives. He may designate in writing such persons

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under his command to have such duplicate keys as he considers necessary. He shall prescribe the conditions under which such persons may open such spaces, but otherwise they shall not be opened without his consent.

B. The commanding officer shall have custody of keys for lockers or compartments specifically designated for the stowage of test fittings for magazine sprinkling systems. On units where stowage space is not specifically designated, these fittings shall be kept in his office except when actually in use for testing.

C. The commanding officer shall require that magazine flooding and sprinkling valves, whether or not equipped with locks, are in a condition for immediate opening in case of emergency.

7-1-22 Security of Classified Matter

A. The commanding officer shall:

(1) Exercise control over all classified publications and material issued to his command, in accordance with the current regulations, orders, and instructions.

(2) Require that regulations, orders and instructions pertaining to security of classified documents, material, and information be strictly observed.

7-1-23 Mail

A. The commanding officer shall be responsible for the mail services at his unit in accordance with the Communications Manual and the communication plan of the district to which assigned.

7-1-24 Death of Personnel

A. In the event of death of any person on board the unit, the commanding officer shall:

(1) Comply with the procedure prescribed in current instructions.

(2) Comply with the procedure prescribed in these regulations and in Coast Guard Supplement to the Manual for Courts-Martial, 1951, if such death is the result of accident or occurs under peculiar or doubtful circumstances.

(3) Cause to be entered in the log the name and rank or rating of such person, stating the time and cause of death if known.

7-1-25 Relief of Command

A. A commanding officer about to be relieved of command of his unit shall:

(1) Inspect the unit in company with the relieving officer.

(2) Cause the crew to be exercised in his presence and in the presence of his relief at general quarters and general drills, unless conditions render it impracticable or inadvisable.

(3) Point out any defects and peculiarities of the unit to the relieving officer.

(4) Deliver to the relieving officer all unexecuted orders, all regulations and orders in force, and all pertinent official correspondence and information concerning the unit and personnel thereof.

(5) Deliver to the relieving officer all documents required by these regulations to be kept or supervised by the commanding officer.

(6) Deliver to the relieving officer all magazine keys and other keys in his custody.

(7) Cause an inventory and audit to be taken of all registered and classified non-registered RPU distributed publications charged to the unit in accordance with the provisions of the current rules and instructions on the subject. ★

(8) At the time of turning over command call all hands to muster, read his orders of detachment if such orders have been issued, and turn over command of the unit to the relieving commanding officer, who shall read his orders and assume command.

(9) Furnish to his relief a statement as to completeness of the Plant Property Record and the date of the last inventory.

(10) Submit fitness reports on all officers and sign all log books and other documents requiring his signature up to the time and date of relief.

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B. The officer relieved, though without authority after turning over the command of the unit, is, until his final departure, entitled to all the ceremonies and distinctions accorded him while in command.

C. The officer being relieved shall prepare and sign a report of the transfer of command. In the absence of discrepancies a simple statement that the requirements of Section A. have been met will suffice. This report shall be endorsed by the new commanding officer. If conditions on board the unit be unsatisfactory, or if essential equipment is not present or important items of gear and equipment are not functioning properly, the relieving commanding officer shall state in his endorsement his opinion in regard thereto, and the officer being relieved shall make such explanation by endorsement to the report as he may deem necessary. This report shall be forwarded to the Commandant (O) via the appropriate chain of command. One copy of the report shall be retained by each of the officers between whom the transfer of command takes place.

D. When an officer ordered as commanding officer reports to a unit and a regularly assigned commanding officer is not present, the procedure prescribed in this section shall be followed.

E. The foregoing provisions of this section will be applicable upon relief of the officer-in-charge of a shore unit, in the same fashion as for relief of a commanding officer. The letter report of relief required by C. above, however, shall be addressed to the district commander in lieu of the Commandant.

7-1-26 Decommissioning, Disestablishment, Deactivation

A. The commanding officer of a unit being decommissioned, disestablished, or inactivated is responsible for the orderly progress of work and disposition of property in connection therewith until relieved by proper authority. He shall familiarize himself with all existing directives relative to decommissioning, disestablishment, or deactivation.

7-1-27 Life Preservers

A. The commanding officer of any unit to which boats are assigned shall insure

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that every boat in use under his command is equipped with one life preserver for each person on board.

B. Persons in boats shall be required to wear life preservers on all occasions, except when removal of life preservers is authorized by the commanding officer or his representative, for reasonable cause.

7-1-28 Compliance With Customs, Quarantine, and Immigration Requirements

A. The commanding officer of a ship or aircraft shall:

(1) Facilitate any proper examination which it may be the duty of a customs officer or an immigration officer of the United States to make on board the vessel or aircraft under his command. He shall not permit a foreign customs officer or an immigration officer to make any examination whatsoever on board the ship, aircraft, or boat under his command, but he shall cooperate to insure observance of local customs and immigration regulations.

(2) Upon arrival at the first port of entry in United States territory from a foreign country, inform the collector of customs of the port that the vessel or aircraft is available for inspection. He shall not allow any articles to be landed until the customs inspection is completed.

(3) Require that articles obtained in a foreign port by personnel under his command be reported to the collector of the port as required by customs regulations.

(4) Comply with the Quarantine Regulations as set forth in Chapter 7, Medical Manual, CG-294. ★

(5) Cooperate with visiting health officials, whether United States or foreign, and give all information required insofar as military security permits.

(6) Allow no intercourse with a port or area or with other ships or aircraft until he has consulted the proper health authorities when:

(a) Doubt exists as to the sanitary regulations or health conditions of the port or area.

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(b) A quarantinable condition exists aboard the vessel.

(c) Coming from a suspected port or area, or one actually under quarantine.

(7) Make no concealment of any circumstances which may subject a vessel or aircraft of the Coast Guard to quarantine.

(8) Report immediately to his immediate superior in command and proper health authorities any quarantinable disease that appears on board, and prevent all contacts likely to spread the disease until pratique is received.

(9) When transporting United States civilian and foreign military and civilian passengers, satisfy himself that the passenger clearance requirements of the Immigration and Naturalization Service are complied with. Clearance for such passengers by an immigration officer is necessary upon arrival from foreign ports and at the completion of movements between any of the following: Continental United States (including Alaska), Canal Zone, Hawaii, Puerto Rico, Virgin Islands, Guam, American Samoa, or other outlying places subject to United States jurisdiction. Prior to arrival, the commanding officer shall advise the cognizant Coast Guard, naval, or civilian port authority of the aforementioned passengers aboard and shall detain them for clearance as required by the Immigration and Naturalization Service.

B. The provisions of this section shall not be construed to require delaying the movements of any vessel or aircraft in the performance of her assigned duty.

7-1-29 Weather Reporting

A. Commanding officers of Coast Guard units designated by the Commandant shall insure that weather and sea data desired by the Weather Bureau for its use are recorded

and transmitted in accordance with current instructions.

7-1-30 Broadcasts of Weather and Marine Information

A. Commanding officers of Coast Guard radio stations designated by the Commandant shall be responsible for the broadcast of storm warnings, weather, and marine information in accordance with current instructions.

7-1-31 Storm Warnings

A. Coast Guard units required to display storm warning signals are designated by the Commandant on request of the Weather Bureau and are listed in Operating Facilities of the U. S. Coast Guard (CG-244). Commanding officers of such units shall be responsible for the proper display of such signals in accordance with current instructions.

7-1-32 Release of Weather Information

A. Commanding officers of units designated by the Commandant to provide aerological services, and which have qualified aerologists attached, shall be responsible for forecasts of weather and sea conditions as required for Coast Guard purposes only. Such forecasts shall not be released to the public, except during search and rescue operations in which commercial or other government ships or aircraft are actively involved and where the forecast will contribute to the success of the operations.

B. A unit may supply information regarding existing weather, bar, sea, or surf conditions upon request. Otherwise, except as provided in A above, Coast Guard units shall reply to requests for forecasts, weather information, or storm warnings by quoting the latest available Weather Bureau information, or by referring the inquirer to the nearest Weather Bureau office.

PART 2**The Commanding Officer of a Ship****7-2-1 Introduction**

A. The regulations in this part apply particularly to the commanding officer of a ship.

7-2-2 Safe Navigation

A. The commanding officer is responsible for the safe navigation of his vessel. He shall:

- (1) Utilize all information that he receives or is able to obtain concerning the safe navigation of the vessel.
- (2) Insure that the required charts, sailing directions, light lists, notices to mariners, and other hydrographic publications are on board and corrected to date.
- (3) Make every effort to obtain from reliable sources, foreign or otherwise, all information that will aid him in any case of doubt about safe navigation over routes he proposes to take or ports he intends to visit.
- (4) Require that any errors of the compass and other devices and equipment which may be used in navigating the vessel are accurately known and properly recorded and posted at all times, and that such compasses, devices, and equipment are compensated or calibrated as necessary.
- (5) Require all officers eligible to succeed to command to qualify and maintain competency in the operation and use of the devices, including electronic devices on board, which may be used in navigation of the vessel.
- (6) Require the position of the vessel to be known at all times insofar as it is feasible to do so by the utilization of navigational methods, devices, and equipment in accordance with the highest standards of navigation and seamanship.
- (7) Have the anchors ready for letting go when the depth of water is such that they may be used for the prevention or minimization of grounding or collision.

(8) At the time of anchoring have such bearings, angles, and distances taken as are necessary to accurately fix the position of the ship, having the results thereof noted in the log; if anchored at a place not surveyed have, if practicable, the depth of water and character of the bottom ascertained to a distance from the anchor of at least one and one-half times the radius of the ship's swinging circle, and have the results entered in the log. He shall insure that reasonable precautions to maintain the safety and security of the vessel while at anchor are taken; and that personnel on watch are familiar with the safeguards available, such as the use of the anchor buoy, drift lead, weather observations and reports, bearing changes, use of engines, radar, etc.

(9) Insure that lookouts are proficient in their duties, and are stationed as necessary in accordance with the best practice of seamen, having in mind any special conditions, the results to be accomplished, and the physical limitations of personnel. When underway during low visibility and at night and when approaching or traversing congested traffic lanes or areas, at least one lookout shall be stationed in the bow as far forward and as near the water as feasible.

(10) Take special care that the lights required by law for prevention of collisions at sea and in port are properly displayed, except when the suspension of such display is authorized by competent authority because of the special nature of duties assigned.

(11) Take special care that all precautions required by the applicable law and regulations to prevent collisions and other accidents on any waters are observed.

(12) Immediately before leaving, and as soon as practicable after entering port, require the navigating officer to ascertain the draft of the ship, forward and aft, and enter it in the log.

(13) Keep a night order book, which shall be preserved as a part of the ship's official records, in which shall be entered the commanding officer's orders with respect to courses, any special precautions concerning the speed and navigation of the ship, and all other orders for the night

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for the officer of the deck. Another such book will be kept in which shall be entered all important orders to the officer of the deck in port, whether given by the commanding officer or executive officer.

(14) If the vessel is equipped with radar, insure the use of that equipment at all times when underway in or near areas of reduced visibility and at such other times as the safety of the vessel may require.

7-2-3 Pilotage

A. The commanding officer 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 from their responsibility for the proper performance of the duties with which they may be charged concerning the navigation and handling of the vessel. For exception to the provisions of this section, see rule 30, supplement 29, "Rules and Regulations Covering Navigation of the Panama Canal and Adjacent Waters" which directs that the pilot assigned to a vessel in those waters shall have control of the navigation and movement of the vessel.

7-2-4 Hydrographic Data

A. A commanding officer shall report hitherto unknown, inaccurate or inadequate, chart, coast pilot, hydrographic, meteorologic and oceanographic data which he may discover or which may come to his attention. Report shall be made direct to the Federal Government agency normally publishing such information for the area involved as noted on charts or publications related to the subject involved for the area concerned. When the Federal Government agency is not known and/or when information pertains to areas beyond the jurisdiction of the United States, report shall be made direct to the U. S. Navy Hydrographic Office, Washington 25, D. C. Forms provided for making reports shall be used when available.

B. A commanding officer shall, if his duties and circumstances permit, make surveys and examinations with the means at hand and, where necessary, construct charts to amplify his report. When soundings are furnished, the date and time such soundings were taken shall be supplied and

a statement made as to whether or not they have been reduced to a particular reference datum. Sextant angles, when given, should be between prominent charted fixed objects, or, if that is not possible, then the position of objects used should be stated. Bearings, when given, should be in degrees true and so stated. A general statement as to method of position determination should be included when the need is indicated.

7-2-5 Assistance

A. Unless otherwise specifically directed, the commanding officer of a ship underway shall proceed immediately toward the scene of any reported distress within his range of operation. He shall promptly inform his immediate superior of his actions.

B. The commanding officer of a ship in port shall maintain his ship in such state of readiness as may be required by current orders and instructions of superior authority. The commanding officer shall proceed, as soon as circumstances permit, to the scene of any reported distress within his range of operation, except when his immediate superior has specifically ordered or authorized him not to so proceed. He shall promptly inform his immediate superior of his preparation to proceed, including an estimated time of departure, and thereafter keep such superior advised of his movements and actions.

C. In rendering aid during any assistance cases, the commanding officer shall use sound discretion and shall not uselessly or unnecessarily jeopardize his vessel or the lives of his officers and crew.

D. The commanding officer shall render all emergency assistance possible to vessels or aircraft of a foreign state at peace with the United States.

E. In extending assistance to vessels, the commanding officer shall not interfere with private enterprise, though he may assist private effort and he shall do so when he deems it necessary. He shall use his vessel for towing private craft only in cases of emergency or distress when there is no other sufficient assistance at hand; but he shall not permit undue advantage to be taken of a master or operator whose vessel is in distress.

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F. The commanding officer shall receive on board distressed seamen of the United States, shipwrecked persons, and persons requiring medical care, having due regard for the health of his own officers and crew. They shall be furnished rations and may be transported to the nearest or most convenient port of the United States, and shall bind themselves to conform to the regulations of the Coast Guard while on board. 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.

G. (1) The commanding officer of a vessel or rescue apparatus (including aircraft) entering or intending to enter the territory or territorial waters of Mexico with his command to assist a distressed vessel pursuant to Section 3-4-3A shall, at the earliest practicable moment, send a notice of such action or intention to the competent authorities of the Mexican port of entry nearest the scene of distress. 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.

(2) The commanding officer of a Coast Guard vessel employed in salvaging in Canadian waters pursuant to Section 3-4-3B shall, as soon as practicable afterward, make a full report at the nearest Canadian customhouse, copy to Commandant (0).

7-2-6 Assignment of Duties

A. Subject to such limitations as may be set forth by these regulations and other competent authority, the commanding officer may assign watch, divisional and other duties to personnel, including cadets, attached to his vessel. However, a person shall not be assigned duty as officer of the deck or as engineer officer of the watch unless in the opinion of the commanding officer he is qualified for such duty.

7-2-7 Vacant

7-2-8 Loss of Vessel

A. In the case of shipwreck or other disaster whereby the vessel may be lost, the commanding officer shall:

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(1) Remain with the vessel with officers and crew as long as necessary and practical, and shall save as much Government property as possible.

(2) Make every reasonable effort to save the logbook, muster roll, pay accounts, and other valuable papers.

(3) When it becomes necessary to abandon ship, be the last person to leave and take all possible precautions to protect the survivors and such Government property as has been saved.

(4) Report to the nearest Coast Guard command and request such instructions and assistance as required.

(5) If the wreck constitutes a menace to navigation, take action to expedite the marking of the position of the wreck.

(6) Make a detailed report of the circumstances to the Commandant as soon as possible.

7-2-9 Visits to Ports in Foreign Territory



A. The commanding officer of a Coast Guard vessel intending to visit a foreign port shall:

(1) Submit request to visit via the chain of command to reach the Commandant (0) at least one month in advance of the proposed visit containing the name of port, estimated time of arrival and departure, purpose of visit, name of commanding officer, senior officers or distinguished passengers to be aboard, estimated number of officers and enlisted personnel, and estimated logistic requirements.

(2) In the event of an emergency necessitating entry to a foreign port or foreign territorial waters without prior arrangements and other than pursuant to Sections 3-4-3A and 3-4-3B, notify by message, information Commandant (0), the local United States Consular Officer or, if no consular officer is stationed in the port of entry, the United States Embassy in the country to be visited.

B. In view of the diplomatic arrangements required to obtain authorization for foreign visits the commanding officer shall not cancel or modify any such sched-

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uled visits after clearance has been obtained except for most urgent cause. In the event that it becomes necessary to cancel a foreign visit or when a change of itinerary occurs after clearance has been obtained notification of such cancellation or change shall be made as in Section 7-2-9A(2).

C. The commanding officer of a Coast Guard vessel intending to visit a United States Naval Station or Base located in foreign territory shall obtain permission from his operational commander and shall include the Commander Naval Station or Base as information addressee on the movement report. No diplomatic clearance is required.

7-2-10 Relationships in Foreign Territory Ports

A. When in foreign ports the commanding officer of a Coast Guard vessel shall:

(1) As a general rule communicate with local civil officials and foreign diplomatic and consular authorities through the United States consular or diplomatic representatives at the place.

(2) Exercise great care that all personnel under his command scrupulously respect the territorial authority of foreign nations at peace with the United States.

(3) Not land an armed force in foreign territory for exercise, target practice, funeral escort, or other purposes without permission from the local authorities.

(4) Not conduct target practice within foreign territorial waters or at any point from which shots might land therein without permission of the proper authorities of the nation concerned.

(5) Not permit a foreign customs officer or any other person of a foreign state to search or make any examination whatso-

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ever on board his vessel or boats nor permit any of the officers or crew to be taken from the vessel or boats.

(6) Preserve cordial relations with the United States representatives in foreign countries to the best of his ability, and extend to them the honors, salutes, and other official courtesies to which they are entitled.

(7) Carefully consider any communications or any request for service from a United States representative.

(8) Be solely responsible to his immediate superior in command for all official acts in the administration of his command, although due weight should be given to the opinions and advice of United States representatives.

(9) If the vessel leaves a foreign port without paying all obligations incurred, certify to the local United States diplomatic or consular representative the name of the vendor, the type of service rendered, and the amount of the obligation, and request such representative to pay the vendor and report the matter to the Commandant for reimbursement.

7-2-11 Vacant

7-2-12 Passengers and Guests

A. The commanding officer shall not, without authority from the Commandant, receive passengers on board his vessel except as follows:

(1) When authorized as otherwise specified by these regulations or other competent authority.

(2) When directed or authorized by the immediate superior in command to transport representatives of some other branch of the government on official business.

(3) When directed or authorized by the immediate superior in command to transport members of the families of keepers, officers and enlisted men, upon change of station or at any other time when ordinary means of transportation are not available, 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 duties of the service.

(4) When the vessel is actively participating in any public ceremony, or naval parade, or is ordered on a special mission or service in which case only official persons shall be received on board unless otherwise directed by the immediate superior in command.

(5) At his discretion, guests of officers may be allowed on board for a limited period of time and when their presence on board will not interfere with the comfort of others or the proper discipline of the vessel and provided further that no person shall be taken on board as a guest of an officer unless he agrees beforehand that he will not write for publication, give radio talks, or make speeches for public purposes in regard to the trip or the service without approval of the Commandant. The commanding officer shall, when a person remains on board under the provisions of this subparagraph for more than one day, report the fact to the Commandant stating the name of the guest, time of coming on board, time of leaving, and the name of the officer who invited him.

(6) Accredited members of the press in accordance with current instructions.

B. The commanding officer shall not:

(1) Allow or cause any passenger to be quartered in the wardroom whose presence there is not agreeable to the wardroom officers, nor require an officer regularly assigned to the vessel to vacate his assigned room or berth to which he is normally entitled in order to accommodate a passenger or person on board for temporary duty, except in the interests of the public.

(2) Permit a woman to reside on board or to take passage therein which may last overnight, except as provided in subparagraphs of this section.

7-2-13 Construction and Repair

A. The commanding officer shall not, without prior authorization from the Commandant, permit new construction or major alterations of any kind to be undertaken on his vessel. He shall, when in his opinion certain changes or alterations would render his vessel more efficient, make recommendations in accordance with the current rules and instructions. When mak-

ing such recommendations, the commanding officer shall consider their general applicability to vessels of the same or similar classes.

B. The commanding officer shall, whenever his vessel is undergoing overhaul or repair in any shipyard, act as general inspector for the vessel even though an inspector has been specifically assigned by the Commandant or district commander for this purpose and shall upon arrival at the shipyard assign officers to represent him and follow up and inspect each detail of shipyard work.

C. When a commanding officer considers that any work done upon his ship at a shipyard is unsatisfactory or that it will not be done satisfactorily and the details cannot be adjusted locally, he shall proceed as follows:

(1) When the yard involved is a naval shipyard or a private shipyard, report the facts to the Commandant via the commander of the Coast Guard district in which the yard is located.

(2) When the yard involved is the Coast Guard Yard, report the facts to the Commandant, via the Commanding Officer, Yard.

D. The commanding officer shall, in the interest of economy and efficiency, cause as much of the required repair work as possible to be performed by the ship's force, consistent with the available working time and the duties of the vessel.

7-2-14 Report of Relief of Engineer Officer

A. In addition to those requirements set forth for the commanding officer of any unit upon the relief of the head of a department or other subdivision of the command, the commanding officer of a ship shall, upon relief of the engineer officer, require:

(1) When conditions permit, a machinery trial, to be conducted in the presence of the engineer officer and his relief, and to include the operation of all auxiliaries, including power boats, electronic equipment, and a trial of the main propulsion machinery under way.

(2) That the joint report of relief of the engineer officer shall include:

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(a) The results of the trials conducted in accordance with (1) above.

(b) Comment as to any immediate repairs considered necessary.

(c) The condition of machinery history, machinery index, and current ships maintenance project.

B. The commanding officer shall transmit by letter via the chain of command, to the Commandant, a copy of the report including information and comment pertinent to the subject matter of the report.

7-2-15 Ship Handling

A. The commanding officer shall be responsible for all maneuvers of his vessel, and shall if necessary personally direct the officer handling the vessel, and if he deems it necessary or desirable to handle the vessel himself he shall do so, informing the officer of the deck of his intention and establishing a clear understanding as to the time he starts. He shall as often as possible entrust the handling of the vessel during important evolutions to the executive officer and shall also afford frequent opportunity to other officers to acquire and improve their skill in ship handling.

7-2-16 Lifeboats and Lifebuoys

A. The commanding officer shall:

(1) When the vessel is at sea, insure that one properly equipped lifeboat on each side is ready for lowering, consistent with weather and sea conditions. The commanding officer shall make the decision as to when conditions make it imprudent to maintain lifeboats rigged out. It is not expected that lifeboats will be kept rigged out under conditions endangering their seaworthiness and usefulness for an emergency.

(2) When the vessel is in port, either alongside a dock or at anchor, circumstances permitting, maintain a properly equipped boat ready for lowering, or in the water ready for use at all times.

(3) Insure that lifebuoys in good condition, equipped with means of lighting at night and during periods of low visibility, with vessel's name painted on each and so

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secured as to be readily accessible and instantly detachable, are maintained at each quarter and each outboard side of the bridge, and that such other lifebuoys are maintained as may be necessary or required.

7-2-17 Incurring Unusual Expenses

A. 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 the district commander, or command responsible for his operating expense funds if not under a district by message 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 obtaining prior authorization would jeopardize the safety of the ship or the lives of the crew, or entail considerable additional expense.

B. The commanding officer shall not incur expense for wharfage without authority from the district commander, except when necessary for the safety of his vessel or when required by exigencies of the service, in which cases the attendant circumstances shall be reported immediately to the district commander.

7-2-18 Prospective Commanding Officer

A. An officer assigned as prospective commanding officer of a vessel not yet in commission shall not have the independent authority of a commanding officer by virtue of his assignment to this duty until the vessel is commissioned and transferred to his command. As the prospective commanding officer, he shall:

(1) Upon reporting for such duty, procure the detailed plans of the vessel and all the pertinent information relative to the general condition of the vessel and the work being undertaken on the hull, machinery, and equipment.

(2) Inspect the vessel as soon after reporting for duty as practicable, and frequently thereafter, in order to keep himself informed of the state of her preparation for service.

(3) Make such recommendations to the proper authority as he deems appropriate or as required by his instructions.

(4) Requisition the material required to outfit the vessel which is not otherwise being provided.

(5) Make such studies and plans as will facilitate the assumption of command and the immediate organization of the vessel.

(6) Make such reports as may be required by higher authority, including therein a statement of any deficiencies in material or personnel.

B. If the prospective commanding officer does not consider the vessel in a proper condition to be commissioned at the time of receipt of the vessel, he shall report his opinion with the reason therefor, in writing, to the Commandant, via official channels.

7-2-19 Preparing Vessel for Sea After Commissioning

A. After commissioning and in preparing the vessel for sea, the commanding officer shall endeavor to correct any defects and inadequacies in the crew and in the vessel, her installations, equipment, ammunition and stores; and shall insure that all installations and equipment can be operated satisfactorily by the crew.

B. The commanding officer shall insure that before departing for duty at sea all officers and enlisted men have been properly organized, stationed, and trained to cope effectively with any emergency that might arise in the normal course of operations.

7-2-20 Trials and Tactical Data

A. The commanding officer of a newly commissioned vessel shall:

(1) During the shakedown period or as soon after commissioning as possible test the maneuvering qualities and determine the tactical characteristics of the vessel.

(2) Determine the length of time the vessel can keep at sea both under full power and at lesser speeds and varying conditions.

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(3) Conduct such other trials and tests of the vessel and her equipment as deemed necessary.

(4) Forward a report of the results of all tests and trials to the Commandant via the appropriate chain of command.

B. The commanding officer of every vessel shall insure that the record of performance of the vessel is accurately maintained and that any errors, omissions, or changes in the original data obtained under paragraph A of this section are reported to the Commandant via the appropriate chain of command.

C. The commanding officer of every vessel shall conduct full power trials and such other trials or tests as prescribed by current directives.

7-2-21 Obstructions to Navigation

A. The Secretary of the Army and the district engineers, Corps of Engineers as his agents, are authorized by law to take necessary action whenever the navigation of any river, lake, harbor, sound, bay, or other navigable water of the United States is obstructed or endangered by any sunken vessel, boat, watercraft, raft, or other obstruction. The removal and disposal of the obstruction is, however, subject to certain restrictions designed to protect property rights. In an emergency, in the case of any vessel, boat, watercraft, raft, or similar obstruction sinking or grounding, or being unnecessarily delayed in any Government canal or lock, or in any navigable waters as above, in such manner as to stop, seriously interfere with, or specially endanger navigation, the Secretary of the Army or his agents may remove or destroy the obstruction so as to clear immediately the canal, lock, or navigable waters (30 Stat. 1154).

B. The Coast Guard cooperates with and assists the district engineers in the execution of the above duties. In the non-emergent situation first described above, however, no action shall be taken by the Coast Guard until the district engineer has been contacted and action has been requested by him. In the emergent situation, commanding officers may take immediate action on their own responsibility as additional agents of the Secretary of the Army. The

situation must, however, be so emergent as to preclude the delay involved in contacting the district engineer. Care must be exercised to prevent any unnecessary injury or damage to property.

C. The commanding officer of a vessel locating or sighting any derelict or other floating obstruction to navigation of no obvious value should, when practicable, destroy, beach or take into port, such derelict, whichever course of action is more prudent. Extreme care should be exercised that destruction does not leave sunken or floating wreckage of such size or character as to constitute a menace to navigation. If the destruction is to be accomplished within the navigable waters of the United States, the district engineer shall be contacted before the final action is taken.

D. A wreck or other sunken obstruction which constitutes a menace to navigation shall be marked in accordance with current instructions.

E. Sunken obstructions outside the navigable waters of the United States shall be removed or destroyed by the Coast Guard when deemed practicable.

F. The commanding officer of a vessel which engages in any operation covered in paragraphs B and C above shall submit a full written report of the operation to the Commandant, via official channels with a copy for the district commander. If a derelict or other floating danger, or a sunken wreck or other obstruction, is beached or destroyed within the navigable waters of the United States, a copy of the report shall be furnished the district commander for forwarding to the district engineer. The report shall state the original condition of the object as fully as practicable, its location, the depth of water remaining over the object, and the stage of water at the time.

G. Nothing in this section is to be construed as affecting or changing in any way whatever the duties and responsibilities resting upon the commanding officer of any vessel to give assistance to vessels in distress. Whenever a stranded vessel is floated by a Coast Guard vessel such as assistance does not fall within the class of operations envisaged by the foregoing.

PART 3

The Officer-in-Charge

7-3-1 Definition

A. The officer-in-charge of a unit shall be the warrant officer, petty officer, or civilian employee assigned to command the unit by the Commandant or the district commander.

B. The term "commanding officer" as used in this part shall mean the commissioned officer immediately superior in command above the officer-in-charge who has authority to exercise those powers of command which the officer-in-charge is not authorized to exercise, and who is responsible for the general supervision, direction, and inspection of the unit. When there is no commanding officer, such as a group commander or a section commander, between the district commander and the officer-in-charge, the district commander shall be the commanding officer.

7-3-2 Authority and Responsibility

A. The authority and responsibility of an officer-in-charge corresponds to that of a commanding officer. Provisions of these regulations and of other instructions pertaining to commanding officers are applicable to officers-in-charge, except where the authority of the officer-in-charge is specifically limited as provided hereinafter or in other instructions, or by the commanding officer or higher commander. Aside from such specific limitations, the difference between the authority of an officer-in-charge and a commanding officer is in quantity, not in quality or degree. The authority and responsibility of an officer-in-charge shall be adequate to permit full utilization of the capabilities of his unit.

7-3-3 Limitations of authority

A. An officer-in-charge does not have authority to:

(1) Convene courts-martial or courts of inquiry, or boards of investigation if the investigation is to include redress of injuries under Article 139 of the Uniform Code of Military Justice.

(2) Effect advancements, changes, or reductions in rate of enlisted personnel.

(3) Administer oaths, except that an officer-in-charge who is a warrant officer or enlisted person may administer certain oaths as prescribed in Sections 10-1-9 and ★ 12-3-4.

(4) Grant leave, unless he is a military officer-in-charge.

(5) Perform any of the following acts, unless he is a military person who has been specifically authorized to do so by the Commandant or district commander:

(a) Impose non-judicial punishment.

(b) Sign entries in service records of enlisted personnel, execute discharges, and make contracts for enlistment, reenlistment, and voluntary extension of enlistment, whenever service records are maintained at his unit.

B. Pursuant to Section 0101a, Coast Guard Supplement to Manual for Courts-Martial and in accordance with procedures set forth in the Courts-Martial Manual, a military officer-in-charge, when specifically authorized by the Commandant or a district commander may, for minor offenses, impose non-judicial punishment upon enlisted personnel in the unit of which he is in charge. In addition to or in lieu of admonition or reprimand, one of the following punishments may be imposed:

(1) Withholding of privileges for a period not to exceed two consecutive weeks; or

(2) Restriction to certain specified limits, with or without suspension from duty, for a period not to exceed two consecutive weeks; or

(3) Extra duties for a period not to exceed two consecutive weeks, and not to exceed two hours per day, holidays included, Sundays excluded; provided, that no such punishment which tends to degrade the grade (rate) of the person on whom the punishment is imposed or which tends to be detrimental to discipline and morale may be imposed upon petty officers.

7-3-4 Reporting Breaches of Discipline

A. A military officer-in-charge who is not authorized to impose nonjudicial punishment, or a civilian officer-in-charge, shall refer breaches of discipline within his cognizance to his commanding officer.

The military officer-in-charge who is authorized to impose non-judicial punishment shall refer those breaches of discipline which he believes cannot properly be disposed of by such punishment and those upon which he is not authorized to act to his commanding officer. The commanding officer may dismiss the charge, impose one of the non-judicial punishments prescribed in Section 7-3-3, or take action in accordance with paragraphs 29, 30, 31 and 32, Manual for Courts-Martial, if the preliminary inquiry indicates that an offense, which he believes could not properly be disposed of by a non-judicial punishment, may have been committed.

B. The officer in charge shall report serious offenses and repeated minor offenses within his cognizance to his commanding officer so that appropriate disciplinary action may be taken.

7-3-5 Investigations

A. Except in cases covered by 46 CFR 136.07-40, fires, explosions, material deficiencies, ship collisions, groundings, incidents involving Coast Guard personnel, and other unusual incidents or circumstances requiring a determination of facts, shall be the subject of an inquiry or investigation in accordance with the provisions of the Coast Guard Supplement to the Manual for Courts-Martial. When a fact-finding body is necessary, the officer-in-charge of a unit shall, except when his commanding officer has ordered or requested a court of inquiry or ordered an investigation, request that a court of inquiry or an investigation be ordered or order an investigation.

7-3-6 Law Enforcement

A. The officer-in-charge shall:

(1) Familiarize himself, and cause such of his officers and petty officers as may be reasonably expected to be called upon for law enforcement work to familiarize themselves, with the provisions of 14 U. S. C. 89 relative to the authority vested in commissioned, warrant, and petty officers of the Coast Guard for enforcement of the laws of the United States, and with such laws, regulations, and treaties including the elements constituting breaches thereof, as his commanding officer may require him to enforce.

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(2) Act with discretion in enforcing those provisions of law, regulations, and treaties, which he is required to enforce, employing all proper and legal means at his command, and in such manner as to cause the least possible inconvenience to commerce and navigation.

(3) Promptly inform his commanding officer relative to any known or suspected violation of which he may learn, and of actions taken by him relative thereto.

7-3-7 Compliance With Civil Laws

A. The officer-in-charge shall require strict compliance by his personnel with federal, state and municipal laws and regulations, and shall cooperate with the responsible civil authorities to insure such compliance, except that he shall release a man to the custody of such authorities only when so ordered by his commanding officer, and keep his commanding officer informed of any such incidents.

7-3-8 Authority of Civilian Officer-in-Charge

A. All persons assigned to a unit having a civilian officer-in-charge shall carry out the lawful orders of the officer-in-charge. Failure to do so constitutes an offense punishable under Article 92, Uniform Code of Military Justice, and may furnish the basis for other or additional charges. Although a civilian officer-in-charge is not authorized to impose punishment under the Code, he is authorized to initiate charges as outlined in paragraph 29, Manual for Courts-Martial, 1951.

7-3-9 Officer-in-Charge, Marine Inspection

A. An officer-in-charge, marine inspection shall be a military or civilian person designated by the Commandant to be in charge of a marine inspection office. His special authority and responsibility relative to marine inspection functions are set forth in merchant marine inspection regulations and instructions. If he is a commissioned officer he is also a commanding officer; if he is not a commissioned officer, he is an officer-in-charge as defined in Section 7-3-1.

7-3-10 Officer-in-Charge of a Vessel

A. The authority and responsibility of the officer-in-charge of a vessel corre-

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sponds to that of the commanding officer of a ship. It is less in amount according to the lesser capabilities of the unit. Whenever these regulations or other instructions place specific duties upon the commanding officer, those duties are also placed upon the officer-in-charge to the limit of his capabilities, unless specifically exempted therefrom. The following paragraphs of this section prescribe the extent of responsibility of the officer-in-charge for those duties of the commanding officer assigned in Sections 7-2-2, 7-2-4, 7-2-5, and 7-2-8.

B. The officer-in-charge is responsible for the safe navigation of his vessel.

He shall:

(1) Maintain on board and corrected to date the necessary charts, light lists, tide tables, and other hydrographic publications covering the area of operation of the vessel.

(2) Study and observe the local peculiarities of weather, currents, landmarks, etc., and in general acquire intimate knowledge of the area of operation.

(3) By use of ranges and other means, keep himself informed at all times of errors in the compass and other navigational equipment, maintain a record thereof, and request his commanding officer for any necessary compensation or calibration of such equipment.

(4) Properly and effectively use the equipment and devices available for determining the position of the vessel.

(5) Maintain a data book for the vessel, which shall include information relative to the speed of the vessel at various engine speeds and under various conditions of wind and sea; fuel consumption at various speeds; and other information helpful to dead reckoning navigation or pertinent to the capabilities of the vessel.

(6) Take special care to observe all the precautions required by pilot rules, local regulations, and special instructions from his commanding officer for the prevention of collisions at sea or in port.

C. The officer-in-charge shall make every reasonable effort to observe and

check the proper functioning of all aids to navigation in his area of operation. He shall immediately inform his commanding officer of any aid to navigation found to be out of position or out of order, including information as to any corrective action taken by him. He shall report to his commanding officer all important hydrographic or navigational information he may obtain.

D. The officer-in-charge shall:

(1) Report hitherto unknown, inaccurate or inadequate chart, coast pilot, hydrographic, meteorologic and oceanographic data which he may discover or which may come to his attention.

(2) If his duties and other circumstances permit, make surveys and examinations with the means at hand and when necessary, construct charts to amplify his report. When soundings are furnished, the date and time such soundings were taken should be supplied and a statement made as to whether or not they have been reduced to a particular reference datum. Sextant angles, when given, should be between prominent charted fixed objects or, if that is not possible, the position of objects used should be stated. Bearings, when given, should be in degrees true and so stated. A general statement as to method of position determination should be included when the need is indicated.

E. The officer-in-charge shall:

(1) Be alert to obtain, develop, and verify reports or rumors of distress. He shall promptly inform his commanding officer and others concerned relative to any such information obtained.

(2) When the vessel is under way, and unless otherwise specifically directed, proceed immediately toward the scene of any reported distress within his area of operation. He shall promptly inform his commanding officer of his action.

(3) When the vessel is in port, maintain his vessel in the state of readiness required by his commanding officer. He shall proceed, as soon as circumstances permit, to the scene of any reported distress within his area, except when his commanding officer has ordered or authorized him not to so proceed. He shall keep his commanding officer appropriately informed relative to his actions.

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(4) In rendering aid during any assistance case, shall use sound discretion and shall not uselessly or unnecessarily jeopardize his vessel or the lives of his officers and crew.

(5) In extending assistance to vessels, not interfere with private enterprise, though he may assist private effort and he shall do so when he deems it necessary. He shall use his vessel for towing private craft only in cases of emergency or distress when there is no other sufficient assistance at hand; but he shall not permit undue advantage to be taken of a master or operator whose vessel is in distress. He should request instructions from his commanding officer in case of any doubt as to proper action in this regard.

(6) 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 death.

F. In the case of shipwreck or other disaster whereby the vessel may be lost, the officer in charge shall:

(1) Remain with the vessel and crew as long as necessary, and save as much government property as possible.

(2) When it becomes necessary to abandon the vessel, be the last person to leave and take all possible precautions to protect the survivors and such government property as has been saved.

(3) Communicate with the nearest Coast Guard command as soon as possible and request such instructions and assistance as required.

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(4) Make a detailed report of the circumstances to his commanding officer as soon as practicable.

G. Economy.

(1) The officer-in-charge shall be responsible for the economy of operation and maintenance of his vessel and its equipment.

(2) He shall maintain the Record of Public property in accordance with the Comptroller Manual.

H. The officer-in-charge is responsible to his commanding officer for the safety, health, and welfare of his personnel. He shall:

(1) Insure that the safety orders and instructions applicable to the vessel and her equipment are on board, and understood and observed by his personnel.

(2) Strictly require that the performance of all duties and work performed on board or by the vessel is in accordance with the highest standards of safety and seamanship.

(3) Safeguard the health of his crew by careful attention to the sanitation of his vessel.

(4) Excuse from duty any member of his crew who is unable to perform his duty because of illness or disability, and inform his commanding officer of the circumstances.

(5) Grant the maximum amount of liberty consistent with the efficiency of his vessel and within the limits of his authority.

(6) He shall insure that every boat in use under his charge is equipped with required life preservers, is properly manned, and not loaded beyond capacity.

CHAPTER 8

STANDARD SHIP ORGANIZATION

PART 1

General

8-1-1 Basic Organization

A. The basic organization of a Coast Guard ship, under the commanding officer and executive officer, shall consist of the Operations Department, the Engineering Department, the Deck Department, and the Supply Department. There shall also be a Medical Department on ships with a medical officer attached. Those duties of officers not covered under the duties of the executive officer or under the heads of the various departments are set forth under Part 8-10, "Collateral Duties."

B. The organization of a patrol boat, tug, or other Coast Guard vessel under an officer in charge shall conform to the provisions of this chapter to the extent that the number, ranks, and ratings of personnel and the characteristics and tasks of the vessel permit. An officer in charge has responsibility corresponding to that of a commanding officer with respect to the organization of his vessel. In organizing his vessel he shall be guided by the foregoing and shall comply with such requirements as may be prescribed in a standard organization book applicable to vessels of its class or other instruction.

8-1-2 Assignment of Officers

A. (1) The commanding officer of a ship shall be the commissioned or commissioned warrant officer assigned as such by the Commandant.

(2) When the regularly assigned commanding officer is not available for duty, the commissioned officer or commissioned warrant officer who is next in line for succession to command shall assume command. During the temporary absence of the regularly assigned commanding officer, the standing orders and routine of the command shall not be changed, except as may be required by the situation or by orders of superior authority.

B. (1) The executive officer of a vessel shall be the commissioned or warrant officer

assigned as such by the Commandant. He shall be that officer eligible to succeed to command who is next in rank to the commanding officer.

(2) When the regularly assigned executive officer is not available for duty, the commanding officer shall assign as executive officer that officer eligible to succeed to command who is next in rank to the commanding officer.

(3) Whenever an officer assigned to other than line duty is required to serve as executive officer for an extended period under the provisions of this section, the fact shall be reported to the Commandant.

(4) The executive officer shall not be designated as head of a department except as required or authorized under the provisions of this section, or when necessitated by unusual circumstances.

C. (1) The engineer officer of a vessel shall be the commissioned or warrant officer assigned as such by the Commandant.

(2) When the regularly assigned engineer officer is not available for duty, the commanding officer shall assign a suitable officer to duty as engineer officer.

D. The assignment of an officer to head the operations department or the deck department, except when specifically made by the Commandant, shall be made in writing by the commanding officer in accordance with the following rules:

(1) When there are two or more commissioned and warrant officers assigned to and available for line duty in addition to the commanding officer and executive officer, the senior shall normally be assigned as operations officer and the next senior as first lieutenant.

(2) When there is only one commissioned or warrant officer assigned to and available for line duty, in addition to the commanding officer and executive officer, he shall be the first lieutenant and the executive officer shall be the operations officer.

E. The supply officer of a ship shall be the commissioned or warrant officer as-

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signed as such by the Commandant. If no officer is assigned for supply duties, the duties of the supply officer shall be assumed by the executive officer, or the commanding officer shall apportion them in writing to commissioned or warrant officers as collateral duties.

F. When there are less than four commissioned and warrant officers attached to the ship, the commanding officer shall apportion the departmental duties among the commissioned and warrant officer attached in the most equitable manner, utilizing leading petty officers as assistant department heads.

G. Whenever the executive officer or the head of a department is not available for duty and no commissioned or warrant officer is available for assignment pursuant to the foregoing subsections, the commanding officer shall assume the duties of the executive officer or department head, utilizing leading petty officers as assistant department heads as may be necessary.

H. The assignment of an officer as an assistant to the executive officer, or to specific duty within a department, shall be made in writing by the commanding officer, subject to such limitations as may be set forth by these regulations or by a senior in the chain of command.

I. The assignment of an officer to perform one or more of the specific collateral duties shall be made as set forth elsewhere in this chapter.

8-1-3 Division Organization

A. The complement of a ship shall be organized into divisions for the purpose of

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improving efficiency in the performance of assigned duties, and in training, exercises, instructions, and upkeep. The number of divisions may vary according to the size, type, and complement of the ship. Divisions shall be further organized into watches or sections, or both.

B. Divisions shall, to the extent practicable, be assigned battle and emergency stations which permit their employment as units, under their own officers and petty officers.

C. The assignment of officers and men to watches or sections within a division shall be such that stations required to meet the several prescribed conditions of readiness may be effectively manned; that the normal watches may be kept; and that the force on board at any time is sufficient and is organized to care for the safety, operation, and maintenance of the ship.

8-1-4 Ship's Organization Book and Watch, Quarter, and Station Bills

A. Each ship shall maintain a Ship's Organization Book in accordance with current instructions.

B. The watches, quarters for berthing and messing, stations for battle, emergencies, routine work, and other duties to be performed by or assigned to the several divisions and the watches or sections thereof, shall be set forth in a general watch, quarter and station bill.

C. Based on the watch, quarter, and station bill, the assignment of stations and duties to all individuals, by name, shall be set forth in appropriate bill in accordance with current rules and instructions.

PART 2

The Executive Officer

8-2-1 Status, Authority, and Responsibility

A. The executive officer is the direct representative of the commanding officer. All orders issued by him as such representative shall have the same force and effect as though issued by the commanding officer and shall be obeyed accordingly by all persons on board. In the performance of his duties, he shall conform to and effectuate the policies and orders of the commanding officer and shall keep him informed of all significant matters pertaining to the command. The executive officer shall be primarily responsible, under the commanding officer, for the organization, coordination of effort, performance of duty, and good order and discipline of the entire command. Although he shall recognize the right and duty of heads of departments and other officers to confer directly with the commanding officer on important matters relating to their duties, he must keep himself appropriately informed relative to such matters.

B. An officer designated as executive officer during the temporary absence or disability of the permanently designated executive officer shall have the authority and responsibility of the executive officer, but he shall make no change in the existing organization unless ordered to do so, and shall endeavor to have the routine and other affairs of the command carried on in the usual manner.

8-2-2 Assumption of Command

A. The executive officer shall be prepared to assume command at any time should the need arise.

8-2-3 Specific Duties

The executive officer, subject to the orders of the commanding officer, and assisted by the appropriate subordinates, shall:

A. Generally supervise the administration of the business of the ship.

B. Perform the functions of personnel officer for the unit, including the assignment of personnel to departments or other major subdivisions, and the maintenance of personnel records.

C. Prepare and maintain the bills and orders for the organization of the command as a whole.

D. Supervise and coordinate the work, exercises, and training of the personnel of the command.

E. Supervise and coordinate the procurement of supplies for the ship.

F. Have direct cognizance of medical matters when no medical officer is attached to the command.

G. (1) Except for the keys maintained in the custody of the commanding officer in accordance with these regulations, the executive officer shall maintain duplicates of all ship's keys in order to provide immediate access to any locked space or compartment at any time.

(2) The executive officer shall exercise general supervision and control over the security and use of the ship's keys.

H. Prepare and promulgate, as appropriate, a daily schedule of employment, and such other advance schedules as may serve to aid subordinates in planning their work.

I. Make frequent inspections, in company, when practicable, with the subordinates concerned; and take necessary remedial action for the correction of any defects.

J. Function as the safety officer of the command and administer the safety program, coordinating the safety indoctrination and planning of the various departments, to the end that safe methods and procedures shall be followed in all activities of the command.

K. Endeavor to maintain high morale within the command. He shall, to the extent of his authority, insure justice and consistency in the administration of these and related matters.

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8-2-4 Relationship With Officer of the Deck

A. The executive officer shall direct the officer of the deck in 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 construed as reflecting upon the latter's competency and ability, it should not be exercised without necessary and sufficient cause.

8-2-5 Communications Intended for Commanding Officer

A. Except as otherwise provided by these regulations, or as directed by the commanding officer, all routine internal communications intended for the commanding officer shall normally be transmitted through the executive officer.

8-2-6 Responsibilities of Subordinates

A. The prescribed duties of the executive officer shall not be construed to relieve a subordinate from any part of his assigned responsibilities.

8-2-7 Assistants to the Executive Officer

A. When the commanding officer or higher authority determines that assistants to the executive officer, such as a personnel officer or a transportation officer, are required, they may be so designated.

B. The assistants to the executive officer shall perform such other duties as may be assigned.

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PART 3

The Head of a Department

8-3-1 Status, Authority, and Responsibility

A. The head of a department is the officer designated as such in accordance with these regulations. He is the representative of the commanding officer in all matters that pertain to the department, and is accordingly responsible for the operation and the effectiveness of the department. All persons assigned to the department shall be subordinate to him and all orders issued by him shall be obeyed accordingly by them. In the performance of his duties as a head of department, he shall conform to the policies and comply with the orders of the commanding officer.

8-3-2 Direct Communication With the Commanding Officer

A. Except as otherwise provided in these regulations, when the head of a department considers a matter relating to his department to be of sufficient importance to require conferring directly with the commanding officer relative thereto, he shall normally inform the executive officer of the subject matter and request permission to confer with the commanding officer. When for any reason he is unable to follow such procedure, he shall inform the executive officer of the situation at the earliest practicable opportunity.

8-3-3 Specific Duties and Responsibilities

A. The head of a department, subject to the orders of the commanding officer and executive officer, shall:

(1) Prepare and maintain the necessary bills and orders for the organization and operation of his department.

(2) Assign the personnel to stations and duties within the department.

(3) Plan, direct, and supervise the work and training of personnel within the department.

(4) Insure that all prescribed or necessary security measures and safety precautions are strictly observed by all persons within the department and by others who

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may be concerned with matters under his control. He shall insure that all applicable safety precautions are kept properly posted, in conspicuous and accessible places, and that the personnel concerned are frequently and thoroughly instructed and drilled in their observance.

(5) Make frequent inspections of the personnel and material of the department, including the spaces assigned thereto, and take necessary action to correct defects and deficiencies. Each head of department, or his representative, shall each day inspect and report the condition of the department to the executive officer, who shall make a summary report to the commanding officer. These reports normally shall be made at 2000.

(6) Insure economy in the use of public money and stores.

(7) Be responsible for the proper operation, care, preservation, and, within the capacity of his force, the maintenance of the equipment and other material assigned to the department, including coordination with the engineer officer to the end that the repair function may be effectively performed; and for the submission of such data in connection with the accounting therefor, including routine inventories and joint inventories upon relief, as prescribed by current instructions.

(8) Be responsible for the maintenance of records and the submission of reports required of the department.

(9) Be the custodian of the keys to all spaces and storerooms of the department, except such as are assigned by regulation to the custody of another officer. He may designate and authorize subordinates within the department, subject to the approval of the executive officer, to have duplicates of such keys.

(10) Be responsible for the cleanliness and maintenance of the spaces assigned to the department, except as otherwise prescribed by regulations or other competent authority.

(11) Anticipate the material needs of the department, and submit timely requests to fulfill requirements in accordance with the procedure set forth by the executive officer.

B. Neither the head of a department nor his subordinates shall transfer government property from a command or activity without the approval of the commanding officer.

C. The prescribed duties of the head of a department shall not be construed to relieve his subordinates from their responsibilities, which shall include the supervision and training of personnel assigned to them; the proper care, preservation, and economical use of equipment and stores in their charge; the upkeep and cleanliness of assigned spaces; and the maintenance of records and the preparation of reports required in connection with their duties.

PART 4**The Operations Officer****8-4-1 General Duties**

A. The operations officer shall be the head of the operations department. In addition to those duties prescribed elsewhere in these regulations for the head of a department, the operations officer shall be responsible for the collection, evaluation, and dissemination of operational and combat information required for the assigned missions and tasks of the vessel, and, except as may be the responsibility of another officer, for all matters related to the operations of the ship and designated airborne aircraft.

8-4-2 Specific Duties

A. The operations officer shall be responsible for the proper performance of the functions of his department, which include:

- (1) The conduct of visual and electronic search.
- (2) The maintenance of visual and electronic exterior communications.
- (3) The collection and analysis of intelligence and law enforcement information.
- (4) The preparation of operation and training schedules required of his department.
- (5) The execution of electronic counter measures.
- (6) The control of aircraft when airborne, except when this control is assigned to other authority.

8-4-3 The Navigator

A. The operations officer will normally also be the navigator. However, should circumstances require, an officer may be assigned as navigator under the operations officer.

B. The navigator is charged primarily with the safe navigation and piloting of the vessel in conformance with law, regulation, and orders. He shall make reports in connection with his navigating duties directly

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to both the commanding officer and the operations officer. In other matters within the operations department he shall be directly responsible to the operations officer.

C. His specific duties shall include:

- (1) Advising the commanding officer and officer of the deck as to the ship's movements and, if the ship is running into danger, as to a safe course to be steered.
- (2) Assuring that an accurate plot of the ship's position is maintained by astronomical, visual, electronic, or other appropriate means.
- (3) Studying all available sources of information concerning the navigation of the ship prior to entering pilot waters.
- (4) Procurement, preparation, correction, and maintenance of hydrographic and navigational charts, aids, records, and reports.
- (5) The operation, care, and readiness of the vessel's navigational equipment, including the following:
 - (a) When the ship is underway and weather permits, determine daily the error of the gyro and magnetic compasses, and report the result to the commanding officer in writing. He shall cause frequent comparisons of the gyro and magnetic compasses to be made and recorded. He shall adjust and compensate the magnetic compasses when necessary, and, subject to the approval of the commanding officer, he shall prepare tables of deviations, and shall keep correct copies posted at the appropriate compass stations. He shall keep a compass record, which shall be a complete history of the compasses on board.
 - (b) Insure that the boat compasses are in good order and ready for use, and that spare compasses are properly stowed.
 - (c) Insure that the chronometers are wound daily at meridian, and report thereof made to the commanding officer, that comparisons are made to determine their rates and error, and that the ship's clocks are properly set in accordance with the standard zone time of the locality or in accordance with the orders of the senior officer present.

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(d) Insure that the electronic navigational equipment used by him is kept in proper adjustment and, if appropriate, that calibration curves or tables are maintained and checked at prescribed intervals.

(6) Testing the operation of the steering gear before getting underway.

(7) Supervision of the preparation and care of the log. He shall daily, and more often when necessary, inspect the log and the bridge book, and shall take such corrective action as may be necessary, and within his authority, to insure that they are properly kept.

(8) Relieving the officer of the deck as authorized or directed by the commanding officer.

(9) Accurately locating the ship's position and obtaining the data relative thereto necessary for entry in the log at the time of anchoring.

8-4-4 The Communications Officer

A. Under the operations officer there may be assigned a communications officer. When for any reason an officer is not so assigned, the operations officer shall also be the communications officer. The communications officer shall be responsible for the conduct of proper visual and electronic exterior communications.

B. The duties of the communications officer shall include the following:

(1) The conduct of visual and electronic exterior communication in accordance with current communications instructions and other competent authority, and the operation, care, and readiness of the equipment used therefor.

(2) Proper maintenance of radio log and the preparation of communications reports.

(3) The procurement, custody, correction, distribution, physical security, and reporting of all classified registered publications and devices issued to the ship and of all other classified matter assigned to him; but this shall not relieve other persons of their responsibility for the security of classified matter assigned to them.

C. The communications officer shall be the head of the cryptoboard, which shall consist of all officers assigned to communications duties, such other officers as the commanding officer may designate, and, subject to such general authorization and limitations as may be issued by competent authority, such other persons as may be designated by the commanding officer. The communications officer shall be responsible for the supervision and training of the cryptoboard in the employment of the codes and ciphers issued to the ship and in the principles of cryptography and communications security.

D. The commanding officer may assign assistants to the communications officer to act as signal officer, radio officer, and custodian of registered publications.

8-4-5 The Combat Information Center Officer

A. Under the operations officer there may be assigned a combat information center officer, responsible for the operation and readiness of the combat information center. When there is no combat information center installed on the vessel, the operations officer, assisted by the appropriate subordinates, shall be responsible for the performance of such of the duties outlined in this section as are applicable to the vessel and her equipment.

B. The duties of the combat information center officer shall include the following:

(1) The collection and dissemination of operational and combat information.

(2) The operation and readiness of the equipment, including radar and underwater search equipment, used for obtaining operational and combat information.

(3) The supervision and training of personnel assigned to him, the supervision and training of visual lookouts, and the personnel assigned as operators of radar countermeasure and underwater search equipment.

(4) The conduct of recognition training.

(5) The preparation of reports required in connection with his assigned functions.

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C. The commanding officer may assign assistants to the combat information center officer to act as lookout and recognition officer, and underwater search officer.

8-4-6 The Aids to Navigation Officer

A. The operations officer will normally also be the aids to navigation officer in tender class vessels. However, should circumstances require, an officer may be assigned as aids to navigation officer under the operations officer.

B. The aids to navigation officer shall assist the commanding officer as directed in administering the aids to navigation functions of the vessel in conformance with law, regulations and orders.

C. His specific duties shall include:

(1) Exercise close supervision over the servicing, maintenance, and field repair of aids to navigation and aids to navigation equipment to insure that the work is properly done both on board and at fixed structures as the case may be.

(2) Procurement, preparation and maintenance of aids to navigation equipment and stores, and the preparation of records and reports thereof.

(3) Advising the commanding officer relative to timely relief, recharging and other required services to aids to navigation for which the vessel is responsible.

8-4-7 Electronics Material Officer

A. Under the operations officer, there may be assigned an electronics material officer. No officer shall be assigned as electronics material officer until he has qualified and been designated as such in accordance with current instructions. When for any reason there is no qualified

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electronics material officer assigned, the operations officer shall act as electronics material officer.

B. The electronics material officer shall be responsible for the material readiness of all electronics equipment assigned and for the administration of the electronics material maintenance program. He shall be responsible for:

(1) Providing information concerning the capabilities, limitations, and reliability of electronic equipment installed.

(2) Collecting and disseminating technical instructions and directives applicable to the maintenance and repair of electronic equipment installed.

(3) Supervising personnel engaged in the maintenance and repair of electronic equipment. The Electronics Material Officer shall make or cause to be made frequent inspections and tests of the equipment and insure that timely repairs and adjustments to the equipments are made, subject to such authorization as may be required.

(4) Scheduling and assigning tasks to subordinate personnel and prescribing standardized methods and procedures for their guidance so as to insure coordination of the technical maintenance program.

(5) Insuring that the allowance of replacement spare parts for the maintenance of electronic equipment under his cognizance is adequate to support the ship's assigned mission.

(6) The modification, alteration, and installation of equipments as required in authorized field changes, instructions, and improvement programs.

(7) The preparation and submittal of work requests, reports and informative data required for electronic repair shop and yard overhaul of electronic equipment.

PART 5

The Engineer Officer

8-5-1 General Duties

A. The engineer officer shall be the head of the engineering department. In addition to those duties prescribed elsewhere in these regulations for the head of a department, he shall be responsible for the operation, care, and maintenance of all propulsion and auxiliary machinery, the control of damage, and, upon request of the head of department or other officer concerned, the accomplishment of those repairs which are beyond the capacity of the repair personnel or equipment of other departments. When such repairs are beyond the capacity of his department, he shall make the necessary arrangements for their effectuation by the appropriate activity.

8-5-2 Specific Duties

A. The engineer officer, assisted by the appropriate subordinates, shall be responsible for:

(1) The operation, maintenance, and repair of all machinery, piping systems, interior communication systems, and electric and electronic devices not specifically assigned to other departments.

(2) The maintenance and repair of the hull and its appurtenances, except as specifically assigned to other departments.

(3) The furnishing of power, light, ventilation, heat, refrigeration, and water, and the operation and maintenance of the equipment connected therewith.

(4) The repair of boats and boat machinery and the upkeep of the engine compartments of boats.

(5) The care, stowage, and use of fuels and lubricants not assigned to other departments.

(6) The maintenance and repair of underwater fittings.

(7) The maintenance of the engineering log.

(8) The maintenance of a machinery index, machinery history, and current ship's maintenance project, in accordance with current instructions.

(9) Preparation of reports required in connection with his assigned functions.

(10) The maintenance of the engineer's bell book on vessels 150 feet in length and over, except when main propulsion engines are under pilothouse control.

8-5-3 The Assistants to the Engineer Officer

A. The assistants to the engineer officer shall include commissioned and warrant officers assigned to engineering duty by the Commandant, and any other officers assigned to the engineering department, either for part or full time duty, by the commanding officer. Subject to the approval of the commanding officer, the assistants to the engineer officer shall perform such duties as are assigned them by the engineer officer.

8-5-4 The Damage Control Officer

A. Under the engineer officer, there may be assigned a damage control officer. Such assignment will be made by the commanding officer from among the officers attached to the vessel, irrespective of whether the officer is assigned to the vessel for engineering duty or for deck duty. When for any reason an officer is not so assigned, the engineer officer shall also be the damage control officer.

B. The damage control officer shall be immediately responsible for establishing and maintaining an effective damage control organization.

C. The specific duties of the damage control officer shall include:

(1) Prevention and control of damage, including control of stability, list, and trim.

(2) Assignment of appropriate closure classifications and the conspicuous marking thereof upon or adjacent to the objects to which they apply.

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(3) Coordination and supervision of the prescribed tests of compartments and spaces for tightness.

(4) Preparation and maintenance of bills for the control of damage and stability, and correct posting of compartment check-off lists.

(5) Training of ship's personnel in damage control, emergency repairs, and defensive measures against gas and similar weapons.

8-5-5 The Engineer Officer of the Watch

A. When sea watches are being stood, the engineer officer of the watch is the officer or petty officer in direct charge of the machinery in the engineering department. He shall be responsible during his watch for the proper operation, care, and preservation of all machinery in the engineering department. He shall have direct charge of all engineering personnel on watch and shall see that they are instructed properly in the performance of their duties, that discipline is maintained, and that his watch relieves on time. His duties and responsibilities shall include, among other things, the following:

(1) He shall not relieve the watch until he has ascertained the material and operational condition of all machinery in the engineer department.

(2) He shall cause to be executed promptly any order received from proper authority, whether by signal or otherwise, or report immediately his inability to execute the order and the reason therefor.

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(3) 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.

(4) He shall not permit the speed of the engines to be altered except by orders from the bridge or in case of emergency.

(5) He shall immediately notify the engineer officer of any actual or potential operational deficiencies or derangements of the machinery.

(6) He shall not absent himself from the place of his duties unless regularly relieved.

(7) He shall cause to be faithfully executed and observed all instructions and directions received from the engineer officer concerning the use, care, and preservation of all machinery.

(8) He shall insure that the entries in the machinery log and the engineer's bell book are made as prescribed by current instructions, and shall sign these entries before going off watch.

B. The engineer officer of the watch with day's duty shall be directly responsible for the operation, care, and preservation of the machinery of the engineering department. He shall have general supervision and responsibility for all work coming under the cognizance of the engineering department, but the direct supervision of maintenance and repair shall be carried on by the other assistants to the engineer officer, according to the assignments made within the department, as directed by the engineer officer.

PART 6

The First Lieutenant

8-6-1 General Duties

A. The first lieutenant shall be the head of the deck department. In addition to those duties prescribed elsewhere in these regulations for the head of a department, he shall be responsible for the supervision and direction of the employment of the equipment associated with deck seamanship and of the ordnance equipment.

8-6-2 Specific Duties

A. The first lieutenant shall be responsible for the proper performance of the functions of his department, which include:

(1) The upkeep and cleanliness of the exterior of the vessel and of those compartments and spaces which are not specifically assigned as the responsibility of another officer.

(2) The upkeep and use of the ground tackle, windlasses, mooring lines, and related equipment. When anchored, he shall keep himself informed as to the condition of the ground tackle, and shall promptly inform the commanding officer when any corrective action appears to be necessary. When made fast to a dock, he shall insure that the lines are properly tended to accommodate changes in weather, tides, and currents.

(3) The operation, cleanliness, and upkeep of the ship's boats, except the engines and engine compartments, and of the life rafts and other lifesaving equipment. The first lieutenant shall insure that adequate means for securing the ship's boats are provided and employed and that the required life jackets, and other standard equipment necessary for the safety of the boats and the personnel embarked, are in place and in serviceable condition. When at sea, and at other times when appropriate, the first lieutenant shall insure that a supply of fresh water, provisions, and other articles which may become necessary for use in the boats or attached to the life rafts or similar life saving equipment, or are immediately available.

(4) The maintenance of the hull history in accordance with instructions issued by the Commandant.

(5) The care and upkeep of the rigging, towing gear and equipment, gangways, and other deck appurtenances. When at sea, the first lieutenant shall insure that all gear about the weather decks is properly secured, and as appropriate, is ready for use.

(6) All matters related to deck seamanship including those involved in loading and unloading operations.

(7) The recovery of aircraft.

(8) Aircraft landing, launching, and handling operations; crash salvage and fire fighting; and the operation, maintenance, and repair of aircraft handling equipment.

8-6-3 The Gunnery Officer

A. Under the first lieutenant, there may be assigned a gunnery officer. When for any reason an officer is not so assigned, the first lieutenant shall also be the gunnery officer. His duties shall include, among other things, the following:

(1) The operation, care, maintenance, and repair of the armament, including small arms and infantry equipment.

(2) The procurement, care, handling, stowage, accounting for, and use of explosives, including ammunition, ammunition containers, and ammunition details, and the conduct of periodic inspections and tests of ammunition and ammunition spaces prescribed by competent authority.

(3) The operation and readiness of electronic equipment assigned to his department.

(4) The operation and readiness of the equipment connected with antisubmarine attack, except that assigned to other departments.

(5) The operation and readiness of the equipment connected with mine warfare, except that assigned to other departments.

(6) The operation, maintenance, and readiness of torpedo countermeasure equipment.



B. The gunnery officer shall insure:

(1) Strict compliance with current rules and instructions relating to ordnance and gunnery.

(2) That, in each part of the ship where ammunition is stowed or handled or where gunnery appliances are operated, applicable safety orders are posted in conspicuous and accessible places, and that the personnel concerned are frequently and thoroughly instructed and drilled in them.

PART 7

The Medical Officer

8-7-1 General Duties

A. When a medical officer is assigned to a vessel, he shall be the head of the medical department. In addition to those duties prescribed elsewhere in these regulations for the head of a department, he shall be responsible for maintaining the health of the officers and crew. He shall perform such other appropriate duties as are assigned him in addition to his duties as medical officer.

8-7-2 Specific Duties

The specific duties of the medical officer shall include the following:

A. The treatment and care of the sick and wounded.

B. The health and hygiene of the personnel and the sanitation of the vessel.

C. The inspection of the vessel, food, and water insofar as the health of the personnel of the vessel may be affected.

D. The training, direction, and coordination of the personnel assigned to his department.

E. The preparation of reports and the proper maintenance of records, including the medical log, connected with his assigned functions.

F. The completeness and condition of medical and surgical supplies required for the efficient operation of his department.

G. Custody, security, and record of dispensing of medical stores, including all ardent spirits, narcotic drugs, and poisons, and the maintenance on board at all times of antidotes for narcotics and poisons.

H. Rendering of medical assistance, free of charge, to sick and disabled seamen wherever found, subject to the discretion of the commanding officer. If in Alaskan waters or in waters of other territories or 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 practice of resident physicians.

8-7-3 The Dental Officer

A. When a dental officer is assigned to the ship he shall be assigned to the medical department.

B. The fundamental duty of the dental officer is to prevent dental disease and promote oral health. He shall be directly responsible for the care and treatment of dental disabilities.

C. His specific duties and responsibilities shall include the following:

- (1) Informing the medical officer whenever a case requires medical attention.
- (2) The training and direction of personnel assigned to the dental clinic.
- (3) The preparation of reports and the proper maintenance of records connected with his assigned functions.
- (4) The completeness and proper condition of dental supplies and equipment required for the proper operation of the dental clinic.
- (5) The custody, security, and record of dispensing of all ardent spirits, narcotics, and poisons under the cognizance of the dental clinic; and maintaining on board at all times antidotes for narcotics and poisons.
- (6) Rendering of dental assistance, free of charge for humanitarian reasons, subject to the discretion of the commanding officer.

PART 8

The Supply Officer

8-8-1 General Duties

A. When an officer is assigned to a vessel for supply duties, he shall be the supply officer and the head of the supply department. In addition to those duties prescribed elsewhere in these regulations for the head of a department, he shall be responsible for procuring, receiving, storing, issuing, shipping, transferring, selling, accounting for, and, while in his custody, maintaining all stores and equipment of the command, except as otherwise prescribed in these regulations.

B. When it is considered necessary for the efficient operation of the supply department, the commanding officer, at his discretion, may assign other officers to assist the supply officer in the performance of the functions enumerated herein with the exception of those duties designated under Section 8-8-2A(6).

8-8-2 Specific Duties

A. The specific duties of the supply officer shall in addition to those duties prescribed in the preceding paragraph, include:

- (1) Inspecting material received under orders and contracts calling for inspection on delivery, assisted by qualified inspectors appointed by the commanding officer for material of a technical nature.
- (2) The duties and responsibilities of the commissary officer as set forth in Section 8-10-2 of these regulations.
- (3) The duties and responsibilities of the property officer as set forth in Section 8-10-3 of these regulations.
- (4) The duties and responsibilities of the clothing officer as set forth in Section 8-10-5 of these regulations.
- (5) Allotment accounting.

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(6) When specifically designated by the Secretary, act as authorized certifying officer, assistant disbursing officer, or agent cashier, as the case may be. This includes the procurement and disbursement of money for the Coast Guard, and the payment of personnel and payment for materials and services procured by the Coast Guard.

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PART 9

Officer of the Deck

8-9-1 Status, Authority, and Responsibility

A. The officer of the deck is the officer on watch in charge of the ship. He shall be responsible for the safety of the ship and for the performance of the duties prescribed in these regulations and by the commanding officer. Every person on board who is subject to the orders of the commanding officer, except the executive officer, shall be subordinate to the officer of the deck.

8-9-2 Relationship With Executive Officer and Navigator

A. The executive officer may direct the officer of the deck in matters concerning the general duties and the safety of the ship and personnel. When the commanding officer is not on deck the executive officer may direct the officer of the deck how to proceed in time of danger, or during emergency, or he may assume charge of the deck himself, and shall do so should it in his judgment be necessary.

B. When it appears to him that the vessel may be standing into danger, the navigator shall advise the officer of the deck of a safe course to be steered, and the officer of the deck shall regard such advice as sufficient authority to change the course, but he shall at once report the change to the commanding officer. In addition, the commanding officer may authorize the navigating officer when on the bridge at sea, provided neither the commanding officer nor the executive officer is present on the bridge, to relieve the officer of the deck in an emergency when, in the opinion of the navigating officer, such action is necessary for the safety of the ship.

C. The commanding officer shall be promptly informed whenever the officer of the deck is relieved in accordance with this section.

8-9-3 Relieving the Officer of the Deck

A. An officer preparing to relieve the deck watch shall thoroughly acquaint himself with all matters which he should know

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for the proper performance of his duties while on watch, including among other things, the following:

- (1) The position, course, and speed of the ship and the propeller revolutions.
- (2) The position of the ship with reference to vessels in the vicinity, and to any land, shoals, or rocks that may be near or which the ship may be approaching.
- (3) The state of the weather.
- (4) All orders that remain unexecuted and the instructions contained in the commanding officer's night order book.
- (5) The condition of all equipment and devices required to be in use or ready for use for the prevention of collisions or to fix the position of the ship.
- (6) The distribution of persons on watch or available for duty.
- (7) The degree of closure of watertight doors and hatches.

B. An officer may decline to relieve the deck watch:

- (1) Until the new watch has relieved.
- (2) Until any particular movement or evolution is completed.
- (3) If he believes the ship to be in a dangerous position, in which case he shall report the facts to, and receive his orders from, the commanding officer.

8-9-4 Duties

A. The general duties and responsibilities of the officer of the deck shall include, among other things, the following:

- (1) He shall remain in charge and at his station until regularly relieved. He shall scrupulously obey all orders and regulations and shall require the same of all persons under him. He shall instruct those on watch under him as may be necessary in the performance of their duties, and shall insure that they are at their stations, attentive and alert. He shall endeavor to foresee situations which may arise, and shall take such timely and remedial action as may be required.

- (2) At all times he shall present and conduct himself in a manner befitting his office. His orders shall be issued in the customary phraseology of the Service, without unnecessary repetition and in an authoritative tone sufficiently loud only for the occasion. When giving orders that are to be repeated he shall require that his subordinates make no changes or additions thereto.

- (3) He shall promptly inform the appropriate persons of matters pertaining to his watch which they should know for the proper performance of their duties, including the reporting of any defects or deficiencies of which he may become cognizant.

- (4) He shall promptly report to the commanding officer all matters which affect or which may affect the safety of the ship or personnel, or ships in company. All land, shoals, rocks, light houses, beacons, buoys, discolored water, vessels, aircraft, or wrecks detected; and marked changes in the barometer, force and direction of the wind, state of the sea, or indications of change in weather; all changes of formation, course or speed made by ships in company or by himself; derangements to equipment which may affect the safety or operations of the ship; all serious accidents; the winding of chronometers; the hours of 0800, 1200, and 2000; and, in general, all occurrences worthy of notice of the commanding officer shall be reported to him, subject to his orders.

- (5) He shall require reports of any occurrence or condition which may in any way affect the safety or proper operation of the ship, or which may endanger any person aboard, or which is required for entry in the record of his watch.

- (6) Each officer assigned deck duty, and each petty officer required to stand watches as officer of the deck, shall make an early and careful study of the pilotage of the cruising waters of the ship to which attached. He shall continually endeavor to perfect his piloting knowledge to the end that he may be able to work intelligently and safely on stranded or other distressed vessels and to otherwise efficiently perform duties of the Coast Guard. Particular attention shall be paid to observation and study of the tides, currents, topography, local maritime practices, and potential dangers to navigation in the area.

B. The specific duties of the officer of the deck shall include, among other things, the following:

(1) When underway, he shall remain on deck on the bridge unless otherwise directed by the commanding officer. He shall not engage in any occupation that will detract or tend to detract his attention from the care of the ship.

(2) When underway, and especially when approaching land or shoal waters, he shall keep himself informed of the position of the ship and of all particulars which may be of use in keeping the ship out of danger. He shall employ such means and devices as may be available for detecting and avoiding danger from grounding or collision. When there is danger of grounding or collision, he shall take immediate action to minimize and localize any damage which might occur. He shall see that the ship is skillfully steered and kept on her course and that when steaming in formation, the assigned station is maintained. He shall see that nothing is thoughtlessly or needlessly done to impair the accuracy of the compasses, or other devices and equipment used for navigational purposes, and that their tabulated errors are frequently verified. During low visibility or when in congested areas he shall station lookouts as circumstances require. He shall see that the lights required by law for preventing collisions are kept burning from sunset to sunrise, except when not in use by orders of competent authority, and that they are inspected half hourly.

(3) He shall require that a regular trick at the wheel, and the length of time a lookout may be required to remain at his post, shall not exceed two hours. When those 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 report to him every half hour, at the same time reporting the condition of the running lights.

(4) He shall be responsible for maintaining an alert signal watch and for the proper conduct of bridge communications in accordance with communications instructions and the requirements of the commanding officer.

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(5) He shall see that ensigns and pennants are properly displayed.

(6) When at anchor in a strong tideway, or with a strong wind blowing, the officer of the deck shall take special precautions to detect and prevent dragging.

(7) He shall require that an alert watch be kept over other craft in the vicinity, and cause prompt assistance to be rendered any such craft when necessary.

(8) He shall require frequent inspections to be made to insure the security of the ship, including watertight integrity, degree of closure, condition of the armament, condition of ground tackle or mooring lines in use, readiness of boats for service, good order and discipline of the crew, safety and security of prisoners, and all other matters which may affect the safety or operation of the ship.

(9) He shall carry out promptly and precisely the established routine and any special orders for the ship, weather and other circumstances permitting, and shall report any deviation therefrom to the commanding officer or executive officer, as appropriate.

(10) He shall insure that necessary measures and precautions are taken to prevent accidents. Particular care shall be exercised in heavy weather, and when men are working aloft, over the side, or in confined spaces, and when inflammables and explosives or any other dangerous materials are being handled. Means for recovery of persons falling overboard shall be available for instant use.

(11) When moored to a pier or dock, he shall familiarize himself with the fire-fighting facilities in the vicinity and keep himself informed relative to any activities within the vicinity which might constitute hazards, both from the viewpoint of safeguarding the ship and of rendering prompt assistance when required.

(12) He shall report to the commanding officer whenever an aid to navigation is discovered to be out of its proper position or not operating properly.

(13) When the officer of the deck is instructed to make the ship ready for getting underway, or to have her ready for getting

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underway at a certain time, he shall insure that the engineer officer is duly notified. When the probable time of anchoring, mooring, or starting or stopping engines 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.

(14) Before allowing the turning over of the main engines by power when not underway, he shall ascertain that it is safe to do so and that competent persons are stationed to give and execute the necessary signals.

(15) He shall see that the ship presents in all respects a neat, trim, and seaman-like appearance, and that personnel on deck are in the prescribed uniform.

(16) He shall insure that every ship's boat in use is properly manned and equipped and is not loaded beyond capacity, consistent with weather conditions; he shall require that life preservers be worn on all occasions, except when he authorizes their removal for reasonable cause.

(17) He shall, before sending a boat away from the ship, insure 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 the coxswain of a boat to use sail when it can be done to advantage.

(18) He shall insure that the ship's boats and their crews present at all times a creditable appearance, that the boats are handled smartly, and that the crews observe the rules for preventing collisions and the regulations pertaining to honors and ceremonies.

(19) He shall insure that boats are properly secured when not in use, and that at least one boat is ready for lowering, consistent with the state of weather and sea.

(20) He shall report to the executive officer any contemplated movement of the ship's boats of which that officer is not already cognizant.

(21) He shall see that meals are kept for personnel absent on duty if no other ar-

rangements have been made for their meals.

(22) He shall inform himself of all boats or other craft that come alongside or leave the ship and shall permit them to lie at the gangway no longer than necessary. He shall promptly notify the officers concerned when stores, material, or services arrive which require their knowledge or action.

(23) The officer of the deck shall take necessary measures to prevent the unauthorized introduction into or removal from the ship of equipment or other articles.

(24) During working hours and at such other times as appropriate, he shall receive at the gangway and shall accompany to the side all officers or distinguished visitors.

(25) He shall require all persons leaving or returning to the ship to report to him or his representative; on leaving the ship they shall report as to their authority to do so.

(26) He shall see that all persons coming aboard or alongside the ship are courteously treated.

(27) So far as his authority extends, the officer of the deck shall see that all regulations concerning salutes, honors, and ceremonies, except as modified by orders or competent authority, are carefully observed.

(28) When standing a day's duty, and when not required to be on deck, he shall always be ready to appear the moment he is summoned or notified that his presence is required. He shall receive all reports direct. He shall be on deck and attentive to duty from reveille until 1700, except during meals or while carrying out other duties required of the officer of the deck, and remain up and about from 1700 until 2200.

(29) He shall note or require to be noted in a bridge book all data necessary for entry in the ship's log, which he shall write immediately after the end of his watch, except when standing day's duty, in which case he shall log the events of the day before retiring.

PART 10**Collateral Duties****8-10-1 General**

A. The commanding officer may, subject to such limitations as may be set forth by these regulations and other competent authority, assign commissioned and warrant officers to perform duties under the titles and according to the regulations set forth in subsequent sections of this part. Such assignment shall be in writing. In any case when an officer has not been assigned to perform one of the prescribed collateral duties, the duties and responsibilities prescribed therefor shall devolve directly upon the commanding officer.

B. The status and authority, the procedure for direct communication with the commanding officer, and the duties and responsibilities set forth for the head of a department in this chapter, shall apply to the officers designated under paragraph A of this section.

8-10-2 The Commissary Officer

A. The commissary officer shall be responsible for the proper, effective and efficient administration and operation of the crew's mess. His specific duties and responsibilities shall be as prescribed in current instructions.

8-10-3 The Property Officer

A. The duties and responsibilities of the property officer shall include:

(1). Maintenance of the Plant Property Record and the records connected therewith as required by the Comptroller Manual.

(2). Receipt and issue to department heads or other authorized persons of all property required to be accounted for in the Plant Property Record.

(3). The custody, care and preservation of all property required to be accounted for in the Plant Property Record except that which has been issued to an authorized person or property disposed of in accordance with the Comptroller Manual.

U. S. COAST GUARD REGULATIONS**8-10-4 The Exchange Officer**

A. The exchange officer shall be responsible for:

(1). The proper and efficient operation of the exchange activities in accordance with current rules and instructions.

(2). Custody and administration of the Morale Fund in accordance with current rules and instructions.

8-10-5 The Clothing Officer

A. The duties and responsibilities of the clothing officer shall include the following:

(1). Procurement and issue of clothing sufficient to provide the crew a means of obtaining the items required by Uniform Regulations.

(2). Preservation of clothing in stock and orderliness and cleanliness of spaces assigned.

(3). Accuracy of inventories, reports, and the records connected therewith, and compliance with the rules and instructions contained in the Comptroller Manual.

8-10-6 The Morale and Recreation Officer

A. The duties and responsibilities of the morale and recreation officer shall include:

(1). Development of the overall recreational program for the personnel of the command.

(2). Arrangement of schedules for athletic activities and social events.

(3). Procurement and maintenance of appropriate athletic and other recreational equipment.

(4). Determination of what facilities and services are available through civil and military organizations and the making of arrangements necessary for the personnel of the unit and their families to utilize such facilities and service.

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8-10-7 The Educational Officer

A. The duties and responsibilities of the educational officer shall include:

(1). Encouragement of personnel to utilize off-duty training and educational opportunities available for increasing their technical and professional knowledge and for expanding their general education.

(2) Administration of the educational program of the vessel in accordance with current rules and instructions.

8-10-8 The Photographic Officer

A. The duties and responsibilities of the photographic officer shall include:

(1). The taking of official photographs in accordance with current rules and instructions.

(2). The proper operation, care, preservation and maintenance of photographic equipment.

CHAPTER 10

INTERNAL ROUTINE AND ADMINISTRATION OF THE UNIT

PART 1

General

10-1-1 Organization of shore units

A. A commanding officer or officer in charge of a shore unit shall organize his command, giving due consideration to the mission, complement, physical arrangement, and other characteristics of the unit, in such manner as will insure accomplishment of the task of the unit with maximum economy and efficiency. The organization of a unit shall conform to such other instructions as may be issued, and generally to the organizational principles of the standard ship organization; it shall be prepared in written form.

B. At those shore units, other than administrative offices, having a personnel allowance sufficient for a division organization, the personnel attached shall be assigned to divisions, which shall be organized into watches and sections for duty, watch keeping, and liberty. The unit must at all times be adequately protected in event of emergency and be ready to meet any requirement for duty in accordance with orders from superior authority. Watch, quarter, and station bills shall be conspicuously posted in a place readily accessible to the personnel concerned. The bills shall provide for fire, cleaning, berthing, daily routine and such other details and duties of a routine nature as may be peculiar to the unit or as may be prescribed by the district commander.

10-1-2 Routine

A. The daily routine for any unit shall be prescribed in a ship or station order, as appropriate. The routine shall conform to such instructions as may be issued by district or other superior commanders.

10-1-3 Visitors

A. Visitors shall not be permitted to make other than casual inspections of Coast Guard units afloat or ashore, unless specific permission has been granted by the Commandant.

B. Reasonable care shall be exercised by commanding officers and others officially concerned to safeguard the persons and property of visitors to Coast Guard activities.

10-1-4 Dealers, Tradesmen, and Agents

A. Dealers or tradesmen or their agents shall not be admitted within a command, except as authorized by the commanding officer in order to:

(1) Conduct public business.

(2) Transact specific private business with individuals at the request of the latter.

(3) Furnish services and supplies which are necessary and are not otherwise available to the personnel of the command.

10-1-5 Lucky Bag

A. Wearing apparel and other belongings of the enlisted force found out of place or left lying about the living quarters of the crew shall be put into the lucky bag and sold at the mast unless claimed by the owners.

B. Proceeds from lucky bag sales shall be deposited in the Exchange or Morale Fund; if the unit has no Exchange or Morale Fund, proceeds shall be forwarded to the District Commander for deposit in the District Morale Fund.

10-1-6 Fire Extinguishing Apparatus

A. All fire extinguishing apparatus shall be selected, placed, recorded, inspected weighed and tested as necessary for most effective use in extinguishing fires. Details set forth in current directives shall be followed.

10-1-7 Marking of Government-owned Property

A. Plant Property (Title B) shall be marked to identify it as Coast Guard-owned property, except that property which is on a loan basis from other agencies which will

be marked (if not already bearing owner's identification) to clearly indicate ownership by the appropriate agency.

B. Coast Guard-owned Plant Property (Title B) shall be conspicuously marked either by cutting, engraving, stamping, etching, branding, or by decals with the letters "U. S. C. G." or "Property of U. S. Coast Guard" thereon.

10-1-8 Post Offices

A. Coast Guard post offices may be established at Coast Guard units, upon approval of the Commandant, as the needs of the Service require, pursuant to an Act of Congress approved 6 June 1953 (P. L. 57 - 83rd Congress).

B. Coast Guard Post Offices shall be governed by United States Postal Laws and Regulations, and they shall be operated in accordance with instructions issued by the Commandant.

C. The Commandant will select enlisted personnel for designation by the Post Office Department as Coast Guard postal clerks and assistant postal clerks.

D. Each postal clerk or assistant postal clerk shall take the oath of office prescribed for members of the postal service, and shall give bond to the United States in such penal sum as the Postmaster General may deem sufficient for the faithful performance of his duties as postal clerk or assistant postal clerk. Any bond thus given may be terminated by the Commandant but termination shall not affect the liability of any person or surety thereunder for losses or shortages occurring prior to such termination.

E. The Commandant may waive the giving of bond in the case of such postal clerk and assistant postal clerk.

F. The Commandant will take such action as may be available to effect recovery of amounts paid under the provisions of the Act of 6 June 1953 (P. L. 57 - 83rd Congress) from the persons responsible for losses or shortages.

10-1-9 Administration of oaths

A. Authority to administer oaths for the purposes of military administration, including military justice; to administer such other oaths as may be necessary in the performance of their duties; and to exercise the general powers of a notary public and of a consul of the United States, in the performance of all notarial acts to be executed by members of any of the armed forces, wherever they may be, and by other persons subject to the Uniform Code of Military Justice outside the continental limits of the United States; is vested in all commissioned officers on active duty in the Coast Guard. (Art. 136 UCMJ)

B. Authority to exercise the general powers of a notary public in the administration of oaths for the purpose of execution, acknowledgment and attestation of instruments and papers, and all other notarial acts in Alaska and places beyond the continental limits of the United States where the Coast Guard is serving is vested in all commissioned officers and all warrant officers-in-charge on active Coast Guard duty. On any instrument or paper in connection with which a notarial act is performed under this designation, the signature, service number and rank of the officer administering the oath shall appear together with the words "By authority of 14 USC 636."

C. Authority to administer the oath required for the enlistment of any person, ★ the oath required for the appointment of any person to commissioned or warrant officer grade, and any other oath required by law in connection with the enlistment or appointment of any person in any of the armed forces is vested in any commissioned officer of any component (including the reserve component) of any of the armed forces of the United States, whether or not on active duty. (sec. 1, 64 Stat. 187). The oath required for the enlistment of a person in the Coast Guard may also be administered by a warrant officer (14 USC 636) or a notary public (5 USC 92a), or a chief petty officer or petty officer, first class, while serving as officer in charge of a recruiting station, when so authorized in writing by the district commander (Art. 136 UCMJ).

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D. Authority to administer oaths necessary in the performance of their duties is vested in all persons of the Coast Guard detailed to conduct an investigation. (Art. 136 UCMJ). As here used, the word "investigation" includes any statutory type of investigation authorized to be conducted by the Coast Guard, and the word "persons" includes enlisted as well as officer personnel.

E. Authority to administer all oaths required by law in the licensing and certifying of merchant marine personnel is vested in all officers-in-charge, marine inspection, military and civilian.

★ F. Fees or emoluments of any character shall not be accepted for performance of notarial acts.

★ 10-1-10 Signing Official Correspondence

A. Area commanders and district commanders may authorize officers of their staffs to sign correspondence and reports "By direction."

B. A commanding officer or officer in charge may designate officers within his command to approve, by his direction, correspondence, routine papers, vouchers,

payrolls, returns, and reports not requiring administrative discretion by the commanding officer.

C. The commanding officer or officer in charge shall sign all official correspondence addressed to higher authority relating to the mission or efficiency of his command or activity.

D. Official correspondence which is required by law or regulation to be signed by an officer in the execution of the duties of his office shall be signed by him in his own handwriting.

E. In official correspondence signed by subordinate officers for a senior, the words "Chief of Staff," "Executive Officer," or "By direction" as appropriate shall appear below the signature of the subordinate officer. In the business form letter, the grade of the signing official, his functional title, such as "Chief of Staff" or "Executive Officer", or "By direction of (appropriate commander)" shall appear below his signature.

F. When an officer temporarily succeeding to command signs official correspondence, the word "Acting", shall appear below his signature.

PART 2

Crew's Messes

10-2-1 Subsistence of Enlisted Members

A. The subsistence policy of the Coast Guard shall be to provide enlisted personnel with a well-balanced diet containing the proper amounts and types of nutrients necessary for health and well-being, by proper preparation and service of food, at a minimum cost.

B. Rations in kind shall be provided enlisted personnel at all units where equipment, facilities, and personnel trained in commissary tasks are available.

C. At small units when it is not feasible to provide rations in kind, and a basic allowance for subsistence is paid in lieu thereof as provided by law, the responsibility of the Coast Guard is not discharged until actual availability of meals or provisions, including facilities and equipment for preparation and service, is assured by the appropriate command.

10-2-2 Types of Messes

A. A Government mess will be operated at units where messing facilities are furnished and a commissaryman is included in the authorized personnel allowance. A mess may also be authorized by the Commandant at small or isolated units.

B. The type of Government mess to be operated shall be a general mess if a supply officer is included in the unit's authorized personnel allowance, or a commuted ration mess if no supply officer is authorized.

C. At units operating a Government mess all enlisted personnel will be subsisted in the mess unless:

(1) Authorized in writing by the commanding officer to mess separately, or

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(2) For the convenience of the Government, are on a cash allowance basis, or

(3) Assigned to an officers' mess.

10-2-3 Administration and Operation of Messes (T.D.O. 167-3)

A. The methods and procedures for administration and operation of general and commuted ration messes shall be as prescribed in the Comptroller Manual.

10-2-4 Messing Bill

A. A messing bill shall be prepared by the executive officer or officer-in-charge as part of the watch, quarter, and station bill.

10-2-5 Messmen

A. Messmen may be detailed by the commanding officer or officer-in-charge to a crew's mess having 10 or more enlisted persons subsisted therein. Only that number of messmen necessary for the proper performance of mess duties shall be detailed, and in no case shall the number detailed exceed one for each 20 men, or fraction thereof, subsisted in the mess.

B. As a general rule, a petty officer shall not be detailed as messman. In case circumstances arise which require that an exception be made to this rule, a petty officer detailed as messman shall be relieved as soon as practicable.

C. A detail as messman will be made on the first day of each month. Such detail shall not exceed 2 months, unless the person desires and requests to serve longer. In general, no person who has served as messman should be assigned this duty within 2 months of the completion of his previous detail, except that he may be assigned to perform the duties temporarily for not to exceed 10 days.

PART 3

Quarters Afloat

10-3-1 Force Commander and Staff

A. 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 commanding officer, the executive officer, or the engineer officer.

10-3-2 Commanding Officer or Officer-in-Charge

A. The officer assigned to the command of a vessel shall occupy the cabin. In a ship having more than one stateroom in the cabin, he shall occupy the one fitted for the commanding officer. On a vessel having no cabin, he shall occupy the quarters assigned in the ship's plans to the commanding officer or officer-in-charge.

10-3-3 Commissioned Officers

A. 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 commanding officer, the executive officer, and the engineer 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.

10-3-4 Cadets

A. Cadets shall be quartered in the wardroom, if practicable; otherwise, the commanding officer may assign them to such suitable space as may be available.

10-3-5 Commissioned Warrant Officers and Warrant Officers

A. Commissioned warrant officers and warrant officers shall be quartered in the

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warrant officers' quarters. The rooms shall be occupied as designated by the commanding officer.

10-3-6 Passengers

A. 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.

10-3-7 Crew

A. The members of the crew of a vessel shall be quartered in such spaces as may be assigned for that purpose.

B. A berthing plan for the crew, showing berth and locker assignments, shall be maintained by the executive officer.

PART 4

Quarters Ashore

10-4-1 Definitions

A. The status of Government quarters ashore is determined by the use to which such quarters are put, as follows:

(1) Housekeeping quarters are Government quarters furnished for and available for occupancy (or occupied) by personnel with dependents.

(2) Non-housekeeping quarters (generally known as bachelor officer's quarters) are Government quarters furnished for and available for occupancy (or occupied) by officers without dependents or not accompanied by dependents.

(3) Barracks are Government quarters furnished for and available for occupancy (or occupied) by enlisted personnel without dependents or not accompanied by dependents.

B. The foregoing definitions shall be used in making determinations regarding both the allowance of furnishings and furniture for quarters and the eligibility of personnel for basic quarters allowances.

10-4-2 General Rules

A. Commanding officers shall require housekeeping quarters, nonhousekeeping quarters, and barracks assigned to their units to be employed to the maximum practicable extent.

B. If, for his special privilege or benefit, any person does not occupy assigned quarters, such nonoccupancy shall not be considered sufficient reason for authorizing a quarters allowance in his case.

C. Occupancy, by a person without dependents, or by a person with his dependents, of quarters assigned shall be conclusive proof that they are adequate for the purpose of determining whether or not a quarters allowance shall be authorized.

D. A person having dependents may be required or permitted, as an individual, to occupy nonhousekeeping quarters or barracks, as appropriate, at a unit where no housekeeping quarters are available for

assignment to him for use by him and his dependents, but such person shall not so occupy more than one room and a bath and such occupancy shall not, of itself, affect his basic quarters allowance status.

E. When civilian personnel are required to reside at a unit, they shall be assigned to housekeeping quarters, nonhousekeeping quarters, or barracks, as appropriate.

F. Steward-group ratings shall not be assigned to duty in an officer's housekeeping quarters except when specifically authorized by personnel allowances and instructions issued by the Commandant.

10-4-3 Assignment of Housekeeping Quarters

A. In general, housekeeping quarters assigned to a shore unit are required and intended only for occupancy by the unit's personnel. In some instances, however, a unit may have housekeeping quarters in excess of its own requirements. In such cases, on recommendation of the district commander (or commanding officer, if a Headquarters unit), the Commandant will determine which of such quarters are required for occupancy by the unit's personnel and which are not required for occupancy by the unit's personnel.

B. Assignment of personnel to those housekeeping quarters of a unit which are required for occupancy by the unit's personnel shall be made in writing by the commanding officer, in conformity with the following principal considerations:

(1) The general rule that the commanding officer or officer-in-charge should be required to reside on the station.

(2) The importance, depending upon the type of unit, of requiring that an officer in succession to command be on the station at all times.

(3) The desirability of providing a residence at the unit for certain persons because of the particular nature of their duties.

C. Assignment of personnel to those housekeeping quarters of a unit which are not required for occupancy by the unit's personnel shall be made in writing by the

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district commander, subject to such limitations as are set forth by the Commandant.

D. An officer shall not be assigned to housekeeping quarters containing a number of rooms less than the number prescribed by law for an officer of his grade, as stated in the table below, except when the assigning officer determines that a smaller number of rooms is adequate in the particular case for occupancy of the officer and his dependents. In every case, due consideration shall be given to the suitability of the quarters for occupancy by the officer concerned, his position in the organization, his grade, the number, age, and sex of his dependents, and other circumstances affecting the assignment:

Admiral -----	11 rooms
Vice Admiral-----	10 rooms
Rear Admiral -----	9 rooms
Commodore -----	8 rooms
Captain -----	7 rooms
Commander -----	6 rooms
Lieutenant Commander ----	5 rooms
Lieutenant -----	4 rooms
Lieutenant (J.G.) -----	3 rooms
Ensign -----	2 rooms
Warrant Officer -----	2 rooms

This paragraph shall not be construed as prohibiting the assignment of an officer to quarters having a number of rooms greater than the number set forth above for an officer of his grade, where circumstances render such assignment advisable.

10-4-4 Termination of Assignment to Housekeeping Quarters

A. The assignment of housekeeping quarters to a person shall be terminated, in writing, by the assigning officer. The actual date of such termination shall in no case be earlier than the date of vacation of such quarters. Termination shall be effected only under the following conditions and, when practicable, only after at least 30 days written notice:

(1) Upon detachment of the person to whom the quarters are assigned.

(2) When the quarters occupied by a person are required for assignment to another person who is eligible for such quarters in accordance with Section 10-4-3 and whose

residence therein is deemed more advantageous to the Coast Guard.

(3) When, at the discretion of the assigning officer, a person requests assignment of other quarters that have become available subsequent to the assignment to him of his present quarters.

(4) When, due to particular circumstances such as necessity for repairing, painting, or overhauling quarters, the assigning officer considers it necessary to vacate the quarters in order to accomplish necessary work.

(5) When, in cases not covered by the foregoing, termination is recommended by the assigning officer and approved by the Commandant.

10-4-5 Information Furnished Authorized Certifying Officer

A. Certificates of assignment of quarters and of termination thereof, where the basic allowance for quarters status of the person is effected thereby, shall be furnished by the assigning officer to the authorized certifying officer carrying the person's accounts.

10-4-6 Utilities Provided for Quarters Ashore

A. Utilities provided for housekeeping quarters include heat, light, water, cooking range, and refrigeration. Telephone service may be provided in accordance with current instructions.

10-4-7 Furnishing Provided for Quarters Ashore

A. Basic pieces of furniture listed in current instructions shall be provided for quarters ashore. No bed or table linen, dishes, glassware, silver, or kitchen utensils shall be furnished for use in housekeeping quarters.

10-4-8 Appeal

A. If a person considers that his case in respect of assignment to quarters has not been properly determined, he may appeal to the Commandant through official channels.

PART 5

Officers' Messes, Afloat

10-5-1 Location

A. Officers shall mess in the compartments assigned therefor. Separate messes shall not be formed in the same compartment, nor shall meals be taken in rooms or other places than at the regular mess table, except in case of sickness.

B. Officers embarked as passengers shall mess in the compartment to which they would belong if attached to the ship.

10-5-2 Separate Messes

A. Where facilities are provided, the commanding officer, wardroom officers, and commissioned warrant and warrant officers shall be subsisted in separate messes.

10-5-3 Presiding Officer

A. In all officers' messes the senior officer present in line of succession to the command shall preside and have the power to preserve order.

B. When no officer in succession to the command is present, the senior officer present shall preside.

10-5-4 Assignment of Seats

A. 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.

10-5-5 Mess Treasurer

A. The commissioned officers' mess and the commissioned warrant and warrant officers' mess shall each elect a mess treasurer, who shall have charge of all matters relating to the operation of the mess. 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 two months consecutively, except on an extended cruise of more than two months.

10-5-6

B. 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 shall turn over to him the mess accounts and any money there may be on hand, taking his receipt for the latter.

C. The mess treasurer 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. He 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.

10-5-6 Commuted Ration Payments

A. The commissioned officers' mess treasurer shall receipt for and receive the commuted ration money, if there be any, for all stewards and stewardsmen, and turn over to the other messes such part of the money as may belong to them.

10-5-7 Mess Audits

A. The commanding officer shall designate an officer to audit the monthly state-

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ment of the mess accounts and to certify the correctness of the statement.

10-5-8 Payment of Mess Bills

A. Every officer shall pay monthly, or at the end of the cruise if it be longer than one 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.

10-5-9 Passengers

A. As no allowance can be made to any mess for the subsistence of passengers, the expense of such subsistence must be borne by the passengers. A passenger embarked on a vessel of the Coast Guard shall, if furnished meals from an officers' mess, be charged at the same rate and in the same manner as a member of the mess.

10-5-10 Meal Hours

A. The hours for serving meals in officers messes shall be prescribed by the commanding officer.

PART 7

**Assignment to Duty and Manner
of Performing Duty**

**10-7-1 Assignment to Duties by the Com-
manding Officer**

A. Subject to such restrictions as may be imposed by these regulations or by a senior in the chain of command, the commanding officer of a unit shall assign commissioned and warrant officers to departments and divisions, to stand watches, and to perform collateral duties, in such manner as to achieve the maximum efficiency of the unit as a whole and to effect an equitable distribution of work among the officers attached.

B. When circumstances require, the commanding officer may assign a commissioned or warrant officer to duty other than the type specified in the orders assigning the officer to the unit. When, under the authority of this section, an officer is assigned for a period of more than 30 days to perform duty in lieu of the type specified in his orders, the commanding officer shall report the fact to the Commandant.

**10-7-2 Assignment to Duties by the
Officer-in-Charge**

A. Subject to such restrictions as may be imposed by these regulations or by his commanding officer or other senior in the chain of command, the officer-in-charge of a unit shall assign duties to the personnel under his charge in such manner as to achieve the maximum efficiency of the unit as a whole and to effect an equitable distribution of work among the personnel attached.

B. When the officer-in-charge of a unit is a warrant officer, he may assign other warrant officers as heads of departments.

10-7-3 Officers Present for Duty

A. 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 absent on temporary duty, when sick, or when under arrest.

10-7-4 Noncombatant Personnel

A. Medical or other noncombatant personnel shall not be detailed to perform combatant duties.

**10-7-5 Enlisted Men Not to Head Depart-
ments**

A. An enlisted man shall not be assigned as the head of a department.

10-7-6 Watches in General

A. On board vessels, the watch of the officer of the deck and of the engineer officer of the watch shall be regular and continuous. Sea watches shall normally be four hours in duration.

B. When not underway, the commanding officer or officer in charge may direct the standing of day's duty watches. The day's duty for the officer of the deck and the engineer officer of the watch shall begin at 0900 and continue until the same hour the following day, except when, under special circumstances, the commanding officer or officer in charge may direct the standing of watches for shorter periods.

**10-7-7 Assignment of Watch Officers on
Board Vessels**

A. Every commissioned, warrant, and petty officer assigned to stand duty as officer of the deck or as engineering watch officer must be qualified for such duty and shall be certified as qualified, provided that on small vessels underway where the size of the complement and/or the nature of the duty is such that the officer-in-charge serves as watch officer and the rotation of watch officers in the fashion prescribed in foregoing sections is not carried out, no such certification is necessary. Accordingly,

(1) A commissioned or warrant officer shall be certified in writing by the commanding officer or officer-in-charge of each vessel on which he is assigned to duty as a watch officer, and an appropriate notation shall be made on the officer's fitness report.

10-7-8

(2) An enlisted person shall be certified by the commanding officer or officer-in-charge of each vessel on which he is assigned to duty as a watch officer, and the fact of such certification entered in his enlisted personnel record on the Administrative Remarks Sheet.

B. When the number of commissioned and warrant officers, exclusive of the commanding officer, executive officer, and engineer officer, available for assignment to duty for standing watches, either as officer of the deck or as engineer officer of the watch, is reduced to less than three, the commanding officer or officer-in-charge in his discretion may augment the number to three by assigning qualified petty officers to duty as watch officers.

C. When there are more than three commissioned and warrant officers assigned to stand deck watches in port, the commanding officer, in his discretion, may assign such number of petty officers as engineering watch officers in addition to those authorized under paragraph B of this section as may be necessary in order to effect parity in watch standing between engineering watch officers and deck watch officers.

D. The provisions of this section shall not be construed to prohibit the assignment of any qualified commissioned or warrant officer, including the executive officer and the engineer officer, to stand watches either at sea or in port.

E. Assignments of petty officers to duty as watch officers made in accordance with this section shall be subject to such additional restrictions as may be imposed by a senior in the chain of command.

F. Assignments of petty officers to duty as watch officers at shore units shall be made in accordance with the general principles set forth for such assignments on board vessels.

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10-7-8 General Duties of Petty Officers

A. For the preservation of good order, petty officers are always on duty and are vested with the authority to report and arrest enlisted offenders. They shall aid to the utmost of their ability in maintaining good order and discipline, and in all that concerns the efficiency of the command.

B. Chief petty officers shall inform themselves of the responsibilities and duties of the warrant officer of their specialty in order that they may be prepared to perform those duties. All other petty officers shall likewise keep themselves informed of the responsibilities and duties of the rate next above them.

10-7-9 Master-at-Arms

A. A leading petty officer may be detailed to act as master-at-arms of a unit, as an assistant to the executive officer. He shall perform such duties as are assigned him in connection with maintaining good order and carrying out the routine of the unit.

10-7-10 Supervisor of a Sub-Unit

A. The commanding officer of a unit having a sub-unit ^{except the Institute} may designate a person of his command to act as supervisor of the sub-unit, unless a higher authority has designated a person to perform that duty. The sub-unit supervisor is neither a commanding officer nor an officer in charge. His status is equivalent to that of the head of a department of a ship.

10-7-11 Reports of Outstanding Performance

A. 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, shall be reported to the Commandant by commanding or other officers in authority, whenever such occasions arise.

CHAPTER 12

PERSONNEL

PART 1

General

12-1-1 Leave, Authority

A. The Armed Forces Leave Act of 1946, as amended, is the authority for leave.

12-1-2 Definition

A. "Leave" is authorized absence of an individual from a place of duty, chargeable against such individual in accordance with the Armed Forces Leave Act of 1946, as amended.

★ 12-1-3 Entitlement

A. Each person in the Coast Guard serving on active duty and each person in the Coast Guard Reserve serving with pay on active duty or active duty for training for 30 days or more shall be entitled to leave at the rate of 2 1/2 calendar days for each month of active service, excluding periods of unauthorized absence, and confinement as the result of court martial. During such leave, except as otherwise provided by law and regulation, he shall be entitled to the same pay and allowances he would receive if not on leave, and to any additional or other allowances otherwise authorized or provided by law for persons while on leave.

12-1-4 Taking of Leave

A. Insofar as service requirements permit, all persons shall be afforded the opportunity and encouraged to take leave annually as accruing.

12-1-5 Granting of Leave

A. The Commandant may grant all kinds of leave. He may designate those commands authorized to grant leave, defining the kinds and limiting the amounts of leave which may be so granted.

12-1-6 Permission to Leave the United States

A. Permission to leave the United States will be granted to persons in the Coast

Guard in accordance with current instructions.

12-1-7 Sick Leave

A. Sick leave is authorized leave of absence, not chargeable as accrued or earned leave, and is granted under the following conditions within such limitations as may be prescribed:

(1) To personnel who have been under medical treatment and whose physical condition precludes return to duty, but does not necessitate further active treatment, and for whom a period of convalescence has been recommended by a medical officer of the Public Health Service, or by a medical officer of one of the Armed Forces, or, in the absence of such officers, by a reputable practicing physician.

(2) To personnel who have been absent from their station or duty due to sickness or injury, and such absence is accounted for by a certificate from a medical officer of the Public Health Service, or a medical officer of one of the Armed Forces or, in the absence of such officers, by a certificate from a reputable practicing physician showing that the person has been unable to perform duty.

(3) Upon recommendation of a board of medical survey or a physical evaluation board.

12-1-8 Vacant

12-1-9 Vacant

12-1-10 Liberty

A. Liberty may be granted at any time for a period up to 48 hours. A 48-hour period may be extended to 72 hours if the period includes a holiday which is proclaimed by the President or authorized by the Secretary of the Treasury. When either the 48-hour or 72-hour periods expire between the end of regular working hours on one day and the commencement of working hours or the time set for expiration of regular liberty on the next day, these periods may be further extended to such commencement of working hours or the time set for expiration of regular liberty on the next day.

12-1-11

★ 12-1-11 Compensatory Absence

A. As provided for by 14 USC 511 and 14 USC 432(g), and in accordance with such regulations and instructions as may be issued by the Commandant, district commanders are authorized to grant compensatory absence to military and civilian personnel respectively, attached to and serving at isolated aids to navigation and on board lightships while on station. (T. D. O. 167-19)

★ 12-1-12 Liberty Not to Extend Leave Periods

A. Liberty shall not be used to extend leave periods, except that district commanders may, at their discretion, grant leave and compensatory absence consecutively to personnel serving at isolated units.

12-1-13 Effective Organized Forces Always Present

A. Under no circumstances shall any ship or station be left without an organized force that will be effective in any emergency and, consistent with existing requirements, capable of insuring satisfactory operation.

12-1-14 Permission to Leave the Ship or Limits of the Command

A. When directed by the commanding officer, the executive officer may grant permission to officers junior to him to leave the ship. When approved by the commanding officer this authority may be delegated to the heads of the departments with respect to the officers of the departments. Officers senior in rank to the executive officer desiring to leave the ship, shall obtain the required permission directly from the commanding officer. Upon their return, all officers shall report such fact to appropriate authority. All officers shall report to the officer of the deck their permission to leave and the fact of their return to the ship. The departure and return of officers senior to the executive officer shall be reported to the latter by the officer of the deck. Within commands other than ships, the provisions

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of this section shall apply insofar as practicable, but may be modified by the commanding officer to meet local conditions.

12-1-15 Delivery of orders

A. No officer shall withhold any orders or other communication received from superior authority for a person under his command, except for good and sufficient reason which he shall report at once to said authority. If he be authorized to withhold any communication forwarded through him, his receipt of such communication shall be reported to the originator.

12-1-16 Action Upon Receipt of Orders

A. An order from competent authority to an officer requiring such officer to report for duty at a place, or to proceed to any point and report for duty, but fixing no date and not expressing haste, shall be obeyed by reporting within 4 days, exclusive of travel time, after its receipt for execution. If the order read "without delay", the officer shall report within 48 hours, exclusive of travel time, after his receipt for execution; and if "immediately," within 12 hours, exclusive of travel time, after his receipt for execution. Officers shall endorse on their orders the date and hour of their receipt for execution. Any delay granted by competent authority in carrying out orders is in addition to the time allowed by this section.

B. Enlisted personnel, not being transferred in drafts, may be granted the same time in which to proceed as described in A hereof on the same basis as officers. Whenever granted, it shall be so stated in the individual's orders. Enlisted personnel shall endorse on their orders that they have read and understand such orders.

C. The time allowed by this section can be taken only once, and, if taken, must be taken between the time of detachment from the original station and the time of reporting for the first time in obedience to the orders.

D. An application for the revocation or modification of orders will not justify any delay in their execution, if the person ordered is able to travel.

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12-1-17 Action Upon Reporting for Duty
and From Leave

A. When a person in the Coast Guard reports in accordance with written orders, he shall present such orders to the officer to whom he reports.

B. Officers shall endorse upon the orders of those who report to them the time, date and place of reporting.

C. Every individual to whom leave is granted shall promptly report his return therefrom to the officer who granted it. The commanding officer or officer-in-charge shall make such report as may be required.

12-1-18 Reporting Arrival

A. An officer ordered to perform any official duty in connection with any unit
(Continued on next page.)

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shall upon his arrival call upon the commanding officer and present his orders, or report the purpose of his visit and his instructions. If his orders were not issued by the district commander of the district in which the unit is located he shall report his presence and the purpose of his visit to the office of the district commander. He shall report in person if the unit is at the place where the district office is located, otherwise by message, telegram, telephone, or letter, as practicable.

12-1-19 Waiting orders

A. The Commandant may place officers on waiting orders.

B. Upon being ordered to any particular place to await orders, an officer shall not depart from such place without permission of the Commandant.

12-1-20 to 12-1-24 Vacant

12-1-25 Aviation Personnel

A. A commissioned, commissioned 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.

B. Aviation designations are made by the Commandant.

12-1-26 Reimbursement for travel and transportation. (CGGO No. 1)

A. Officers of the regular Coast Guard appointed during the period May 8, 1945, to March 31, 1951, inclusive, after previous service as Naval Reserve officers, Marine Corps Reserve officers or Coast Guard Reserve officers, shall be entitled to receive allowances for transportation of dependents and transportation (including packing, crating, drayage, and unpacking) of baggage and household goods and effects, or reimbursement therefor, from home of record to first permanent duty station. Reimbursement for cost of travel of dependents on a mileage basis shall be at the rates in effect on 31 March 1951. Reimbursement for cost of transportation of household effects shall be made for authorized weight allowances at the time appointment was accepted.

12-1-27 to 12-1-40 Vacant

12-1-41 Universal Military Training and Service Act, as Amended

A. The Universal Military Training and Service Act, as amended provides for certain periods of obligated service in reserve components to be performed by men entering the Armed Forces, as follows:

(1) Section 4 (d) (3)

"Each person who subsequent to the date of enactment of this paragraph, is inducted, enlisted, or appointed, under any provision of law, in the Armed Forces, including the reserve components thereof, or in the National Security Training Corps prior to attaining the twenty-sixth anniversary of his birth shall be required to serve on active training and service in the Armed Forces or in training in the National Security Training Corps, and in a reserve component, for a total period of eight years, unless sooner discharged on the grounds of personal hardship, in accordance with regulations and standards prescribed by the Secretary of Defense (or the Secretary of the Treasury with respect to the United States Coast Guard). Each such person, on release from active training and service in the Armed Forces or from training in the National Security Training Corps, shall, if physically and mentally qualified, be transferred to a reserve component of the Armed Forces, and shall serve therein for the remainder of the period which he is required to serve under this paragraph and shall be deemed to be a member of such reserve component during such period. In case the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force (or the Secretary of the Treasury with respect to the United States Coast Guard), determines that enlistment, enrollment, or appointment in, or assignment to, an organized unit of a reserve component or an officers' training program of the armed force in which he served is available to, and can, without undue personal hardship, be filled by any such person, it shall be the duty of such person to enlist, enroll, or accept appointment in or accept assignment to, such organized unit or officers' training program, and to serve satisfactorily therein. The Secretaries of the Army, Navy, and Air Force, with the approval of the Secretary of Defense (and the Secretary of the Treas-

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ury with respect to the United States Coast Guard), may provide, by regulations which shall be as nearly uniform as practicable, for the release from training and service in the Armed Forces prior to serving the periods required by subsection (b) of this section of individuals who volunteer for and are accepted into organized units of the Army National Guard and Air National Guard and other reserve components. Nothing in this subsection shall be construed to prevent any person, while in a reserve component of the Armed Forces, from being ordered or called to active duty in such Armed Force."

12-1-42 Interpretations Applicable to 8 Year Obligation (CGGO No. 1)

A. Under Section 4 (d) (3) of the Universal Military Training and Service Act, as amended, the following interpretations shall be applicable in administering this part:

(1) Except as hereinafter indicated, persons originally enlisting or accepting an appointment in the Coast Guard or Coast Guard Reserve at any time subsequent to June 19, 1951, and prior to attaining the twenty-sixth anniversary of their birth, are obligated to serve in the Armed Forces for a total period of eight years following such enlistment or acceptance of appointment, unless sooner discharged for the purpose of complete separation from any military status.

(2) Persons reenlisting subsequent to June 19, 1951 after having performed any active or inactive service in any Armed Force, including the reserve components thereof, under an enlistment or appointment effected on or prior to June 19, 1951, shall not incur an obligation to serve for 8 years.

(3) A person falling within the class defined in subparagraph A (1) of this section shall, on release from active training and service or upon termination of an enlistment in the Reserve, be transferred to or retained in the Coast Guard Reserve and required to serve therein for such period as may be required to complete the remaining portion of the eight-year obligation.

(4) The eight-year obligation is considered terminated upon a discharge for the purpose of complete separation from any military status, or upon revocation or

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termination of commission or appointment, acceptance of resignation, dropping from the rolls, or dismissal, unless such discharge or other type of separation was or is for the purpose of immediate entry or reentry in the same or any other component of the Armed Forces in the same or any other status, or for the purpose of entry into an Officers' Training Program in which participants have a military status.

(5) In computing service performed toward the fulfillment of the eight-year obligation, any service performed in an Officers' Training Program, in which the individual concerned had or has a military status, including service as a cadet at the United States Coast Guard Academy, shall be counted in the same manner as service in a regular or reserve component of the Armed Forces. (This interpretation shall be disregarded in making computations of "service" for any other purpose or purposes.)

(6) Upon determination by the Commandant that enlistment, enrollment, appointment in, or assignment to, an organized unit of the United States Coast Guard Reserve is available to, and can, without undue personal hardship, be filled by a person obligated to serve for eight years under Section 4 (d) (3) of the Universal Military Training and Service Act, as amended, it shall be the duty of such reservist to enlist, enroll, or accept appointment in, or accept assignment to such organized unit and to serve satisfactorily therein.

12-1-43 Discharge (CGGO No. 1)

A. In case the Commandant determines that transfer to or retention in the Coast Guard Reserve would not be in the best interests of the service, personnel with remaining obligated periods of service under the Universal Military Training and Service Act, as amended, may be discharged to effect complete separation from any military status.

12-1-44 Enforcement of Reserve Obligations (CGGO No. 1)

A. The Commandant shall initiate proper administrative action to effect the transfer to or retention in the Coast Guard Reserve, in an appropriate rate, of personnel who have incurred obligated periods of service under the Universal Military Training and Service Act, as amended.

PART 2**Commissioned Officers****12-2-1 Classification of Officers**

A. All officers listed in the Register of the Commissioned and Warrant Officers and Cadets of the United States Coast Guard, exclusive of professors and officers designated by law as extra numbers, shall be classified as follows:

(1) Officers not restricted in the performance of duty.

(2) Officers restricted in the performance of duty.

B. (1) An officer not restricted in the performance of duty shall be one who has general knowledge relating to all types of Coast Guard duty which may be performed by officers of his grade. In addition, he may have detailed knowledge or skills relating to one or more types of such duty. Officers of this classification will be referred to as "general duty officers."

(2) An officer restricted in the performance of duty shall be one who has detailed knowledge or skills relating to one or more types of Coast Guard duty but who does not have general knowledge relating to all types of duty which may be performed by officers of his grade. Officers of this classification will be referred to as "special duty officers."

C. All officers, regardless of classification, shall be carried on a single precedence list.

D. All officers who were originally commissioned in the Coast Guard prior to 1 January 1939, and all graduates of the Coast Guard Academy shall be classified as general duty officers. The initial classification of all other officers serving on 30 June 1953 shall be as special duty officers. Officers, except graduates of the Coast Guard Academy, thereafter appointed shall be classified initially as the Commandant prescribes. The Commandant shall prescribe procedures whereby a special duty officer may demonstrate his qualifications and be reclassified as a general duty officer. An officer once classified as a general duty officer shall not be eligible for reclassification as a special duty officer.

12-2-2 Physical fitness for promotion

A. No officer shall be promoted to a higher grade (except in the case of the Commandant, Assistant Commandant and Engineer in Chief) until he has been examined by a medical board and found physically qualified to perform the duties of such higher grade.

12-2-3 Promotion to Grades below Rear Admiral (CGGO No. 1)

A. When a vacancy in a grade below that of Rear Admiral is to be filled by promotion of a commissioned officer, the Commandant shall recommend to the Secretary the senior officer in the next lower grade, in the line of and eligible for promotion, whom the Commandant deems to be qualified mentally, morally, and professionally to perform the duties of the higher grade.

B. The Commandant, in satisfying himself that an officer is fitted for promotion, may convene a promotion board to consider the officer's qualifications and recommend as to his fitness, may require the officer to pass an examination in one or more subjects, and may take other actions as he deems necessary; he may also require members of the permanent commissioned teaching staff at the Academy to possess appropriate academic degrees and to meet such minimum experience requirements as he may prescribe.

C. If the Commandant determines that examinations will be used to assist in determining mental and professional fitness of officers for promotion, he shall prescribe the subjects in which the various officers of each grade will be examined, the scope of the examinations, and the time, place, and manner in which the examinations will be taken, including therein provisions whereby an officer who fails an examination in a subject will be accorded at least one reexamination before being adjudged to have failed the subject.

D. The Commandant may place an officer who fails to pass each prescribed promotion examination subject or who otherwise fails to establish his mental, moral, and professional fitness to the satisfaction of the Commandant out of the line of promotion, and may establish procedures whereby an officer who has been placed out of the line of promotion may subsequently be restored to the line of promotion.

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E. After 1 July 1955, special duty officers, except ensigns with three or more years of service in grade, shall not be eligible for promotion to the next higher grade when a special duty officer is the officer last promoted to the next higher grade. When two or more vacancies in a grade are to be filled by concurrent promotion on the same day they shall be considered as being filled singly and in succession when applying the foregoing rule to determine the eligibility of officers for promotion and their precedence in the next higher grade.

F. The Commandant may establish a limit on the number of special duty officers in the grade of commander. Special duty officers in the grade of lieutenant commander shall not be eligible for promotion when the number of special duty officers serving in the grade of commander equals the limiting number so established.

G. Special duty officers in the grade of commander shall not be eligible for promotion to the grade of captain.

H. Special duty officers while ineligible for promotion under the provisions of paragraphs E, F, and G of this section are out of line of promotion for the purposes of 14 USC 223.

12-2-4 Permanent Commissioned Teaching Staff (CGGO No. 1)

A. Members of the permanent commissioned teaching staff of the Coast Guard Academy shall be commissioned officers with grade as follows:

- (1) Professors--captain or commander
- (2) Associate professors--commander
- (3) Assistant professors--lieutenant commander
- (4) Commissioned instructors--lieutenant or lieutenant (junior grade)

The librarian may be a commissioned officer in any of the above grades or titles except he shall not have a title above associate professor nor a grade above commander.

B. There shall be no more than three professors, who shall be heads of academic departments, nor shall there be more than twelve associate professors, assistant professors, and commissioned instruc-

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tors on the permanent commissioned teaching staff of the Academy.

12-2-5 Promotion to Rear Admiral (Secretary regulations dated 12 May 1948).

A. All promotions to the permanent rank of rear admiral shall be effected only upon the recommendation of a board of Coast Guard officers. This board will consist of not less than three nor more than five officers whose rank is rear admiral or above. New boards will be appointed and convened from time to time as the Secretary of the Treasury may direct.

B. Each officer on active duty whose permanent rank is captain in the regular Coast Guard, including those who are, or may be, carried on the Coast Guard list as extra numbers in the rank of Captain, shall be eligible for consideration for promotion to the permanent rank of rear admiral. Each officer eligible shall have the right to forward through official channels at any time not later than the date of convening of the board a written communication inviting attention to any matter of record in the Coast Guard concerning himself which he deems important in the consideration of his case. In no event shall any such communication criticize or contain any reflection upon the character, conduct or motives of any other officer.

C. From among those officers who are eligible for consideration for promotion and whose names are furnished the Board by the Commandant, the board will recommend for promotion the officer or officers whom it considers best fitted for promotion to the permanent rank of rear admiral in a number equal to the number furnished the board by the Secretary of the Treasury. Where more than one officer is to be chosen for promotion to the rank of rear admiral, officers recommended for promotion by the selection board shall be regarded as having been selected for promotion in the order of precedence by which their names appear in the report of the board. Officers who are extra numbers in the Coast Guard shall not be assigned running mates when promoted to the permanent rank of rear admiral and their precedence on the list of rear admirals shall be determined by the date of first appointment to that rank. Action by a board in not recommending an officer for promotion shall

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not be considered prejudicial to him with respect to his qualifications, his fitness for the Service, or his eligibility for selection by the next ensuing board.

D. Each report of a selection board shall require the concurrence of at least a majority of the members. The report of the board shall be in writing, signed by all the members thereof, and shall certify that, in the opinion of at least a majority of the members, the officers therein recommended are selected as the best fitted in the order named to assume the permanent rank of rear admiral.

E. The report of the board shall be submitted via the Commandant to the Secretary of the Treasury for approval or disapproval. In case any officer or officers recommended by the board for promotion are not acceptable to the Secretary, the board will be informed of the names of such officer or officers and shall recommend an additional number of officers equal to the number of those found not acceptable to the Secretary, and the board shall be reconvened for this purpose.

F. Upon receipt of notification of approval by the Secretary of any officer or officers recommended by the board for promotion, the Commandant shall cause each such officer to be examined by a board of medical officers to determine his physical fitness for promotion. The Commandant will inform the Secretary of the name or names of those found not physically qualified, if any, whereupon the procedure outlined in E above will be followed.

PART 3

Enlisted Personnel

12-3-1 Enlistments, General

A. All enlistments in the Coast Guard shall be for general service without reference to any particular unit, and enlisted persons may be transferred as necessary from one unit to another.

12-3-2 Authority

A. Original enlistments will be made only at regular recruiting stations unless otherwise authorized by the Commandant. An original enlistment is the enlistment of a man who has not had previous service in the Regular Coast Guard.

12-3-3 Recruiting Instructions

A. Instructions will be issued to recruiting officers from time to time setting forth the terms of enlistments for which men are to be accepted, the ratings in which enlistments may be made, the maximum and minimum ages for enlistments, and other qualifications for enlistments.

12-3-4 Officers Who May Be Authorized To Effect Enlistments

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

B. At isolated recruiting stations, when no commissioned or warrant officer of the Coast Guard is available, a chief petty officer or petty officer, first class, while serving as officer in charge, may administer the oath of allegiance, when so authorized in writing by the district commander.

12-3-5 Reasons for Rejection

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

- (1) An insane or intoxicated person.
- (2) A person of known bad character.
- (3) A person known to have committed a crime.
- (4) A person who is a deserter from the military service of the United States.
- (5) An unmarried person under 21 years of age who has not the consent of his father, only surviving parent, or legal guardian. If he has no parent or legal guardian residing in the United States or in the Territory or possession of the United States where his enlistment is being made, his enlistment may be effected, provided he executes a statement to that effect on the reverse side of the enlistment contract.
- (6) A married person who does not submit a signed statement from his lawful wife that she understands and is agreeable to the contract upon which her husband is about to enter.
- (7) A person who does not meet the standard physical requirements for enlistment. No waiver of physical defects will be granted for original enlistment.

12-3-6 Fraudulent Enlistment

A. When a person wilfully conceals any fact, circumstance, or condition, other than minority, that existed prior to enlistment that would have made him ineligible for enlistment, such enlistment, if voided by the Commandant, shall be fraudulent.

12-3-7 Service Numbers

A. Each enlisted person in the Coast Guard shall be assigned a service number.

12-3-8 Contract of Enlistment

A. 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 enlistment. The Government, however, is not bound to continue him in 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 the proper authority to terminate the contract of enlistment.

12-3-9--12-3-10 Vacant

12-3-11 Extension of Enlistment

A. The term of enlistment of any enlisted man in the Coast Guard may, by his voluntary written agreement under such instructions as may be prescribed from time to time, be extended for a period of one, two, or three or four full years from the date of expiration of the then existing term of enlistment.

B. A man must be given a standard physical examination as required for an original enlistment and found to be physically qualified for retention in the service prior to the acceptance of his voluntary agreement to extend his enlistment.

C. An agreement to extend an enlistment may be cancelled in accordance with current instructions.

12-3-12 Pay and Allowances

A. 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 Section 12-3-11 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. (14 U.S.C. 365).

12-3-13 Regulations

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

12-3-14--12-3-16 Vacant

12-3-17 Reenlistments; Definitions

A. The enlistment of any man who has previously served in the Regular Coast Guard shall be considered a reenlistment.

B. An enlisted man must reenlist within 90 days from date of discharge in order to

remain in continuous service status and to receive the benefits deriving therefrom.

12-3-18 Term of Reenlistment

A. A reenlistment shall be for a period of two, three, four, or six years as the Commandant may prescribe from time to time.

12-3-19 Effected by

A. Reenlistments shall be effected by those authorized to effect original enlistments (Section 12-3-2), except that a person who is physically and otherwise qualified for reenlistment, who reenlists on the day following discharge, may be reenlisted at the unit from which discharged by the enlisting officer of the unit.

12-3-20 Physical Examination

A. A man reenlisting within twenty-four hours after discharge is not required to take a physical examination prior to reenlistment provided he was found physically qualified for discharge in accordance with Section 12-3-45.

B. A man not reenlisting within twenty-four hours after discharge must pass the standard physical examination without waiver, except that the Commandant may waive an injury or disease incurred in line of duty.

12-3-21 Vacant

12-3-22 Rates and Ratings; Establishment of (Sec. Treas. Ltr. 8-22-50)

A. The Commandant is authorized to exercise the powers and duties vested in the Secretary by Title 14, United States Code, Section 41, in so far as they apply to the establishment of ratings for enlisted personnel of the Coast Guard.

B. The Commandant is further authorized, for basic pay purposes, to distribute enlisted persons in the various pay grades prescribed for enlisted persons in subsection (a) of Section 201, Career Compensation Act of 1949, or such other acts as may later be enacted by Congress effecting the Armed Forces.

C. In so far as is consistent to the needs of the Coast Guard the ratings and the pay grades of each rate established will be in accord with those established by the Navy.

12-3-23 Advancements; Authority

A. The Commandant may make advancements in rates or ratings of enlisted persons. Advancements to chief petty officer rates shall be made only by the Commandant.

B. Advancements in rates or ratings below chief petty officers will be made in accordance with instructions issued from time to time.

C. No advancement in rate or rating shall be made retroactive. No advancement to petty officer, first class, or a lower rate or rating shall be made as of a date preceding that on which examination for advancement was held. The effective date of advancement to chief petty officer shall be stated in the advancement order. In no case shall advancement be made effective prior to date of advancement order.

12-3-24 Determination of Highest Rate Held on Active Duty

A. The Commandant is authorized to exercise the powers and duties vested in the Secretary by Sections 402 (d), 403, 411, 511, and 516 of the Career Compensation Act of 1949 (Public Law 351--81st Congress), and Title 14, United States Code, Sections 361 and 362, as amended, in so far as such sections apply to the determination of the highest rate in which an enlisted man's performance of duty was satisfactory while on active duty. (Sec. Treas. Ltr. 3-5-51 and T. D. O. 167-3.)

12-3-25 Vacant

12-3-26 Reduction in Rate or Rating; Authority

A. Any enlisted person in the Coast Guard may be reduced in rate or rating at any time by the Commandant, except as provided in subparagraph F of this section.

B. A district commander or a commanding officer of a Headquarters' unit of the grade of lieutenant commander or above is authorized to reduce in rate or rating for incompetency any enlisted person in his command below the rate of chief petty officer.

C. A commanding officer of the grade of lieutenant commander or above is author-

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ized to reduce in rate or rating for incompetency any enlisted person in his command of the rate of petty officer, second class, or below.

D. Except as provided in subparagraph A of this section, no enlisted person in the Coast Guard shall be reduced for incompetency more than one rate at a time, nor shall he again be reduced for incompetency within a period of three months from the date of his last reduction.

E. A commanding officer may reduce an enlisted person upon the written request of the enlisted person concerned. The request shall be forwarded to the Commandant with the action taken noted thereon.

F. Reduction in rate or rating as a punishment must be in accordance with statutory provisions and the instructions contained in the effective Manual for Courts Martial, United States, 1951, or supplements thereto.

12-3-27--12-3-29 Vacant

12-3-30 Types of Discharges

A. Upon separation from the Coast Guard for any other reason than death, an enlisted person shall be entitled to receive a discharge. Retirement or desertion shall not be considered separation from the Coast Guard. The types of discharges and corresponding character of separation shall be as follows:

TYPE OF DISCHARGE	CHARACTER OF SEPARATION
Honorable Discharge----	Honorable.
General Discharge-----	Under honorable conditions.
Undesirable Discharge --	Conditions other than honorable.
Bad Conduct Discharge--	Conditions other than honorable.
Dishonorable Discharge -	Dishonorable.

B. The type of discharge issued an enlisted person upon separation from the Coast Guard shall be determined by the reason for discharge and the character of service rendered during his period of enlistment.

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12-3-31 Commandant's Responsibility

A. The Commandant will, within the limitation prescribed by these regulations, issue rules and instructions:

(1) Prescribing qualifying conditions governing the issuance of each type of discharge in conformity with the approved policies established, from time to time, by the respective Secretaries of the Armed Forces; and

(2) To authorize an enlisted man who has been decorated or commended under certain conditions to receive the type of discharge to which his record, subsequent to the act for which he was commended or decorated, would otherwise entitle him without regard to his record prior thereto.

B. 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.

12-3-32 Date of Expiration of Enlistment

A. The date of expiration of enlistment shall be the day next preceding the applicable anniversary date of enlistment, except that the expiration of enlistment shall be advanced in certain cases as outlined below:

(1) An enlistment shall not be regarded as complete until the enlisted person concerned has served any time, in excess of one day, lost prior to 1 November, 1949, 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 confined awaiting trial and disposition of his case if the trial results in conviction.

(2) An enlistment shall not be regarded as complete until the enlisted person concerned has served any time, in excess of one day, lost subsequent to 31 October, 1949, on account of injury, sickness, or disease resulting from his own intemperate use of drugs or alcoholic liquors, or other misconduct.

(3) Any enlisted person who, subsequent to 31 October 1949, and prior to 24 July ★

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1956, without proper authority, absents himself from his ship, station, or duty for more than one day, or who is confined for more than one day under sentence, or while awaiting trial which results in conviction, may be permitted to serve, after his return to a full-duty status, for such period as shall, with the time he served prior to such unauthorized absence or confinement, amount to the full term of his enlistment.

★ (4) An enlisted member who, on or after 24 July 1956, is in desertion, or is absent from his organization, station or duty for more than one day without proper authority, as determined by competent authority, or is confined for more than one day while awaiting trial and disposition of his case, and whose conviction has become final, or is confined for more than one day under a sentence which has become final, or is unable for more than one day to perform his duties because of intemperate use of drugs or alcoholic liquor, or because of disease or injury resulting from his own misconduct, shall, after his return to full duty, make up the time lost for any such cause.

B. An enlisted person may be detained in the Coast Guard beyond the term of his enlistment:

(1) Until the first arrival of the vessel on which serving at its permanent station, or at a port in a State of the United States or in the District of Columbia; or

(2) If attached to a shore station beyond the continental limits of the United States or in Alaska, until his first arrival at a port in any State of the United States or in the District of Columbia where his reenlistment or discharge may be effected, or until he can be discharged or reenlisted at his station beyond the continental limits of the United States or in Alaska, whichever is earlier, but in no event to exceed 3 months; or

(3) While awaiting disciplinary action or trial and disposition of his case; or

(4) With the individual's consent, if suffering disease or injury incident to service and not due to own misconduct, and if in need of medical care or hospitalization, until he shall have recovered to such extent as would enable him to meet the physi-

cal requirements for discharge and/or reenlistment, or until it shall have been ascertained by the Commandant that the disease or injury is of a character that recovery to such an extent would be impossible; or

(5) For a period of not exceeding 30 days when essential to the public interests. An enlisted person's services are essential to the public interests:

(a) When his presence is required as a witness in a proceeding pending at the time his enlistment would normally expire; or

(b) When his records and/or accounts have not been received when his enlistment would normally expire; or

(c) When upon physical examination just prior to discharge, disqualifying physical or mental defects are found to exist (See Section 12-3-45); or

(d) When his retirement is pending or has been approved; or

(e) When an enlisted person is performing flood, hurricane, or other duty of an emergency nature at the time his enlistment would normally expire.

C. As provided for by 14 USC 370, and in accordance with such regulations or instructions as may be issued by the Commandant, enlisted personnel may be discharged at any time within three months prior to expiration of enlistment or extended enlistment without prejudice to any right, privilege, or benefit he would have received, except pay and allowances for the unexpired period not served, or to which he would thereafter become entitled, had he served his full term of enlistment or extended enlistment. (T. D. O. 167-19)

D. The enlistments of all persons in the Regular Coast Guard and Coast Guard Reserve may be extended by the Secretary during a period of war or national emergency as proclaimed by the President, and, in the interest of national defense, for a period not to exceed six months after the end of the war or national emergency.

12-3-33 Issuance of Discharges

A. An honorable discharge may be issued to an enlisted person who is discharged for any one of the following reasons:

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- (1) Expiration of enlistment
- (2) Convenience of the Government
- (3) Dependency or hardship
- (4) Minority
- (5) Disability not the result of own misconduct.

B. A general discharge shall be issued to an enlisted person who is discharged for any of the reasons set forth in A of this Section if his conduct and performance of duty during his period of enlistment have been satisfactory but not sufficiently deserving or meritorious to warrant an honorable discharge. A general discharge shall be issued to an enlisted person who is discharged for either of the following reasons:

- (1) Inaptitude
- (2) Unsuitability
- (3) Disability due to own misconduct.

C. An undesirable discharge shall be issued to an enlisted person who is discharged for either of the following reasons:

- (1) Unfitness for reasons other than physical disability
- (2) Misconduct.

D. Bad conduct discharges and dishonorable discharges shall only be issued to enlisted persons who are discharged in accordance with the approved sentences of Coast Guard courts-martial.

12-3-34 Convenience of the Government

A. The Commandant may authorize or direct the discharge of enlisted personnel for the convenience of the Government for any of the following reasons:

(1) General demobilization or by order applicable to all cases of a class of personnel specified in the order.

(2) To accept appointment as a commissioned or warrant officer in the Coast Guard, Coast Guard Reserve, or in another branch of the Armed Forces for active duty only.

(3) To accept appointment as a cadet or midshipman to the Military, Naval, or Coast Guard Academy.

(4) For reasons of national health, safety, or interest, but only when recommended by a Government Agency authorized to make such determination and recommendation.

(5) For immediate reenlistment in the Regular Coast Guard, provided reenlistment is for a term of service more than required under his existing obligation.

(6) Pregnancy.

(7) Unfitness for service by reason of inherent preexisting defects which warrant discharge for administrative reasons because they impair functional usefulness to such extent as to constitute military unfitness. Discharge under this section will not be effected unless all of the following conditions have been met:

(a) Discharge is so recommended by a board of medical survey.

(b) The defects are primary as an inherent part of the personality structure, and not secondary to disease or injury.

(c) Conduct and performance of duty are such as to warrant discharge for the convenience of the Government rather than for unsuitability or unfitness.

(d) The individual concerned has been informed of the findings of the Board of Medical Survey and given an opportunity to submit a rebuttal; and,

(e) The individual concerned has less than 8 years service.

(8) For other good and sufficient reasons when determined by the Commandant to be in accordance with such approved policies as may be established from time to time, by the respective Secretaries of the Armed Forces.

12-3-35 Disability

A. A discharge for physical disability may be directed by the Commandant through his final action on a Physical Evaluation Board.

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B. The Commandant may authorize or direct the discharge of an enlisted person for physical disability that was not incurred in, or aggravated by, a period of active military service, under the following conditions:

(1) The enlisted person has appeared before a Board of Medical Survey and such Board has expressed the opinion, (1) that the individual does not meet the minimum standards for retention on active duty, (2) that he is unfit for further Coast Guard service by reason of physical disability, and (3) that the physical disability was neither incurred in, nor aggravated by, a period of active military service.

(2) The individual's commanding officer and/or district commander concur in the opinion of the Board.

(3) The individual concerned has been advised of his right to a full and fair hearing and has stated in writing that he does not demand such a hearing.

12-3-36 Dependency or Hardship

A. The Commandant may authorize or direct the discharge of enlisted personnel by reason of dependency or hardship.

12-3-37 Minority

A. The Commandant may authorize or direct the discharge of enlisted personnel by reason of minority.

B. Upon presentation of satisfactory evidence as to his age and upon application for discharge by his parent or guardian presented to the Coast Guard within ninety days after the date of his enlistment, any man enlisted in the Coast Guard under twenty-one years of age who was enlisted without the written consent of his parent or guardian, if any, shall be discharged by reason of minority. (14 U. S. C. 368.)

C. Notwithstanding any other provisions of law, no person between the ages of eighteen and twenty-one shall be discharged from service in the armed forces of the United States while Title 1 of the Universal Military Training and Service Act is in effect because such person entered such service without the consent of his parent or guardian. (50 App. U. S. C. 456 (k).)

12-3-38 Inaptitude

A. The Commandant may authorize or direct the discharge of enlisted personnel by reason of inaptitude. In this category are individuals who are inapt or who do not possess the required degree of adaptability for service after reasonable attempts have been made to reassign them in keeping with their abilities and qualifications and are not suffering from a disability which is ratable in accordance with the standard schedule of rating disabilities in current use by the Veterans' Administration.

12-3-39 Unsuitability

A. The Commandant may authorize or direct the discharge of enlisted personnel by reason of unsuitability. Discharge will be effected for this reason to free the service of persons considered unsuitable because of a personality defect not ratable as a disability under the standard schedule for rating disabilities in current use by the Veterans' Administration or for other good and sufficient reasons.

12-3-40 Unfitness for Reasons Other Than Physical Disability

A. The Commandant may direct the discharge of an enlisted person for unfitness who has demonstrated that he is totally unfit for further retention, and to rid the service of persons who are useless. In this category are persons who:

(1) Give evidence of habits or traits of character manifested by anti-social or anti-moral trends, criminalism, chronic alcoholism, drug addiction, pathological lying, sexual perversion, homosexuality, or misconduct.

(2) Repeatedly commit petty offenses not warranting trial by courts-martial and there is reason to believe that they are not amenable to disciplinary action of a corrective nature.

(3) Are habitual shirkers.

(4) Possess unclean habits.

(5) Are recommended for discharge by a board of medical survey not because of physical or mental disability but rather because they possess personality disorders or defects, or are classified as having "no disease" by the board, and inspection of

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their service record reveals that they have been frequently in a disciplinary status because of infractions of regulations and commissions of offenses, and/or it is clearly evident that their complaints are unfounded and made with the intent of avoiding service.

(6) Are determined by the Secretary to be disloyal to the United States.

12-3-41 Misconduct

A. The Commandant may direct the discharge of an enlisted person for misconduct for any of the following reasons:

(1) Fraudulent enlistment. The enlistment of a minor with false representation as to age, or without consent, will not alone be considered as a basis for discharge for fraudulent enlistment.

(2) Desertion without trial in the case of an enlisted person who has been declared a deserter from the Coast Guard and no trial has been held.

(3) Trial and conviction by a civil court.

12-3-42 Commanding Officers--Authority to Discharge

A. Commanding officers are authorized to discharge enlisted persons from the Coast Guard:

(1) With the type of discharge to which the character of the person's service entitles him, upon completion of a full term of enlistment and any authorized extension or detention thereof.

(2) With the type of discharge required by an approved sentence of a Coast Guard courts-martial.

(3) When directed by the Secretary, the Commandant, or other officers authorized by the Commandant to direct the discharge of enlisted persons.

12-3-43 Discharge of Personnel Imprisoned

A. Discharges of enlisted persons undergoing imprisonment by sentence of Coast Guard courts-martial shall be issued as directed by the Commandant.

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12-3-44 Civilian Clothes

A. When an enlisted man is discharged under conditions other than honorable, all uniform outer clothing in his possession shall be retained for military use. A suit of civilian outer clothing, the cost of which shall not exceed the amount prescribed in the Comptroller Manual, shall be issued to each such enlisted man, except that no such issue shall be made to a person who has remained in a desertion status until the expiration of his enlistment.

12-3-45 Physical Examination Prior to Discharge

A. The basic purpose of Title IV of the Career Compensation Act of 1949 (Public Law 351, 81st Congress) is to provide a means of separating from the active list and from active service those men who become physically disabled for any further service, and one of the key provisions of the law is that one which says that no member of the service shall be separated or retired for physical disability without a full and fair hearing if such member shall demand it. In view of this provision, prior to discharge every enlisted person, except those being discharged for physical or mental disability, shall be given a standard physical examination, the results of which shall be recorded and made a part of the person's permanent record.

B. When physical or mental defects are found to exist, the procedure outlined below shall be followed:

(1) If the man desires to be reenlisted on the day following discharge, and the disability is deemed to be of a permanent nature, the Report of Medical Examination, Standard Form 88, shall be forwarded to the Commandant with a request for waiver or such other recommendations as are indicated.

(2) If the man desires to be reenlisted on the day following discharge, and the disability is deemed to be of a temporary nature, the necessary treatment shall be provided and the man's enlistment extended as outlined in Section 12-3-32 B (4).

(3) If the man does not desire to be reenlisted on the day following discharge, and his disability is deemed to be of a permanent nature, he shall be ordered before a Board of Medical Survey.

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(4) If the man does not desire to be re-enlisted on the day following discharge, and his disability is deemed to be of temporary nature, his enlistment may be extended, with his consent, in accordance with Section 12-3-32 B (4), in order that he may be provided with the necessary treatment, and ordered before a Board of Medical Survey if indicated; or if he does not consent to extension of his enlistment, he shall be ordered to appear before a Board of Medical Survey and his enlistment extended in accordance with Section 12-3-32 B (5) (d).

(5) In any event, a man shall not be separated from the service with a disabili-

ty or due to a disability without a full and fair hearing. The several administrative boards set up by current instructions shall provide such full and fair hearing whether demanded or not. These boards are (1) Medical Board of Survey, (2) Physical Evaluation Board, (3) Physical Review Council, and (4) Physical Disability Appeal Board.

C. In order to allow additional time for processing men for discharge, the physical examination for discharge should be given approximately 30 days prior to expiration of enlistment.

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As soon as practicable, unless the interests of the patient or the Government require otherwise, treatment or hospitalization shall be continued at a medical relief station or by a designated physician or designated dentist or at another appropriate Federal medical facility.

(d) When the necessary medical relief cannot be obtained from a medical relief station or a designated physician or designated dentist, preference shall be given to other Federal medical facilities when reasonably available and when conditions permit.

(e) Vouchers on proper forms covering expenses for treatment or hospitalization under the circumstances specified in paragraphs (a) and (b) of this section shall be forwarded to the Surgeon General through appropriate official channels. Each such voucher shall be accompanied by or contain a statement of the facts necessitating the treatment or hospitalization. Unreasonable charges for emergency treatment or hospitalization will not be allowed.

(f) Expenses for consultants or special services, or for dental treatment other than emergency measures to relieve pain, shall not be allowed except when authorized in advance by the headquarters of the Service or, in extraordinary cases, when subsequently approved by such headquarters upon receipt of report and satisfactory explanation as to the necessity and urgency therefor.

Sec. 5. Application for treatment; active duty personnel. (a) An applicant for medical relief who is on active duty shall furnish a certificate identifying him. Such certificate shall be signed by an officer of the Coast Guard. Commissioned officers and officers in charge of units may sign their own certificates. In an emergency, the officer in charge of a medical relief station, or a designated physician or designated dentist, may accept other evidence of status satisfactory to him.

(b) A temporary member of the Coast Guard Reserve except when on active duty or a member of the Coast Guard Auxiliary shall, when applying for medical relief, furnish a statement signed by a responsible superior officer setting forth the facts and circumstances giving rise to the need for medical relief. In emergencies, such statement shall be furnished promptly after

the member has received the immediately required care and treatment. Such statement shall be presumptive evidence of the facts stated, but if investigation indicates that the injury, sickness, or disease was not incurred or contracted in the manner stated, further treatment may be denied.

Sec. 6. Personnel absent without leave. No member of the Coast Guard shall be entitled when absent without leave to medical relief except at a medical relief station or by a designated physician or designated dentist.

Sec. 7. Continuance of medical relief after loss of status. If a member is separated from the Coast Guard, except persons specified in subsections (c) and (e) of Sec. 2 who shall be entitled to treatment after separation under the conditions set forth in such subsections, while undergoing treatment by the Service, his treatment shall be discontinued immediately unless the physician in charge determines that the condition of the patient does not permit interruption of treatment, in which case the treatment shall be discontinued as soon as practicable and the condition of the patient permits. At that time he shall be discharged from treatment and shall not thereafter be afforded medical relief by the Service by reason of his previous service.

Sec. 8. Retired personnel; extent of treatment. (a) A retired member of the Coast Guard, specified in section 2 shall be entitled to medical, surgical, and dental treatment and hospitalization at medical relief stations of the first-, second-, and third-class, upon presentation of satisfactory evidence of his status.

(b) Elective medical or surgical treatment requiring hospitalization shall be furnished only at hospitals operated by the Service.

(c) Dental treatment shall be furnished to the extent of available facilities only at medical relief stations where fulltime dental officers are on duty; at other medical relief stations the dental treatment shall be limited to emergency measures necessary to relieve pain.

Sec. 9. Dependent members of families; treatment. To the extent and under the circumstances prescribed in these regulations, the Service shall provide medical

advice and outpatient treatment at first-, second-, and third class medical relief stations and hospitalization at first-class stations to the dependent members of families of the following persons:

(1) Coast Guard. Commissioned officers, chief warrant officers, warrant officers, cadets, and enlisted personnel of the Regular Coast Guard, including those on shore duty and those on detached duty, whether on active duty or retired; and regular members of the United States Coast Guard Reserve and members of the Women's Reserve of the Coast Guard, when on active duty or when retired for disability.

Sec. 10. Dependent members of families; use of Service facilities. (a) A dependent member of the family of any person specified in section 9 shall, upon presentation of satisfactory evidence of such status, be entitled to medical advice and out-patient treatment at first-, second-, and third-class medical relief stations and hospitalization at first-class stations if suitable accommodations are available therein and if the condition of the dependent is such as to require hospitalization, both as determined by the medical officer in charge.

(b) Hospitalization at first-class stations shall be at a per diem cost to the officer, enlisted person, member of a crew or other person concerned. Such cost shall be at such uniform rate as may be prescribed from time to time by the President for the hospitalization of dependents of naval and Marine Corps personnel at any naval hospital.

(c) Hospitalization at first-class stations and out-patient treatment at first-, second-, and third-class stations may include such services and supplies, as, in the judgment of the medical officer in charge, are necessary for reasonable and adequate treatment.

(d) Dental treatment shall be furnished to the extent of available facilities only at medical relief stations where full time officers are on duty.

Part III--Provisions Applicable to Personnel of Former Lighthouse Service

Sec. 11. Persons entitled to treatment. To the extent and under the circumstances prescribed in these regulations, the fol-

lowing persons shall be entitled to medical, surgical, and dental treatment and hospitalization by the Service: Lightkeepers, assistant lightkeepers, and officers and crews of vessels of the former Lighthouse Service, including any such persons who subsequent to June 30, 1939, have involuntarily been assigned to other civilian duty in the Coast Guard, who were entitled to medical relief at hospitals and other stations of the Service prior to July 1, 1944, and who are now or hereafter on active duty or who have been or may hereafter be retired under the provisions of section 6 of the Act of June 20, 1918, as amended (33 U. S. C. 763).

Sec. 12. Use of Service facilities. Except as otherwise provided herein, the persons specified in section 11 shall be entitled to medical, surgical, and dental treatment and hospitalization only at medical relief stations and by designated physicians and designated dentists, and the cost of services procured elsewhere shall not be borne by the Service.

Sec. 13. Use of other than Service facilities. (a) When a person specified in section 11 who is on active duty requires immediate medical, surgical, or dental treatment or hospitalization and the urgency of the situation does not permit treatment at a medical relief station or by a designated physician or designated dentist, an officer or other appropriate supervisory official of the Coast Guard may arrange for treatment or hospitalization.

(b) In every such case of treatment or hospitalization, a full report thereof shall be submitted to the Surgeon General through Coast Guard Headquarters. As soon as practicable, unless the interests of the patient or the Government require otherwise, treatment or hospitalization shall be continued at a medical relief station or by a designated physician or designated dentist or at another appropriate Federal medical facility.

(c) When the necessary medical relief cannot be obtained from a medical relief station or a designated physician or designated dentist, preference shall be given to other Federal medical facilities when reasonably available and when conditions permit.

(d) Vouchers on proper forms covering expenses for treatment or hospitalization

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under the circumstances specified in paragraph (a) of this section shall be forwarded to the Surgeon General through Coast Guard Headquarters. Each such voucher shall be accompanied by or contain a statement of the facts necessitating the treatment or hospitalization. Unreasonable charges for emergency treatment or hospitalization will not be allowed.

(e) Expenses for consultants or special services, or for dental treatment other than emergency measures to relieve pain, shall not be allowed except when authorized in advance by the headquarters of the Service or, in extraordinary cases, when subsequently approved by such headquarters upon receipt of report and satisfactory explanation as to the necessity and urgency thereof.

Sec. 14. Application for treatment; active duty personnel. An applicant for medical relief who is on active duty shall furnish a certificate identifying him. Such certificate shall be signed by an officer or other appropriate supervisory official of the Coast Guard. In an emergency, the officer in charge of a medical relief station, or a designated physician or a designated dentist, may accept other evidence of status satisfactory to him.

Sec. 15. Continuance of medical relief after loss of status. If a person is separated while undergoing treatment by the Service, his treatment shall be discontinued immediately unless the physician or dentist in charge determines that the condition of the patient does not permit interruption of treatment, in which case the treatment shall be discontinued as soon as practicable and the condition of the patient permits. At that time he shall be discharged from treatment and shall not thereafter be afforded medical relief by the Service by reason of his previous service.

Sec. 16. Retired personnel; extent of treatment. (a) Any retired person specified in section 11 shall be entitled to medical, surgical, and dental treatment and

hospitalization at medical relief stations of the first, second and third class, upon presentation of satisfactory evidence of his status.

(b) Elective medical or surgical treatment requiring hospitalization shall be furnished only at hospitals operated by the Service.

(c) Dental treatment shall be furnished to the extent of available facilities only at medical relief stations where full-time dental officers are on duty; at other medical relief stations the dental treatment shall be limited to emergency measures necessary to relieve pain.

12-5-2 Treatment at Veterans' Administration Facilities

A. 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)

B. 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 and who suffer injuries or diseases which were incurred or aggravated in line of duty, when in need of hospital treatment for such injuries or diseases.

C. Executive Order No. 10122, as amended by Executive Order No. 10400, provides that members placed on the temporary or permanent disability retired lists who require treatment for chronic diseases shall be treated by the Veteran's Administration. Members with 20 or more years' active duty who require treatment for chronic diseases, with certain exceptions, may elect, with the approval of the Commanding Officer of a Service hospital, to be hospitalized by the Service.

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PART 8

Decorations, Medals, and Awards

12-8-1 General

A. Basic authority for the presentation of decorations, medals, and awards to Coast Guard personnel is contained in 14 USC 491 through 503.

12-8-2 Purpose

A. The primary purpose of decorations, medals, and awards, either to individuals or units, is to recognize and reward acts or services of distinction which were above and beyond that normally expected and which distinguished the individual or unit among those performing similar acts or services.

12-8-3 Board of Awards

A. A board of eight officers, to be known as the Board of Awards, will be appointed by the Commandant to consider all recommendations for decorations and awards and to recommend appropriate action to him.

12-8-4 Recommendations

A. Recommendations to recognize and reward acts or services of distinction may be initiated by any officer and submitted, via official channels. Recommendations should be submitted as promptly as practicable after the performance of the act or service. The commanding officer is responsible for the submission of recommendations for awards to personnel of his command who are deserving of recognition. Such recommendations should meet the following conditions:

(1) Be based upon known facts.

(2) Contain a complete, yet concise, description of the act or service, including date and exact information concerning the status of the person recommended at the time the act or service was performed.

(3) Be submitted in such detail that the awarding authority may determine whether or not the act or service meets the requirements of the award.

(4) In cases of acts of heroism, eyewitness reports if obtainable should be in-

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cluded. For the award of a Life-Saving Medal, satisfactory evidence of the services performed, in the form of affidavits made by eyewitness of good repute and standing, testifying of their own knowledge, must be submitted. Detailed instructions relative to recommendations for Life-Saving Medals are contained in the Code of Federal Regulations, Title 33, Chapter I, Subchapter A, part 13.01-15.

(5) In cases of services performed, recommendations should include length of service in the job, size of the command, duties and attendant problems of the position, and how these problems were overcome.

(6) The last paragraph shall contain the following words: "In view of the outstanding service performed, it is recommended that ----- be awarded -----."

(Name) (Award)

A proposed citation (or suggested letter of commendation) is inclosed for use if this recommendation is approved." A proposed citation shall consist of one paragraph regardless of length.

12-8-5 Time Limits

A. No Medal of Honor, Distinguished Service Medal, Coast Guard Medal, or emblem or insignia in lieu thereof, shall be issued to any person after more than five (5) years from the date of the deed or service justifying the awarding thereof, nor unless a specific statement or report distinctly setting forth the deed or service, and suggesting or recommending official recognition thereof, shall have been made by his superior through official channels at the time of the deed or service, or within one (1) year after the deed or termination of the service.

B. The Distinguished Flying Cross may be awarded only if recommendation is initiated within two (2) years of the date of the act or service and the award made within three (3) years of such date.

C. Recommendations for other awards may be made and acted upon at any time.

12-8-6 Subsequent Service Honorable

A. No Medal of Honor, Distinguished Service Medal, Distinguished Flying Cross, Coast Guard Medal, or emblem or

insignia in lieu thereof, shall be awarded or presented to any individual, or to the representative of any individual, whose entire service subsequent to the time he distinguished himself shall not, in the opinion of the Commandant, have been honorable.

12-8-7 Limitation of Decorations

A. Not more than one of the several decorations authorized by law will be awarded for the same act of heroism or achievement.

B. No more than one decoration of the same type shall be awarded to any one person, but for each succeeding deed or service sufficient to merit an identical award, a Gold Star or suitable emblem or insignia will be awarded in lieu thereof. Stars and other devices authorized to be worn on decorations and ribbons shall be of the size and material prescribed by Uniform Regulations, as amended, and shall be worn in the manner specified therein.

12-8-8 Replacement of Decorations

A. In those cases where a medal or bar, emblem or insignia in lieu thereof has been lost, destroyed, or rendered unfit for use without fault or neglect on the part of the person to whom it was awarded, such medal or bar, emblem or insignia in lieu thereof shall be replaced without charge, or, in the discretion of the Secretary of the Treasury, replaced upon condition that the Government is reimbursed for the cost thereof.

12-8-9 Presentation of Awards

A. If the recipient of a Medal of Honor is within reasonable distance, he will be ordered to Washington and the presentation will be made by the President of the United States or by the Secretary of the Treasury as the President's personal representative. Otherwise, the Medal of Honor will be presented with appropriate ceremony by the senior officer present.

B. All other awards will be presented by the Secretary of the Treasury or the senior officer present in accordance with established procedure. Presentations will be made with appropriate ceremony as soon as practicable after the award is authorized.

C. In case an individual who has distinguished himself dies before receiving an award to which he is entitled, the award nevertheless may be made, and the medal or emblem or insignia presented to the official next of kin of the deceased. Awards made posthumously will be presented to the next of kin in accordance with established procedure.

12-8-10 Precedence of Decorations

A. The precedence of decorations, medals, and awards authorized for the U. S. Coast Guard shall be as prescribed by the Uniform Regulations, as amended.

12-8-11 Coast Guard serving as part of the Navy

A. When the Coast Guard is operating as a part of the Navy, the award of decorations and medals to Coast Guard personnel shall be governed by pertinent Department of the Navy regulations.

12-8-12 Personnel serving with other branches

A. When Coast Guard personnel are serving temporarily with other branches of the Armed Forces, they may be awarded medals, bars, emblems, or insignia to which they may be entitled under other provisions of law.

12-8-13 Medal of Honor

A. The President in the name of Congress may present a Medal of Honor to any person who, while in the service of the Coast Guard, in action involving actual conflict with the enemy, or in the line of his profession distinguishes himself conspicuously by gallantry and intrepidity at the risk of his life above and beyond the call of duty and without detriment to the mission of his command or to the command to which attached.

B. The design of this medal shall be the same as that of the Navy Medal of Honor.

12-8-14 Distinguished Service Medal

A. The President or Secretary of the Treasury may present, but not in the name of Congress, a Distinguished Service Medal of appropriate design, with accompanying ribbon, together with a rosette or other device to be worn in lieu

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thereof, to any person who, while serving in any capacity with the Coast Guard, distinguishes himself by exceptionally meritorious service to the Government in a duty of great responsibility.

Note: This medal has not been designed and has not been authorized for issue.

12-8-15 Legion of Merit

A. The President may award a decoration to be known as the Legion of Merit, which shall have suitable appurtenances and devices and not more than four degrees to, among others, personnel of the Armed Forces of the United States.

(1) The following detailed regulations govern the award of the Legion of Merit:

(a) The award of the Legion of Merit to personnel of the armed forces of the United States shall be made as the Legion of Merit without reference to any degree, to such personnel who shall have distinguished themselves by exceptionally meritorious conduct in the performance of outstanding services.

(b) For this purpose, the medal and ribbon for the degree of Legionnaire as prescribed for award to foreign personnel will be used.

(2) The authority to award the Legion of Merit to Coast Guard personnel has been delegated to the Secretary of the Treasury by the President.

12-8-16 Distinguished Flying Cross

A. The President may present, but not in the name of Congress, a Distinguished Flying Cross to any person who, while serving in any capacity with the Coast Guard of the United States, subsequent to 6 April, 1917, has distinguished himself by heroism or extraordinary achievement while participating in an aerial flight.

B. The design of this medal shall be the same as that for the other armed services.

C. The detailed regulations for the award of this medal include the following:

(1) Subject to other special conditions prescribed in the law, the following classes of persons, among others, are eligible for the award of the Distinguished Flying Cross:

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(a) Members of the Coast Guard, while participating in an aerial flight as part of the duties incident to such membership.

(b) Members of the Coast Guard Reserve, not on active duty while participating in an aerial flight as part of the duties incident to such membership.

(c) Members of the military, naval, or air forces of foreign governments, while serving with the military or naval forces of the United States while participating in an aerial flight.

D. Award of the medal is limited to recognition of acts of heroism or of extraordinary achievement in the face of great danger, well above normal expectation, such as to distinguish the individual above those of comparable rank or rating performing similar services; for achievement the results accomplished must be so exceptional as to render the individual conspicuous among those of comparable rank or rating performing similar services. The recommendation should contain a specific statement setting forth the particular flight on which the recommendation is based.

E. Authority to award this medal has been delegated to the Secretary of the Treasury by the President.

12-8-17 Coast Guard Medal

A. The President or Secretary of the Treasury may present, but not in the name of Congress, a medal to be known as the Coast Guard Medal, of appropriate design with the accompanying ribbon, together with a rosette or other device to be worn in lieu thereof, to any person who, while serving in any capacity with the Coast Guard, distinguishes himself by heroism not involving actual conflict with an enemy.

Note: ~~This medal has not been designed and has not been authorized for issue.~~

12-8-18 Bronze Star Medal

A. The Bronze Star Medal, with accompanying ribbons and appurtenances may be awarded to any person, among others, who, while serving in any capacity in or with the Coast Guard on or after 7 December 1941, distinguishes or has distinguished himself by heroic or meritorious

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achievement or service not involving participation in aerial flight, in connection with military or naval operations against an enemy of the United States.

B. The design of this medal shall be the same as that for the other armed services.

C. The required achievement or service for award of the Bronze Star Medal is less than that required for award of the Legion of Merit, but must nevertheless be accomplished or performed in a manner above that normally to be expected and sufficient to distinguish him among those performing comparable duties. The Bronze Star Medal may be awarded to recognize minor acts of heroism in actual combat or single acts of merit, or meritorious service either in sustained operational activities against an enemy or in direct support of such operations.

D. The Secretary of the Treasury may award this medal.

12-8-19 Air Medal

A. An Air Medal, with accompanying ribbons, may be awarded to any person, among others, who, while serving in any capacity in or with the Coast Guard, subsequent to 8 September 1939, distinguishes or has distinguished himself by meritorious achievement while participating in an aerial flight.

B. The design of this medal shall be the same as that for the other armed services.

C. The Air Medal and appurtenances thereto may be awarded by the Secretary of the Treasury, or by such commanding officers of the Coast Guard, among others, as the Secretary may designate.

D. The Air Medal may be awarded for meritorious acts or series of acts while participating in aerial flight. To justify this award, however, the achievement must be accomplished with distinction.

E. The Air Medal may be awarded to civilians serving with the Coast Guard.

12-8-20 Coast Guard Commendation Ribbon

A. The Secretary of the Treasury or the Commandant may, by means of an individ-

ual citation, award the Coast Guard Commendation Ribbon to members of the Armed Forces of the United States, serving in any capacity with the Coast Guard, for meritorious service resulting in unusual and outstanding achievement rendered while the Coast Guard is serving under Treasury Department jurisdiction.

B. A Coast Guard Commendation Metal Pendant is authorized for issuance to recipients of the Coast Guard Commendation Ribbon.

12-8-21 Letter of Commendation

A. The Secretary of the Treasury or the Commandant may address a Letter of Commendation to any individual serving in any capacity with the Coast Guard for meritorious service resulting in unusual and outstanding achievement rendered while the Coast Guard is serving under Treasury Department jurisdiction.

B. A Letter of Commendation does not entitle the recipient to any decoration or medal.

12-8-22 Purple Heart

A. The award of the Purple Heart in the name of the President of the United States is authorized to any persons who, while serving in any capacity with the Coast Guard, are wounded in action against or as the result of an act of an enemy of the United States or an opposing armed force of a foreign country, provided such wound necessitates treatment by a medical officer.

B. The design of this medal shall be the same as that for the other armed services.

C. The Secretary of the Treasury may award this medal.

12-8-23 Life-Saving Medal

A. A Life-Saving Medal of gold or silver may be awarded by the Secretary of the Treasury to any person, including personnel of the Coast Guard, who rescues or endeavors to rescue any other person from drowning, shipwreck, or other peril of the water in accordance with the following provisions:

(1) If such rescue or attempted rescue is made at the risk of one's own life and evi-

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dence of extreme and heroic daring, the medal shall be of gold.

(2) If such rescue or attempted rescue is not sufficiently distinguished to deserve the medal of gold, but evidences the exercising of such signal exertion as to merit recognition, the medal shall be of silver.

(3) In order for a person to be eligible for the Life-Saving Medals, the rescue or attempted rescue must take place in waters, within the United States or subject to the jurisdiction thereof, or if the rescue or attempted rescue takes place outside such waters, one or the other of the parties must be a citizen of the United States or from a vessel or aircraft owned or operated by citizens of the United States.

(4) No person shall receive more than one gold medal, and one silver medal; but any person who has received or may hereafter receive a gold or silver medal and who again performs an act which would entitle him to receive another medal of the same class may be awarded, in lieu of a second medal of the same class, a gold or silver bar, as the case may be, to be worn with the medal already bestowed, and for every such additional act an additional bar may be awarded.

(5) Medals and bars in lieu thereof may be awarded posthumously.

12-8-24 Armed Forces Reserve Medal (CGGO No. 1)

A. The President of the United States has established the Armed Forces Reserve Medal, with accompanying appurtenances and devices, for award to members and former members of the Reserve components of the Armed Forces of the United States.

B. The Armed Forces Reserve Medal may be awarded by the Commandant to any officer or enlisted member or former member of the Reserve component who completes or has completed a total of ten (10) years honorable service in one or more of the reserve components of the Armed Forces of the United States; provided,

(1) that such ten (10) years of service is or has been performed within a period of twelve (12) consecutive years, except that any period of time during which reserve service is interrupted by service in a regular component of the armed forces shall be excluded in computing, and shall

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not be considered a break in, the said period of twelve (12) consecutive years.

(2) that for the purpose of determining eligibility, each year of active or inactive honorable service prior to 1 July 1955, in any of the reserve components listed in Section 306 (c), Title III, Public Law 810, 80th Congress, may be credited toward the award of the Armed Forces Reserve Medal. For service performed on or after 1 July 1955, members must accumulate during each anniversary year a minimum of fifty (50) retirement points as prescribed in Section 302 (b), Title III, Public Law 810, 80th Congress.

(3) that any medal awarded hereunder shall be of the design distinctive of the Reserve component in which the person to whom it is awarded is serving at the time of the award or in which he last served.

(4) that such service shall not include service in a regular component of the Armed Forces, except that service in a reserve component which is concurrent, in whole or in part, with the service in a regular component of the armed forces shall be included in computing the required ten (10) years of reserve service, and

(5) that such service shall not include service for which the Naval Reserve Medal or the Marine Corps Reserve Medal has been, or may be awarded.

C. Not more than one Armed Forces Reserve Medal may be awarded to any one person, but for each succeeding ten (10) year period of service, as above described, a suitable device may be awarded to be worn with the medal.

12-8-25 Additional Provisions

A. Coast Guard personnel may be awarded campaign medals or other medals, bars, emblems, or insignia, to which such personnel may be entitled under other provisions of law.

B. Campaign medals, ribbons, bars, emblems, or insignia shall be awarded under such instructions as the Commandant may prescribe.

C. Under such instructions as the Commandant may prescribe, Coast Guard personnel may be awarded trophies, badges, and cash prizes for excellence in accomplishments relating to Coast Guard service.

CHAPTER 13

RANK AND COMMAND

PART 1

Precedence

13-1-1 Grades of Officers

A. The grades of officers of the Coast Guard in order of seniority are as follows: vice admiral, rear admiral, captain, commander, lieutenant commander, lieutenant, lieutenant (junior grade), ensign, commissioned warrant officer, cadet, and warrant officer.

B. Commissioned warrant and warrant officers of the Coast Guard include: chief boatswains, chief gunners, chief electricians, chief radio electricians, chief machinists, chief carpenters, chief ship's clerks, chief photographers, chief pay clerks, chief pharmacists, boatswains, gunners, electricians, radio electricians, machinists, carpenters, ship's clerks, photographers, pay clerks, and pharmacists.

13-1-2 Precedence of Commissioned Officers (CGGO No. 1)

A. The names of all commissioned officers of the Coast Guard on active duty, including those officers whose permanent status is commissioned warrant officer, warrant officer, or enlisted, and of those officers of the Coast Guard Reserve on active duty whose names appear in the Register of Commissioned and Warrant Officers and Cadets of the United States Coast Guard shall be carried on a single lineal list. These officers shall take precedence in the order in which their names are listed in the official Coast Guard Register kept at Headquarters.

B. Precedence in grade shall be determined by date of rank in present grade, without distinction as to whether permanent or temporary, except for officers who have lost numbers in grade.

C. Precedence on the list of rear admirals shall be determined by the date of first appointment to that grade, except that the Assistant Commandant shall, while holding such office, be next in precedence to the Commandant.

D. When two or more officers are promoted to a grade below rear admiral with the same date of rank, they shall take precedence in the order in which recommended for promotion by the Commandant.

E. A commissioned warrant officer, warrant officer, or enlisted man appointed a commissioned officer for temporary service shall take precedence in the grade in which appointed in accordance with his date of rank. When two or more such officers have the same date of rank, they shall take precedence with each other in the order in which recommended for appointment by the Commandant. (T.D. O. 167-3)

F. Any person appointed a permanent commissioned officer shall take precedence in the grade in which appointed in accordance with the date of his commission as a permanent commissioned officer in such grade; except that such appointee who, during any period of World War II served temporarily as a commissioned officer of the Coast Guard, or as a commissioned officer of the Coast Guard Reserve on active duty, shall be assigned a date of rank for precedence purposes which shall antedate the date of his commission by one month for each full year of active service between 7 December, 1941 and 31 December, 1946, provided that such credit shall be granted only to the extent that it does not give the appointee precedence ahead of officers of the same grade whose length of active commissioned service is greater than that of the appointee. Appointees whose dates of commission are the same shall take precedence in the order in which recommended for appointment by the Commandant. (T.D.O. 167-3)

G. In addition to the provisions of E and F above, officers with the same date of commission or date of rank shall take precedence in the following order: (T.D.O. 167-3)

(1) Officers promoted from the next lower grade.

(2) Appointees as permanent commissioned officers.

(3) Appointees as temporarily commissioned officers.

H. Ensigns appointed upon graduation from the Coast Guard Academy shall take precedence among themselves in the order of their class standing upon graduation, and ahead of other appointees with the same date of commission or date of rank. (T.D.O. 167-3)

13-1-3 Date of rank

A. The date of rank in permanent grade of a commissioned officer shall be determined as follows, depending upon whether or not a date is specified in the Confirmation of Appointment approved by the Senate, or, in the case of a recess appointment, in the letter of appointment signed by the President:

(1) When a date is specified, it shall be the date on which the officer was appointed to the given grade for temporary service provided he is currently serving in that grade for temporary service, or the date when a vacancy in the given grade is expected to occur.

(2) When a date is not specified, the date of rank shall be the date on which the officer was appointed to the given grade for temporary service provided he is currently serving in that grade for temporary service, or the date on which the Senate confirms the appointment or the President makes the recess appointment.

★ (3) An officer who has been placed out of the line of promotion and subsequently returned to the line of promotion shall, upon permanent promotion, have a date of rank the same as that of the last officer permanently promoted to that grade.

13-1-4 Extra Numbers (CGGO No. 1)

A. The words "extra number" shall mean a commissioned officer of the Coast Guard designated by law as an extra number in grade. The words "running mate" shall mean a commissioned officer on the lineal list to whose name an extra number is attached for purposes of precedence.

B. An extra number shall take precedence on the lineal list next after his running mate. If more than one extra number has the same running mate, they shall take precedence among themselves in the order

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in which their names are listed in the official Coast Guard Register.

C. Should the running mate of an extra number be separated from the active list for any cause, or lose numbers in grade, the officer who succeeds to his place on the lineal list shall be assigned as new running mate.

D. Should the running mate of an extra number be promoted to the next higher grade and such extra number not be promoted for any reason, the officer in a regular number not promoted who was next junior to the former running mate shall be the new running mate.

F. If an extra number should lose numbers in grade for any cause, his new running mate shall be the officer in a regular number junior to the running mate by the numbers lost. If the new running mate already is assigned as running mate to one or more extra numbers, the extra number who is losing numbers shall take precedence after the most junior of these other extra numbers.

E. Should an extra number be promoted to any grade other than rear admiral and his running mate not be promoted for any cause, the officer in a regular number promoted who was next junior to the former running mate shall be the new running mate of the extra number. However, if the running mate continues to be eligible for promotion, and a place on the lineal list is reserved for him in the higher grade, the extra number shall not be assigned a new running mate by name, but shall be carried opposite the vacant place on the lineal list until the running mate is promoted, or until an officer succeeds to such place, at which time such officer shall be the new running mate of the extra number.

13-1-5 Commissioned Warrant Officers and Warrant Officers (T.D.O. 167-10)

A. All commissioned warrant and warrant officers permanent or temporary shall take precedence in accordance with the following:

(1) All commissioned warrant officers of a given warrant grade shall take precedence over commissioned warrant and warrant officers of lower grade.

(2) Within the same grade, precedence shall be governed by date of rank in that grade.

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(3) Commissioned warrant and warrant officers of the same grade whose date of rank is the same shall take precedence within grade without regard to specialty, as follows:

(a) As shown in the Register of the Commissioned and Warrant Officers and Cadets of the United States Coast Guard (CG 211) dated 1 July 1951, for those appointed prior to 1 July 1951.

(b) In the order of rank established by personnel boards determining eligibility for warrant grade since 1 July 1951, as approved by the Commandant.

13-1-6 Relative Rank of Commissioned Officers with Respect to Army and Navy

A. The commissioned officers of the Coast Guard rank as follows: Vice admirals with vice admirals in the Navy and lieutenant generals in the Army and the Air Force; rear admirals of the upper half with rear admirals of the upper half in the Navy and major generals in the Army and the Air Force; rear admirals of the lower half with rear admirals of the lower half in the Navy and brigadier generals in the Army and the Air Force; captains with captains in the Navy and colonels in the Army and the Air Force; commanders with commanders in the Navy and lieutenant colonels in the Army and the Air Force; lieutenant commanders with lieutenant commanders in the Navy and majors in the Army and the Air Force; lieutenants with lieutenants in the Navy and captains in the Army and the Air Force; lieutenants (junior grade) with lieutenants (junior grade) in the Navy and first lieutenants in the Army and the Air Force; and ensigns with ensigns in the Navy and second lieutenants in the Army and the Air Force.

B. The precedence of officers of the Air Force, Army, Coast Guard, Marine

Corps, Navy, and Public Health Service of the same relative grade shall be in accordance with their respective dates of rank.

C. When officers of the Air Force, Army, Coast Guard, Marine Corps, Navy, and Public Health Service, having the same or relative grade and the same date of rank, are serving together they shall have precedence according to the time each has served on active duty as a commissioned officer of the United States.

13-1-7 Precedence of an Officer in Command

A. An officer detailed to command by competent authority or who has succeeded to command has precedence over all officers or other persons attached to the command of whatever rank or classification.

13-1-8 Precedence of the Executive Officer

A. The executive officer, while in the execution of his duties as such, shall take precedence over all persons under the command of the commanding officer.

13-1-9 Manner of Addressing Personnel

A. Commissioned officers, commissioned warrant officers, warrant officers, and enlisted personnel shall be designated and addressed in official communications by the title of their grades or ratings.

B. In oral communication commissioned officers below the grade 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. Commissioned warrant and warrant officers may be addressed as "Mister". Enlisted men shall be addressed by their surnames.

PART 2**Authority****13-2-1 Exercise of Authority**

A. All persons in the Coast Guard on active service are at all times subject to Coast Guard authority, and shall exercise authority over all persons who are subordinate to them, in accordance with these regulations and orders from competent authority, provided they are not under arrest, suspended from duty, in confinement, or otherwise incapable of discharging their duties.

B. All persons on the Coast Guard retired list are subject to Coast Guard authority, but no person on the retired list shall place himself on duty or exercise authority over persons in the Coast Guard without orders from competent authority.

13-2-2 Authority of an Officer in Command

A. An officer detailed to command by competent authority has authority over all officers or other persons attached to the command.

13-2-3 Authority of an Officer who Succeeds to Command

A. An officer who succeeds to command due to the incapacity, death, departure on leave, or absence due to orders from competent authority, of the officer detailed to command has the same authority and responsibility as the officer whom he succeeds.

B. An officer who succeeds to command during the temporary absence of the commanding officer shall make no change in the existing organization, and shall endeavor to have the routine and other affairs of the command carried on in the usual manner.

13-2-4 Authority of the Senior Officer Present

A. Coast Guard units from time to time are called upon to operate together under circumstances for which there are no specific instructions, particularly in connection with distress or other emergency situations. The command relationship for

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such operations must be recognized by the individuals present at the scene; officers involved must, without delay, assume the responsibilities appropriate to their status, and undertake the requisite initial operations without awaiting detailed directives from higher authority.

B. The senior officer at the scene of distress, emergency or other abnormal situation, shall:

(1) Make his presence and status known to all concerned, in order that he may effectively assume overall command of the units involved.

(2) Exercise his authority by positive action based upon intelligent initiative.

(3) Inform operational commanders not present at the scene by means of complete, timely, and accurate situation reports of the conditions at the scene, the action being taken, the future intentions of the senior officer present, and the need, if it exists, for additional assistance.

C. The senior officer present shall not, without good and sufficient reason, divert any officer from a duty assigned to him by a common superior or deprive him of his command or duty.

D. In the event of a quarrel or disturbance, or in other circumstances in which persons in the Coast Guard are involved and the exercise of authority is necessary, the senior Coast Guard officer at the scene shall assume command and take the action necessary, until relieved of this responsibility by competent authority. All persons in the Coast Guard in the vicinity shall render prompt assistance and obedience to the officer thus engaged in the restoration of order.

13-2-5 Authority of the Commanding Officer of a Shore Unit Over Visiting Commands

A. The commanding officer or officer in charge of a ship, craft, or unit of aircraft, at a shore unit, when not assigned to the command of the commanding officer of the shore unit, shall conform to the orders of the commanding officer of the shore unit concerning:

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(1) Matters pertaining to the specific services rendered to or received from such ship, craft, or unit of aircraft.

(2) Matters pertaining to police, fire, security, safety, local air traffic rules, clearance of aircraft flights over the civil air ways, communications, sanitation, and matters pertaining to plant maintenance and protection.

13-2-6 Authority of officers with Temporary Appointment

A. An officer duly appointed to a temporary grade shall, while serving under such appointment, have the same authority as if he held a permanent commission in that grade.

13-2-7 Authority of Officers Embarked as Passengers

A. An officer embarked as a passenger in a ship or aircraft not under his command, unless otherwise specified in his orders, has no authority over, nor responsibility for, the ship or aircraft.

B. Officers embarked as passengers who are junior to the commanding officer, if not on the staff of an officer also embarked, may be assigned to duty when the exigencies of the service render it necessary, of which necessity the commanding officer shall be the sole judge. Passengers thus assigned shall have the same authority as though regularly attached to the ship but have no additional claim to quarters by virtue of such assignment.

13-2-8 Authority of the Senior Officer in a Boat

A. The senior officer in a boat has authority over all persons embarked unless this authority has been specifically delegated to another person by an order covering the operation in which the boat is engaged. This authority carries with it responsibility for the safety and management of the boat under all circumstances.

13-2-9 Authority of Juniors to Issue Orders to Seniors

A. No officer is authorized by virtue of his rank alone to give any order or grant

any privilege, permission, or liberty to any officer his senior, nor is any senior officer required to receive such order, privilege, permission or liberty from his junior, unless such junior is at the time in command of the ship or other command to which the senior is attached, or in command or direction of the military expedition or duty on which such senior is serving or unless such junior is acting in the execution of his official duties as a sentinel or as a member of the armed forces police.

13-2-10 Authority of and over Persons in the Other Armed Services

A. Whenever personnel of the other Armed Services are operating with personnel of the Coast Guard, the personnel of each service shall have the same authority and control over personnel of the other service as that to which their grade or rating entitles them in their respective services.

13-2-11 Contradictory and Conflicting Orders

A. 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 his action to the officer whose orders he has contravened, and show that the public interest required such action. All orders under such circumstances shall be given in writing when this is possible.

B. If an officer receives an order which annuls, suspends, or modifies one received from another superior, or one contrary to instructions or orders from the Commandant, he shall exhibit his first orders, unless he has been instructed not 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 officer receiving and executing it shall report the circumstances to the superior from whom he received the original order.

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PART 3

Succession to Command

13-3-1 Rank and Command

A. Military rank is that character or quality bestowed upon 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 grades which mark the relative positions and powers of the different persons possessing it.

B. Command is exercised by virtue of office and by the special assignment of persons holding military grade who are eligible for command.

13-3-2 Succession to the Duties of Commandant

A. The following officers of the U. S. Coast Guard, in the order of succession enumerated, shall act as Commandant during the absence or disability of the Commandant, or when there is a vacancy in such office:

(1) Assistant Commandant

(2) Officers whose assignment to duty is not restricted by law and who are assigned to and present for duty at Coast Guard Headquarters in the order of their precedence in grade.

(3) Field officers, in the order of their precedence in grade, under the conditions published in a classified Coast Guard directive.

13-3-3 Succession to Command of an Area

A. Whenever the area commander is absent from the limits of the area for any reason, or is on leave, or absent because of illness, and whenever the office of area commander is vacated by death or transfer without relief, the deputy area commander shall become acting area commander unless the Commandant orders a different officer to duty as acting area commander.

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13-3-4 Succession to Command of a District

A. The district chief of staff shall act as district commander, unless the Commandant orders a different officer to duty as acting district commander, when there is a vacancy in that office, when the district commander is absent from the district office because of leave, sickness, or temporary duty outside the district, and when he is absent because of temporary duty within the district and the distance involved, communication and mail facilities, or period of time away from his office are such as to prevent the district commander from properly administering the district.

B. During the absence or disability of both the district commander and the chief of staff, the next senior officer attached to the district office whose assignment to duty is not restricted by law shall act as district commander, unless the Commandant orders a different officer to duty as acting district commander.

13-3-5 Succession to Command of a Section or Group

A. Whenever the commanding officer of a section or group is not available for duty, the next senior commissioned or warrant officer regularly assigned to duty in the section or group and who is in line for succession to command shall assume command, unless the district commander has designated a different officer to do so. If there is no such commissioned or warrant officer available, the district commander shall designate an enlisted person to assume charge. When an officer succeeds to command under the foregoing provisions, he shall so inform his immediate superior and the subordinate units.

13-3-6 Succession to Command by Commissioned Officers

A. In the event of the incapacity, death, relief from duty, or absence of the officer detailed to command a vessel or shore unit, he shall be succeeded by the general duty officer, or the special duty officer qualified in accordance with the provisions

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of section 13-3-7, who is next in rank and regularly attached to the unit.

13-3-7 Succession to Command by Special Duty Officers

A. Special duty officers may succeed to command of a unit in conformity with the following:

(1) In vessels, special duty officers who are authorized to perform all deck duties afloat may succeed to command.

(2) Within other commands, any special duty officer with a specialty appropriate to the function of the activity may succeed to command.

13-3-8 Succession to Command of Commissioned Warrant Officers and Warrant Officers

A. Commissioned warrant officers and warrant officers may succeed to command of a unit in conformity with the following:

(1) In vessels, commissioned warrant and warrant officers who are authorized to perform all deck duties afloat may succeed to command.

(2) Within other commands, any commissioned warrant or warrant officer with a specialty appropriate to the functions of the activity may succeed to command.

13-3-9 Succession to Command of Petty Officers

A. Petty officers may succeed to command of a unit, with authority as officer-in-charge, in conformity with the following:

(1) In vessels, chief petty officers and petty officers who are authorized to perform all deck duties afloat may succeed to command.

(2) Within other commands, any chief petty officer or petty officer with a rating appropriate to the functions of the activity may succeed to command.

13-3-10 Succession as Officer in Charge, Marine Inspection

A. Whenever the officer-in-charge, marine inspection, is not available for duty, the senior inspector, materiel shall succeed as officer-in-charge, marine inspection. If there is no senior inspector, materiel, or if that person is not available for duty, the district commander shall designate a person, attached to the office for duty, as OCMI.

13-3-11 Succession as Commanding Officer or Officer in Charge of Military Personnel

A. Whenever the person designated as commanding officer or officer-in-charge of military personnel pursuant to Section 6-2-6 is not available for duty, the military person attached for duty and designated by the cognizant commander shall succeed as commanding officer or officer-in-charge of military personnel, as appropriate for his rank or rate.

B. Whenever a military person is succeeded by a civilian as officer-in-charge, marine inspection, and military personnel are attached to the office for duty, the senior military person attached to the office for duty shall become commanding officer or officer-in-charge of military personnel, as appropriate for his rank or rate.

13-3-12 Absence of Officer in Command

A. When an officer in command is absent from his assigned duty and another succeeds to command in accordance with preceding sections of this Part, and the absence has not been directed or authorized by or through his immediate superior in the chain of command, the absence, the reason therefor, and the name of the officer acting in his place shall be reported promptly to the immediate superior. The absence of a district commander shall be reported to the Commandant and the area commander. When circumstances permit, the superior shall be informed before the absence commences.

CHAPTER 14

DISCIPLINE

PART 1

General

14-1-1 Duties Relative to Laws, Regulations, and Orders

A. Every person in the Coast Guard shall acquaint himself with, obey, and so far as his authority extends, enforce the laws, regulations, and orders relating to the Coast Guard. In the absence of instructions he shall act in accordance with the public interest and in conformity with the customs of the service.

14-1-2 Conduct of Persons in the Coast Guard

A. All persons in the Coast Guard shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty. They shall aid to the utmost of their authority, in maintaining good order and discipline, and in all that concerns the efficiency of the command.

14-1-3 Amenability to Discipline

A. All persons in the Coast Guard, active and retired, are at all times amenable to the rules and regulations contained in the Manual for Courts-Martial, United States, 1951, and the Coast Guard Supplement thereto.

14-1-4 Example To Be Set by Officers

A. Discipline depends in a large degree upon the example set by commanding and other officers in authority, and may be maintained in many cases by their own attention to duty and by their personal influence, tact, and discretion. To this end, they shall show in themselves good examples of honor, patriotism, subordination, and fidelity to their oaths of office, be zealous in the performance of the duties intrusted to them, and vigilant respecting the conduct of all persons under their authority.

14-1-5 Civil Court Proceedings. (See 33 CFR Part 1 and 46 CFR Parts 136 and 137)

A. The delivery of personnel to civil authorities, and the service of civil court

process upon Coast Guard personnel, shall be governed by the provisions of the Coast Guard Supplement to the Manual for Courts-Martial, 1951.

B. No person in the service of the Coast Guard shall, without prior approval of the Commandant, give any testimony with respect to any official duties, any investigations, or any other official proceedings in any suit or action in the courts. This applies equally to cases in State or Federal courts and to civil as well as criminal cases.

C. In cases involving (1) civil litigation between private parties, or (2) criminal matters before state courts, or (3) civil litigation for or against the United States where Coast Guard personnel are called by parties opposing the United States, an affidavit by the litigant or his attorney setting forth the interest of the litigant and the information with respect to which the testimony of such Coast Guard officer or employee is desired must be submitted before permission to testify will be granted. Permission to give testimony will, in all cases, be limited to the information set forth in the affidavit, or to such portions thereof as may be deemed proper. In addition to the permission required by this section, the Commandant may insist that the appearance of the Coast Guard officer or employee as a witness be conditioned upon the issuance of a subpoena or a subpoena duces tecum (as appropriate) from a court of competent jurisdiction.

D. In cases where the appearance of Coast Guard personnel is desired by counsel representing the United States to support the affirmative claims or defenses of the United States in civil matters or on behalf of the United States in criminal matters no affidavit as described in C above shall be required, but the Commandant's prior approval must nevertheless be obtained, except in those cases where the Coast Guard officer or employee desired as a witness files the original complaint or has made original inquiry into the subject matter which resulted in the filing of the original complaint. (33 CFR 1.20-1).

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14-1-6 Appearance of Coast Guard Personnel Before Foreign Courts

A. No person of the Coast Guard may be turned over to a foreign government for prosecution in any case, unless his commanding officer has received express authority from the Commandant or the Secretary of the Treasury to release persons under his command to foreign governments or has received express authority in the specific case.

14-1-7 Nonpunitive Admonishment

★ A. Whenever a commanding officer feels it incumbent upon him in the discharge of his duty to admonish an officer of inferior rank, not as a penalty but as a purely corrective measure, as provided by paragraph 128 (c) MCM, U. S. 1951, he shall administer either:

(1) An oral admonition which shall be given in private and in a gentlemanly manner, or

★ (2) A written admonition, a copy of which shall be sent to the officer's official file.

B. When an administrative admonition is addressed to an officer in a matter concerning which he has not previously had an opportunity to be heard in his own behalf, he shall be informed that he is privileged to make a written reply.

C. A nonpunitive admonition shall not be considered as punishment for an offense.

14-1-8 Letters of Censure

★ A. Any letter by a commanding officer addressed to an officer as a punishment under the authority of Article 15, UCMJ, and paragraph 131, MCM, U. S. 1951, is a letter of censure. The term "letter of censure" is considered to be general and should not be used in any one specific letter. Such letters may be issued in two degrees of severity, of which a "letter of reprimand" is the more severe. A "letter of admonition" is considered to be less severe than a letter of reprimand.

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★ B. Every letter of censure shall contain specific reference to the authority under which it is issued; that is, Article 15, UCMJ and paragraph 131, MCM, U. S. 1951.

C. Before a letter of censure is addressed to an officer he shall be permitted to make a written statement in his own behalf. In case he does not desire to submit a statement he will indicate so in writing. Such procedure shall not be required when the letter is issued pursuant to a sentence of a General Court Martial or a Special Court Martial, or on the recommendation of a court of inquiry or investigation before which the officer concerned has appeared as a party.

D. When a letter of censure is addressed to an officer as a nonjudicial punishment under Article 15, UCMJ, no copy thereof will be forwarded to the Commandant, for inclusion in the officer's official record until a reasonable time has elapsed or until any appeal therefrom to the next superior authority pursuant to the provisions of Article 15 (d) UCMJ, and paragraph 134 MCM, 1951, has been adjudicated by that superior.

14-1-9 Offenses Committed Within Limits of a Coast Guard Shore Unit

A. All persons within the limits of a Coast Guard shore unit are subject to Federal law including those penal laws of the State, Territory, or District in which the unit is located, which have been adopted as Federal law by the provisions of 18 U.S.C. 13.

B. Persons in the Coast Guard who commit offenses within the limits of a shore unit shall be brought before the proper Coast Guard authority for punishment or trial. However, in those cases in which the Commandant determines that the public interest will be served, such persons shall be delivered for trial to the appropriate civil authorities. Such persons may also be delivered for trial to the appropriate civil authorities pursuant to the provisions of the Uniform Code of Military Justice and regulations issued thereunder.

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C. Persons not in the Coast Guard who commit offenses within the limits of a shore unit are subject to prosecution by the appropriate civil authorities.

14-1-10 Appeal From Decision of a Superior

A. An official appeal from an order or decision of the Commandant, or in the nature of an appeal, complaint, or grievance concerning any regulation or order, shall be addressed to the Secretary of the Treasury and forwarded through the proper official channels, and no person in the Coast Guard shall address such communication to any person other than the Secretary of the Treasury.

B. An appeal from an order or decision of an immediate superior shall be addressed to the next higher common superior having power to act in the matter and shall be forwarded through such immediate superior, except in the case of the latter's refusal or failure to forward it when it may be forwarded direct with an explanation of such course.

PART 2

Offenses

14-2-1 Regulatory Restrictions

A. The following specific regulatory restrictions are prescribed pursuant to 14 U.S.C. 632.

(1) Combinations of persons in the Coast Guard for the purpose of influencing legislation, remonstrating against orders or details to duty, complaining of particulars of duty, or procuring preferences are forbidden.

(2) Tale-bearing to commanding and other officers in authority, whether verbal or written, by a person in the Coast Guard is forbidden.

(3) No person in the Coast Guard shall make malicious, vexatious, or frivolous charges against another person in the Coast Guard.

(4) The clothing, arms and accoutrements which are sold or issued by the United States to any enlisted person in the Coast Guard or which are required as part of the prescribed uniform or outfit of such person, regardless of the source from which acquired, shall not be sold, bartered, exchanged, pledged, loaned, or given away, except as may be authorized by proper authority.

(5) No enlisted person in the Coast Guard shall have in his possession, without permission from proper authority, any article of wearing apparel or bedding belonging to any other person in the Coast Guard issued or sold by the Government.

(6) No officer in the Coast Guard shall criticize or impugn the character, competency, or motives of another officer in any private letter or communication to an officer or other person connected with the administration of the Government.

(7) No person in the Coast Guard shall nag a junior, while in the performance of duty or at any other time, by petty annoyances and fault finding, or the employment of improper language in giving and enforcing commands.

(8) No person in the Coast Guard shall, without proper authority, either for himself or as an agent, engage in trade or in-

troduce any article for purposes of trade on or into any unit of the Coast Guard.

(9) No person in the Coast Guard shall act as agent or attorney to prosecute a claim against the United States.

(10) No person in the Coast Guard shall receive, either directly or indirectly, any compensation as an informer arising under the laws of the United States.

(11) No person in the Coast Guard shall make any claim for salvage while acting within the scope of his official duties for any services he has performed in connection therewith.

(12) No person in the Coast Guard shall sell any wrecked property for the owner, agent, underwriter, or any other person interested therein.

(13) No person in the Coast Guard shall take out of any prize, or vessel seized as a prize, any money, plate, goods, or any part of her equipment, unless it be for the better preservation thereof, or unless such articles are absolutely needed for the use of any part of the vessels or armed forces of the United States, before the same are adjudged lawful prize by a competent court; but the whole, without fraud, concealment, or embezzlement, shall be brought in, in order that judgment may be passed upon.

(14) No person in the Coast Guard shall take out of any wrecked vessel, or vessel seized for violation of law, any money, plate, goods, or any part of her cargo or the personal effects of her passengers or crew, nor take or remove any part of her rigging, stores, or outfit, unless it be for the protection or preservation of the same, and everything so taken, without fraud, concealment, or embezzlement, shall be delivered and accounted for to the proper authorities, and entered in the log of the unit.

(15) No person in the Coast Guard shall use his position to advance, in any way, party or political interests, or to secure special preference for himself or any other person in the Coast Guard.

(16) No person in the Coast Guard shall endorse or give verbal or written recommendations concerning any lifesaving de-

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vice, or hold any shares, directly or indirectly, in any wrecking gear, or company, or have any interest in wrecking operations beyond such as pertain to his duties; nor shall he in any manner, by the giving out of information or otherwise, favor one wrecking concern or party over another; nor shall he, without authority from the Commandant, act as representative, agent, or otherwise, for any marine company or corporation, or for the press, with the view of furnishing any such company, corporation, or the press, or any employee of the same, news of disasters to shipping to the exclusion or disadvantage of other persons, nor shall he receive any compensation from any company, corporation, or person.

(17) No person in the Coast Guard shall publish, or cause, or permit to be published, except as required by his official duties, any information concerning the acts or measures of any officer or department of the Government, or any comments, or criticism thereon. He shall not act as correspondent of a newspaper without the express authority of the Commandant, and shall not publish, or cause or procure to be published, any matter of a scandalous nature that reflects discredit on the service or its officers.

(18) No person in the Coast Guard shall at any time or place contract debts without a reasonable expectation of being able to discharge them.

(19) No officer in the Coast Guard shall borrow money or accept deposits from, or have any pecuniary dealings with an enlisted person, except that a responsible officer, may, at the request of an enlisted person who has had no opportunity to deposit in a bank or otherwise dispose of his money, take the money for safekeeping until such time as the person has an opportunity to dispose of it. The officer receiving such deposit shall give the person a receipt for the money, and shall take every precaution for its safekeeping.

(20) No person in the Coast Guard shall, for profit or benefit of any kind, loan money to any other person therein; nor shall any such person take or receive for such loan, directly or indirectly, a greater sum of money or any other thing or service of greater value than the equivalent of the sum of money loaned.

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(21) No person in the Coast Guard shall sell or be concerned in the selling of property belonging to the United States except in accordance with regulations.

(22) No person in the Coast Guard, except as may be necessary to the proper performance of his duty or as may be authorized by proper authority, shall have concealed about his person or have in his possession in any Coast Guard unit any dangerous weapon, instrument, or device; or any highly explosive article or compound.

(23) No person in the Coast Guard shall use any vessel of the Coast Guard for private purposes in violation of law.

(24) No person in the Coast Guard shall give certificates to inventors whose work he may have examined, or to persons with whom he has had official dealings, nor shall he officially endorse the products of any manufacturer; but he may give letters to employees of the Coast Guard who are to appear before examining boards, and to former Coast Guard personnel, setting forth the character of service performed by such persons and their efficiency and conduct while under his observation.

(25) No person in the Coast Guard, nor any other person who is employed by, or who is in the service of, the United States, is allowed to be concerned, directly or indirectly, in any contract for furnishing provisions, supplies, or outfits, or for supplying or furnishing any article for use on board vessels, or at stations or other units of the Coast Guard, or for repairing such vessels, stations, or other units.

(26) No person in the Coast Guard undergoing treatment in a hospital or at a relief station of the Public Health Service or of the Armed Forces shall violate or refuse to comply with a lawful regulation governing patients in such hospital or relief station.

(27) No person in the Coast Guard shall refuse to submit to necessary and proper medical or dental treatment to render him

fit for duty, or refuse to submit to a necessary and proper operation not endangering life.

(28) No person in the Coast Guard shall conceal a venereal disease.

(29) No officer in the Coast Guard assigned to duty as a disbursing officer shall deposit any public funds entrusted to him for disbursement, or any funds received by him for the United States, in any bank or other institution, except as legally authorized.

(30) No officer in the Coast Guard assigned to duty as a disbursing officer shall loan, with or without interest or profit, any public funds entrusted to him for disbursement, or any funds received by him for the United States.

(31) No officer in the Coast Guard assigned to duty as a disbursing officer shall pay to any person any sum other than that shown to be properly due and payable to him, or withhold from any person the whole or any part of any sum shown to be properly due and payable to him.

(32) No person in the Coast Guard shall, within the limitation of his means, fail to provide adequate support for his lawful dependents unless he has been relieved of his legal responsibility to do so by order of a civil court or by mutual agreement with the dependents concerned.

(33) No person in the Coast Guard shall purchase or bid at any sale of real or personal property or right of any kind, except in the legitimate performance of his official duties, if such sale is under the special or general direction or incident to the functions of the Coast Guard. Neither shall he attend such sale nor repurchase from a successful bidder thereat, including the United States or any representative thereof. This order applies to sales held by authority of the United States or of any corporation, all of the stock of which is beneficially owned by the United States. (T. D. Circular 828).

CHAPTER 15

REGULATIONS AND INSTRUCTIONS OF GENERAL APPLICATION

PART 1

Duties of Individuals

15-1-1 Obligation to Report Offenses

A. All persons in the Coast Guard shall report to the proper authority any disobedience or infraction of the regulations which may come under their observation.

15-1-2 Report of Crimes

A. Any person in the Coast Guard having knowledge of the actual commission of the crime of murder or other felony cognizable by the courts of the United States shall promptly make known the same to some one of the judges or other persons in civil or military authority under the United States (18 U.S.C. 4, Public Law 772, effective 1 September, 1948).

15-1-3 Report of Fraud

A. If any person in the Coast Guard has knowledge of any fraud, collusion, or improper conduct on the part of any purchasing or other agent or contractor, or on the part of any person employed in superintending repairs, or receiving or receipting for supplies, or has knowledge of any fraud, collusion, or improper conduct in any matters connected with the Coast Guard, he shall report the same immediately in writing over his signature to the proper authority, specifying the particular act or acts of misconduct, fraud, neglect, or collusion, and the means of proving the same.

15-1-4 Report of Discrepancy in the Financial Accounts or Plant Property Records

A. Any person in the Coast Guard who has knowledge of a discrepancy in the financial accounts or Plant Property Records shall take prompt and appropriate action to bring the matter to the attention of his commanding officer.

15-1-5 Use and Expenditure of Equipage and Supplies

A. All persons in the Coast Guard shall insure that equipage and supplies in their

charge are properly cared for, preserved, and economically used. They shall avoid any unnecessary expenditure of public money. To the extent of their authority, they shall prevent infractions of this section by others.

15-1-6 Return of Government Property on Release From Active Service

A. When a person is released from active service, he shall return all Government property in his possession to his commanding officer or other competent authority, and he shall report the fact in writing to such authority.

15-1-7 Unavoidable Separations From a Command

A. Any person in the Coast Guard who is separated from his ship, station, or unit due to circumstances beyond his control, shall proceed as soon as possible to the nearest Coast Guard activity and report to the commanding officer or officer-in-charge thereof. Failure to do so shall be considered as absence without leave, or as desertion, as the case may be, unless such person proves to the satisfaction of Coast Guard authority that he was prevented from taking such action by circumstances beyond his control.

15-1-8 Report of Communicable Disease

A. All persons in the Coast Guard shall report promptly to competent authority the existence or suspicion of communicable disease in themselves or in persons with whom they are living or otherwise come in contact.

15-1-9 Report of Disability

A. When a person in the Coast Guard incurs a disability while on leave or on duty where U. S. Public Health Service medical facilities are not available, he shall furnish his commanding officer with a full report of the disability for entry in his health record.

15-1-10 Immunization

A. Persons in the Coast Guard shall permit such action to be taken to immunize them against disease as is prescribed by competent authority.

PART 2**Rights and Restrictions****15-2-1 Interpretation of Laws, Regulations, and Orders**

A. Any person required to take official action under any law, regulation, or order relating to the Coast Guard, and who desires instructions or explanations in connection therewith, may address a communication of inquiry through the prescribed channels to the Commandant.

B. Questions of jurisdiction, or conflict of authority, which cannot be reconciled by the persons concerned, shall be referred through prescribed channels to the Commandant.

15-2-2 Oppression or Other Misconduct by a Superior

A. If any person in the Coast Guard considers himself oppressed by his superior(s), or observes in his superior officer(s) any misconduct, he shall not fail in his respectful bearing towards such superior(s), but shall report such oppression or misconduct to the proper authority. Such person will be held accountable if his report is found to be vexatious, frivolous, or false.

B. A report of oppression by, or misconduct of, a superior shall be addressed to the immediate commanding officer of the person making the report unless the commanding officer is himself the subject of the report, or is the subordinate of the officer who is the subject of the report.

C. If the immediate commanding officer is the subject of the report, the report shall be in writing and shall be forwarded through the immediate commanding officer and addressed to his immediate superior. If the immediate commanding officer refuses or fails to forward the report within a reasonable time, a duplicate or authenticated copy of the report may be forwarded direct with an explanation of such course to the immediate superior of the commanding officer.

D. If a superior of the immediate commanding officer is the subject of the report, the report shall be in writing and shall be forwarded through the immediate commanding officer and the officer who is the subject of the report, and any other

officers who may be in the chain of command, to the immediate superior of the officer who is the subject of the report. If any officer through whom the report is forwarded refuses or fails to forward the report within a reasonable time, a duplicate or authenticated copy of the report may be forwarded direct to his immediate superior with an explanation of such course.

E. An officer receiving a report of oppression or misconduct shall take such action in conformity with these regulations as, in his judgment, justice demands. Any appeal from the action taken shall be addressed to the immediate superior of the officer who shall have taken such action, and shall be forwarded through that officer and through all other officers through whom the previous report was forwarded.

15-2-3 Direct Communication With Commanding Officer

A. The right of any person in the Coast Guard to communicate with the commanding officer at a proper time and place is not to be denied or restricted.

15-2-4 Suggestions for Improvement

A. Any person in the Coast Guard may address to the Commandant, via official channels, suggestions or constructive criticism pertaining to improvements in efficiency or to more economical methods of administration in the Service.

15-2-5 Praise or Censure

A. All votes, resolutions, or unofficial publications by persons in the Coast Guard in praise or censure of any other person in the Coast Guard are forbidden.

15-2-6 Communications to the Congress

A. All petitions, remonstrances, memorials, and communications from any person or persons in the Coast Guard, whether on active or retired list, addressed to the Congress, or to either House thereof, or to any committee thereof on any subject of legislation relating to the Coast Guard, whether pending, proposed, or suggested, shall be forwarded through, or as authorized by, the Commandant.

B. No person in the Coast Guard shall, in his official capacity, apply to the Congress, or to either House thereof, or to any committees thereof, for legislation or for appropriations or for congressional action of any kind except with the consent and knowledge of the Commandant; nor shall any such person, in his official capacity, respond to any request for information from the Congress, or from either House thereof, or from any committees of Congress, except through, or as authorized by, the Commandant, except as provided in sections 102, 103, and 104 of the Revised Statutes (2 U.S.C. 192-194).

15-2-7 Dealings With Members of Congress

A. No person in the Coast Guard shall be restricted or prevented from communicating directly or indirectly with individual members of Congress concerning any subject, provided such communication is not in violation of law or security regulations.

15-2-8 Official Records and Information

A. All requests by or on behalf of parties litigant in any suit or proceedings in or pending in any civil court for (1) official records or copies thereof, or (2) classified matter or copies thereof, or (3) other information to be used in the course of the proceedings, or (4) permission for such parties or their attorneys to make preliminary or informal examination of records or to interview persons in the Coast Guard in matters growing out of official duties, shall be refused unless authorized by other specific regulation, or by the Commandant; however, upon service of an appropriate court order, such requests will be acceded to without prior authorization of the Commandant when the records or information desired are not classified or of a privileged or confidential status and the United States is not a party to the suit and its interests are not involved. Unless authority for furnishing such records or information without a court order is provided by other specific regulation or instruction, parties presenting requests shall be informed that the Coast Guard declines to furnish the records or information desired without an appropriate court order.

B. In all cases where the producing of official records in civil courts is author-

ized, the original records shall be retained in the custody of the person producing them, but copies may be delivered for use as evidence.

15-2-9 Disclosure and Publication of Information

A. No person in the Coast Guard shall convey or disclose by oral or written communication, publication, or other means, except as may be required by his official duties, any information whatever concerning the Armed Forces, or any person, thing, plan, or measure pertaining thereto, when such information might be of possible assistance to a foreign power; or, except as authorized by competent authority, any information contained in the official records of the Government or otherwise acquired which, for reasons of public policy, should not be disclosed to persons not of the Armed Forces; nor shall any person in the Coast Guard make any public speech or permit publication of any article written by or for him which is prejudicial to the interest of the United States.

B. No person in the Coast Guard shall, other than in the discharge of his official duties, disclose any information whatever, whether classified or nonclassified, or whether obtained from official records or within the knowledge of the relator, which might aid or be of assistance in the prosecution or support of any claim against the United States (18 U.S.C. ~~198~~ ²⁸³).

C. Persons in the Coast Guard desiring to publish articles on professional, political, or international subjects in accordance with the provisions of this regulation shall cause their signature to appear on such articles, together with a statement to the effect that the opinions or assertions contained therein are the private ones of the writer and are not to be construed as official or reflecting the views of the Commandant or the Coast Guard at large. Prior to submission of such an article for publication, the writer shall forward two copies of such article to the Commandant for security and policy clearance.

D. No person in the Coast Guard shall act in time of war as an accredited correspondent for any periodical or news gathering agency, or as a radio news reporter, commentator, or analyst, unless specifically assigned to such duty in connection

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with the public information activities of the Coast Guard, or specifically authorized by the Commandant. In time of peace, a person in the Coast Guard may act in such capacity, providing the Commandant shall be informed before such work is actually begun. Except as authorized by the Commandant, no person assigned to duty in connection with the public information activities of the Coast Guard shall receive any compensation, material or otherwise, for acting as such correspondent, reporter, commentator, or analyst.

E. Subject to the requirements and restrictions of this article, persons in the Coast Guard, exclusive of assigned public information personnel, are at liberty to submit articles for commercial or noncommercial dissemination without further permission from higher authority. Assigned public information personnel may prepare and submit articles for compensation, provided that if factual material therein pertains to the Coast Guard, in whole or in part, the articles must receive the prior approval of the Commandant, and must carry a signed declaration by the author that all labor incident thereto was performed during off-duty hours, and that the material relative to the Coast Guard was drawn from personal experience or was obtained from official sources readily available to the public.

15-2-10 Use of Title for Commercial Enterprises

A. No person in the Coast Guard shall, while on active service, use his grade or rating in connection with a commercial enterprise. This article shall not apply to a person who is not on active service, nor shall it apply to authorship of any material for publication by persons on either active or inactive service, provided that such material is published in accordance with existing regulations. (See 14 USC 639 for restrictions on use of the combination of letters "USCG" or "USCGR" or the words "Coast Guard," "United States Coast Guard," "Coast Guard Reserve," or "United States Coast Guard Reserve.")

15-2-11 Gratuities From Contractors

A. Except as authorized by the Commandant, no person in the Coast Guard on active service and no civilian employee of the Coast Guard shall take or receive,

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directly or indirectly, any emolument or gratuity from any contractor or other person for official services rendered, or from any contractor or other person engaged in furnishing supplies to the United States for the use of the Coast Guard or act as an agent or attorney for such person.

15-2-12 Making of Gifts or Presents

A. No person in the Coast Guard shall at any time solicit contributions from other persons in the Coast Guard or from other officers, clerks, or employees in the Government service for a gift or present to persons in superior official positions; nor shall any persons in such official superior positions receive any gift or present offered or presented them as a contribution from persons in Government employ (including persons in the Coast Guard) receiving a less rate of pay than themselves, nor shall any of said persons make any donations as a gift or present to any such official superiors.

B. No person in the Coast Guard shall solicit subscriptions for the purpose of making a gift to a member of the immediate family of a person in a superior official position.

15-2-13 Possession of Government Property

A. No person in the Coast Guard shall have in his possession any property of the United States, except as may be necessary to the proper performance of duty or as may be authorized by proper authority.

15-2-14 Issue or Loan of Public Property

A. Except as prescribed in this article, public property, including supplies, shall not be issued, on loan or otherwise, to any State, organization, or private individual except by special authority by Congress.

B. When so authorized by the commanding officer, such supplies as can be spared may be issued to those in distress in the event of a public exigency or calamity, or to vessels in distress, and to destitute seamen of the United States who are received on board. The officer making such issue shall do so only pursuant to an order in writing, shall secure receipts when practicable for the supplies issued, and shall render accounts for such supplies in accordance with current instructions.

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C. The Commandant may dispose of, with or without charge, to the sea scout service of the Boy Scouts of America, to any regularly organized flotilla or other organized unit of the Coast Guard Auxiliary, and to any public body or private organization not organized for profit having an interest therein for historical or other special reasons, such obsolete or other materials as may not be needed for the Coast Guard (Ref. 14 U.S.C. 641).

D. Under the authority of section 891, Title 14, U.S. Code, the sale of the material listed in this paragraph to accredited members of the Auxiliary is authorized:

(1) Auxiliary flags and pennants.

(2) Authorized uniforms of members of the Auxiliary.

15-2-15 Orders to Proceed to a Foreign Country

A. In time of peace, no person in the Coast Guard shall proceed to a foreign country on special duty except as authorized by the Commandant.

B. When issuing such orders, the Commandant will prepare a letter for the signature of the Secretary of the Treasury, informing the Department of State of the intended visit and general nature of the duty on which the officer is to be sent.

C. Any written official report made by such officer with respect to his mission shall be transmitted by him to the Commandant.

D. This section shall not be construed to prevent Coast Guard vessels or aircraft from proceeding into countries contiguous to the United States to carry out rescue missions or other business as authorized by treaties and agreements (such as the halibut fisheries treaty and the treaty governing assistance to United States vessels in Canadian waters) without prior approval of the Commandant or State Department.

E. In time of war or national emergency the foregoing procedure may be modified by the Commandant.

15-2-16 Intoxicating Liquors

A. The introduction, possession, or use of intoxicating liquors for beverage purposes

poses on board any ship, craft, or aircraft of the Coast Guard is prohibited except that the transportation of intoxicating liquor for use of Government activities ashore outside the Continental limits of the United States and for Service personnel for their personal use ashore is authorized, subject to the discretion of the commanding officer, when the liquors are in sealed packages, securely packed, properly marked, transported in accordance with customs laws and regulations, and stored in securely locked compartments, and the transportation can be performed without undue interference with the work or duties of the ship, craft, or aircraft.

B. The introduction, possession, or use of intoxicating liquors for beverage purposes or for sale is prohibited within shore activities under Coast Guard jurisdiction which are located in States, Territories, or possessions in which the possession or use of such liquors for beverage purposes is not permitted by law, and is otherwise prohibited within shore activities under Coast Guard jurisdiction except as follows:

(1) In Officers' Messes ashore, in accordance with current instructions governing the operation of such messes.

(2) In Coast Guard exchanges, in accordance with the Exchange Manual provisions governing the sale of beer.

(3) In public quarters, other than barracks, assigned to military personnel and civilian employees, and in private quarters authorized to be located on Government property.

(4) At isolated shore units not having an exchange, subject to review and approval by the district commander of a request submitted by the commanding officer or officer-in-charge. Authorization shall be for beer and ale only, and shall be subject to such rules and restrictions as the district commander may prescribe.

Nothing in this section shall be construed as relieving the commanding officer of his responsibility to regulate the use of intoxicating liquor within the limits of his command.

C. As used in this section, the term "intoxicating liquor" shall include beer and any article capable of being used as a bev-

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erage and containing sufficient alcohol to produce intoxication.

15-2-17 Narcotic Substances

A. Except as authorized for medicinal purposes, the introduction, possession, or use of narcotic substances within any unit of the Coast Guard, or the possession or use of narcotic substances by persons in the Coast Guard, is prohibited.

15-2-18 Discharge of Oil and Refuse

A. Except as authorized by law or by regulations issued by competent authority, no oil or refuse shall be discharged into inland and coastal navigable waters (33 U.S.C. 407, 432-437).

15-2-19 Fixing of Place Names

A. The duties of the Department of the Interior include that of determining, changing, and fixing place names within the United States, and its possessions, and all names hereafter suggested for any place by an officer or employee of the Coast Guard shall be referred to that Department for its consideration and approval before publication. In these matters the decisions of that Department are to be accepted as the standard authority.

15-2-20 Vacant

15-2-21 Solicitations and Publications

A. Any solicitation of financial aid 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. No publication of any such organization or association shall contain any commercial advertising matter whatsoever, and publication thereof shall be at the direct expense of such organization or association. The foregoing restrictions do not apply to the Corps of Cadets or the Cadet Athletic Association, U.S. Coast Guard Academy, in connection with the sale of tickets for athletic contests, plays, and other similar activities, and

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commercial advertising in football programs, yearbooks, and other such publications.

15-2-22 Outside Employment

A. No person in the Coast Guard shall, while on active service, accept or be permitted to accept outside employment of a commercial character except as may be authorized in accordance with current instructions.

15-2-23 Private Use of Shore Units

A. As used in this article, "use" is defined as any physical utilization of Coast Guard real property and shall not be construed as including visits or employment of Coast Guard facilities other than real property.

B. The use of Coast Guard shore units scheduled for active operation is prohibited to private interests except under stress of bona fide emergency or except as otherwise provided by the Commandant.

C. The use of Coast Guard shore units not scheduled for active operation and the use of unmanned aids to Coast Guard properties (such as parcels of ground serving only as sites for unmanned aids to navigation or reserved for future Coast Guard use, together with unused structures thereon) is prohibited to private interests except under stress of bona fide emergency, on in accordance with a formal revocable license approved by the Commandant or except as otherwise provided by the Commandant. Revocable licenses will not be approved by the Commandant unless the contemplated use is a reasonable one and some advantage therefrom, financial or otherwise, accrues to the Government. In every case, the instrument will be so drafted as to protect the Coast Guard's interest in the property and to relieve the Government of all liability for loss of life or damages arising from any and all use of the property by licensee and to render the permit revocable by the Commandant at will.

CHAPTER 17

LOGS

PART 1

General Instructions

17-1-1 Keeping of Logs

A. The commanding officer of a unit required to keep logs shall comply with such instructions as may be issued regarding the procedure to be observed in the preparation, retention, preservation, and disposition of logs.

17-1-2 Preservation

A. The commanding officer is responsible for assuring that log books while retained at the unit are stored in a safe, dry place and carefully preserved.

17-1-3 Logs Are Official Records

A. Logs, regardless of age, type or condition are official Government records, and as such shall not be included in private collections of Coast Guard personnel or be permitted to pass into the hands of professional or amateur collectors.

17-1-4 Changes or Additions

A. Should any change or addition be required in any log after the commanding officer of the unit has approved 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. 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.

17-1-5 Erasures

A. 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 and initialled by the person so doing.

17-1-6 Disposition

A. When a unit is placed out of commission, made inoperative, or discontinued, the logs shall, in the absence of other in-

structions, be forwarded to the Commandant(CHS).

17-1-7 Inaccuracies or Omissions

A. A watch officer 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 other responsible 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.

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PART 2

Ship's Log

B. The commanding officer shall approve the log each day, when the ship is placed out of commission, and at the time of relinquishing command.

17-2-1 Ships Required to Keep Logs

A. A log shall be kept on board all ships with a regularly assigned complement.

17-2-2 Responsibility of the Officer of the Deck

A. The officer of the deck shall personally make all entries in the log occurring during his watch. He shall sign his name and rank at the end of his remarks for each watch.

17-2-3 Responsibility of the Navigator

A. The navigator shall carefully examine the log each day and see that all particulars required to be entered therein are noted. If he observes any omission 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 and present it to the commanding officer for approval.

B. The navigator shall enter in the log the data required in the spaces provided therefor. The gunnery officer shall furnish the navigator with the information concerning magazine temperature, inspection of powder, accounting of small arms and ammunition, and tests of magazine sprinkler system. The executive officer shall insure that the navigator is furnished the information concerning the number of officers and crew present and the data concerning the general mess.

C. The navigator shall enter in the log the name and address of each officer, and the name and address of next of kin.

17-2-4 Approval by the Commanding Officer

A. The log shall be presented to the commanding officer 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.

PART 3

Shore Unit Log

17-3-1 Shore Units Required to Keep a Log

A. The Commandant or other competent authority will designate the shore units required to keep a log.

17-3-2 General Instructions

A. The shore unit log shall be kept in the same manner as designated for a floating unit insofar as practicable.

B. When there are two or more officers attached, the executive officer shall have the same responsibilities as regards the log as provided for the navigator of a ship. If only one officer is attached, he shall be responsible for the log.

PART 4

Other Logs

17-4-1 General Instructions

A. Any other logs necessary for the efficient conduct of the unit, or as required by competent authority, shall be kept in the manner prescribed.

CHAPTER 18

CLASSIFIED MATTER

PART 1

General

18-1-1 Definition

A. The term "classified matter" as used in these regulations shall be construed to mean information or material in any form or of any nature, the safeguarding of which is necessary in the interest of national security.

18-1-2 Instructions Relating to Classified Matter

A. The Commandant will supplement these regulations with appropriate publications and such other detailed instructions as are necessary to insure proper control of classified matter including cryptographic systems and procedures.

B. Such publications and instructions shall have the full force and effect of these regulations. All authority exercised by the Commandant will, at all times, be in conformance with the then extant laws, Executive Orders and orders and regulations of the Secretary of the Treasury relative to classified matter.

18-1-3 Matter Under Control of Other Federal Agencies

A. Nothing in these regulations, or supplementary instructions issued pursuant thereto, shall be construed to permit the transmission, distribution, disclosure, or

custody of classified matter, which is under the primary control of another Federal agency, in a manner less restrictive or less secure than is required by the instructions of that agency.

18-1-4 Classification and Review

A. Matter which requires classification shall be assigned the lowest classification consistent with the proper safeguarding of the information or material concerned.

B. It is the duty of all appropriate authorities to keep classified matter constantly under review and, as soon as conditions warrant, to down-grade such matter if under their control, or if not, to initiate a recommendation that it be down-graded.

C. Whenever possible, the originator shall indicate on a classified document the date or event after which it shall be down-graded or declassified.

18-1-5 Knowledge Restricted

A. No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to these individuals whose official duties require such knowledge or possession.

B. Classified matter shall not be discussed in the presence of persons not authorized to have knowledge thereof.

CHAPTER 19

OPERATION AS A SERVICE IN THE NAVY

PART 1

General Information

19-1-1 Relationship to Navy Department

A. Upon the declaration of war or when the President directs, the Coast Guard shall operate as a service in the Navy, and shall so continue until the President, by executive order, transfers the Coast Guard back to the Treasury Department. While operating as a service in the Navy, the Coast Guard shall be subject to the orders of the Secretary of the Navy who may order changes in Coast Guard operations to render them uniform, to the extent he deems advisable, with Navy operations (14 U. S. C. 3).

B. The Naval Establishment consists of three principal parts:

(1) The Operating Forces are the several fleets, seagoing forces, sea frontier forces, district forces, and such of the shore establishment of the Navy and other forces and activities as may be assigned to the operating forces by the President or Secretary of the Navy.

(2) The Navy Department, the executive part of the Naval Establishment located at the seat of the government, which comprises the bureaus, boards and offices of the Navy Department; the Headquarters of the Marine Corps; and the Headquarters of the Coast Guard (when assigned to the Navy).

(3) The Shore Establishment, which comprises all other activities of the Naval Establishment including all shore activities not assigned to the Operating Forces.

19-1-2 Operation as a Service in the Navy

A. Whenever the Coast Guard operates as a service in the Navy:

(1) Applicable appropriations of the Navy Department shall be available for the expense of the Coast Guard;

(2) Applicable appropriations of the Coast Guard shall be available for transfer to the Navy Department;

(3) Precedence between commissioned officers of corresponding grades in the Coast Guard and the Navy shall be determined by the date of rank stated by their commissions in those grades;

(4) Personnel of the Coast Guard shall be eligible to receive gratuities, medals, and other insignia of honor on the same basis as personnel in the naval service or serving in any capacity with the Navy;

(5) The Secretary of the Navy may place on furlough any officer of the Coast Guard and officers on furlough shall receive one-half of the pay to which they would be entitled if on leave of absence, but officers of the Coast Guard Reserve shall not be so placed on furlough (14 U. S. C. 4).

B. Article 0102, U. S. Navy Regulations, and Navy General Order No. 5 provide that, when the Coast Guard operates as a Service in the Navy, the Commandant of the Coast Guard shall assist the Secretary of the Navy in the administration of the Naval Establishment as one of the Naval Professional Assistants to the Secretary of the Navy.

C. To the extent practicable, Coast Guard personnel, ships, aircraft, and facilities will be utilized as organized Coast Guard units.

19-1-3 Authority of Coast Guard Personnel

A. 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

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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.

19-1-4 Flags and Pennants

A. Whenever the Coast Guard is operating as a service in the Navy, flags and pennants shall be displayed in accordance with Navy regulations and instructions, except as hereinafter provided in this section.

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B. All Coast Guard vessels under 65 feet in length and all Coast Guard vessels operating in the Great Lakes and on the inland waterways will fly the Coast Guard ensign and pennant in lieu of Navy flags and pennants.

C. In circumstances where Coast Guard vessels are required to display the Coast Guard ensign and pennant as a legal requirement, such display shall be made.

CHAPTER 20

HONORS AND CEREMONIES

PART 1

General

20-1-1 Authority for Dispensing with Honors

A. The honors and ceremonies prescribed in these regulations may be dispensed with when the Commandant directs, or when requested by an individual to whom such honors and ceremonies are due.

20-1-2 Honors Restricted to Recognized Governments

A. 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; and, except as authorized by current instructions, no other honors or ceremonies prescribed in these regulations shall be rendered or exchanged with such nations or officials.

20-1-3 International Honors Modified by Agreement

A. Should the required number or frequency of international salutes, official visits, or other honors and ceremonies be deemed excessive, the senior officer present in the United States Navy or Coast Guard may make, subject to the requirements of international courtesy, such modification as circumstances warrant and as may be agreed upon with the responsible officials or the senior officer present of the nation involved.

PART 2

Honors to National Anthems and National Ensigns

20-2-1 Manner of Playing National Anthems

A. The National Anthem of the United States, "The Star-Spangled Banner," when played by a Coast Guard band, shall be played through without repetition of any part not required to make it complete; except for the necessary measures which are repeated to accommodate the words when the anthem is sung.

B. The playing of the National Anthem of the United States, or of any other country, as a part of a medley is prohibited.

20-2-2 Procedure During Playing of National Anthems

A. Whenever the National Anthem of the United States is played, persons in the Coast Guard shall stand at attention and face the music; except at colors, when they shall face the ensign. When covered, they shall come to the salute at the first note of the anthem, and shall remain at the salute until the last note of the anthem. Persons in ranks shall come to the salute together, by command. Persons in vehicles or in boats shall follow the procedure prescribed for such persons during colors.

B. The same marks of respect prescribed during the playing of the National Anthem of the United States shall be shown during the playing of a foreign national anthem.

20-2-3 Morning and Evening Colors

A. The ceremonial hoisting and lowering of the national ensign at 0800 and sunset at a Coast Guard command ashore or aboard a ship of the Coast Guard not under way, shall be known as Morning Colors and Evening Colors, respectively, and shall be carried out as prescribed in this article.

(1) The guard of the day and the band shall be paraded in the vicinity of the point of hoist of the ensign.

(2) "Attention" shall be sounded, followed by the playing of the National Anthem by the band.

(3) At Morning Colors, the ensign shall be started up at the beginning of the music and hoisted smartly to the peak or truck. At Evening Colors, the ensign shall be started from the peak or truck at the beginning of the music and the lowering so regulated as to be completed at the last note.

(4) At the completion of the music, "Carry On" shall be sounded.

B. In the absence of a band, "To the Colors" shall be played by the bugler at Morning Colors, and "Retreat" at Evening Colors, and the salute shall be rendered as prescribed for the national anthem.

C. In the absence of music, "Attention" and "Carry On" shall be the signals for rendering and terminating the salute.

D. During colors, a boat under way within sight or hearing of the ceremony shall lie to, or shall proceed at the slowest safe speed. The boat officer, or in his absence the coxswain, shall stand and salute except when dangerous to do so. Other persons in the boat shall remain seated or standing and shall not salute.

E. During colors, vehicles within sight or hearing of the ceremony, shall be stopped. Persons riding in a passenger car or on a motorcycle shall remain seated at attention. Occupants of other types of military vehicles remain seated

at attention in the vehicle; the individual in charge of each such vehicle (other than the driver) shall get out of the vehicle and render the hand salute.

F. After Morning Colors, if foreign warships are present, the national anthem of each nation so represented shall be played in the order in which a gun salute would be fired to, or exchanged with, the senior official or officer present of each such nation; provided that, when in a foreign port, the national anthem of the port shall be played immediately after Morning Colors, followed by the national anthems of other foreign nations represented.

20-2-4 Salutes to the National Ensign

A. Each person in the Coast Guard, upon coming on board a ship of the Coast Guard, shall salute the national ensign if it is flying. He shall stop on reaching the upper platform of the accommodation ladder, or the shipboard end of the brow, face the national ensign, and render the salute, after which he shall salute the officer of the deck. On leaving the ship, he shall render the salutes in inverse order. The officer of the deck shall return both salutes in each case.

B. When passed by or passing the national ensign being carried, uncased, in a military formation, all persons in the Coast Guard shall salute. Persons in vehicles or boats shall follow the procedure prescribed for such persons during colors.

C. The salutes prescribed in this article shall also be rendered to foreign national ensigns and aboard foreign men-of-war.

PART 3**Hand Salutes and Other Marks of Respect****20-3-1 Exchange of Hand Salutes**

A. The hand salute is the long-established form of greeting and recognition exchanged between persons in the armed services. All persons in the Coast Guard shall be alert to render or return the salute as prescribed in these regulations.

B. The salute by persons in the Coast Guard shall be rendered and returned with the right hand, when practicable; except that, with arms in hand, the salute appropriate thereto shall be rendered or returned.

C. Juniors shall salute first. All salutes received when in uniform and covered shall be returned; at other times, salutes received shall be appropriately acknowledged. Persons uncovered shall not salute, except when failure to do so would cause embarrassment or misunderstanding.

D. Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap shall not be raised as a form of salutation.

E. A person in the Coast Guard not in uniform shall, in rendering salutes or exchanging greetings, comply with the rules and customs established for a civilian; except that when saluting another person in the armed services, the hand salute shall be used.

20-3-2 Occasions for Rendering Hand Salutes

A. Salutes shall be rendered by persons in the Coast Guard to officers of the armed services of the United States and foreign armed services, and to officers of the Public Health Service and Coast and Geodetic Survey who are at the time serving with the armed services of the United States.

B. All persons in the Coast Guard shall salute all officers senior to themselves on each occasion of meeting or passing near or when addressing or being addressed by such officers, except that:

(1) On board ship salutes shall be dispensed with after the first daily meeting,

except for those rendered to the commanding officer and officers senior to him, to visiting officers, to officers making inspections, and to officers when addressing or being addressed by them.

(2) When such procedure does not conflict with the spirit of these regulations, at crowded gatherings or in congested areas, salutes shall be rendered only when addressing or being addressed by an officer who is senior to them.

(3) Persons at work or engaged in games shall salute only when addressed by an officer senior to them and then only if circumstances warrant.

(4) Persons in formation shall salute only on command.

(5) When boats pass each other with embarked officers or officials in view, hand salutes shall be rendered by the senior officer and coxswain in each boat. Officers seated in boats shall not rise when saluting; coxswain shall rise unless dangerous or impracticable to do so.

20-3-3 Other Marks of Respect

A. Juniors shall show deference to seniors at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.

B. Juniors shall stand at attention, unless seated at mess, or unless circumstances make such action impracticable or inappropriate.

(1) When addressed by an officer senior to them.

(2) When an officer of flag or general rank, the commanding officer, or an officer senior to him in the chain of command, or an officer making an official inspection enters the room, compartment, or deck space where they may be.

C. Juniors shall walk or ride on the left of seniors whom they are accompanying.

D. Officers shall enter boats and automobiles in inverse order of rank and shall leave them in order of rank, unless there is special reason to the contrary. The seniors shall be accorded the more desirable seats.

E. Subject to the requirements of the rules for preventing collisions, junior boats shall avoid crowding or embarrassing senior boats.

PART 4**Gun Salutes****20-4-1 Saluting Ships and Stations**

A. Saluting ships and stations of the Coast Guard are those designated as such by the Commandant. The gun salutes prescribed in these regulations shall be fired by such ships and stations. Other ships and stations shall not fire gun salutes, unless directed to do so by the senior officer present on exceptional occasions when courtesy requires.

20-4-2 Gun Salutes to the Flag of the President or the Secretary of State

A. A 21-gun salute shall be fired to the flag of the President:

(1) By each ship falling in with a ship displaying such flag, arriving at a place when such flag is displayed ashore, or present when such flag is broken.

(2) By a station when a ship displaying such flag arrives at the station, or when such flag is broken by a ship present.

(3) By a flag officer assuming command or, while in command, breaking the flag of an increased grade, in the presence of a ship or station displaying the flag in the presence of a ship or station displaying the flag of the President.

B. Under the circumstances prescribed by this article, a 19-gun salute shall be fired to the flag of the Secretary of State when he is acting as special foreign representative of the President.

20-4-3 Gun Salutes to the Flag of the Secretary of the Treasury, Secretary of Defense, Secretary of the Navy, Undersecretary of the Treasury or Navy, or an Assistant Secretary of the Treasury or Navy

A. A 19-gun salute shall be fired to the flag of the Secretary of the Treasury, or the Secretary of Defense, Deputy Secretary of Defense, or the Secretary of the Navy; and a 17-gun salute shall be fired to the flag of the Undersecretary of the Treasury, an Assistant Secretary of Defense, or the Undersecretary of the Navy, or an Assist-

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ant Secretary of the Treasury, or an Assistant Secretary of the Navy:

(1) By a ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore, or present when such flag is broken. In case of two or more ships in company, only the senior shall salute.

(2) By a shore station when a ship displaying such flag arrives at the shore station, or when such flag is broken by a ship present.

(3) By a flag officer assuming command, or breaking the flag of an increased grade in the presence of a ship or naval station displaying the flag of such official; provided that such officer is the senior officer present or the senior officer present on shore.

B. When the flags of two or more such officials are displayed under the circumstances prescribed in this article, only the flag of the senior shall be saluted.

20-4-4 Gun Salutes to a Foreign Nation

A. When a ship enters a port of a foreign nation, the government of which is formally recognized by the Government of the United States, she shall fire a salute of 21 guns to that nation unless:

(1) There is present no saluting battery or warship of that nation capable of returning the salute.

(2) The ship is returning from a temporary absence from port, when, by agreement with local authorities, the salute may be dispensed with.

B. When a ship is passing through the territorial waters of a foreign nation with no intention of anchoring therein, the salute to the nation need not be fired unless unusual circumstances make it desirable to do so.

C. In case of two or more ships arriving in port or passing through territorial waters of a foreign nation in company, only the senior shall fire the salute prescribed in this article.

D. The salute to the nation, if fired, shall precede any salutes fired in honor of individuals.

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20-4-5 Returning Salute to the Nation Fired by Foreign Warship

A. A salute to the nation fired by a foreign warship entering a port of the United States shall be returned by the senior ship present, providing no saluting battery of an armed service of the United States, designated to return such salutes, is present in the area.

20-4-6 Gun Salutes to the Flag of a Foreign President, Sovereign, or Member of a Reigning Royal Family

A. A 21-gun salute shall be fired by a ship or station to the flag or standard of the president, sovereign, or member of a reigning royal family under the circumstances prescribed in these regulations for firing a salute to the flag of the President of the United States.

B. In some foreign countries it is the national custom to fire special 21-gun salutes on certain occasions in honor of the president, sovereign, or a member of the reigning royal family. In such cases, ships shall conform to the national custom when requested by the proper local authorities.

20-4-7 Gun Salutes when Several Heads of State are Present

A. Each ship upon entering a port where the personal flags or standards of several presidents, sovereigns, or members of reigning royal families are displayed, shall fire a 21-gun salute to each of the several flags or standards displayed, in the following order:

(1) The president, sovereign, or member of the reigning royal family of the nation to which the port belongs.

(2) The President of the United States.

(3) The presidents or sovereigns of other nations, in alphabetical order of the names of the nations in the English language.

(4) Members of reigning royal families of other nations in the same order as in subparagraph (3) above.

B. In the circumstances set forth in this article, only the flag or standard of the senior dignitary of each nation shall be saluted.

20-4-8 Authority to Fire Gun Salutes to Officers in the Coast Guard

A. Gun salutes prescribed in these regulations for officers and officials entitled to 17 or more guns shall be fired on the occasion of each official visit of the individual concerned. Gun salutes prescribed in these regulations for officers and officials entitled to 15 guns or less shall not be fired unless so ordered by the senior officer present or higher authority.

20-4-9 Gun Salutes to the Senior Officer Present

A. A flag officer who is the senior officer present shall be saluted by the senior of one or more ships arriving in port.

B. When a flag officer embarked in a ship of his command arrives in port, and is the senior officer present, or when a flag officer assumes command and becomes the senior officer present, he shall be saluted by the former senior officer present.

C. A gun salute shall be fired by his flagship when a flag officer who is the senior officer present assumes or is relieved of command, or is advanced in grade.

D. When a flag officer who is not the senior officer present assumes command, he shall fire a salute to the senior officer present.

E. The provisions of this section shall be subject to the provisions of Section 20-4-15 D and shall apply, where appropriate, to officers of the Coast Guard in command ashore.

20-4-10 Gun Salutes to Foreign Flag Officers

A. When a ship enters a port where there is present no officer of the Coast Guard or Navy senior to the senior arriving officer, and finds displayed there, afloat or ashore, the flags of foreign flag officers of one or more nations, salutes shall be exchanged with the senior flag officer present of each nation.

B. The senior officer present of the Coast Guard or Navy in a port shall exchange gun salutes with the senior foreign flag officer displaying his flag in an arriv-

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ing warship, provided such flag officer is the senior officer present of his nation.

C. Upon departure from port of the senior officer present of the Coast Guard or Navy, his successor shall exchange gun salutes with the senior officer present of each foreign nation.

D. The senior officer present of the Coast Guard or Navy shall exchange gun salutes with the senior officer present of a foreign nation when either hoists the flag of an increased grade.

E. In firing the salutes prescribed by this article, the following rules shall govern:

(1) An officer of a junior grade shall fire the first salute.

(2) When officers are of the same grade, the arriving officer shall fire the first salute.

(3) Seniors shall be saluted in order of rank except that when firing salutes to two or more foreign officers of the same grade, the first salute fired to an officer in that grade shall be to the flag officer of the nationality of the port.

F. When a ship of the Coast Guard falls in at sea with a foreign warship displaying the flag of a flag officer, an exchange of salutes shall be fired; the junior saluting first. Such salutes shall be exchanged only between the senior United States ship and the senior foreign ship. Should flag officers be of the same grade and their relative rank be unknown or in doubt, they should mutually salute without delay.

G. The provisions of this section shall be subject to the provisions of Section 20-4-15 D.

20-4-11 Notification of Gun Salute

A. Whenever practicable, an official or officer to be saluted shall be notified of the salute and the time that it is to be fired.

20-4-12 Procedure During a Gun Salute

A. The interval between guns in salutes normally shall be 5 seconds.

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B. During the gun salute, persons on the quarter-deck, or in a ceremonial party if ashore, shall render the hand salute; other persons on deck, or in the vicinity of the ceremonial party if ashore, shall stand at attention.

C. Officers being saluted shall render the hand salute during the firing of the gun salute.

D. The boat or vehicle in which a person being saluted is embarked shall be stopped, if practicable to do so, during the firing of the gun salute.

20-4-13 Inability to Render or Return a Gun Salute

A. A gun salute shall not be fired when a return salute is required and cannot be fired, but shall be considered as having been rendered and returned.

B. 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 to the representative of such foreign power.

C. 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.

20-4-14 Returning Gun Salutes

A. The following rules shall be observed by United States ships and stations:

(1) A salute fired to the nation by a foreign ship arriving in port shall be returned gun for gun.

(2) A salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun.

(3) A salute fired in honor of the President of the United States, or of the Secretary of State when acting as special representative of the President, shall not be returned.

(4) A salute fired in honor of any official or officer on the occasion of an official visit or inspection shall not be returned.

(5) A salute fired by his flagship or headquarters in honor of a flag officer shall not be returned.

(6) A salute fired in honor of an anniversary, celebration, or solemnity shall not be returned.

(7) Subject to the provisions of this article, a salute fired in honor of a United States officer or official shall be returned with the number of guns specified for the grade of the flag or general officer rendering the salute, or, if not a flag or general officer, with seven guns.

B. No return salute may be expected in the case of a salute fired by a United States ship or station in honor of a foreign sovereign, head of state, member of a reigning royal family, or special representative of a head of state, or on the occasion of an official visit; otherwise a salute fired in honor of a foreign nation, or of a foreign official or officer, may be expected to be returned gun for gun.

20-4-15 Restrictions on Gun Salutes

A. In the presence of the President of the United States, or the president, sovereign, or a member of the reigning royal family of a foreign nation, no gun salute which may be prescribed elsewhere in these regulations shall be fired to any other official of lesser rank of that nation.

B. When two or more officials or officers, each entitled to a gun salute, make an official visit in company to a ship or station, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered the gun salute to which he is entitled.

C. Salutes shall not be fired in ports or locations where they are forbidden by local regulations.

D. No official or officer, United States or foreign, except those entitled to 17 or more guns, shall be saluted by the same ship or station more than once in twelve months unless, and subject to the other provisions of these regulations, such official or officer has been advanced in grade, makes an official visit or inspection, or is on special duty in which international courtesy is involved or exceptional circumstances exist; in which latter case the commanding officer, in the absence of instructions, shall exercise his discretion.

E. No officer, except a flag or general officer, shall be saluted with guns except in return for a gun salute rendered by him.

F. No officer of the armed services, while in civilian clothes, shall be saluted with guns, unless such officer is at the time acting in an official civil capacity.

G. No salute shall be fired between sunset and sunrise, and except when international courtesy requires, no salute shall be fired before 0800, or on Sunday. Subject to the provisions of this paragraph, a gun salute in honor of an official or officer who arrives before 0800 shall be fired at 0800: provided, that if the day is Sunday the salute shall be fired on Monday; and further provided, that the salute shall not be fired if the official or officer has departed meanwhile. In case of a gun salute at 0800, the first gun of the salute shall be fired immediately upon the completion of Morning Colors or the last note of the last national anthem.

PART 5**Passing Honors****20-5-1 "Passing Honors" and "Close Aboard" Defined**

A. "Passing honors" are the honors, other than gun salutes, rendered on occasions when ships or embarked officials or officers pass, or are passed, close aboard.

B. "Close aboard" shall mean passing within 600 yards for ships and 400 yards for boats. These rules shall be interpreted liberally, to insure that appropriate honors are rendered.

20-5-2 Passing Honors Between Ships**A. Passing honors, consisting of sound-**

ing "Attention" and rendering the hand salute by all persons in view on deck and not in ranks, shall be exchanged between ships of the Coast Guard and between ships of the Coast Guard and the Navy, passing close aboard.

B. In addition, the honors prescribed in the following table shall be rendered by a ship of the Coast Guard passing close aboard a ship or station displaying the flag of the officials indicated therein; and by stations, insofar as practicable, when a ship displaying such flag passes close aboard. These honors shall be acknowledged by rendering the same honors in return.

Official	Uniform	Ruffles and Flourishes	Music	Guard	Remarks
President-----	As prescribed by senior officer present.	4	National Anthem.	Full-----	Man rail, unless otherwise directed by senior officer present.
Secretary of State when special foreign representative of the President.	-----do-----	4	-----do-----	-----do-----	Crew at quarters.
Vice President-----	Of the day-----	-----do-----	-----do-----	-----do-----	Do.
Secretary of Treasury or Secretary of Defense, Deputy Secretary of Defense or Secretary of Navy.	-----do-----	-----do-----	-----do-----	-----do-----	Do.
Under Secretary or Assistant Secretary of the Treasury, or an Assistant Secretary of Defense or Under Secretary or Assistant Secretary of the Navy.	-----do-----	-----do-----	-----do-----	-----do-----	Do.

20-5-3 Passing Honors to Officials and Officers Embarked in Boats**A. The honors prescribed in this table**

shall be rendered by a ship of the Coast Guard being passed close aboard by a boat displaying the flag or pennant of the following officials and officers:

Official	Ruffles and Flourishes	Music	Guard	Remarks
President-----	4	National Anthem---	Full-----	"Attention" sounded, and salute by all persons in view on deck. If directed by senior officer present, man rail.
Secretary of State, when special foreign representative of President.	4	-----do-----	-----do-----	"Attention sounded" and salute by all persons in view on deck.
Vice President, Secretary of the Treasury, Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, Under Secretary or Assistant Secretary of the Treasury, Assistant Secretary of Defense, Under Secretary or Assistant Secretary of the Navy.	4	Admiral's March---	-----do-----	Do.
Other civil officials entitled to honors on official visits.-----	-----do-----	-----do-----	-----do-----	Do.
Officer of an armed service-----	-----do-----	-----do-----	-----do-----	Do.

B. Persons on the quarter-deck shall salute when a boat displaying a miniature of a flag or pennant passes close aboard.

20-5-4 Passing Honors to Foreign Dignitaries and Warships**A. The honors prescribed for the Presi-**

dent of the United States shall be rendered by a ship of the Coast Guard being passed close aboard by a ship or boat displaying the flag or standard of a foreign president, sovereign, or member of a reigning royal family, except that the foreign national anthem shall be played in lieu of the National Anthem of the United States.

B. Passing honors shall be exchanged with foreign warships passed close aboard and shall consist of parading the guard of the day, sounding "Attention," rendering the salute by all persons in view on deck, and playing the foreign national anthem.

20-5-5 Sequence in Rendering Passing Honors

A. "Attention" shall be sounded by the junior when the bow of one ship passes the bow or stern of the other, or, if a senior be embarked in a boat, before the boat is abreast, or nearest to abreast, of the quarter-deck.

B. The guard, if required, shall present arms, and all persons in view on deck shall salute.

C. The music, if required, shall sound off.

D. "Carry On" shall be sounded when the prescribed honors have been rendered and acknowledged.

20-5-6 Dispensing With Passing Honors

A. Passing honors shall not be rendered after sunset or before 0800 except when international courtesy requires.

B. Passing honors shall not be exchanged between ships of the Coast Guard or between ships of the Coast Guard and the Navy engaged in tactical evolution outside ports.

C. The senior officer present may direct that passing honors be dispensed with in whole or in part.

20-5-7 Crew at Quarters on Entering or Leaving Port

A. The crew shall normally be paraded at quarters on entering or leaving port during daylight, except when undesirable to do so due to weather or other circumstances.

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PART 6

Official Visits and Calls

20-6-1 "Official Visits" and "Calls" Defined

A. The term "official visit" shall be construed to mean a formal visit of courtesy requiring special honors and ceremonies.

B. The term "call" shall be construed to mean an informal visit of courtesy requiring no special ceremonies.

20-6-2 Table of Honors for Official Visits of United States Officers

A. Except as modified or dispensed with by these regulations, the honors prescribed in this table shall be rendered by a ship or station on the occasion of the official visits of the following United States officers (ashore, the single gun salute, when prescribed below, shall be fired on arrival instead of on departure):

Officer	Uniform	Gun Salute		Ruffles and flourishes	Music	Guard	Side boys
		Arrival	Departure				
Admiral of the Navy, or General of the Armies-----	Full dress (crew paraded at quarters).	19	19	4	Admiral's March	Full-----	8
Fleet Admiral, or General of the Army-----	Full dress-----	17	17	4	-----do-----	-----do-----	8
Admiral or general-----	-----do-----	-----	17	4	-----do-----	-----do-----	8
Naval or other military governor, commissioned as such by the President, within the area under his jurisdiction.	-----do-----	-----	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,-----	of the day-----	-----	-----	-----	-----do-----	Of the day	4
Other commissioned officers-----	do-----	-----	-----	-----	-----do-----	-----do-----	2

20-6-3 Table of Honors for Official Visits of United States Civil Officials

A. Except as modified or dispensed with by these regulations, the honors prescribed in this table shall be rendered by a ship or

station on the occasion of the official visit of the following United States civil officials (ashore, the single gun salute, when prescribed below, shall be fired on arrival instead of on departure):

Official	Uniform	Gun Salute		Ruffles and flourishes	Music	Guard	Side boys	Crow	Within what limits	Flag		
		Arrival	Departure							What	Where	During
President-----	Full dress	21	21	4	National Anthem-----	Full-----	8	Man rail-----	-----	President's-----	Main truck	Visit.
Ex-President or President-elect-----	--do-----	21	21	4	Admiral's March-----	--do-----	8	Quarters-----	-----	National-----	--do-----	Salute
Secretary of State when acting as special foreign representative of the President.	--do-----	19	19	4	National Anthem-----	--do-----	8	--do-----	-----	Secretary's-----	--do-----	Visit.
Vice President-----	--do-----		19	4	Admiral's March-----	--do-----	8	--do-----	-----	Vice President's-----	--do-----	Do.
Speaker of the House of Representatives.	--do-----		19	4	--do-----	--do-----	8		-----	National-----	Fore truck	Salute.
Governor of a State of the United States.	--do-----		19	4	--do-----	--do-----	8		Area under his jurisdiction.	--do-----	--do-----	Do.
Chief Justice of the United States.	--do-----		19	4	--do-----	--do-----	8			--do-----	--do-----	Do.
Ambassador, High Commissioner, or special diplomatic representative whose credentials give him authority equal to or greater than that of an Ambassador.	--do-----		19	4	National Anthem-----	--do-----	8		Nation or nations to which accredited.	--do-----	--do-----	Do.
Secretary of the Treasury-----	--do-----	19	19	4	Admiral's March-----	--do-----	8	Quarters-----	-----	Secretary's-----	Main truck	Visit.
Secretary of the Defense-----	--do-----	19	19	4	--do-----	--do-----	8	--do-----	-----	--do-----	--do-----	Do.
Deputy Secretary of Defense-----	--do-----	19	19	4	--do-----	--do-----	8	--do-----	-----	Deputy Secretary's-----	--do-----	Do.
Secretary of the Navy-----	--do-----	19	19	4	--do-----	--do-----	8	--do-----	-----	Secretary's-----	--do-----	Do.
Secretary of the Army, Secretary of the Air Force.	--do-----		19	4	--do-----	--do-----	8		-----	National-----	Fore truck	Salute.
Other Cabinet officers-----	--do-----		19	4	--do-----	--do-----	8		-----	--do-----	--do-----	Do.
President Pro Tempore of the Senate.	--do-----		19	4	--do-----	--do-----	8		-----	--do-----	--do-----	Do.
Under Secretary and Assistant Secretary of the Treasury.	--do-----	17	17	4	--do-----	--do-----	8	Quarters-----	-----	Under Secretary or Assistant Secretary.	Main truck	Visit
Assistant Secretaries of Defense-----	--do-----	17	17	4	--do-----	--do-----	8	--do-----	-----	Assistant Secretary's.	--do-----	Do.
Under Secretary and Assistant Secretary of the Navy.	--do-----	17	17	4	--do-----	--do-----	8	--do-----	-----	Under Secretary or Assistant Secretary.	--do-----	Do.
Under Secretary or Assistant Secretary of the Army or the Air Force.	--do-----		17	4	--do-----	--do-----	8		-----	National-----	Fore truck	Salute.
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		Area under his jurisdiction.	--do-----	--do-----	Do.
Committee of Congress-----	--do-----		17	4	--do-----	--do-----	8		-----	--do-----	--do-----	Do.
Envoy extraordinary and minister plenipotentiary.	--do-----		15	3	--do-----	--do-----	8		Nation to which accredited.	--do-----	--do-----	Do.
Minister resident-----	--do-----		13	2	--do-----	--do-----	6		--do-----	--do-----	--do-----	Do.
Charge d'Affaires-----	--do-----		11	1	--do-----	--do-----	6		--do-----	--do-----	--do-----	Do.
Career minister or Counselor of embassy or legation.	--do-----			1	--do-----	--do-----	6		--do-----	--do-----	--do-----	Do.
Consul general, or consul or vice consul when in charge of a consulate general.	--do-----		11	1	--do-----	--do-----	6		District to which assigned.	National-----	Fore truck	Salute.
First Secretary of embassy or legation.	Of the day					Of the day.	4		Nation to which accredited.	-----	-----	
Consul or vice consul in charge of a consulate.	--do-----		7			--do-----	4		District to which assigned.	National-----	Fore truck	Salute.
Mayor of an incorporated city-----	--do-----					--do-----	4		Within limits of mayoralty.	-----	-----	
Second or third secretary of embassy or legation.	--do-----						2		Nation to which accredited.	-----	-----	
Vice consul when only representative of United States and not in charge of a consulate general or consulate.	--do-----		5			Of the day.	2		District to which assigned.	National-----	Fore truck	Salute
Consular agent when only representative of the United States.	--do-----						2		--do-----	-----	-----	

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20-6-4 Table of Honors for Official Visits
of Foreign Officials and Officers

A. Except as modified or dispensed with
by these regulations, the honors prescribed
in this table shall be rendered by a ship or

station on the occasion of the official visit
of the following foreign officials and offi-
cers (ashore, the single gun salute, when
prescribed below shall be fired on arrival
instead of on departure):

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Official or Officer	Uniform	Gun salute		Ruffles and flourishes	Music	Guard	Side Boys	Crew	Flag		
		Arrival	Departure						What	Where	During
President or sovereign	Full dress	21	21	4	Foreign national anthem.	Full--	8	Man rail--	Foreign Ensign--	Main truck--	Visit.
Member of reigning royal family	--do--	21	21	4	--do--	--do--	8	--do--	--do--	--do--	Do.
Prime minister or other cabinet officer	Dress--	--	19	4	Admiral's March	--do--	8	--do--	--do--	Fore truck--	Do.
Officer of armed forces, diplomatic or consular representative in country to which accredited, or other distinguished official.	(1)---	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1).
Official not herein provided for	(2)---	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2).

1 Honors as for an official or officer of the United States of the same grade.

2 Honors as prescribed by the senior officer present: Such honors normally shall be those accorded the foreign official when visiting officially a ship of his own nation, but a gun salute, if prescribed, shall not exceed 19 guns.

20-6-5 Table of Precedence of Diplomatic and Consular Representatives

A. A diplomatic representative in a coun-

try to which accredited, and a consular representative in a district to which assigned, takes precedence as follows:

Official	Takes Precedence
Chief of a United States diplomatic mission, including a charge d'affaires, or an acting chief when holding the title of charge d'affaires.	Over any officer of the armed services of the United States, and over any United States civil official, except the Secretary of State, whose official salute is less than 21 guns.
Career minister-----	With, but not before, Commodore or Brigadier General.
Counselor-----	} With, but after, commodore or brigadier general.
First secretary, when no counselor is assigned-----	
Consul general, or consul or vice consul, when in charge of a consulate general.	} With, but after, captain in the Coast Guard.
First secretary, when a counselor is assigned-----	
Consul, or vice consul when in charge of a consulate.	} With, but after, lieutenant in the Coast Guard.
Second Secretary-----	
Vice consul-----	
Third secretary-----	
Consular agent-----	

20-6-6 Official Visits to the President and to Civil Officials of the Treasury, Defense, and Navy Department

A. When the President, the Secretary of the Treasury, Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, the Under Secretary of the Treasury, Assistant Secretary of Defense, Under Secretary of the Navy, Assistant Secretary of the Treasury, or Assistant Secretary of the Navy, away from the seat of government, arrives in the vicinity of a Coast Guard command, the senior officer present shall, if practicable and appropriate, pay him an official visit. Such visit ordinarily is not returned.

20-6-7 Official Visits and Calls Among Officers of the Coast Guard

A. An officer assuming command shall, at the first opportunity thereafter, make an official visit to the senior to whom he has reported for duty in command, and to any successor of that senior.

B. Unless dispensed with by the senior, calls shall be made:

(1) By the commander of an arriving unit upon his immediate superior in the chain of command if present; and when circumstances permit, upon the senior officer present.

(2) By an officer in command upon an immediate superior in the chain of command on the arrival of the latter.

(3) By an officer who has been the senior officer present, upon his successor.

(4) By the commander of a unit arriving at a station upon the commander of such station; except that when the former is senior, the latter shall make the call.

(5) By an officer reporting for duty, upon his commanding officer.

C. When arrivals occur after 1600, or on Sundays, or on a holiday, the required calls may be postponed until the next working day.

20-6-8 Official Visits or Calls Between Officers of the Coast Guard and Other Armed Services

A. When in the vicinity of a command of another armed service of the United States, the senior officer present in the Coast Guard shall arrange with the commander concerned for the exchange of official visits, or calls, as appropriate.

20-6-9 Official Visits With United States Diplomatic and Consular Representatives

A. Upon arrival in a foreign port where United States diplomatic or consular representatives accredited to that foreign government are present, the senior officer present, shall, if time and circumstances permit, exchange official visits with both the senior diplomatic representative, and the senior consular representative present. When practicable, prior notice of his arrival in port, and the probable duration of stay, shall be given to such representative. A suitable boat shall be furnished them for making official visits.

B. Officers of the Coast Guard shall make the first visit to the chief of a diplomatic mission of or above the rank of Charge d'Affaires.

C. In the exchange of visits with consular representatives, officers in the Coast Guard shall make or receive the first official visit in accordance with their relative precedence with the consular representatives concerned, as set forth in the precedence table of this chapter.

20-6-10 Official Visits With Governors of United States Territories and Possessions

A. At the seat of government of the United States territory or possession having a governor general or governor commissioned as such by the President, the senior officer present shall, within 24 hours after arrival or assuming command, make an official visit to the governor general or governor; or in his absence to the acting governor general or governor.

B. When the senior officer permanently established in command ashore in such territory or possession is not the senior officer present, he shall also make an official visit to the governor general or governor as soon as practicable after assuming command.

C. Similar visits shall be made whenever a governor general or governor assumes office.

D. A flag officer may expect such visits to be returned in person by the official to whom it was made. Other officers may expect such visit to be returned by a suitable representative.

E. The provisions of this article shall apply in the case of an officer of the armed services commissioned as governor general or governor by the President, regardless of his military rank.

F. Modification of the provisions of this article may be effected upon agreement with the governor general or governor.

20-6-11 Official Visits With Foreign Officials and Officers

A. The senior officer present shall make official visits to foreign officials and officers as customs and courtesy demand.

B. When in doubt as to what foreign officials and officers are to be visited, saluted, or otherwise honored, or as to the rank of any official or officer, or whether a gun salute involving a return will be returned, the senior officer present shall send an officer to obtain the required information.

C. The following rules, in which all maritime powers generally have concurred, shall be observed by officers of the Coast Guard, and their observance by foreign officers may be expected:

(1) The senior officer present shall, upon the arrival of foreign warships, send an officer to call upon the officer in command of the arriving ships to offer customary courtesies and exchange information as appropriate; except that in a foreign port such call shall be made only if the officer in command of the arriving ships is the senior officer present afloat of his nation. This call will be returned at once.

(2) Within 24 hours after arrival, the senior officer in command of arriving ships shall, if he be the senior officer present of his nation, make an official visit to the senior officer present of each foreign nation who holds a grade equal or superior to his; and the senior officer present of each foreign nation who holds a grade junior to him will make an official visit to him within the same time limit.

(3) After the interchange of visits between the senior officers specified above, other flag officers in command and the commanding officers of ships arriving shall exchange official visits, when appropriate, with the flag and commanding officers of ships present. An arriving officer shall make the first visits to officers present who hold grades equal or superior to his, and shall receive the first visits from others.

(4) It is customary for calls to be exchanged by committees of wardroom officers of the ships of different nations present, in the order in which their respective commanding officers have exchanged visits.

(5) Should another officer become the senior officer present of a nation, he shall exchange official visits with foreign senior officers present as prescribed in this article.

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20-6-12 Uniform for Official Visits

A. Unless otherwise prescribed by the senior concerned:

(1) A junior making an official visit shall wear the uniform prescribed in the tables of this chapter opposite the grade of the senior to whom the visit is made.

(2) A senior returning an official visit shall wear the uniform corresponding to that which the junior has worn.

(3) An officer receiving an official visit, and all participants in the reception, including the crew if paraded, shall wear the uniform prescribed in the tables of this chapter opposite the grade of the official or officer from whom the visit is received.

(4) Boat crews shall wear the uniform corresponding to that worn by the senior officer embarked.

20-6-13 Honors on Departure For, or Return From, an Official Visit

A. An officer leaving or returning to his flagship or command upon the occasion of an official visit shall be rendered the honors prescribed for an official visit except that, aboard his flagship or command, the uniform of the day normally shall be worn and gun salutes shall not be fired.

20-6-14 Procedure for Official Visits

A. The honors prescribed for an official visit shall be rendered on arrival as follows:

(1) When the rail is manned, men shall be uniformly spaced at the rail on each weather deck, facing outboard.

(2) "Attention" shall be sounded as the visitor's boat or vehicle approaches the ship.

(3) If a gun salute is prescribed on arrival, it shall be fired as the visitor approaches and is still clear of the side. The prescribed flag or pennant shall be broken on the first gun and shall continue to fly on the visited ship until the departure of the visitor. Other ships firing a concurrent salute shall on the last gun haul down the flag or pennant displayed in honor of the visitor. If the ship being visited is moored

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to a pier in such a position that it is not practicable to render the gun salute prior to the arrival on board, the salute shall be rendered, provided local regulations do not forbid gun salutes, after the official has arrived on board and the commanding officer has assured himself that the official and his party are moved to a position on board that is well clear of the saluting battery.

(4) The boat or vehicle shall be piped as it comes alongside.

(5) The visitor shall be piped over the side, and all persons on the quarter-deck shall salute and the guard shall present arms until the termination of the pipe, flourishes, music, or gun salute, whichever shall be the last rendered.

(6) The piping of the side, the ruffles and flourishes, and the music shall be rendered in the order named. In the absence of a band, "To the Colors" shall be sounded by bugle in lieu of the national anthem, when required.

(7) The visitor, if entitled to 11 guns or more, shall be invited to inspect the guard upon completion of such honors as may be rendered.

B. The honors prescribed for an official visit shall be rendered on departure as follows:

(1) The rail shall be manned, if required.

(2) "Attention" shall be sounded as the visitor arrives on the quarter-deck.

(3) At the end of leave taking, the guard shall present arms, all persons on the quarter-deck shall salute, and the ruffles and flourishes, followed by the music, shall be rendered. As the visitor enters the line of side boys, he shall be piped over the side. The salute and present arms shall terminate with the pipe; and, unless a gun salute is to be fired, a flag or pennant displayed in honor of the visitor shall be hauled down.

(4) The boat or vehicle shall be piped away from the side.

(5) If a gun salute is prescribed on departure, it shall be fired when the visitor

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is clear of the side and the flag or pennant displayed in honor of the visitor shall be hauled down with the last gun of the salute.

C. The same honors and ceremonies as for an official visit to a ship of the Coast Guard shall be rendered, insofar as practicable and appropriate, on the occasion of an official visit to a shore station.

20-6-15 Returning Official Visits and Calls

A. An official visit shall be returned within 24 hours, when practicable.

B. A flag officer shall, circumstances permitting, return the official visits of officers of the grade of captain in the Coast Guard or senior thereto, and to officials of corresponding grade. He may send an officer of appropriate rank to return other official calls.

C. Officers other than flag officers shall personally return all official visits.

D. Flag officers may expect official visits to be returned in person by foreign governors, officers, and other high officials except chiefs of state. Other officers may expect such visits to be returned by suitable representatives.

E. Calls made by juniors upon seniors in the Coast Guard shall be returned as courtesy requires and circumstances permit; calls made by persons not in the Coast Guard shall be returned.

20-6-16 Side Honors

A. On the arrival and departure of civil

officials and foreign officers, and of United States officers when so directed by the senior officer present, the side shall be piped and the appropriate number of side boys paraded.

B. Officers appropriate to the occasion shall attend the side on the arrival and departure of officials and officers.

20-6-17 Dispensing with Side Boys and Guard and Band

A. Side boys shall not be paraded on Sunday, or on other days between sunset and 0800, or during meal hours of the crew, general drills and evolutions, and periods of regular overhaul; except in honor of civil officials or foreign officers, when they may be paraded at any time during daylight.

B. Except for official visits and other formal occasions, side boys shall not be paraded in honor of officers of the armed services of the United States, unless otherwise directed by the senior officer present.

C. Side boys shall not be paraded in honor of an officer of the armed services in civilian clothes, unless such officer is at the time acting in an official civil capacity.

D. The side shall be piped when side boys are paraded, but not at other times.

E. The guard and band shall not be paraded in honor of the arrival or departure of an individual at times when side boys in his honor are dispensed with.

PART 7

Formal Occasions Other Than Official Visits

20-7-1 Honors to an Official Entitled to 19 or More Guns

A. An official or officer entitled to a salute of 19 or more guns shall receive the honors for an official visit, subject to the regulations pertaining to gun salutes, on the occasion of every visit.

20-7-2 Honors for a Flag Officer, or Unit Commander, Assuming or Relieving Command

A. On the occasion of a flag officer or unit commander assuming command, and on the departure of such officer after being relieved, honors shall be rendered as for an official visit, subject to the regulations pertaining to gun salutes.

B. (1) If the flag officer or unit commander is assuming a command, he shall read his orders to the assembled officers and crew, immediately after which his flag or command pennant shall be broken, and a gun salute, if required by these regulations, shall be fired.

(2) If the flag officer or unit commander is relieving another officer in command, the officer being relieved shall read his orders to the assembled officers and crew, and on completion thereof, or after the gun salute, if fired, his flag or command pennant shall be hauled down. The officer succeeding to command shall then read his orders, and on the completion thereof his flag or command pennant shall be broken. Aboard ship the commission pennant shall

be displayed while no personal flag or command pennant is flying.

20-7-3 Honors at Official Inspection

A. When a flag officer or unit commander boards a ship of the Coast Guard to make an official inspection, honors shall be rendered as for an official visit, except that the uniform shall be as prescribed by the inspecting officer. His flag or command pennant shall be broken upon his arrival, unless otherwise prescribed in these regulations, and shall be hauled down on his departure.

B. The provisions of this article shall apply, insofar as practicable and appropriate, when a flag officer in command ashore makes an official inspection of a unit of his command.

20-7-4 Honors for Civil Official Taking Passage

A. When a civil official of the United States takes passage officially in a ship of the Coast Guard, he shall on embarking and disembarking be rendered honors as prescribed for an official visit for such official. In addition, if entitled to a gun salute, he shall be rendered this salute when he disembarks in a port of the foreign nation to which he is accredited.

20-7-5 Quarterdeck

A. The commanding officer of a ship shall establish the limits of the quarterdeck and the restrictions as to its use. The quarterdeck shall embrace so much of the main or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions.

PART 8

Display of Flags and Pennants

20-8-1 Authorized Display of Flags and Pennants

A. When the national ensign is displayed on occasions other than those prescribed in these regulations, the manner of display shall be as prescribed in "U. S. Naval Flags and Pennants (DNC 27)."

B. No flags or pennants, other than as prescribed by these regulations or other instructions, shall be displayed from a ship or station, as an honor to a nation or an individual or to indicate the presence of any individual.

C. All flags and pennants displayed in accordance with these regulations shall conform to the prescribed pattern.

D. Flags or pennants of officers not eligible for command at sea shall not be displayed from ships of the Coast Guard.

20-8-2 Display of National Ensign, Union Jack, and Distinctive Mark From Ships and Craft

A. The national ensign, union jack, Coast Guard ensign, personal flag or pennant, or commission pennant shall be displayed from ships and craft of the Coast Guard as specified in the following table:

Ships or craft	National ensign displayed	Union Jack displayed	Coast Guard ensign displayed	Personal flag, command pennant, or commission pennant displayed
Active: In commission-----	Yes-----	Yes-----	Yes-----	Yes.
In Reserve:				
In commission-----	Yes-----	Yes-----	Yes-----	Yes.
Out of commission-----	No-----	No-----	No-----	No.

(1) National ensign shall be displayed if necessary to indicate the national character of the ship or craft.

B. (1) The distinctive marks of a Coast Guard ship or craft in commission are the Coast Guard ensign and either the Coast Guard commission pennant or the personal flag or command pennant of a Coast Guard officer. Not more than one distinctive mark other than the Coast Guard ensign shall be displayed by a ship or craft at one time, nor shall the commission pennant and the personal flag of a civil official be displayed at one time.

(2) Except as prescribed in these regulations for certain occasions of ceremony and when civil officials are embarked, the distinctive mark shall be displayed day and night, the Coast Guard ensign at the masthead of the foremast and the personal flag or command pennant or the commission pennant at the after masthead. On ships having but one mast the Coast Guard ensign and personal flag or command pennant or the commission pennant shall be at the masthead on the same halyard with the flag or pennants uppermost. In mastless ships, they shall be displayed from the loftiest and most conspicuous hoist.

(3) The display of the Coast Guard ensign and personal flag or command pennant or commission pennant has an added significance in that it is a mark of authority and must be displayed whenever a Coast Guard ship or craft 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.

C. When not under way, the national ensign and the union jack shall be displayed from 0800 until sunset from the flagstaff and the jack staff, respectively. A ship which enters port at night shall, when appropriate, display the national ensign from the gaff at daylight for a time sufficient to establish her nationality; it is customary for other ships of war to display their national ensign in return.

D. The national ensign shall be displayed during daylight from the gaff of a ship under way under the following circumstances, unless otherwise directed by the senior officer present:

(1) Getting under way and coming to anchor.

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- (2) Falling in with other ships.
- (3) Cruising near land.
- (4) During battle.

E. The union jack displayed from the jack staff shall be the size of the union of the national ensign displayed from the flagstaff.

20-8-3 National Ensign at Commands Ashore

A. The national ensign shall be displayed from 0800 to sunset near the headquarters of every command ashore, or at the headquarters of the senior when the proximity of headquarters of two or more commands make the display of separate ensigns inappropriate. When an outlying activity of the command is so located that its governmental character is not clearly indicated by the display of the national ensign as prescribed above, the national ensign shall also be displayed at that activity.

20-8-4 Display of National Ensign During Gun Salutes

A. A ship of the Coast Guard shall display the national ensign at a masthead while firing a salute in honor of a United States national anniversary or official, as follows:

- (1) At the main during the national salute prescribed for the 22d of February and 4th of July.
- (2) At the main during a 21-gun salute to a United States civil official, except by a ship displaying the personal flag of the official being saluted.
- (3) At the fore during a salute to any other United States civil official, except by a ship which is displaying the personal flag of the official being saluted.

B. During a gun salute, the national ensign shall remain displayed from the gaff or the flagstaff, in addition to the display of the national ensign prescribed in this article.

20-8-5 Display of National Ensign in Boats

A. The national ensign shall be displayed from water-borne boats of the Coast Guard:

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(1) When under way during daylight in a foreign port.

(2) When ships are required to be dressed or full-dressed, except as indicated in paragraph B of this article.

(3) When going alongside a foreign vessel.

(4) When an officer or official is embarked on an official occasion.

(5) When a flag or general officer, a unit commander, a commanding officer, or a chief of staff, in uniform is embarked in a boat of his command or in one assigned to his personal use.

(6) At such other times as may be prescribed by the senior officer present.

B. Water-borne boats of the Coast Guard engaged in boarding and law enforcement duties shall display the Coast Guard ensign.

20-8-6 Dipping the National Ensign

A. When any vessel, under United States registry or the registry of a nation formally recognized by the Government of the United States, salutes a ship of the Coast Guard by dipping her ensign, it shall be answered dip for dip. If not already being displayed, the national ensign shall be hoisted for the purpose of answering the dip. An ensign being displayed at half-mast shall be hoisted to the truck or peak before a dip is answered.

B. No ship of the Coast Guard shall dip the national ensign unless in return for such compliment.

C. 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.

20-8-7 Half-masting the National Ensign and Union Jack

A. In half-masting the national ensign it shall, if not previously hoisted, first be hoisted to the truck or peak and then lowered to half-mast. Before lowering from half-mast, the ensign shall be hoisted to the truck or peak and then lowered.

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B. When the national ensign is half-masted, the union jack, if displayed from the jack staff, shall likewise be half-masted and the procedure for raising and lowering the union jack shall be the same as that prescribed for the national ensign.

C. Personal flags, command pennants, and commission pennants shall not be displayed at half-mast except as prescribed in these regulations for a deceased official or officer.

20-8-8 Following Motions of Senior Officer Present in Hoisting and Lowering the National Ensign

A. On board ship or at a command ashore, upon all occasions of hoisting, lowering, or half-masting the national ensign, the motions of the senior officer present shall be followed, except as prescribed for answering a dip or firing a gun salute.

B. A ship displaying either the flag of the President, Secretary of the Treasury, Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, Under Secretary of the Treasury, Assistant Secretary of Defense, Under Secretary of the Navy, Assistant Secretary of the Treasury, or of an Assistant Secretary of the Navy shall be regarded as the ship of the senior officer present within the meaning of this section.

20-8-9 Personal Flags and Pennants Afloat

A. Except as otherwise prescribed in these regulations, a flag officer or a unit commander afloat shall display his personal flag or command pennant from his flagship. At no time shall he display it from more than one ship.

B. When a flag officer eligible for command at sea is embarked for passage in a ship of the Coast Guard, his personal flag shall be displayed from such ship, unless there is already displayed from such ship the flag of an officer his senior.

C. When a civil official, in whose honor the display of a personal flag is prescribed during an official visit, is embarked for passage in a ship of the Coast Guard, his personal flag shall be displayed from such ship.

D. A personal flag or command pennant may be hauled down during battle 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 hauled down, it shall be replaced with a commission pennant.

E. 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, command pennant, or commission pennant from such ship, or in the bow of a boat.

20-8-10 Broad or Burgee Command Pennant

A. The broad or burgee command pennant shall be the personal command pennant of an officer of the Coast Guard, not a flag officer, commanding a unit of ships or aircraft.

B. The broad command pennant shall indicate command of:

(1) A force, flotilla, or squadron of ships or craft of any type.

(2) An aircraft wing.

C. The burgee command pennant shall indicate command of:

(1) A division of ships or craft of any type.

(2) A major subdivision of an aircraft wing.

20-8-11 Display of More Than One Personal Flag or Pennant Aboard Ship

A. When the personal flag of a civil official is displayed aboard a ship of the Coast Guard, a personal flag or command pennant of an officer of the Coast Guard shall be displayed, if required, as follows:

(1) Aboard a single-masted ship, at the starboard yardarm.

(2) Aboard a two-masted ship, at the fore truck.

(3) Aboard a ship with more than two masts, at the after truck.

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B. When, in accordance with these regulations, the personal flag of a civil official and the personal flag or command pennant of an officer of the Coast Guard are displayed at the starboard yardarm, the personal flag of the civil official shall be displayed outboard.

C. When two or more civil officials, for each of whom the display of a personal flag is prescribed, are embarked in the same ship of the Coast Guard, the flag of the senior only shall be displayed.

20-8-12 Display of a Personal Flag or Command Pennant When a National Ensign is at Masthead

A. The President's flag, if displayed at a masthead where a national ensign is required to be displayed during an official visit or during periods of dressing or full-dressing ship, shall remain at the masthead to port of the United States national ensign and to starboard of a foreign national ensign.

B. Except as provided above, a personal flag or command pennant shall not be displayed at the same masthead with a national ensign, but shall:

(1) During a gun salute, be lowered clear of the ensign.

(2) During an official visit, be shifted to the starboard yardarm in a single-masted ship and to the fore truck in a two-masted ship.

(3) During periods of dressing or full-dressing ship, be displayed as prescribed in section 20-8-22.

20-8-13 Personal Flags and Pennants Ashore

A. A flag officer in command ashore shall display his personal flag day and night at a suitable and conspicuous place within his command. When such officer makes an official inspection at an outlying activity of his command, his flag shall, if practicable and appropriate, be shifted to such outlying activity.

B. A flag officer or unit commander of the operating forces whose headquarters are ashore shall display his personal flag or pennant day and night at a suitable and

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conspicuous place at his headquarters, unless it is displayed from a ship of his command.

C. When the points for display of two or more personal flags ashore are in such close proximity as to make their separate display inappropriate, that of the senior officer present only shall be displayed.

D. When a personal flag or a foreign ensign is required to be displayed ashore during the official visit of, or a gun salute to, a civil official or foreign officer, it shall be displayed from the normal point of display of a personal flag or pennant of the officer in command, and the latter's flag or pennant shall be displayed at some other point within the command.

E. During the official inspection by a flag officer of a unit of his command ashore, his personal flag shall displace a personal flag or pennant of the officer in command.

F. If two or more civil officials, for each of whom the display of a personal flag is prescribed, are present officially at a command ashore at the same time, the flag of the senior only shall be displayed.

20-8-14 Personal Flag or Command Pennant, When Officer Temporarily Succeeded in Command

A. When a flag officer or a unit commander has been succeeded temporarily in command as prescribed in these regulations, his personal flag or command pennant shall be hauled down. The officer who has succeeded temporarily to command shall display the personal flag or command pennant to which he is entitled by these regulations.

20-8-15 Absence Indicators

A. In ships, the absence of an official or officer whose personal flag or pennant is displayed, a chief of staff, or a commanding officer shall be indicated from sunrise to sunset by the display of an absence indicator as prescribed by the Commandant.

20-8-16 Personal Flags and Pennants of Officers in Boats and Automobiles

A. An officer in command, or a chief of staff when acting for him, when embarked

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in a boat of the Coast Guard on official occasions, shall display from the bow his personal flag or command pennant or, if not entitled to either, a commission pennant.

B. An officer entitled to the display of a personal flag or command pennant may display a miniature of such flag or pennant in the vicinity of the coxswain's station when embarked on other than official occasions in a boat of the Coast Guard.

C. An officer entitled to the display of a personal flag or command pennant may, when riding in an automobile or on official occasions, display such flag or pennant forward on such vehicle.

20-8-17 Flags of Civil Officials in Boats

A. A Flag shall be displayed in the bow of a boat in the Coast Guard whenever a United States civil official is embarked on an official occasion as follows:

(1) A union jack for:

(a) A diplomatic representative of or above the rank of chargé d'affaires, within the waters of the country to which he is accredited.

(b) A governor general or governor commissioned as such by the President, within the area under his jurisdiction.

(2) The consular flag for a consular representative.

(3) The prescribed personal flag for other civil officials when such officials are entitled to the display of a personal flag during an official visit.

20-8-18 Bow Insignia and Flagstaff Insignia for Boats

A. A boat regularly assigned to an officer for his personal use shall carry insignia on each bow as follows:

(1) For a flag officer, the stars as arranged in his flag.

(2) For a unit commander not a flag officer, replica of his command pennant.

(3) For a commanding officer, or a chief of staff not a flag officer, an arrow.

B. Staffs for the ensign, and for the personal flag or pennant in a boat assigned to the personal use of a flag officer, unit commander, chief of staff, or commanding officer, or in which a civil official is embarked, shall be fitted at the peak with devices as follows:

(1) A spread eagle: For an official or officer whose official salute is 19 or more guns.

(2) A halberd:

(a) For a flag officer whose official salute is less than 19 guns.

(b) For a civil official whose official salute is 11 or more guns but less than 19 guns.

(3) A ball:

(a) For an officer of the grade, or relative grade, of captain in the Coast Guard.

(b) For a career minister, a counselor or first secretary of embassy or legation, or a consul.

(4) A star: For an officer of the grade, or relative grade, of commander in the Coast Guard.

(5) A flat truck:

(a) For an officer below the grade, or relative grade, or commander in the Coast Guard.

(b) For a civil official not listed above, and for whom honors are prescribed for an official visit.

20-8-19 Display of Foreign National Ensign During Gun Salutes

A. While firing a salute to the nation upon entering a foreign port, returning such salute fired by a foreign warship, or firing a salute on the occasion of a foreign national anniversary, celebration, or solemnity, a ship shall display the ensign of the foreign nation at the main truck.

B. While firing a salute to a foreign dignitary or official entitled to 21 guns, a ship shall display the national ensign of such dignitary or official at the main truck. While firing a salute to the foreign official

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entitled to less than 21 guns, or to a foreign officer, or when returning a salute fired by a foreign officer, the national ensign of the foreign official or officer shall be displayed at the fore truck.

C. At a shore station, under the circumstances set forth in the preceding paragraphs of the article, the appropriate foreign ensign shall be displayed from the normal point of display of the officer in command, and the latter's flag or pennant shall be displayed at some other point within the command.

20-8-20 Display of National Ensign of Two or More Nations

A. When the national ensigns of two or more nations are required to be displayed from the same masthead, the United States national ensign, if required, shall be displayed to starboard of all others. The national ensigns of other nations shall be displayed, starboard to port, in the alphabetical order of the names of the nations in the English language; except that the ensign of a foreign nation within whose waters the ship is located, if displayed, shall be to starboard of other foreign nations.

B. While a salute is being fired under the foregoing conditions, the ensign of the nation being honored, or whose dignitary is being honored, shall be displayed alone.

C. In rendering honors, the national ensign of one nation shall not be displayed above that of another nation at the same masthead.

20-8-21 Choice of Foreign Flag or Ensign in Rendering Honors

A. In rendering honors requiring the display of a foreign flag or ensign:

(1) In the case of a government having both a national flag and a national ensign (man-of-war flag), the national ensign shall be displayed except under the conditions set forth in this section.

(2) In the case of a commonwealth, dominion, or similar government recognized as independent by the government of the United States, which has a national flag of its own but which also employs the national ensign (man-of-war flag) of the empire or federation to which it belongs, the national

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flag of the commonwealth or dominion shall be displayed except when rendering honors to naval officers; in which latter case the national ensign (man-of-war flag) shall be displayed.

(3) In the case of a government not recognized as independent by the government of the United States, such as a protectorate or colony, the flag of the government exercising protection or colonial power shall be displayed except when otherwise directed by the Commandant.

(4) In the case of a government carried on by a joint mandate of trusteeship and having no distinct national flag of its own, the flags of the several countries comprising the mandate shall be displayed when rendering honors.

20-8-22 Dressing and Full-Dressing Ships

A. On occasions of dressing ship, the largest national ensign with which the ship is furnished shall be displayed from the flagstaff and a national ensign or other flag shall be displayed from each masthead as follows:

(1) On a ship with one mast, a national ensign at the truck, the Coast Guard ensign at the starboard yardarm, and a personal flag or command pennant, if displayed, at the starboard yardarm inboard.

(2) On a ship with two masts, the national ensign at the main truck, the Coast Guard ensign at the fore, and a personal flag or command pennant, if displayed, at the starboard yardarm.

(3) On a ship with three or more masts, the Coast Guard ensign at the fore truck, national ensigns at all other mastheads, except that a personal flag or command pennant, if displayed, shall be at the truck of the aftermost mast.

The ensigns displayed at the mastheads shall be of uniform size, except when a difference in the sizes of ensigns is appropriate due to a substantial difference in heights of mastheads. The Coast Guard commission pennant shall be displayed as provided in "U. S. Naval Flags and Pennants (DNC-27)" for the Navy commission pennant.

B. On occasions of full-dressing ship, in addition to the dressing of the mast-

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heads, a rainbow of signal flags, arranged in the order prescribed in "U. S. Naval Flags and Pennants (DNC 27)" shall be displayed, reaching from the foot of the jack staff to the mastheads and thence to the foot of the flagstaffs. Peculiarly masted or mastless ships shall make a display as little modified from the rainbow effect as is practicable.

C. When dressing of full-dressing ship in honor of a foreign nation, the national ensign of that nation shall replace the United States national ensign at the main or at the masthead in the case of a single-masted ship; provided that when a ship is full-dressed or dressed in honor of more than one nation, the ensign of each such nation shall be displayed at the main or at the masthead in a single-masted ship.

D. Should half-masting of the national ensign be required on occasions of dressing or full-dressing ship, only the national ensign at the flagstaff shall be half-masted.

E. When full-dressing is prescribed, the senior officer present may direct that dressing be substituted if, in his opinion, the state of the weather makes such action advisable. He may also, under such circumstances, direct that the ensigns be hauled down from the mastheads after being hoisted.

F. Ships not under way shall be dressed or full-dressed from 0800 until sunset. Ships under way shall not be dressed or full-dressed.

20-8-23 Anchorage Flag

A. Coast Guard vessels when performing duty in connection with the enforcement of the rules and regulations governing the anchorage and movement of vessels, shall display the Coast Guard anchorage flag at the jack staff.

PART 9**Special Ceremonies, Anniversaries,
and Solemnities****20-9-1 Ships Passing Washington's Tomb**

A. When a Coast Guard ship is passing Washington's tomb, Mount Vernon, Va., between sunrise and sunset, the following ceremonies shall be observed insofar as may be practicable.

(1) The full guard and band shall be paraded, the bell tolled, and the national ensign half-masted at the beginning of the tolling of the bell.

(2) When opposite Washington's tomb, the guard shall present arms, persons on deck shall salute, facing the direction of the tomb, and "Taps" shall be sounded.

(3) The national ensign shall be two-blocked and the tolling shall cease at the last note of "Taps," after which the national anthem shall be played. Upon completion of the national anthem, "Carry On" shall be sounded.

20-9-2 National Holidays

A. The 1st of January, the 22d of February, the 30th of May, the 4th of July, the first Monday in 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 observed as holidays on board ships of the Coast Guard and at Coast Guard shore activities.

B. Whenever any of the above-designated dates fall on Sunday, the following day shall be observed as a holiday.

**20-9-3 Ceremonies for United States
National Anniversaries and
Memorial Day**

A. 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 1200 each saluting ship, and each shore station equipped with a saluting battery, shall fire a national salute of 21 guns.

B. On Memorial Day, May 30, each saluting ship, and each shore station

having a saluting battery, shall fire at noon a salute of 21 minute-guns. All ships and shore stations shall display the national ensign at half-mast from 0800 until the completion of the salute, or until 1220 if no salute is fired.

C. When the 22d of February, the 30th of May, or the 4th of July occurs on Sunday, all special ceremonies shall be postponed until the following day.

20-9-4 Armed Forces Day

A. The day of each year which is proclaimed by the President as Armed Forces Day will be observed by the Coast Guard. The Coast Guard will cooperate with other Armed Services and participate in the observance of Armed Forces Day to the degree that operational requirements permit. The senior Coast Guard officer present shall insure cooperation and provide for participation.

**20-9-5 Foreign Participation in United
States National Anniversaries or
Solemnities**

A. Prior to celebrating a United States national anniversary, or observing a national solemnity, in a foreign place or in the presence of foreign warships, the senior officer present of the United States Navy or Coast Guard shall give due notice to the foreign port authorities, and to the senior officer of each nationality present, of the time and manner of conducting the celebration or solemnity, and shall, as appropriate, invite their participation therein. An officer shall be sent to thank the foreign authorities or ships which participate in such celebration or solemnity.

B. When foreign troops participate in parades within the territorial jurisdiction of the United States, they shall be assigned a position of honor ahead of United States troops, except that a small detachment of United States troops will immediately precede the foreign troops as a guard of honor.

C. On occasions when troops of two or more foreign nations participate, the troops of the nation in whose honor the parade is held will be assigned a position ahead of all others, otherwise the order

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of precedence among foreign troops will be determined, as appropriate, by:

(1) The relative ranks of the commanders of the forces from which the parade detachments are drawn; or

(2) The relative ranks of the commanders of the parade detachments; or

(3) The alphabetical order in the English language of the names of the nations concerned.

20-9-6 Observance of Foreign Anniversaries and Solemnities

A. In a foreign place, or when in company with a foreign warship, when a national anniversary or solemnity is being observed by foreign port authorities or a foreign warship, a ship of the Coast Guard shall, upon official invitation, follow the example of the foreign authority or warship in full-dressing or dressing ship, firing salutes, and half-masting ensigns. Salutes shall not exceed 21 guns unless the senior officer present deems it proper to fire a large number in order to participate properly in the ceremony, or to avoid giving offense. Upon all such occasions, efforts shall be made to accord, so far as practicable, with the foreign authorities in the time and manner of conducting the ceremonies.

20-9-7 Precedence of United States Armed Forces in Parades

★ A. In parades of United States Armed Forces the order of precedence will be as follows:

(1) Cadets, United States Military Academy.

(2) Midshipmen, United States Naval Academy.

(3) Cadets, United States Air Force Academy.

(4) Cadets, United States Coast Guard Academy.

(5) United States Army.

(6) United States Marine Corps.

(7) United States Navy.

(8) United States Air Force.

(9) United States Coast Guard.

(10) Army National Guard of the United States.

(11) Army Reserve.

(12) Marine Corps Reserve.

(13) Naval Reserve.

(14) Air National Guard of the United States.

(15) Air Force Reserve.

(16) Coast Guard Reserve.

(17) Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order respectively.

(18) Veterans and patriotic organizations in the order prescribed by the grand marshal of the parade.

B. Provided, however, that during any period when the United States Coast Guard shall operate as part of the United States Navy, the Cadets, U. S. Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve, shall take precedence, respectively, next after the Midshipmen, United States Naval Academy, the United States Navy, and the Naval Reserve.

C. 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 marshal for the purpose of clearing the line of march.

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civil official listed below, the following
ceremonies shall be observed:

Deaths and Funerals

**20-10-1 Death of United States Civil
Official**

A. Upon the death of a United States

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Official	National ensign half-masted		Gun Salute	
	By—	Period	Fired by—	How and when fired
President or a former President-----	All ships and stations of the Coast Guard	When displayed: For 30 days from the day of death.	(a) All saluting ships, not under way, in ports under United States jurisdiction, and each shore station having a saluting battery. (b) Senior saluting ship present in each port under United States jurisdiction, and each shore station having a saluting battery.	One gun every half hour from 0800 till sunset on day after receipt of official notice of death. 21 minute-guns fired at noon on day of funeral.
Vice President, Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives.	All ships and stations of the Coast Guard	When displayed: For 10 days from the day of death.	(a) All saluting ships, not under way, in ports under United States jurisdiction, and each shore station having a saluting battery. (b) Senior saluting ship present, and shore station having saluting battery, in port where funeral occurs.	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of official notice of death. Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral.
An associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, Secretary of the Army, Secretary of the Navy, Secretary of the Air Force, under Secretary of the Treasury or an Assistant Secretary of the Treasury.	All ships and stations of the Coast Guard	From the day of death until interment.	(a) All saluting ships, not under way, in ports under United States jurisdiction, and each shore station having a saluting battery. (b) Senior saluting ship present, and shore station having saluting battery, in port where funeral occurs.	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of official notice of death. Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral.
Governor of a state, Territory, or possession.	All ships and stations in such state, territory or possession.	From the day of death until interment.	Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered.	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of official notice of death. Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral.
United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico.	All ships and stations in the metropolitan area of the District of Columbia, and All ships and stations in the applicable state congressional district territory or commonwealth.	On the day of death and the following day. From the day of death until interment.	Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered. Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered.	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of official notice of death. Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral. Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral. Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of official notice of death. Minute-guns equal in number to official salute of deceased, fired at noon day of funeral.
Civil official not listed above, but entitled to gun salute on official visit.	Ships and stations in the vicinity when directed by senior officer present or other competent authority to join in funeral honors.	When displayed: From 0800 till sunset on day of funeral.	Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered.	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of official notice of death. Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral.

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B. The mourning badge shall be worn by all officers of the Coast Guard, when in uniform, during the period the national ensign is half-masted by all ships and stations of the Coast Guard, for an official listed by title in the foregoing table.

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20-10-2 Death of a Person in the Coast Guard

A. Upon the death of a person in the Coast Guard, the following ceremonies shall be observed:

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Deceased	National ensign half-masted		Personal flag or command pennant of deceased, commission pennant of ship command	Gun salute	
	By	Period		Fired by	How and when fired
Flag or general officer in command.	All ships present, not under way, and by shore station in vicinity.	When displayed: From time of death until sunset of day of funeral; or removal of the body.	Half-masted from time of death until sunset of day of funeral, or removal of the body.	Flagship or station commanded; or as designated by senior officer present.	Minute-guns equal in number to official salute of deceased fired during funeral.
Flag or general officer not in command.	All ships present, not under way, and by shore station in vicinity.	From the beginning of the funeral until sunset of that day.	-----	Ship or station designated by senior officer present.	Minute-guns equal in number to official salute of deceased fired during funeral.
Unit commander not a flag officer; commanding officer	All ships present, not under way, and by shore station in vicinity.	From the beginning of the funeral until sunset of that day.	Half-masted from time of death or removal of the body and then hauled down; except commission pennant rounded up.	Flagship, or ship or station commanded; or as designated by senior officer present.	7 minute-guns fired during funeral.
All other persons in the Coast Guard.	All ships present, not under way, and by shore station in vicinity.	During funeral and for 1 hour thereafter.	-----	-----	-----

B. If he deems it appropriate, the senior officer present may direct that the ceremonies prescribed in this article be observed during the transfer of the body of the deceased from the ship or shore station, rather than during the funeral.

C. In the event of a military funeral of a person on the retired list of the Coast Guard, ceremonies as prescribed in this article shall be rendered insofar as may be practicable.

D. On the occasion of conducting the funeral of a person in the Coast Guard near ports, stations, or ships of other armed services of the United States, the commanding officers thereof shall be duly notified of the time and the honors to be rendered by ships and shore stations of the Coast Guard.

20-10-3 General Provisions Pertaining to Funerals

A. If there is no chaplain or clergyman available, the commanding officer, or his representative, shall conduct the funeral services.

B. There shall be six pallbearers and eight body bearers. The pallbearers shall, if practicable, be of the same grade or rating as the deceased. If a sufficient number of foreign officers of appropriate grade attend the funeral, they may be invited to serve as additional pallbearers. Pallbearers and body bearers shall follow the procedure prescribed in the Landing Party Manual, United States Navy.

C. Officers in the funeral procession, and pallbearers, shall wear the mourning badge.

D. Boats taking part in a funeral procession shall display the national ensign at half-mast. If the deceased was a flag or general officer, or at the time of his death a unit commander, or a commanding officer of a ship, his flag or command pennant, or a commission pennant, shall be draped in mourning and displayed at half-mast from a staff in the bow of the boat carrying the body. A funeral procession of boats shall, in general, be formed in the order prescribed in the Landing Party Manual, United States Navy, for a funeral procession on shore.

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E. The coffin shall be covered with the national ensign, so placed that the union is at the head and over the left shoulder of the deceased. The ensign shall be removed from the coffin before it is lowered into the grave or committed to the deep.

F. Persons in the Coast Guard shall salute when the body is carried past them, while the body is being lowered into the grave or committed to the deep, and during the firing of volleys and the sounding of "Taps."

G. Three volleys of musketry shall be fired after the body has been lowered into the grave or committed to the deep, following which "Taps" shall be sounded by the bugle; except that in a foreign port, when permission has not been obtained to land an armed escort, the volleys shall be fired over the body after it has been lowered into the boat alongside.

H. During burial at sea, the ship shall be stopped, if practicable, and the ensign shall be displayed at half-mast from the beginning of the funeral service until the body has been committed to the deep. Further display of the ensign at half-mast may be prescribed, according to circumstances, by the senior officer present.

I. Funeral honors shall not be rendered between sunset and sunrise. When it is necessary to bury the dead at night, such funeral services as are practicable shall take place.

20-10-4 Funeral Escorts

A. An escort under arms shall, when practicable, accompany the funeral cortege to the place of interment, and shall follow the procedure prescribed in the Landing Party Manual, United States Navy.

B. The funeral escort for a President, Vice President, Secretary of the Treasury, Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, Under Secretary of the Treasury, Assistant Secretary of Defense, Under Secretary of the Navy, Assistant Secretary of the Treasury, Assistant Secretary of the Navy, or Commandant of the Coast Guard will be prescribed by the Commandant.

C. Unless otherwise prescribed by the senior officer present, the funeral escort for other persons in the Coast Guard shall comprise commands equivalent to the following infantry units, insofar as is practicable with the Coast Guard forces available:

Flag Officer.....	2 battalions
Captain	1 battalion
Commander or Lieutenant	
Commander.....	2 companies
Lieutenant.....	1 company
Other commissioned officer,	
cadet, and warrant	
officer.....	1 platoon
Chief Petty Officer.....	2 squads
Other enlisted person.....	1 squad

D. The grade or rating of the escort commander normally shall be the same as, or higher than, that of the deceased.

20-10-5 Display of Personal Flag, Command Pennant, or Commission Pennant in Funerals on Shore

A. If the deceased was a flag or general officer, or at the time of his death, a unit commander or commanding officer of a ship, his personal flag or command pennant or commission pennant, shall be draped in mourning and carried immediately in advance of the body in the funeral procession to the grave.

20-10-6 Burial in a Foreign Place

A. Before a person in the Coast Guard is buried in a foreign place, the senior officer present shall arrange with the local authorities for the interment of the body and shall also request permission to parade an escort under arms. He shall inform the senior foreign officer present and the appropriate local officials of the time and place of the funeral, and of the funeral honors to be rendered by United States forces present.

20-10-7 Funeral of United States Officer Other Than Coast Guard

A. During the funeral of a flag officer of the Navy, or a general officer of the armed services of the United States, at a place where there is a Coast Guard station, or where one or more ships of the Coast Guard are present, the ensigns of such stations and ships shall be half-masted during the funeral service and for one hour thereafter; and minute-guns, of the number prescribed for the funeral of the deceased by the regulations of the service to which he belonged, shall be fired by the Coast Guard station, if practicable, and by the senior saluting ship present.

20-10-8 Death of Diplomatic, Consular, or Foreign Official

A. On the death of a diplomatic or consular representative of the United States, the senior officer present shall, as circumstances permit, arrange for appropriate participation in the funeral ceremonies by persons in the Coast Guard.

B. When the senior officer present receives official notice of the death or funeral of a foreign official, or member of a foreign armed service, he shall, as circumstances warrant and as international courtesy demands, direct visits of condolence to be made, and arrange for participation by persons in the Coast Guard in the funeral ceremonies.

20-10-9 Transporting Body of Deceased Official

A. When a ship of the Coast Guard is transporting the body of a deceased official, the honors and ceremonies prescribed for an official visit shall, if directed by the senior officer present or higher authority, be rendered when the body is received aboard or leaves the ship.

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