

TREASURY DEPARTMENT
REGULATIONS
UNITED STATES COAST GUARD

REGISTER No.

2106

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COMMANDANT.



TREASURY DEPARTMENT

REGULATIONS
FOR
THE UNITED STATES
COAST GUARD

1923



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TREASURY DEPARTMENT,
Washington, November 1, 1923.

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

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

A. W. MELLON,
Secretary of the Treasury.

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REGULATIONS FOR THE UNITED STATES COAST GUARD.

CHAPTER I.

ORGANIZATION.

1. The United States Coast Guard was established by the act **Establishment.**
of Congress approved January 28, 1915, which provides as follows:
"That there shall be established in lieu of the existing Revenue
Cutter Service and the Life Saving Service, to be composed of
those two existing organizations, with the existing offices and posi-
tions and the incumbent officers and men of those two services, the
Coast Guard, which shall constitute a part of the military forces
of the United States, and which shall operate under the Treasury
Department in time of peace and operate as a part of the Navy,
subject to the orders of the Secretary of the Navy, in time of war
or when the President shall so direct. When subject to the Secre-
tary of the Navy, in time of war, the expense of the Coast Guard
shall be paid by the Navy Department: *Provided*, That no pro-
vision of this act shall be construed as giving any officer of either
the Coast Guard or the Navy military or other control at any time
over any vessel, officer, or man of the other service except by
direction of the President." By Executive order dated May 2,
1916, the President directed "That whenever the Coast Guard
or any part of it shall in time of peace operate as a part of the
Navy in accordance with law, the personnel of the Coast Guard
shall be subject to the regulations of the Coast Guard service, ex-
cept in so far as relates to military requirements which have to
do solely with the movements or operations of ships, concerning
which they shall be subject to the orders of the senior naval
officer to whom they are directed by proper authority to report."
He further directed "That whenever the whole or any part of
the personnel of the Coast Guard is operating with the personnel
of the Navy, officers and men of each service shall have the same
authority and control over officers and men of the other service
as that to which their rank or rating entitles them in their re-
spective services."

**Operating with
the Navy.**

2. The Revenue Cutter Service was organized by act of Con- **Establishment of**
gress approved August 4, 1790, as a part of the Treasury Depart- **the Revenue Cut-**
ment. **ter Service.**

3. The Life Saving Service was organized by act of Congress **Establishment of**
approved June 20, 1874, as a part of the Treasury Department. **the Life Saving**
Service.

Administration
of the Coast
Guard.

4. The Commandant is charged by law with the administration of the Coast Guard, under the direction of the Secretary of the Treasury and the Assistant Secretary having immediate supervision.

Headquarters.

5. (1) The office of the Commandant shall be known as Headquarters, and to assist him in conducting the business of his office there shall be established at Headquarters the following divisions and offices, together with such others as may from time to time be deemed expedient:

Divisions.

a. Division of Operations: To have cognizance of matters relating to the personnel and operations of the service.

b. Division of Matériel: To have cognizance of matters relating to supplies, outfits, equipments, accounts, and the files.

c. Office of Superintendent of Construction and Repair: To have cognizance of matters relating to the construction of and repairs to the hulls of vessels and boats, stations, wharves, and all other property.

d. Office of Engineer in Chief: *In chief* To have cognizance of matters relating to the construction of and repairs to the motive power of vessels and boats and the machinery of all other property.

e. Office of Inspector: To have cognizance of matters relating to the inspection of vessels, stations, boats, offices, and all other property.

Correspondence.

(2) The heads of divisions and offices shall conduct all correspondence relating to the business of their divisions and offices as directed by the Commandant.

Acting Com-
mandant.

6. During the absence of the Commandant the senior line officer regularly attached to Headquarters shall act as Commandant.

Divisional offices.

7. In the service at large there shall be certain divisional offices, through which shall be conducted the operations of groups of cutters. These offices shall be in charge of division commanders.

District offices.

8. In the service at large there shall also be certain district offices, through which shall be conducted the operations of groups of stations. These offices shall be in charge of district *superintendents* *superintendents*.

Coast Guard
Academy.

9. The Coast Guard Academy, located at Fort Trumbull, New London, Conn., shall be maintained for the professional education and nautical and military training of the cadets.

Coast Guard
depot.

10. The Coast Guard depot, located at *Arundel Cove* *Arundel Cove*, Md., shall be maintained as a supply, construction, and repair depot.

VESSELS.

Classification of
Coast Guard
vessels.

21. Vessels of the Coast Guard shall be divided into the following classes:

- (a) ~~Cruising cutters.~~
(b) ~~Inshore patrol cutters.~~
(c) ~~Harbor cutters.~~
(d) Harbor launches.

Assignment of
cruising cutters.

22. When a cutter is assigned to regular cruising duty, a section of the coast will be designated as the vessel's station, or cruising district, and a certain port within that district will be designated as her headquarters. The collector of customs at that port will be duly informed of the assignment.

23. Inshore patrol cutters, harbor cutters, and harbor launches will be assigned to such duties as may be necessary from time to time. Assignment of harbor cutters.

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DIVISIONS.

31. Certain cruising districts will be combined into divisions. Cruising limits of divisions.
The cruising limits of the several divisions of the Coast Guard shall be as follows, all tributary waters being included:

(a) Eastern Division: From the eastern limits of Maine to the Thames River, Conn., including Block Island, R. I., and Fishers Island, N. Y.

(b) New York Division: From the Thames River, Conn., to the Delaware Breakwater, the United States coast bordering on Lake Ontario and the St. Lawrence River, and the waters of Porto Rico and the Virgin Islands.

(c) Norfolk Division: From the Delaware Breakwater to Jupiter Inlet, Fla.

(d) Gulf Division: From Cape Canaveral, Fla., to the Mexican border.

(e) Lakes Division: All the United States coasts bordering on the Great Lakes, except Lake Ontario.

(f) Northern Division, Pacific coast: The waters of southeastern Alaska, and the Pacific coast to Cape Blanco, Oreg.

(g) Southern Division, Pacific coast: From Cape Blanco, Oreg., to the southern limit of California, and the waters of the Territory of Hawaii.

32. To insure a proper patrol of the coast line, the cruising district of a cutter shall, when practicable, extend to or within the cruising limits of the adjacent districts. Patrol of the coast line.

STATIONS AND DISTRICTS.

41. Coast Guard stations (except aviation stations) and houses of refuge are grouped into 13 districts, as follows: How grouped.

(a) *First district*: The coasts of Maine, New Hampshire, and Massachusetts to the south end of Plum Island.

(b) *Second district*: The coast of Massachusetts from the south end of Plum Island to Woods Hole, except the islands of Nantucket, Muskeget, and Marthas Vineyard.

(c) *Third district*: Coast of Massachusetts from Woods Hole west, the coasts of Rhode Island and Connecticut to the Thames River, together with Nantucket, Muskeget, Marthas Vineyard, Fishers and Block Islands.

(d) *Fourth district*: Coast of Long Island, New York.

(e) *Fifth district*: Coast of New Jersey.

(f) *Sixth district*: Coast between Delaware and Chesapeake Bays.

(g) *Seventh district*: The coast from Cape Henry, Va., to Key West, Fla.

(h) *Eighth district*: The Gulf Coast of the United States.

(i) *Ninth district*: The coasts bordering on Lakes Ontario, Erie, and Huron to Hammond Bay.

(j) *Tenth district*: The coast bordering on Lake Huron west of Hammond Bay; Bois Blanc, Mackinac, and Beaver Islands; the coast bordering on the east side of Lake Michigan, and the station at Louisville, Ky.

(k) *Eleventh district*: The coast bordering on the west side of Lake Michigan and the coast bordering on Lake Superior.

(l) *Twelfth district*: The coast of California, and the coast of Oregon to the south side of Umpqua River.

(m) *Thirteenth district*: The coast of Oregon from the south side of Umpqua River, and the coasts of Washington and Alaska.

Aviation stations.

"Active" season, "inactive" season, definition of.

42. The operation of aviation stations will be conducted independently of district organization.

43. Whenever in the Regulations the terms "active season" or "inactive season" are used, they shall be construed to mean the period during which a station is in commission or out of commission, respectively.

STATIONS AND DISTRICTS

CHAPTER II.

GENERAL DUTIES OF THE COAST GUARD.

101. The President of the United States may direct any vessel of the Coast Guard to perform any duty or make any cruise which, in his judgment, may be necessary for the public service. Vessels used for public service.

102. The acts approved August 4, 1790, June 18, 1878, January 28, 1915, and other legislation, fix the following as the general duties of the Coast Guard: Duties.

(a) Rendering assistance to vessels in distress and saving life and property. (R. S., 1536, 2759; act June 18, 1878, 20 Stats., 163; act Jan. 28, 1915.)

(b) Protection of the customs revenue. (R. S., 2747, 2758, 2762, 2764, 2765, 3061, 3068.)

(c) Destruction or removal of wrecks, derelicts, or other dangers to navigation. (Act May 12, 1906, 34 Stats., 190.)

(d) Extending medical aid to United States vessels engaged in deep-sea fisheries. (Act June 24, 1914.)

(e) Operating as a part of the Navy in time of war or when the President shall so direct. (Act Jan. 28, 1915; act Aug. 29, 1916.)

(f) Enforcement of rules and regulations governing anchorage of vessels. (Act Mar. 4, 1915, 38 Stats., 1053.)

(g) Enforcement of laws relating to immigration, quarantine, and neutrality. (R. S., 2163, 4792, 5288.)

(h) Suppression of mutinies on merchant vessels.

(i) Enforcement of navigation and other laws governing merchant vessels and motor boats. (R. S., 4234; act June 9, 1910, 36 Stats., 462; act Mar. 3, 1899, 30 Stats., 1153.)

(j) Enforcement of law to provide for safety of life on navigable waters during regattas or marine parades. (Act May 19, 1896, 29 Stats., 122; act Apr. 28, 1908, 35 Stats., 69.)

(k) Protection of game and the seal and otter fisheries in Alaska, etc. (R. S., 1954, 1955, 1956; act Mar. 2, 1889., 25 Stats., 1009; act Dec. 29, 1897, 30 Stats., 226; act June 14, 1906, 34 Stats., 263; act Apr. 21, 1910, 36 Stats., 326; act Aug. 24, 1912, 37 Stats., 499.)

(l) Enforcement of sponge fishing law. (Act June 20, 1906, 34 Stats., 313; act Aug. 15, 1914.)

(m) Administering oaths generally in Alaska. (Sec. 12, act Apr. 16, 1908, 36 Stats., 61.)

(n) Collecting statistics regarding loss of life and property on vessels. (Act June 20, 1874, 18 Stats., 125, 126, 127, 128.)

103. The Secretary of the Treasury may, from time to time, make such transfer and change of stations of cutters as he may Change of stations of cutters.

deem desirable for the best interests of the service, and in his discretion may direct any cutter to cruise in any waters to perform the duties of the Coast Guard. (Act Apr. 21, 1910, 36 Stats., 326.)

Public service only.

104. Coast Guard cutters shall be used only for the public service. (Act July 7, 1884, 23 Stats., 199; act Jan. 28, 1915.)

Manning of stations.

105. The Secretary of the Treasury in time of peace and the Secretary of the Navy in time of war may, in his discretion, man any Coast Guard station during the entire year, or any portion thereof, maintain any house of refuge as a Coast Guard station, and change, establish, and fix the limits of Coast Guard districts and divisions.

106. The Secretary of the Treasury may from time to time transfer to or from any cutter or station of the Coast Guard any cutter or station of the Revenue Cutter Service.

CHAPTER III.

APPOINTMENTS, PROMOTIONS, RESIGNATIONS, RETIREMENTS.

201. Commissioned officers shall be appointed by the President of the United States, by and with the advice and consent of the Senate. No person who is not a citizen of the United States shall be appointed a commissioned officer. Appointment of commissioned officers.

202. Commissions shall be countersigned by the Secretary of the Treasury and sealed with the official seal of the Treasury Department. Commissions countersigned.

203. No person, except a constructor, shall be originally appointed to a higher grade in the Coast Guard than that of cadet or cadet engineer. No constructor shall be appointed unless he agrees to be vaccinated against smallpox and inoculated against typhoid fever at such times as may be prescribed. Original appointments.

204. Cadets and cadet engineers shall be appointed by the Secretary of the Treasury, and vacancies in these grades shall be filled by competitive examinations held each year. Cadets, how appointed.

205. (1) To be eligible for appointment as a cadet or a cadet engineer, the applicant shall be— Qualifications for appointment.

a. A citizen of the United States.

b. Unmarried.

c. Of good moral character.

d. Not less than 18 nor more than 24 years of age, if a candidate for cadet. 18 24

e. Not less than ~~20~~ nor more than ~~25~~ years of age, if a candidate for cadet engineer.

(2) Application to take the examination shall be made in writing to the commandant. The applicant shall state the date and place of his birth and the State or Territory of which he is a resident; shall submit a certificate of his good moral character; and, if of foreign birth, shall establish his citizenship. Application to take examination.

(3) The physical examination of applicants shall be conducted by a board of medical officers of the United States Public Health Service. The physical examination shall be thorough, and no person shall be passed by the medical examiners who is not free from such physical defects as might impair his fitness for the Coast Guard and from all obvious tendency to any form of disease which would be likely to interfere with the efficient discharge of his duty in any climate. The certification of the medical board shall be conclusive as to the physical qualifications of the person examined. Physical examination.

(4) The educational examination of applicants shall be conducted by a board of commissioned officers of the Coast Guard. Educational examinations to be competitive.

and shall in all cases be competitive, and no person shall be appointed who does not attain a general average of at least 70 per cent in his examination. The appointments shall be made from those candidates who attain the prescribed general average, the one having the highest mark receiving the first appointment, and so on. The attainment of a general average of 70 per cent does not give assurance of appointment, as the number of candidates who attain that average may exceed the number of vacancies to be filled.

Vaccination and inoculation for cadets.

(5) No person shall be appointed a cadet or a cadet engineer unless he agrees to be vaccinated against smallpox and inoculated against typhoid fever at such times as may be prescribed.

Probationary period of cadets.

206. Cadets and cadet engineers, to be eligible for appointment as commissioned officers, shall serve a satisfactory period under instruction at the Coast Guard Academy as may be directed by the Secretary of the Treasury.

Cadet to serve three years as officer.

207. A cadet of the line shall be required to obligate himself to serve at least three years after graduation, if his services be so long required.

Commissioning of cadets.

208. The Board of Instruction of the Coast Guard Academy shall certify to Headquarters the names of the cadets and the cadet engineers who satisfactorily complete the prescribed course at the academy; and such cadets when commissioned ensigns or ensigns (engineering) shall take rank in their respective grades according to their order of merit as determined at the academy.

Selection of district superintendents.
Eligibility for district superintendent.

209. Vacancies in the grade of district superintendent shall be filled by selection from the grade of boatswain (L).

210. A boatswain (L) to be eligible for appointment to the grade of district superintendent shall be at the date of vacancy in such grade not less than 30 nor more than 50 years of age, shall have served in the grade of boatswain (L) not less than three years, not less than two years of which shall have been in charge of a Coast Guard station, and his mental, moral, and professional fitness to perform the duties of district superintendent shall have been established to the satisfaction of a board of examination, and his physical fitness shall have been certified to by a board of medical officers of the Public Health Service.

Educational examination, competitive.

211. The examination for mental, moral, and professional fitness of candidates for appointment as district superintendent shall be conducted by a board of commissioned officers and shall be competitive in all cases. The boatswain (L) who is recommended by the board as having attained the highest general average will be selected to fill the vacancy, provided his general average is not less than 70 per cent. In each case the examination shall include the record of service of the boatswain (L), the reports of his superior officers, and all other matters affecting him which may have been filed at Headquarters.

How selected.

212. Vacancies in the grade of warrant officer shall be filled in the following manner:

Appointment of warrant officer.

Acting appointment for.

(a) Warrant officers shall be appointed by the Secretary of the Treasury. To be eligible for appointment as warrant officer, the candidate must be a citizen of the United States. An original appointment of a warrant officer shall be an acting appointment. A warrant officer who has served one year under an acting ap-

pointment is eligible for a warrant bearing the same date as his acting appointment, provided the commanding officers and district ~~superintendents~~ ^{Commanding} under whom he has served recommend him for such warrant and the service under the acting appointment has been performed under the conditions prescribed by Headquarters, and he pass the prescribed physical examination and is otherwise qualified.

(b) The appointment of an enlisted person as a warrant officer shall not constitute a separation from the Service; it is simply a promotion. An enlisted person appointed as a warrant officer will not be discharged—his enlistment contract will be completed to date of oath and forwarded to Headquarters, suitable entry being made concerning the appointment. Promotion to warrant officer.

(c) A person who has been promoted to be a warrant officer shall, if his acting appointment be revoked, revert to the rating from which he was promoted; and none of his rights, benefits, privileges, or gratuities shall be lost or abridged in any respect because of his service as a warrant officer. If his acting appointment be revoked subsequent to the expiration of the period for which he enlisted, he shall be discharged. Appointment revoked.

(d) A warrant officer may make application for appointment in another branch, provided he fulfills the requirements of paragraph a of this article. A warrant officer appointed in another branch shall be given an acting appointment and shall be required to qualify under such acting appointment before being issued a permanent appointment. Should he fail to qualify for the new warrant, he will resume duty under his former warrant where directed. Application for another warrant.

OATH OF OFFICE.

221. When a commission, appointment, or warrant is issued to any person, he shall, as soon as practicable, take and subscribe the oath of office prescribed by law. Oath of office.

222. The oath shall be taken in duplicate before the commanding officer of a cutter, an officer authorized by the Commandant to administer oaths, or, if no such officer is available, before an officer authorized to administer oaths generally. The duplicate oaths shall be forwarded to Headquarters. Oath taken in duplicate.

223. Oath of office prescribed for a person accepting a commission, appointment, or warrant in the Coast Guard: Form of oath.

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

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

_____ and subscribed before me, this _____ day of _____, A. D. 19____.

[Official seal.]

Date when original commission becomes effective.

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

PROMOTION OF COMMISSIONED OFFICERS.

Date when promotion is effective.

231. When a vacancy occurs in the active list of commissioned officers (except in the grade of commandant, engineer in chief, constructor, or district ~~superintendent~~ ^{commandant}), by reason of retirement, death, resignation, or dismissal, the senior officer of the next lower grade shall be promoted, as of the date of such vacancy, according to the established rules of the service; and the same rule of promotion shall be applied successively to the vacancies consequent upon such retirement, death, resignation, or dismissal.

Appointment of Commandant.

232. (1) The commandant shall be selected from the active list of line officers not below the grade of commander and will be commissioned as such for a period of four years, and may be reappointed for further periods of four years each. (See arts. 4 and 5.)

(2) An officer whose term of service as commandant has expired may be appointed a captain and shall be an additional number in that grade; but if not so appointed, he shall take the place on the lineal list in the grade that he would have attained had he not served as commandant and be an additional number in such grade.

Appointment of engineer in chief.

233. (1) The engineer in chief shall be selected from the active list of engineer officers not below the rank of lieutenant commander (engineering) and will be commissioned as such for a period of four years, and may be reappointed for further periods of four years each.

(2) An officer whose term of service as engineer in chief has expired may be appointed a commander (engineering) and shall be an additional number in that grade; but if not so appointed, he shall take the place on the lineal list in the grade that he would have attained had he not served as engineer in chief and be an additional number in such grade.

Exempt from examination.

234. Examination is not required under the law for promotion to the grade of commandant or of engineer in chief.

Constructor.

235. A constructor, after 10 years' commissioned service in the Revenue Cutter Service and Coast Guard, shall have the rank of a lieutenant commander, and after 20 years' commissioned service the rank of a commander.

Fitness for promotion required.

236. (1) No commissioned officer shall be promoted to a higher grade (except as provided in article 234) until his mental, moral, and professional fitness to perform all the duties thereof have been established to the satisfaction of a board of examining officers appointed by the President, and his physical fitness has been certified to by a board of medical officers of the Public Health Service.

(2) An ensign, an ensign (engineering), or a district ~~superintendent~~ ^{commandant} with the rank of ensign shall be required to complete

three years' service in his grade, after which he shall be eligible for promotion to the next higher grade without regard to the number already in that higher grade.

(3) The examination for mental, moral, and professional fitness shall be conducted by a board of commissioned officers and shall embrace such subjects as may be prescribed from time to time, and no officer shall be promoted who does not reach a general average of merit of 70 per cent. No line officer shall be promoted (except as provided in article 234) who does not attain also an average of merit of 70 per cent each in seamanship and navigation. In each case the examination shall include the record of service of the officer, the reports of his commanding officers, and all other matters affecting him which may have been filed at Headquarters since the date of his last promotion, and such reports and records shall be taken into consideration in determining his fitness for advancement. Professional examination.

237. (1) An officer who on examination for promotion is found not professionally qualified shall be reexamined immediately in the subjects in which he failed. If he fail in any subject upon reexamination he shall be suspended from promotion for a period of six months from the date of the approval of the proceedings of the examining board, with corresponding loss of numbers. He shall be reexamined at the end of the six months, and if he then fall below the required standard his name shall be placed at the foot of the list of officers of his grade, and thereafter he shall be considered out of the line of promotion. Procedure when failing to qualify for promotion.

(2) If any commissioned officer fail in his physical examination for promotion and be found incapacitated for service by reason of physical disability contracted in the line of duty, he shall be retired with the rank to which his seniority entitled him to be promoted.

238. No commissioned officer shall be permitted to waive an examination for promotion. Should a commissioned officer fail to present himself for such examination when so ordered and not satisfactorily explain such failure to Headquarters, he shall be required to submit his resignation. If he should not tender his resignation when requested, he shall be tried by a general court. Not permitted to waive an examination.

RESIGNATIONS.

270. (1) The resignation of a commissioned officer shall be addressed to the President of the United States. Procedure.

(2) The resignation of a cadet, cadet engineer, or warrant officer shall be addressed to the Secretary of the Treasury.

(3) All resignations shall be forwarded through the proper channel to Headquarters, and the persons tendering them shall be considered in service until they are accepted.

(4) Each resignation shall be accompanied by a statement of the reason therefor or of the circumstances under which it is tendered.

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

Desertion by
resignation.

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

RETIREMENTS.

For age or
physical dis-
ability.

280. When any commissioned or warrant officer or enlisted person has reached the age of 64 years he shall be retired from active service; and when any commissioned or warrant officer or enlisted person has become incapable of performing the duties of his office he shall be retired from active service unless such incapacity is the result of his own vicious habits and not due to an incident of service, in which case he shall be dropped from the service as provided by law.

For length of
service.

281. (1) A commissioned officer, warrant officer, or enlisted person who has served 30 years (upon suitable application, and, as to commissioned officers, upon approval by the Secretary of the Treasury) may be retired from active service. In computing length of service all creditable service in the Army, Navy, Marine Corps, Revenue Cutter Service, and Life Saving Service shall be included.

(2) When a commissioned officer who has had 40 years' service shall retire, he shall be placed on the retired list with the rank and retired pay of one grade above that actually held by him at the time of retirement, and, in the case of a captain, the rank and retired pay of one grade above shall be the rank of commodore and the pay of a commodore in the Navy on the retired list.

Certain retired
persons may be
assigned to
duty.

282. Any person retired from active service by reason of disability or by reason of having served 30 years may be assigned to such duties as he may be able to perform.

Retirement of
Commandant.

283. Any officer who shall serve as commandant shall, when retired, be retired with the rank of commandant.

Retirement of
engineer in
chief.

284. Any officer who shall serve as engineer in chief shall, when retired, be retired with the rank of engineer in chief.

RESIGNATIONS.

270. (1) The resignation of a commissioned officer shall be presented to the President of the United States.

(2) The resignation of a warrant officer, or enlisted person, shall be presented to the Secretary of the Treasury.

(3) All resignations shall be forwarded through the proper channels to the President or the Secretary of the Treasury, as the case may be, and the person resigning thereon shall be considered to have resigned.

(4) Each resignation shall be accompanied by a statement of the reasons therefor or of the circumstances which led to it.

271. A resignation accepted under chapter 171 of the United States Statutes shall be a resignation in a case of the resignation.

272. A resignation accepted under chapter 171 of the United States Statutes shall be a resignation in a case of the resignation.

CHAPTER IV.

ENLISTMENTS.

301. The complement of a vessel or of a station shall include the commissioned and warrant officers assigned from time to time by Headquarters, and such number of chief petty officers, petty officers, and other enlisted persons as may be authorized for such vessel or station. Complements of vessels and stations.

302. The number of persons authorized in any rating shall not be exceeded except to make up a deficiency in a superior rating, or by express authority from Headquarters. To make up deficiency.

303. The number of chief petty officers, petty officers, and other enlisted persons authorized for a vessel or a station shall not be exceeded, except under special circumstances, a report of which shall be promptly made to Headquarters. No excess in complement, except.

304. Should the authorized complement be exceeded temporarily (as in the apprehension of a deserter after his place has been filled, the revocation of the rating of an acting warrant officer, or the disrating of a chief petty officer or of a petty officer by sentence of a service court, etc.), the commanding officer of a unit, or the district superintendent, shall cause a return to the proper complement as soon as circumstances permit. (See art. 337.) Procedure when complement is exceeded.

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

(a) On the day following the date upon which, under these regulations, a person is noted as a deserter. (See arts. 462, 463, 464, 465, and 467.) When vacancies exist. When noted a deserter.

(b) On the day following the date upon which a person is delivered to the proper authority for imprisonment in accordance with the sentence of a service court. When delivered for imprisonment.

(c) On the day following the date upon which a person dies or resigns, or is retired, promoted, or discharged. In case of death, resignation, etc.

306. The term of enlistment may be one year, two years, or three years, at the option of the applicant. Enlistments shall be for general service, without reference to a particular vessel or station, and enlisted persons may be transferred from one vessel or station to another. The term of enlistment may be terminated at any time by direction of Headquarters. (See arts. 441, 442, and 443.) Term of enlistment.

307. An enlisted person shall be considered to have served a full term of enlistment: Full term of enlistment.

(a) If the enlistment be for a period of one year, at the expiration of one year from the date of enlistment; if for a period of two years, at the expiration of two years from the date of enlistment; if for a period of three years, at the expiration of three years from the date of enlistment, the date of the expiration to be

See GO 24

the day of the month next preceding the anniversary of the date of enlistment. (See arts. 334-b, 335, and 337.)

(b) When the enlistment is terminated for the convenience of the Government and not by reason of inaptitude or undesirability.

Physical examination.

See GO 34

308. (1) Except as provided in article 326-a, or by special authority from Headquarters, every person before being enlisted or reenlisted shall pass the prescribed standard of physical examination (see Form 2502), which shall be conducted by a medical officer of the Public Health Service. When this examination is to be conducted by an officer of the Public Health Service not attached to a vessel or a station, application therefor shall be made to him on the proper blank form, and the enlisting officer shall transmit therewith the necessary enlistment blanks. If the person be enlisted, the record of his physical examination shall be transmitted immediately to Headquarters with his enlistment contract and record. The record of physical examination for enlistment or reenlistment will be subject to review by the Surgeon General of the Public Health Service. (See art. 416-3.)

Persons required to pass standard "A" examination.

(2) a. Applicants for enlistment who have not previously been enlisted, or who have previously served in the Coast Guard, Revenue Cutter Service, or Life Saving Service, and who did not reenlist in the Coast Guard within 30 days after receiving therefrom an honorable discharge, or within 10 days after receiving an ordinary discharge with recommendation for reenlistment, shall be required to pass standard "A" physical examination.

Persons required to pass standard "B" examination.

b. Applicants for enlistment who have previously served in the Coast Guard and apply to reenlist within 30 days after receiving therefrom an honorable discharge, or within 10 days after receiving an ordinary discharge with recommendation for reenlistment, shall be required to pass standard "B" physical examination.

When second applicant for enlistment is not to be designated.

(3) ~~When an applicant for enlistment has been sent to a medical officer for physical examination, a second applicant for the same vacancy shall not be designated for such examination until a period of five days has elapsed since the first designation, unless the first applicant was rejected by the examining medical officer.~~

341 a. Each person enlisted or reenlisted shall agree to be vaccinated against smallpox and inoculated against typhoid fever.

Vaccination against smallpox and typhoid fever.

b. Each person shall, upon original enlistment, be vaccinated against smallpox and inoculated against typhoid fever. Thereafter revaccination against smallpox shall be performed at least every seven years and reinoculation against typhoid fever every four years, except that no person shall be required to be revaccinated against smallpox who has two *pitted* vaccination scars or evidence of a previous attack of smallpox, and no person shall be required to be reinoculated against typhoid fever unless he is under 45 years of age and has not had a well-defined case of typhoid fever. The provisions of paragraph 2 of article 2161 and of paragraph 2 of article 2162 shall apply to enlisted persons.

Educational qualifications.

309. No person shall be originally enlisted who can not read and write some language, and readily understand and speak the English language.

A minor.

310. No person under the age of 21 years shall be enlisted or reenlisted without the written consent of his father, only sur-

living parent, or guardian, except that if the applicant has none of these within the continental limits of the United States or its territorial or island possessions where application is made, and shall so certify on the enlistment contract and record, he may be enlisted.

311. No person who has been in the military or the naval service of the United States, or of any of the several States, shall be enlisted (or reenlisted except under circumstances which entitle him to continuous service) unless he produces a discharge from each of the services in which he has served, certifies in writing that the discharge or discharges is or are the latest received by him from said services, and the discharge showing the latest service is an honorable discharge or an ordinary discharge with recommendation for reenlistment. The enlisting officer shall make and certify to an abstract from the latest discharge received from each of such services, containing such information as may be required by Headquarters, and shall attach a copy of this abstract to each copy of the enlistment contract and record. In all other cases where an applicant for enlistment claims to have had military or naval service under the United States, or under any of the several States, all the facts shall be reported to Headquarters and its decision in the premises obtained before said applicant shall be enlisted.

Discharges from military or naval services to be produced.

312. No person under 16 or over 35 years of age (except as provided in articles 326, 328, and 329), no insane or intoxicated person, no person of known bad character or known to have committed a crime, no deserter from the Coast Guard, Revenue Cutter Service, Life Saving Service, Army, Navy, Marine Corps, or the military or naval service of any of the several States, and no person under 5 feet 4 inches in height shall be enlisted. This last requirement shall not apply to yeomen, radiomen third class, officers' stewards, cooks, and mess attendants, who shall be not less than 4 feet 9 inches in height. No person shall be originally enlisted as surfman who is under 19 years of age, weighs less than 135 or more than 205 pounds, and is not a good swimmer. (See art. 1225.)

Age requirements for enlistment.

Qualifications for surfmen.

313. Fraudulent enlistment and receipt of any pay or allowance thereunder is hereby declared to be "conduct to the prejudice of good order and discipline" and is punishable by a service court. When a person who is not entitled to enlist or reenlist under these regulations procures his enlistment or reenlistment by concealing or misstating the facts, such enlistment is fraudulent.

Fraudulent enlistment.

314. A "radio operator's license, commercial, first grade," issued by the Department of Commerce, shall be accepted as a certificate of necessary technical qualifications for enlistment in the lowest grade of radioman.

Radio license accepted.

315. Preference shall be given by the enlisting officer—first, to citizens of the United States; second, to those who have legally declared their intention to become citizens. An alien who has not declared his intention to become a citizen of the United States ~~may be enlisted only when it is plainly impracticable to obtain a suitable person who is a citizen of the United States or who has legally declared his intention to become a citizen.~~

Preference in enlisting.

8018

Head tax for
aliens.

Enlisting off-
icers.

Enlistment con-
tract to be ex-
plained.

Full name to be
entered in log
and record.

Shall subscribe
oath.

Address of next
of kin.

Enlistment con-
tract made in
triplicate.

Procedure when
transferred.

Quadruplicate
contract.

Enlistment by
district super-
intendent.

316. No enlistments of aliens shall be made except upon presentation of satisfactory evidence that they have paid head tax and have lawfully entered. Alien applicants for enlistment who are unable to furnish such evidence shall be referred to the nearest immigration officer for compliance with the law in this regard.

317. Enlisting officers shall be the commissioned, warrant, and chief petty officers in responsible charge of units, and the executive officers of units under the direction of their commanding officers. In the enlistment of persons for the engine department of a vessel, the engineer officer shall be consulted.

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

319. The full name of each person enlisted shall be written on the enlistment contract and record and entered in the log of the unit where the enlistment was made. Each person shall, upon originally enlisting, sign his own name in the place provided therefor on the enlistment contract and record and shall take and subscribe the oath of allegiance. A commissioned, warrant, or chief petty officer in responsible charge of a unit is authorized to administer this oath, which he shall subscribe with his name and rank and the name of the unit of which he is in command or in charge. If a person who enlisted in the Revenue Cutter Service, Life Saving Service, or the Coast Guard prior to May 1, 1915, can not write, he shall, on reenlistment, make his mark in the proper place on the enlistment contract and record, in the presence of the enlisting officer.

320. Each person enlisted shall be required to furnish to the enlisting officer the name and address of his wife, mother, if living, and each child under 16 years of age, or, if he has none of these, his nearest of kin; if he have no wife or relative he shall give the name and address of some person who is interested in him. This information shall be entered on the enlistment contract and record at the time of enlistment. (See art. 376.)

321. The enlistment contract and record shall be made and executed in triplicate. The original (a) shall be forwarded to Headquarters; one copy (b) shall be permanently filed at the unit where the enlistment was made; a second copy (c) shall be retained until the discharge, death, desertion, or retirement of the enlisted person, when it shall be properly completed and forwarded to Headquarters. In case the person is transferred to another unit, the procedure indicated in article 444 shall be followed. (See art. 467.) In the enlistment of surfmen a third copy (d) of the enlistment contract and record shall be made and forwarded to the district superintendent for the files of his office, the other copies being disposed of as provided above. In case the enlistment is made by the district superintendent in person, he shall send two copies of the enlistment contract and record to the officer in charge of the station where the person is to serve. Each enlistment contract and record shall be complete. (See arts. 442 and 443.)

REENLISTMENTS.

324. (1) No person shall be reenlisted who is not, or has not legally declared his intention to become, a citizen of the United States. A statement shall be made, and substantiated by production of the papers necessary to prove, that he has legally declared such intention. When an officers' steward, cook, or mess attendant is debarred under the laws of the United States from legally declaring his intention to become a citizen the foregoing requirements may be waived by the commanding officer when it is plainly impracticable to obtain a suitable person who is a citizen or who has legally declared his intention to become a citizen.

Restrictions upon reenlistment.

Exceptions, steward, cook, or mess attendant.

(2) No alien who is entitled to become a citizen of the United States by reason of length of residence therein and declaration of intention to become a citizen and who has not accomplished his citizenship shall be reenlisted without previous authority from Headquarters for such reenlistment. In presenting the case of such an alien for reenlistment enlisting officers shall furnish Headquarters all facts and circumstances obtainable relating to the case and show why citizenship has not been accomplished.

325. (1) The enlistment of any person who has previously served in the Revenue Cutter Service, the Life Saving Service, or the Coast Guard shall be considered a reenlistment.

Definition of reenlistment.

(2) A person who received an honorable discharge from the Coast Guard and reenlisted prior to May 18, 1920, is entitled to have his service considered continuous when his reentry took place within 30 days from the date of his last discharge.

Continuous service.

(3) A person who received an ordinary discharge from the Coast Guard with recommendation for reenlistment and reenlisted prior to May 18, 1920, is entitled to have his service considered continuous when his reentry took place within 10 days from the date of his last discharge.

(4) A person discharged from the Coast Guard with an honorable discharge, or with an ordinary discharge with recommendation for reenlistment, and reenlisted subsequent to May 17, 1920, is entitled to have his service considered continuous if reenlisted within ~~four~~ months from the date of his last discharge.

326. Subject to the provisions of article 324, a person who has received an honorable discharge from the Coast Guard is entitled—

Reenlistment, honorable discharge.

(a) ~~To reenlistment on the day following his discharge, in the vacancy caused by his discharge, without regard to age, and without physical examination, unless the commanding officer, the district superintendent, or the officer in charge of a station has reason to believe that such person has contracted a disease or suffers from a disability not incident to service. (See arts. 310 and 416-3.)~~

On day following discharge.

(b) To reenlistment on any vessel or at any station within 30 days from the date of his discharge, without regard to age, provided—

Within 30 days.

1. There is a vacancy that his discharge qualifies him to fill.
2. That he passes the prescribed physical examination. (See arts. 308 and 310.)

Within 60 days. (c) To reenlistment at any unit within 60 days from the date of his discharge, without regard to age, provided—

1. He held a confirmed rating as petty officer at the time of his last discharge.

2. There is a vacancy that his discharge qualifies him to fill.

3. He passes the prescribed physical examination. (See arts. 308 and 310.)

At any time.

(d) To reenlistment at any unit at any time, provided—

1. There is a vacancy that his discharge qualifies him to fill.

2. He passes the prescribed physical examination. (See arts. 308 and 310.)

3. He is not over 35 years of age. (See art. 329.)

4. He has not been separated from the service for more than three consecutive years, except as provided in article 329.

Exceptions to reenlistment.

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

Reenlistment, ordinary discharge.

328. Subject to the provisions of article 324, a person who has received an ordinary discharge from the Coast Guard with recommendation for reenlistment is entitled—

On day following discharge.

(a) To the same right enumerated in paragraph *a* of article 326.

Other conditions.

(b) To the same rights enumerated in paragraphs *b*, *c*, and *d* of article 326, except that when two applicants for reenlistment apply for the same vacancy the holder of an honorable discharge shall have prior right to the vacancy over the holder of an ordinary discharge.

Reenlistment over 35 and not over 45 years of age.

329. A person over 35 and not over 45 years of age, who has had previous service in the Coast Guard or in the Revenue Cutter Service, and whose last discharge therefrom was an honorable discharge, or a discharge with recommendation for reenlistment, or who has had previous satisfactory service in the Life Saving Service, may be enlisted or reenlisted if he be otherwise qualified and the length of such previous service be equal to or greater than the excess of his age over 35 years.

Continuous service.

330. Whenever a person reenters the service under conditions that entitle him to continuous service he shall be reenlisted to date from the day of his actual reentry, and a note shall be made on the enlistment contract and record and in the log of the unit showing the original date on which the continuous service began.

Latest discharge to be produced on reenlistment.

331. (1) No person who has served in the Revenue Cutter Service or the Coast Guard shall be reenlisted unless he produces an honorable discharge, or an ordinary discharge with recommendation for reenlistment, from each of the services in which he has served, and certifies in writing that the discharge or discharges is or are the latest received by him from said services. This shall not apply in cases of reenlistment under conditions which entitle the person to continuous service. If the applicant is enlisted, this certificate shall be attached to his enlistment contract and record and made a part thereof. In all other cases where applicants for reenlistment claim to have served in the Revenue Cutter Service, Life Saving Service, or the Coast Guard

all the facts shall be reported to Headquarters and its decision in the premises obtained before said applicants are reenlisted.

(2) No applicant for enlistment who has been rejected on account of physical disability, and no person who has been discharged by reason of physical disability not incident to service, shall be enlisted or reenlisted without the authority of Headquarters. Physically rejected once not to be enlisted without authority of Headquarters.

332. The enlisting officer shall note in red ink on each certificate of discharge from a former enlistment, of whatever kind, produced to him the fact of enlistment or reenlistment in the Coast Guard, with the date and place thereof and the name of the unit. Entry to be made on previous discharges.

333. When any person holding an honorable discharge or an ordinary discharge with recommendation for reenlistment applies for reenlistment ~~within four months from the date thereof~~, and is found physically disqualified, a copy of the record of his physical examination shall be forwarded immediately to Headquarters with the recommendations of the medical officer, and of the commanding officer of a vessel or other unit, or of the district superintendent. Should Headquarters not authorize the reenlistment of the applicant, an indorsement to the effect that the applicant is physically disqualified shall be made on his discharge, and said discharge shall not thereafter entitle the holder thereof to reenlistment. Pending the decision of Headquarters the said discharge shall be retained by the enlisting officer, and the said applicant for reenlistment may, if he so elect, remain during such time on board ship or at the unit, and be subsisted, provided he is not suffering from a communicable disease. If he be assigned to a mess which receives commuted rations or subsistence only, vouchers covering the cost of his subsistence shall be forwarded to Headquarters for settlement. Procedure if found physically disqualified for reenlistment.

334. ~~When the term of an enlistment (see art. 307) expires at sea, or beyond the limits of any State of the United States, or when the vessel is absent from her headquarters, and the person concerned declines to sign the waiver prescribed in article 417, the following procedure shall be observed:~~ Expiration of enlistment outside of United States. 20.8

(a) If the person be entitled to reenlistment he may be discharged at the expiration of his enlistment and reenlisted the following day with the understanding that he will be discharged at his own request whenever the vessel arrives at a port within the limits of any State of the United States. (See art. 413-h.) Within limits of a State.

(b) If the person concerned is not entitled to reenlistment or does not desire to reenlist the commanding officer shall extend his enlistment until the first arrival of the vessel at a port within the limits of any State of the United States where his accounts can be settled. (See arts. 339, 340, and 413-f.) Extension of enlistment.

335. ~~When the term of enlistment of any person expires while he is in hospital, or absent from duty by reason of illness or injury incident to service, he shall not be discharged, but his enlistment shall be extended until his recovery from said illness, or injury, or until he be retired in accordance with law. (See arts. 339 and 340.)~~ Of sick person. See 20 4634

336. When the commanding officer or the officer in charge of a unit considers that the discharge of a person at the expiration of Extension, urgent necessity.

the term of his enlistment would seriously interfere with the efficient performance of the duties of the unit, he may extend the enlistment until the urgent necessity for the person's services has passed. In each such case Headquarters shall be informed immediately of all the circumstances. (See arts. 334, 339, and 340.)

See G.O. 24
See G.O. 24
 Extension, re-
 turned deserter.
 Extension of,
 awaiting action
 by the Depart-
 ment.
 To continue in
 same rating
 upon extension
 of enlistment.
 Entry in log.

337. When a deserter, or a person who has been noted a deserter at the expiration of five days' unauthorized absence, surrenders or is apprehended, and is subsequently restored to a duty status, he shall be required to serve for such period as shall, with the time served by him prior to the date he left the unit to which he was attached, amount to the full term for which he enlisted. He shall not be discharged prior to the expiration of said term, except by authority from Headquarters. (See art. 304.)

338. (1) When an enlisted person is undergoing or awaiting trial by a service court, or is awaiting action by the department upon the findings and sentence of a court by which he has been tried, or upon charges and specifications preferred against him, or upon the proceedings and recommendations of a board of investigation convened to determine his fitness for the service or for any other purpose, his term of enlistment shall, if necessary, be extended until final action in the premises has been taken by the department.

(2) When he is sentenced to punishment other than imprisonment on land, his term of enlistment shall, if necessary, be extended to the expiration of such punishment.

(3) When action on the sentence of a court in his case has been deferred by order of the department, and he has been placed on probation, he shall, if necessary, execute an agreement on Form 2500-B, to extend his enlistment, pending final action on the sentence.

339. A person whose enlistment has been extended shall be continued in his status as to rating, and shall be subject to all regulations until discharged.

340. In all cases arising under articles 334, 335, 336, 337, 338, and 339 appropriate remarks shall be entered on the enlistment contract and record of the person concerned, and in the log of the unit to which he is attached.

GENERAL CONDITIONS.

Relatives.

351. No enlisted person shall be assigned to duty at any unit who is a relative of a commissioned or a warrant officer attached to such unit; nor shall an enlisted person be transferred from one to another unit on which he has such relative serving as a commissioned or a warrant officer; nor shall two regularly enlisted members of the same family serve or be detailed for duty at any one station. The degree of relationship contemplated herein shall include father, brother, son, nephew, father-in-law, brother-in-law, and son-in-law. ~~This article does not apply to the employment of temporary surfmen and substitutes. (See arts. 354 and 355.)~~

Duty to correspond to rating.

352. Every enlisted person shall be assigned and required to perform the duties of the position corresponding to his rating.

except as provided in these regulations, or as may be incident to special temporary cases or to emergencies.

353. No enlisted person shall be utilized on shore by any officer as cook, attendant, or servant, except when detailed for shore duty with a landing party or expedition, or for other public service, or when included in the authorized complement of a shore unit. Enlisted person not to be employed on shore as attendant.

354. Whenever the number of enlisted persons attached to a station falls below the prescribed complement for that station, the vacancy so caused may be filled (except as provided in article 358) by the employment of a temporary surfman until the vacancy is filled by enlistment, at which time the services of the temporary surfman shall be dispensed with. (See arts. 356 and 357.) Employment of temporary surfmen.

355. Except as provided in article 358, a substitute shall be employed under the conditions enumerated in article 1229-1. The substitute shall be the best qualified person obtainable, and able to perform the duties of a surfman, and his services shall be dispensed with immediately upon the return of the absent member of the crew to duty. Employment of substitute.

356. Temporary surfmen and substitutes shall receive the base pay and subsistence of regular surfmen while so employed, and shall be paid on the station pay roll. Their services shall be dispensed with when the station is placed out of commission, or when they prove unsatisfactory, or are guilty of violations of orders or infractions of discipline. (See art. 354.) Pay; services dispensed with.

357. Temporary surfmen and substitutes are not regularly enlisted persons and are not entitled to the benefits provided by law for regular surfmen, nor are their wives, children, or dependent mothers so entitled. Not entitled to benefits.

358. No temporary surfman or substitute shall be employed in time of war. In time of war.

ENLISTMENT CONTRACT AND RECORD.

371. An enlistment contract and record, which is to accompany each person during the term of his current enlistment, shall be prepared at the unit where the enlistment is made. It shall be signed by the person enlisting, by the enlisting officer, and by the commanding officer, the district superintendent, or the officer in charge. Prepared at place of enlistment.

372. (1) The enlistment contract and record shall give the full name, including all Christian names, of every person enlisted, in the first entry on the first and third pages. Shall give full name.

(2) A description of the physical condition of every person enlisted, signed by the medical officer, shall be given on the enlistment contract and record. Physical description.

373. The enlistment contract and record shall be signed by the commanding officer or the district superintendent upon the transfer, discharge, desertion, death, or retirement of the person. Signed on transfer, etc.

374. The following entries, authenticated by the commanding officer or by the district superintendent, shall be made on the enlistment contract and record: Entries during service.

(a) *When occurring.*

1. The date of appointment.
2. Rating.
3. Confirmation in rating.
4. Disrating and revocation of acting appointment and causes therefor.
5. Meritorious conduct commended by Headquarters briefly stated.
6. Punishments adjudged by service courts, and the dates of approval of all authorities necessary to render the sentences operative.
7. Credits attained by qualification and competition at target practice.

(b) *On expiration of enlistment.*

1. Marks for professional qualifications and conduct, including proficiency in rating, sobriety, and obedience.
2. State of health during enlistment.
3. Rating best qualified to fill.

(c) *On transfer.*—All the information required in paragraph *b* of this article, and also the date of transfer, the unit to which transferred and the authority therefor, and a statement of account for pay and clothing.

(d) *On discharge.*—1. All the information required in paragraph *b* of this article, and the following additional:

Date, place, cause, authority for, character, and serial number of discharge, and state of account certified by the commanding officer or by the district ~~superintendent~~ ^{commander}.

2. When an enlisted person is discharged who is proficient in running the engine of a launch, lifeboat, or surfboat, or an ice machine or a refrigerating apparatus, or in signals or radio, the fact shall be entered in red ink.

3. A written request of an enlisted person for discharge while absent from the United States, or from the coast of the United States where he may have enlisted, in which claim to transportation at Government expense to the Atlantic or to the Pacific coast of the United States may be waived, shall, as soon as granted, be attached to the enlistment contract and record.

4. When an ordinary discharge is given the enlistment contract and record shall show whether or not the person is recommended for reenlistment.

5. In the case of a surfman, whether or not he has qualified as a good swimmer.

(e) *On desertion.*—All the information required in paragraph *b* of this article, and the following additional:

1. Date and place of desertion.
2. Statement of account for pay and clothing.

(f) *On death.*—All the information required in paragraph *b* of this article, and the following additional:

1. Date, place, and cause of death, and place of burial, or a statement of the disposition of the remains in case interment was not made.

2. Disposition of effects, or action taken with a view to their disposition. The forwarding of the enlistment contract and rec-

ord to Headquarters shall not be delayed awaiting instructions from relatives at a distant point as to the final disposition to be made of the effects.

3. Statement of account for pay and clothing.

(g) *On retirement.*—Date, cause, and authority therefor, together with the information required in paragraph b of this article.

(h) In case of transfer, the enlistment contract and record shall accompany the person. Upon discharge, desertion, death, or retirement it shall be forwarded to Headquarters. (See art. 467.)

(i) The date on which the person was last vaccinated for small-pox and the date he last received antityphoid inoculation.

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

375. (1) Any error or discrepancy which may at any time be observed in any enlistment contract and record shall be at once reported to Headquarters and authority requested to make the necessary correction.

(2) In the event of the loss of any enlistment contract and record, application shall be made for a copy.

376. The full names and addresses of the following shall be entered on the enlistment contract and record:

(a) Wife, if any.

(b) Each child under 16 years of age, if any.

(c) Mother, if living.

(d) Nearest of kin or person interested, if there are none of the above. (See art. 320.)

FINGERPRINT AND IDENTIFICATION RECORDS.

381. (1) An identification record, consisting of fingerprints and personal description, is to be made on the prescribed form and forwarded to Headquarters with the enlistment contract and record in the case of each original enlistment.

(2) Fingerprints and identification records are not required upon reenlistment.

(3) The form adopted for recording the fingerprints and personal description (Form No. 2515) will carry the fingerprint record on one side and the personal description on the other. These records shall be made in each case by the enlisting officer.

(4) Fingerprints shall be taken in the manner prescribed and every effort shall be made to obtain good fingerprint impressions at all times, so as to obviate the necessity of Headquarters returning them to various units for retaking.

(5) At units where a medical officer is attached that officer shall prepare the fingerprint and identification record.

Disposition of enlistment record.

Vaccination, etc.

Naval or military engagement.

Errors and losses.

Relatives and next of kin.

Fingerprint and identification records.

or reenlistment - original to be sent to Headquarters by the day following his discharge or the unit from which discharged

RATINGS.

Eligible list,
warrant officer.

391. A commanding officer or a district ^{commander} superintendent shall from time to time recommend to Headquarters such petty officers under his command as he deems specially qualified for appointment as warrant officers, stating fully the reasons for his recommendations.

Chief petty officer.

392. (1) When a vacancy occurs in the rating of chief petty officer the commanding officer or the district ^{commander} superintendent, as the case may be, shall notify Headquarters and recommend for its consideration the petty officer under his command whom he considers best qualified to fill the rating. In case there be under his command no petty officer qualified and available for the rating, he shall make full report of the case to Headquarters and recommend the best qualified available person. But no person shall be given an acting appointment as chief petty officer without previous authority therefor from Headquarters.

(2) A chief petty officer, with an acting appointment, shall serve a probationary period of at least six months. At the end of this period, if his service has been in all respects satisfactory and he is entitled to a mark of not less than 3.5 in proficiency in rating, in sobriety, and in obedience, the commanding officer or the district ^{commander} superintendent, as the case may be, shall have him examined in the subjects which a person of his rating should know. This examination shall be written. If he pass a satisfactory examination, the examination papers, together with his record, shall be submitted to Headquarters with a recommendation that he be given a permanent appointment. The permanent appointment of a chief petty officer shall be effective as of the date of the satisfactory completion of his probationary period, or extension thereof, as the case may be. If his services during the probationary period, or his marks for proficiency in rating, in sobriety, and in obedience have not been entirely satisfactory, or if he has failed in his examination, his probationary period may be extended for a further period of three months upon approval by Headquarters. But no chief petty officer, with an acting appointment, shall be recommended for permanent appointment until he has served a satisfactory probationary period and has passed the required professional examination. If he fail to qualify as chief petty officer after a probationary period of nine months he shall be reduced to his former rating.

(3) If a person holding the rating of a chief petty officer, with an acting appointment, prove unsatisfactory for any reason during the probationary period, or extension thereof, the commanding officer or the district ^{commander} superintendent, as the case may be, shall immediately report all the facts to Headquarters and recommend that such rating be revoked.

(4) A chief petty officer, with an acting appointment, to be qualified for permanent appointment must be a leading man of strong character, thoroughly familiar with the particular duties of the rating, and capable of directing the work of the force under him, of planning details for its best employment, and of maintaining discipline. He must have the knowledge and practical experience required for holding an appointment as chief

petty officer, with an acting appointment, and must have shown, during his term of probation, that he is qualified in all respects to hold the rating sought. A chief petty officer of the seaman branch must also be fully capable of taking charge of men at drills.

393. (1) A commanding officer may fill vacancies in petty officer ratings below that of chief petty officer by advancing competent and deserving persons who are eligible therefor under the Regulations. In like manner a district ^{Commander} ~~superintendent~~ may fill vacancies in the rating of boatswain's mate, first class (L), or of motorman, at stations. In filling such vacancies, in each case the man rated should be the best-qualified available person for advancement under the authority of the officer making the rating. *See Feb 64*

(2) A person advanced to, or in, a petty officer rating in accordance with the above paragraph shall be required to serve a satisfactory probationary period of at least three months and upon the expiration thereof to pass successfully an oral examination, whereupon he shall be confirmed in the rating. He shall not be advanced to a higher rating before confirmation in the rating in which he is serving a ^{probationary term} ~~probationary term~~. Previous to confirmation the rating of a ^{enlisted person} ~~petty officer~~ may be revoked by the commanding officer or by the district ^{Commander} ~~superintendent~~, as the case may be, should the petty officer prove not qualified for the position he is holding. The commanding officer or the district ^{Commander} ~~superintendent~~ may also, upon the written request of a petty officer, revoke his rating. *Enlisted Person*

(3) After confirmation the rating of a ~~petty officer~~ may be revoked only by sentence of a service court or by Headquarters upon recommendation of a board of investigation. *EO 15*

(4) No person shall be disgraced as a punishment except by sentence of a service court.

(5) No appointments, except those of chief petty officers, shall be issued. The notation of an advancement or of a reduction in a petty officer's rating entered on the enlistment contract and record shall be considered an appointment or the revocation of an appointment, as the case may be.

394. (1) A person to be eligible for advancement to a petty-officer rating must— *Qualifications.*

- Be a citizen of the United States.
- Be able to read, write, and speak the English language sufficiently well to meet the requirements of his duties.
- Be qualified to perform the duties of the rating to which advanced.
- Have a mark of not less than 2.5 during his current enlistment in each of the following: Proficiency in rating, sobriety, and obedience.

(2) A person to be eligible for advancement to a chief petty officer rating must— *Chief petty officers.*

- Have had not less than three years' experience in his specialty. *EO 18*
- Be not less than 21 years of age.
- Have served not less than one year in the Coast Guard, unless he has served in the Navy in the rating to which he is to be advanced.

Petty officer,
1st class.

(3) A person to be eligible for advancement to the rating of petty officer, first class, must—

a. Have had not less than two years' experience in his specialty.

b. Be not less than 21 years of age, except for the ratings of yeoman, first class, and radioman, first class, for which ratings he shall be not less than 20 years of age.

c. Have served not less than six months in the Coast Guard, unless he has served in the Navy in the rating to which he is to be advanced.

Petty officer,
2d class.

(4) A person to be eligible for advancement to the rating of petty officer, second class, must—

a. Have had not less than one year's experience in his specialty.

b. Be not less than 20 years of age, except for the ratings of yeoman, second class, and radioman, second class, for which ratings he shall be not less than 19 years of age.

c. Have served not less than six months in the Coast Guard, unless he has served in the Navy in the rating to which he is to be advanced.

Petty officer,
3d class.

(5) A person to be eligible for advancement to the rating of petty officer, third class, must—

a. Be not less than 19 years of age, except for the ratings of yeoman, third class, and radioman, third class, for which ratings he shall be not less than 18 years of age.

b. Have sufficient knowledge of the duties of the rating, acquired by service of not less than three months in the Coast Guard or in the Navy, to warrant the advancement.

Nonrated persons.

395. (1) Commanding officers and district ^{Commanders} ~~superintendents~~ are authorized to rate and disrate enlisted persons in grades below that of petty officer without reference to Headquarters, and without consideration by a board of investigation in the case of disratings. They are also authorized to change the ratings of nonrated persons from one branch to another, if such persons make application for the change in rating and are qualified for the duties of the new rating. In making changes in rating affecting the engine department, the commanding officer shall call upon the engineer officer for his opinion.

(2) A commanding officer may disrate an enlisted person (other than a permanently rated petty officer) only for incompetency, as evidenced by the fact that he does not properly or efficiently perform the duties of his rating. A commanding officer may disrate an enlisted person (other than a permanently rated petty officer) upon his own request, which request shall be in writing and shall be forwarded to Headquarters, with the action taken noted thereon.

Chief petty officer appointments.

396. (1) A permanent appointment as chief petty officer, or a rating as petty officer, shall expire with the current enlistment of the holder, unless he is reenlisted in the same rating within the period which entitles his service to be considered continuous.

(2) A person who has been discharged while holding an acting appointment as a chief petty officer shall not be reenlisted in a rating above that of petty officer, first class. If he reenlist within the period which entitles him to continuous service, his acting appointment may be renewed immediately, provided the marks

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ENLISTMENTS. *SO#28*
RATINGS.
DISCHARGES. *SO#49*
TRANSFERS.

DESERTIONS.
PAY AND ALLOWANCES.
TRAVEL EXPENSE.
LEAVE AND LIBERTY.

Death Gratuity G.O.#52.

covering his service as chief petty officer, with acting appointment, during the previous enlistment were such as entitled him to an honorable discharge. In such case, service under the previous acting appointment shall be credited to the prescribed probationary period.

(3) A person who has received a permanent appointment as a chief petty officer, or who has been confirmed as a petty officer, and during the current enlistment has been disrated at his own request, shall not be required to serve another probationary period for the same or a lower rating.

(4) If a person holding an acting appointment as a chief petty officer or a rating, not confirmed, as a petty officer, be not entitled to an honorable discharge, he shall, on the day of his discharge, be reduced to the rating from which he was so advanced and be discharged in that rating.

397. Vacancies in the grades of chief boatswain's mate (L), or boatswain's mate, first class (L), shall be filled by promotion of men in the surfman branch. Ratings at stations.

398. Except by authority from Headquarters in cases of special fitness, no person shall be rated fireman, first class, nor fireman, second class, unless he shall have reached the age of 21 years; nor seaman, first class, nor surfman unless he shall have reached the age of 19 years; nor seaman, second class, nor fireman, third class, unless he shall have reached the age of 18 years; nor shall any person be advanced to any of these ratings unless he is capable of performing the duties incident thereto. Age requirements, non-rated men.

399. Every change in rating, with the reason therefor, shall be fully entered in the log of the unit. Change in rating.

400. Whenever a change in rating takes place, the commanding officer or the district superintendent, as the case may be, shall give the pay officer notification thereof in writing, stating the change and the date of its taking effect. ~~He shall also furnish the same information to Headquarters.~~ Notice on change of rating.

401. When necessary, a man may be given, temporarily, the duties of a higher rating than the one he holds, but this will not entitle him to the pay of the higher rating. Duties of higher rating.

DISCHARGES.

411. (1) Discharges shall be issued only by a commanding officer or a district superintendent, except as provided in article 420. By commanding officer or district superintendent.

(2) No duplicate or copy of a discharge shall be made or issued. No written information concerning a discharge shall be given, except by Headquarters. No duplicate or copy of to be made or issued.

(3) If a discharge form be defaced, mutilated, or otherwise rendered unfit for issue, it shall be destroyed under the supervision of the officer in responsible charge of the unit, who shall report immediately to Headquarters the serial number and the kind of such form and that it was destroyed with the reason therefor. If such form be lost, all the facts in the case shall be reported at once to Headquarters. Discharge form defaced or lost.

Discharge on
recommendation
of a board.

412. The following conditions shall govern the discharge of enlisted persons in accordance with the recommendations of a board of investigation:

(a) A board may be convened by a commanding officer to consider whether an enlisted person should be discharged for inaptitude or undesirability.

(b) A board to consider the discharge of a regular surfman under the conditions prescribed in the preceding paragraph shall be convened by an order from Headquarters.

(c) A board shall carefully consider the circumstances in each case, and its recommendation shall be based upon the statements of competent witnesses or upon proper documentary evidence. The person under investigation shall appear before the board and be informed of its instructions and of his right to be present, to cross-examine witnesses, and to make a statement in his own behalf, and the record shall so state. The record in each case shall be separate and complete.

(d) When a board recommends the discharge of an enlisted person serving his first enlistment on account of inaptitude or undesirability, and the commanding officer approves in writing the proceedings, findings, and recommendations, he shall at once discharge the person, giving him an ordinary discharge, whereon shall be stated the cause for which the discharge is given. The commanding officer shall immediately report his action to Headquarters, submitting the record in the case. If the person be serving other than his first enlistment he shall be discharged only by authority from Headquarters. A regular surfman shall be discharged only by authority from Headquarters except as provided in articles 413, 414, 415, and 416-2. (See art. 531.)

Persons not to
be discharged
on recommenda-
tion of a board.

(e) No person shall be discharged on recommendation of a board for inaptitude or undesirability based upon violations or infractions of discipline. Violations and infractions of discipline are offenses and not within the jurisdiction of a board.

Without re-
course to
boards.

413. A commanding officer or a district ~~superintendent~~ ^{commander} shall grant a discharge without recourse to boards as follows:

(a) Upon expiration of term of enlistment, except when the enlistment is extended as provided in articles 334-b, 335 and 336, or as provided by the act of July 11, 1919.

(b) To yeomen, third class, radiomen, third class, surfmen, buglers, officers' stewards, cooks, and mess attendants who prove unsatisfactory within three months after date of enlistment.

(c) When an enlisted person is suffering from physical or mental disability not incident to service, as provided in article 416.

(d) When a discharge is authorized by Headquarters.

(e) When a discharge is prescribed by sentence of a court as approved at Headquarters and does not involve imprisonment.

(f) When a warrant officer with an acting appointment, who proves unsatisfactory within the probationary period, requests his discharge.

(g) Upon the written request of an enlisted person, as provided in articles 414, 417, and 531.

(h) To a person who has been enlisted, or whose enlistment has been extended under articles 334-a and 334-b, upon the first

arrival of the vessel at a port within the limits of any State of the United States where his accounts can be settled.

(i) When an enlisted person has been imprisoned by sentence of a civil court.

(j) When an enlisted person fails to fulfill the agreement as to dental work, entered into on Form 2502, "Record of physical examination." In this case the reason for the discharge to be inserted in the blank space provided for the purpose, shall be that specified in article 424-1-g.

414. (1) An enlisted person serving in the first year of his original enlistment may be discharged within the continental limits of the United States or at the place where the enlistment was made by his commanding officer, or by the superintendent of the district in which he is serving, as the case may be, upon his written request, if the reasons given in the request appear to be sufficiently urgent to require immediate action and the person requesting the discharge have a good service record. (See art. 417.)

Procedure on written request for discharge.

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(2) If the reasons given are not considered sufficiently urgent, or if the person have not a good service record, or if he be not serving in the first year of his original enlistment, the request shall be referred to Headquarters for action.

(3) All such requests shall be forwarded to Headquarters, with the action taken, and reasons therefor, indorsed thereon.

(4) When an enlisted person, serving in the first year of his original enlistment, is on leave of absence, without pay, from a cutter or a station not in commission, and makes written application to the commanding officer, or to the ~~superintendent~~ ^{commanding officer} of the district in which he is serving, for his discharge, it shall be granted, provided the application reach the commanding officer or the district ~~superintendent~~ ^{commanding officer}, as the case may be, not later than 20 days before the cutter or the station is to be placed in commission. If the application be not so received, paragraphs 1 and 2 of this article shall govern.

(5) No person serving in the first year of his original enlistment shall receive his discharge upon his request therefor, or for his own convenience, until he reimburses the Government in the manner prescribed by Headquarters for the cost of the outfit of uniform clothing furnished him.

415. An enlisted person who is surrendered in compliance with an order of a United States court may be discharged by the commanding officer or the district ~~superintendent~~ ^{commanding officer}.

When surrendered to United States court.

416. (1) When an enlisted person is suffering from physical or mental disability, or is sent to a hospital or a medical officer for treatment, the commanding officer or the district superintendent shall make inquiry and ascertain whether or not the disability is incident to service, the determination of this fact to be based upon such information as he may obtain regarding the attendant circumstances and upon a certificate which shall be furnished him by the proper medical officer or officers. This certificate shall state whether or not the disability is, in the judgment of such medical officer or officers, incident to service. In case the disability is considered incident to service and not necessarily

Physical or mental disability.

See 80134

Incident to service.

permanent, the person shall receive medical treatment until cured, but if the disability be considered permanent all papers in the case shall be forwarded immediately to Headquarters.

Not incident to service.

(2) If it be found that the disability is clearly not incident to service and that hospital treatment probably will be required for more than 30 days, the person shall be discharged from the Coast Guard at the expiration of 30 days from the date on which he was sent to the hospital. If it be found that the disability is the result of disease due to his own vicious habits and communicable to others, and which will require more than 30 days' treatment, the person shall be discharged from the Coast Guard at once. Any enlisted person discharged for disability not incident to service shall be retained in hospital for treatment, if he so desire, as long as the medical officer in charge may deem necessary.

Record of physical examination disapproved by the Surgeon General.

(3) When a person is enlisted or reenlisted upon the certificate of a medical examiner that such person is physically qualified, and the Surgeon General of the Public Health Service, upon reviewing the record of physical examination, disapproves the finding of the medical examiner, of which fact the commanding officer or the district superintendent will be advised by Headquarters, the person so enlisted or reenlisted will not be discharged during the period of his enlistment on account of such disapproval, unless it develops that the physical defect noted by the Surgeon General materially interferes with the performance of duty, in which case a full statement of the facts shall be submitted to Headquarters by the commanding officer or the district superintendent, and Headquarters will thereupon direct the discharge of the person concerned. At the expiration of the period of enlistment (except as noted in the following paragraph), or if the person is discharged under the foregoing provision prior to that time, or if he is discharged during the period of his enlistment for cause other than physical disqualification, the commanding officer or the district superintendent shall make and sign the following indorsement across the face of the discharge.

"Not eligible for reenlistment by reason of physical disability not incident to service, which disability existed at the date of enlistment."

Reexamination at end of enlistment.

(4) An enlisted person who has been continued in the service under the provisions of the preceding paragraph may at his own request again be examined by a medical officer not less than thirty (30) days before the expiration of the period for which he enlisted, and if he is so examined, the record of physical examination shall be forwarded to Headquarters by the commanding officer or the district superintendent, with suitable indorsement. If, as a result of such further examination, the Surgeon General finds that the person is physically qualified the commanding officer or the district superintendent will be notified accordingly, and the indorsement prescribed in the preceding paragraph shall not be made on his discharge.

Physical examination prior to discharge.

(5) Commanding officers and others in responsible charge of Coast Guard units shall cause enlisted persons about to be discharged (except in cases of immediate reenlistment) to be physi-

cally examined. The physical examination shall be as complete as may be necessary to determine whether or not the person is physically sound, and shall be made on the date the enlisted person leaves the unit to which he is attached. The medical examiner shall make a certificate in the following form:

I certify, that on this ____ day of _____, 19____, I have examined _____, United States Coast Guard, and find—

(a) That he is physically sound;

Or—

(b) That he is not physically sound for the following reasons:

This certificate shall be entered upon or attached to copy "C" *See Vol. 34*
~~of the enlistment contract and record.~~ *Service records*

466 Each enlisted person about to be discharged shall be required to sign a statement, on the date he leaves his unit, to the effect that he knows of no physical defect from which he is suffering, or setting forth the nature of the defects from which he actually is suffering. This statement shall be recorded in the same manner as the medical certificate prescribed in paragraph 5 of this article.

Certificate of
enlisted person
upon discharge.

417. No enlisted person shall be discharged in a foreign country, in Alaska, the Panama Canal Zone, or the island possessions of the United States, except as follows:

Place of discharge.

(a) By an order from Headquarters.

(b) On the expiration of his term of enlistment, upon his own written request, provided the applicant in said request waives all claim for transportation to the United States at public expense and all consular aid. This request shall be signed by the applicant in the presence of a commissioned officer, who shall also sign thereon as a witness to the person's signature, whereupon the person shall be discharged, and all papers in the case forwarded promptly to Headquarters. All necessary facts in the case shall be entered on the person's enlistment contract and record and appear in the discharge. (See art. 337.)

S.O.P.

(c) At the expiration of the term of enlistment in the same territory in which he enlisted.

Where enlisted.

(d) In the same territory in which he enlisted, for disability which is the result of disease due to his own vicious habits, and communicable to others, and which will require more than 30 days' treatment.

Result of disease due to vicious habits.

(e) 1. By his commanding officer at any time during the first year of his original enlistment, upon his written request, if the reasons given in the request appear to be sufficiently urgent to require immediate action and the person requesting the discharge have a good service record, provided the applicant in said request waives all claim for transportation to the United States at public expense and all consular aid. This request shall be signed by the applicant in the presence of a commissioned officer, who shall also sign thereon as a witness to the person's signature, and all papers shall be forwarded promptly to Headquarters. All necessary facts in the case shall be entered on the

At his own request.

person's enlistment contract and record and appear in the discharge. The above waiver will not be required if the person requests discharge in the same territory in which he enlisted.

2. If the reasons given are not considered sufficiently urgent, or if the person have not a good service record, or if he be not serving in the first year of his original enlistment, the request shall be referred to Headquarters for action.

Order to discharge.

418. (1) The order of a commanding officer to an executive officer for the discharge of a person may be verbal; such an order of a district ~~superintendent~~ ^{commander} to an officer in charge of a station shall be written. The name and the rating of the person discharged, cause of discharge, and other pertinent matter, if any, relating thereto, shall be entered in the log.

(2) The discharge papers of enlisted persons must be delivered to them by the executive officer, the district ~~superintendent~~ ^{commander}, the officer of the deck, the officer on duty, or the officer in charge.

Undesirable for reenlistment.

419. An enlisted person deemed undesirable for reenlistment shall be informed of the fact at least seven days before the expiration of his term of enlistment. When an officer in charge of a station deems a surfman undesirable for reenlistment he shall notify the district ~~superintendent~~ ^{commander} of that fact at least 20 days prior to the expiration of the surfman's enlistment.

Discharge of imprisoned persons.

420. The discharge of a person undergoing imprisonment by sentence of a service court will be prepared at, and issued by Headquarters.

Discharge forms. Honorable discharge.

421. Two blank forms of discharge are issued—"Honorable discharge" and "Ordinary discharge." Each enlisted person shall receive an honorable discharge when he has served a full term of enlistment and his marks for proficiency in rating, for sobriety, and for obedience during the period of his current enlistment average for each not less than the standard established by Headquarters. (See arts. 307, 336, and 413-a.)

Entries on honorable discharge.

422. In each honorable discharge one of the following expressions, indicating the reason for the discharge, shall be inserted in the blank space provided for the purpose:

(a) Expiration of term of enlistment.

(b) By order of Headquarters, for convenience of the Government.

Ordinary discharge.

423. An enlisted person is entitled to an ordinary discharge only—

(a) When his marks for either proficiency in rating, for sobriety, or for obedience during the period of the current enlistment average less than the standard established by Headquarters for an honorable discharge.

(b) When he is discharged prior to the expiration of his term of enlistment at his own request and for his own convenience, or by reason of physical or mental disability not incident to service. (See art. 416.)

Entries on ordinary discharge.

424. (1) In each ordinary discharge one of the following expressions, indicating the reason for the discharge, shall be inserted in the blank space provided for the purpose:

a. Expiration of term of enlistment.

b. At his own request, by authority of Headquarters.

c. At his own request, under the provisions of article 334-a or article 414-1.

d. Undesirability.

e. Inaptitude for the service.

f. Inaptitude for the service—not a good swimmer.

g. Physical disability not incident to service.

h. Mental disability not incident to service.

i. Sentence of a Coast Guard court.

j. Imprisoned by sentence of a civil court.

k. Surrendered in compliance with an order of a United States court.

(2) Each ordinary discharge shall show whether or not the person discharged is recommended for reenlistment. (See art. 416-3.)

(3) When an enlisted person is discharged at his own request, before completing his term of enlistment, and not for the convenience of the Government, and his marks since last enlistment have been such as would entitle him to receive an honorable discharge had he completed his term of enlistment, the following notations shall be made on the face of his ordinary discharge form:

a. Below the heading "Ordinary Discharge" write in the words "Under Honorable Conditions."

b. After the words "by reason of" add the words "his own request, and before the completion of his term of enlistment."

c. Following the words prescribed in (b) add the sentence, "Under the Regulations an Honorable Discharge can not issue unless the person has served a full term of enlistment as prescribed by the Department."

425. Whenever an enlisted person shall be commended by an order from Headquarters during his current enlistment, the fact shall be briefly noted on his discharge at the expiration of his enlistment.

Meritorious conduct.

426. A "Dishonorable discharge" can be given only by sentence of a Coast Guard court. When a dishonorable discharge is given, an ordinary discharge form shall be used, and the words "Dishonorably discharged by sentence of a general (or minor) Coast Guard court" shall be written across its face in red ink and signed by the commanding officer or the district superintendent.

Dishonorable discharge by sentence of court.

427. When an enlisted person has been sentenced by a court to be dishonorably discharged, such sentence may be so mitigated by the reviewing authority, if in his opinion the facts warrant, as to give the person a "Bad-conduct discharge" instead of a "Dishonorable discharge." When such clemency is extended by the reviewing authority and a "Bad-conduct discharge" is given, an ordinary discharge form shall be used, and the words "Discharged for bad conduct by sentence of a general (or minor) Coast Guard court" shall be written across its face in red ink and signed by the commanding officer or the district superintendent.

Bad-conduct discharge.

428. The efficiency marks shall not be entered on a "Dishonorable discharge" or a "Bad-conduct discharge," but the blank spaces therefor shall be ruled in a manner to prevent subsequent

Scale of marks not entered on dishonorable and bad-conduct discharges.

Honorables discharge buttons.

entries, and the word "Ordinary" in the caption of the blank shall be ruled out in red ink.

429. (1) An honorable discharge button shall be issued to each person who receives an honorable discharge. Not more than one button shall be issued to the same person.

(2) When an honorable-discharge button is issued to an enlisted person a notation to that effect shall be made on the back of his discharge and, in case of reenlistment, on each copy of the enlistment contract and record.

*See G.O.
No. 31.*

TRANSFERS.

Permanent transfer.

441. ~~No permanent transfer of an enlisted person from one unit to another shall be made except by authority from Headquarters.~~ (See arts. 321 and 444.)

G.O. 19

Procedure upon application for transfer.

442. (1) An enlisted person desiring to be transferred from one unit to another should make written application therefor to his commanding officer, or his district ~~superintendent~~ ^{commanding officer}, who shall, if he approve the transfer, add his indorsement and forward the application to the commanding officer of the unit or to the superintendent of the district comprehending the station (if without his district) to which transfer is requested. In all cases the application shall have the indorsements of the commanding officer or of the officer in charge of the unit where the person may be serving, and of the commanding officer or of the officer in charge of the unit to which he desires to be transferred, before it is forwarded to Headquarters. A commanding officer, or a district ~~superintendent~~ ^{commanding officer}, receiving a properly approved request for transfer will indorse it as he sees fit, having regard to vacancies in his complement, and if he disapprove the transfer, he shall state his reasons therefor and return it to the officer first indorsing it. Should he approve it he will forward the application to Headquarters. In case the request be disapproved at Headquarters both officers will be duly advised. Should the transfer be authorized, no part of the expense involved will be paid by the Government. Accompanying all such requests for transfer must be a statement showing the applicant's marks in proficiency in rating, in sobriety, and in obedience during his current enlistment, and when the transfer is desired from a ship or other unit to a station, the statement shall show whether the applicant is a good swimmer. (See arts. 2409-4 and 2413.)

G.O. 19

(2) When an application is received by a commanding officer or a district ~~superintendent~~ ^{commanding officer} from an enlisted person for transfer from one unit to another, and such transfer is approved and the application forwarded in accordance with the provisions of this article, the commanding officer or the district ~~superintendent~~ ^{commanding officer} receiving the approved application shall, if it is not practicable at the time for him to approve the transfer but it is his ultimate purpose to approve it, so advise the officer forwarding the application and place the same on file for appropriate action at the proper time.

(3) When an application is received by a district superintendent from an enlisted person for transfer from one station to another within his district, the district ~~superintendent~~ ^{commanding officer} shall, if

there be no vacancy at that time, place the application on file in his office, and when a vacancy occurs, if he approves the transfer, forward such application to Headquarters for action.

443. A chief petty officer, petty officer, or other enlisted person who may desire to be transferred to an inshore patrol cutter or to a harbor cutter or a harbor launch shall make official application for the same to Headquarters through his commanding officer or his district ~~superintendent~~ ^{commander}. In making such transfers preference shall be given those with the longest creditable service. Transfers to harbor vessels.

444. (1) When an enlisted person is transferred from one unit to another the officer in responsible charge of the unit from which the transfer is made shall notify, in writing, the officer in responsible charge of the district or other unit to which the transfer is made, giving the person's name, rate of pay, amount of allotment (if he have any), name of payee, disbursing official paying same and the date of his authority, date of transfer and authority therefor, the number of days of reenlistment leave granted, if any, and of leave otherwise granted during the current enlistment period, transmitting therewith a copy of the person's enlistment contract and record completed to date of transfer, and a transcript of quarterly recommendations for a good conduct medal during his current period of service. The officer receiving such notice shall place a copy of the enlistment contract and record in the files of his unit, and if the transfer is to a station, he shall notify the officer in charge thereof, who also shall file a copy of the contract and record. The person transferred shall be furnished with an order or letter of instructions. Report of transfer.

(2) There shall be kept at every unit at which an enlisted person is serving or has served, a copy of his enlistment contract and record for its permanent files. A similar copy of the enlistment contract and record of every enlisted person who is serving or has served in any station of a district shall be kept in the files of the superintendent of that district. The copy of the enlistment contract and record received with a transferred person shall be completed and sent through the proper channels to Headquarters, as provided for copy (c) under article 821. See G.O. 24.

(3) The report of transfer required by paragraph 1 of this article shall hereafter, in all cases, be made in quadruplicate on Form 2503, and shall be forwarded in triplicate, by mail, to the commanding officer or the district ~~superintendent~~ ^{commander} of the unit to which the person is transferred. The report shall be accompanied by the papers listed thereon, and in addition to the information required by paragraph 1 of this article shall show the number of days' leave granted en route, if any, in order to establish the date upon which the arrival of the person at the new unit may be expected. Copy of enlistment contract and record to be kept for permanent files.

(4) The commanding officer, the district ~~superintendent~~ ^{commander}, or the officer in charge of the unit to which an enlisted person is transferred shall proceed as follows:

a. Take up the person on his records from the day following the date on which he departs from his former unit and be guided thereafter by the provisions of the regulations as prescribed for other enlisted persons under his command.

b. In the event that the person fails to report at the expected time, and in the absence of definite information as to his whereabouts, notify the commanding officer of his former unit and request him to furnish any information which he may have as to the failure of the person to report ^{original} at the proper time.

c. Receipt for the papers on ~~one copy~~ of Form 2503 and return the receipted copy immediately to the unit from which the person was transferred, noting thereon any discrepancies.

Sec 1012 d. ~~Upon the reporting of the person, complete one copy of Form 2503 and forward it to Headquarters.~~

3 (5) The commanding officer, the district ^{commander} superintendent, or the officer in charge of the unit from which a person is transferred shall be charged with the following:

a. The preparation and prompt mailing of the report of transfer and accompanying papers.

b. Notification of the unit to which the person is transferred of any matter coming to his knowledge which will delay the reporting of the person concerned at the expected time.

Sec 1012 c. Making inquiry of the unit to which the person is transferred in case the receipt required by paragraph 4-c of this article is not received promptly.

Temporary transfer by division commanders.

445. Division commanders are authorized to make temporary transfers of officers junior to commanding officers, and of enlisted persons, between vessels attached to their divisions, when no travel expense is involved. They shall report promptly to Headquarters all such transfers and the reasons therefor. (See art. 444.)

Temporary transfer by commanding officers.

446. A temporary transfer of an enlisted person between vessels may be made, when the interests of the service require it, by mutual agreement of the commanding officers of the vessels affected, in which case Headquarters shall be informed without delay of such action. (See art. 444.)

Transfers by district superintendent.

447. Whenever a district ^{commander} superintendent considers it necessary or desirable in the interest of efficiency to transfer any officer in charge, chief petty officer, or surfman from one station to another in his district, he shall forward his recommendation for such transfer, with his reasons therefor, to Headquarters, but such transfer shall not be made until authorized by Headquarters.

DESERTIONS.

To check desertions.

461. Every endeavor shall be made to check desertion and absence without leave, and to use all legal means to apprehend promptly all persons who may be guilty of either.

Straggling.

462. Absence without leave, with the probability that the person does not intend to desert, shall be regarded as straggling until the end of the fifth day of absence; after the expiration of that period absence without leave shall be regarded as desertion.

Manifest intention.

463. Absence without leave, with manifest intention not to return, shall be regarded as desertion.

Willfully remaining behind when ship sails.

464. If a person leave his ship which is about to sail, or overstay his leave or liberty until after the ship sails, with manifest

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intention of escaping duty, and deliver himself on board of or at another unit, or present himself on board his own ship when she returns to port, such offense shall be considered desertion.

465. If a person leave his station when the crew is about to go to the assistance of a vessel in distress or to engage in arduous, perilous, or other duty, with manifest intention of escaping duty, and subsequently deliver himself to another station or other unit, or return to his own station, such offense shall be considered desertion.

Leaving station to escape duty.

466. The provisions of articles 461 to 465 are intended for guidance in making the proper entries on the records when persons absent themselves, but not for the guidance of courts in judicially determining whether a person is guilty of desertion.

Entries and determination of.

467. In case of desertion from duty, the date of desertion shall be the date when the person left his duty. When the desertion is from leave of absence or liberty, the date of desertion shall be the date on which the leave or liberty expired. In all cases where the unauthorized absence amounts to desertion the commanding officer or the officer in charge of the unit shall immediately report to Headquarters all the circumstances connected therewith, and shall transmit 20 days thereafter the enlistment contract and record in the case of an enlisted person. If the person return to the service, or be apprehended and returned, a report, including all the attendant circumstances and a recommendation, shall be made at once to Headquarters by the commanding officer or the officer in charge of the unit to which he surrenders himself or is delivered. Headquarters will then decide what further action shall be taken. No compensation shall be paid him until final action is taken.

Date of desertion.

*See Gen
O. R.
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468. If a person overstay his leave or liberty, with no apparent intention to desert or escape duty, and promptly communicate with his commanding officer, his division commander, or the officer in charge of his station, giving a satisfactory reason for such unauthorized absence, and use reasonable diligence in returning to the unit to which he is attached, such offense shall not be considered desertion.

Not desertion if left behind with no intention to escape duty or desert.

469. If a person who, through no fault of his own, is left behind when his ship sails, reports on board the nearest cutter or to a division commander, to a district *commander* superintendent, or to a commanding officer of another unit, or complies promptly with such instructions as have been issued by his commanding officer, he shall be held excusable and his absence shall not be deducted from his regular leave; otherwise he shall be regarded as absent without leave.

Excusable if unavoidably left behind.

470. (1) Any commanding officer, district *commander* superintendent, or officer in charge has authority to apprehend and arrest, or cause to be apprehended and arrested by the force under his command a deserter from the Coast Guard wherever found, and also has authority to call upon all persons to assist in such arrests, and all persons so assisting are vested by law with the power and authority of deputy United States marshals and shall, if practicable, deliver the offender to the unit or at the jail nearest the headquarters of the unit from which he deserted. A commanding officer, district *commander* superintendent, or officer in charge is authorized

Authority to arrest deserters. Hold deserter pending action.

to receive and hold a deserter pending further action by Headquarters.

Descriptive list of deserter sent out.

(2) As soon as a person is declared a deserter his descriptive list shall be sent immediately to the proper police authorities and notice of the desertion shall be sent to the next of kin and the mayor of the town where the deserter resided at date of enlistment.

Reward for apprehension of deserter.

471. A reward of \$15 is offered for the apprehension and delivery of a deserter from the Coast Guard within two years after the date of the expiration of his current enlistment. The delivery must be made to the unit from which the person deserted or at the jail nearest the headquarters of such unit, unless some other point of delivery is indicated in special cases by proper authority.

Place of settling reward.

472. The reward will be settled at Headquarters on vouchers prepared in the name of the person making the arrest and certified by a commanding officer or a district superintendent.

Aid of civil authorities.

473. In case the aid of the civil authorities is required for the apprehension of a deserter, the commanding officer or the district superintendent shall furnish such authorities with a descriptive list of such person, together with the information that a standing reward of \$15 is offered for his apprehension and delivery at a stated place.

Forfeiture of pay and clothing.

474. A deserter who does not return or is not apprehended shall forfeit all pay due him and also his clothing and other personal effects.

Retention of pay of deserters.

475. The retention of all pay due a deserter, pending his trial by a service court and final disposition of the case by Headquarters, shall not be regarded as a punishment.

Effects to be inventoried.

476. (1) A commanding officer shall, when he declares a person a deserter, cause the effects of the latter to be collected and inventoried and turned over to the clothing officer for safe-keeping.

Effects of surfmen.

(2) A district superintendent in similar cases shall cause the effects of a deserter to be collected, inventoried, and secured in a safe place by the officer in charge of the station from which he deserted.

Procedure upon sale of effects.

477. If a deserter is not apprehended or does not return, his personal effects shall be sold on board the vessel or at the station, or other unit to which he was attached, at public auction at the expiration of 60 days, and the proceeds, less the cost of a United States money order for the same, when necessary, turned over to an officer regularly disbursing Coast Guard funds, who shall deposit the same to the credit of the Treasurer of the United States as "miscellaneous receipts." The commanding officer or the officer in charge shall at that time forward to Headquarters a statement showing the name of the deserter, the date he was declared a deserter, the date of the sale of clothing and other personal effects, and the amount turned over to a disbursing officer, who shall give duplicate receipts for all money so received. One copy of such receipt shall be forwarded to Headquarters and the other retained by the officer receiving it.

Deserter not to be enlisted.

478. No person who has deserted from the Coast Guard shall afterwards be enlisted or employed therein, or enlisted in any

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other naval or military service under the United States, unless his disability shall have been removed. (See art. 311.)

479. Application for the removal of the charge of desertion must be made to Headquarters accompanied by sufficient evidence to justify consideration, in which case a board of commissioned officers will be convened to examine into the matter. Upon the favorable recommendation of such board, approved by the Secretary of the Treasury, the charge and disability will be removed.

Removal of disability of desertion.

STRANDED PERSONS, STRAGGLERS, DESERTERS.

491. (1) Enlisted persons who become stranded while on leave away from their units, or who have missed train or boat connections during change of station, and present themselves prior to or within 24 hours after the expiration of leave, or within 24 hours after their arrival at the connecting point, or after the departure of the train or boat, to a division commander, *a force commander*, a captain of the port, a recruiting officer, a district ~~superintendent~~, the commandant of the depot, or the superintendent of the academy, may be furnished by such officer with transportation to their proper units. The officer who has furnished the transportation shall transmit promptly to the commanding officer or district superintendent concerned a statement of the facts in the case and of the expense incurred, requesting a checkage of the amount involved against the account of the person. He shall also report the facts in the case and his action in connection therewith to Headquarters.

Stranded persons, stragglers, and deserters.

(2) When a straggler or a deserter surrenders himself to a division commander, *a force commander*, a captain of the port, a recruiting officer, a district ~~superintendent~~, the commandant of the depot, or the superintendent of the academy, such officer shall conduct an appropriate investigation, and if the attendant circumstances appear to warrant such action, he shall furnish him transportation to his proper unit, if the person is a straggler, or transportation to a unit of the Coast Guard where he may be confined, if a deserter, placing such straggler or deserter under nominal arrest, if necessary. The officer taking the action shall notify the commanding officer or district ~~superintendent~~, *a force commander*, furnishing a statement of the facts in the case and of the expense incurred, and requesting a checkage of the amount involved against the person's account. He shall also submit an appropriate report of the matter to Headquarters.

(3) A division commander, *a force commander*, a captain of the port, a recruiting officer, a district ~~superintendent~~, the commandant of the depot, or the superintendent of the academy is authorized to receive from the civil authorities persons apprehended as deserters from the Coast Guard. When a deserter is received steps shall be taken by such officer to insure the safe-keeping of the person and his prompt delivery with adequate guard at a unit of the Coast Guard where he may be confined. Actual necessary traveling expenses incident to the delivery of deserters, here set forth, will be allowed. An officer receiving a deserter is authorized to trans-

mit to Headquarters for settlement a voucher in favor of the civil authority effecting the apprehension and delivery of the deserter. If there is documentary evidence to show that a reward has been offered in the case, it shall accompany the voucher; if not, a statement covering the case shall be submitted with the voucher.

(4) The officer concerned shall take the necessary steps to assure himself of the validity of the detention of the person delivered as a deserter, advising Headquarters and requesting instructions if this validity can not be established otherwise. Actual possession of the body of the person shall not be taken until the officer is satisfied that the person is subject to detention. (See art. 473.)

(5) When a deserter is apprehended and delivered, as set forth in paragraph 3 of this article, and the officer to whom he is delivered finds that the facilities at his command are inadequate for the safe-keeping of the deserter, he may request the civil authorities to hold the person in jail for safe-keeping until arrangements may be made for his transfer. It shall be noted in the record of the action taken by the officer that such retention in jail is for the purpose of safe-keeping only, and he shall take steps to procure a guard promptly and to have the person transferred from the jail to a unit of the Coast Guard where he may be confined. Vouchers for the subsistence of deserters while in jail, as above set forth, shall be submitted to Headquarters for settlement.

**Trial of persons
imprisoned for
safe-keeping.**

492. When by authority of the Regulations a person is confined in a civil jail for safe-keeping, pending trial by a service court and department action thereon, the officer by whose order he is thus confined shall within 24 hours thereafter transmit to Headquarters charge and specification alleging the offense for which he has been confined, and such person shall be brought to trial at the earliest date practicable.

CARE OF WARRANT OFFICERS AND ENLISTED PERSONS ATTACHED TO ABSENT UNITS.

**Care of persons
attached to ab-
sent units.**

495. (1) When a warrant officer or an enlisted person returns from hospital or leave of absence when the cutter to which he is attached is at sea, or when such person, being assigned to duty on a cutter, arrives at the designated port when the cutter is absent, or when a warrant officer or an enlisted person attached to a Coast Guard station is discharged from hospital and reports to an officer of the Coast Guard nearest such hospital, the following procedure shall be observed:

a. If the office of a division commander is located at such port, the warrant officer or enlisted person shall report to the division commander, who shall, if he be attached to a cutter, assign him to the nearest cutter in his division until such person can be returned to his own cutter without expense to the Government. If a warrant officer or an enlisted person attached to a Coast Guard station reports to a division commander upon discharge from hospital, the division commander shall immediately furnish

him transportation to his station. The division commander shall report his action in each case to Headquarters. (See art. 491.)

b. If there is no division commander at such port, the warrant officer or enlisted person shall report to the commanding officer of any cutter present thereat, who shall immediately report the fact to Headquarters and assign him to duty proper to his grade or rating until he can be returned to his own cutter without expense to the Government. Such commanding officer shall immediately furnish transportation to his station to a warrant officer or an enlisted person attached to a station, who reports to him upon discharge from hospital. He shall promptly report his action in each case to Headquarters. (See art. 491.)

c. If there be neither a division commander nor a cutter at such port, the warrant officer or enlisted person, whether attached to a cutter or a station, shall report to any officer of the Coast Guard who may be stationed at such port, who shall immediately furnish such warrant officer or enlisted person with transportation to the unit to which he belongs and report the fact to Headquarters.

d. If there be no division commander or other officer nor a cutter at such port, the warrant officer or enlisted person shall report by telegraph to Headquarters and await instructions.

(2) Appropriate entries shall be made in the logs of the units concerned, and when such warrant officer, enlisted person, or straggler is transferred or returns to his own unit all the circumstances in the case shall be reported to Headquarters by his commanding officer or officer in charge.

CHAPTER V.

LEAVES OF ABSENCE.

501. In computing the period for which an officer is entitled to full pay on leave of absence, the "leave year" shall be considered the same as the "fiscal year," and shall be reckoned from July 1 to the following June 30, both inclusive. **Leave year.**

502. In computing a leave of absence, expressed in days, during any leave year, every day of such absence shall be counted; but in aggregating such absences 30 days, when not consecutive, shall be regarded as a month's leave. **Each day of absence counted.**

503. When the exigencies of the service permit, leave of absence on full pay, not exceeding one month in a fiscal year, may be granted an officer. **One month's leave allowed each year.**

504. All leaves of absence for an officer (except sick leave) in excess of one month shall be on half pay, except as provided in the following article. **Leave on half pay.**

505. An officer on duty may be allowed, in the discretion of Headquarters, two months' accumulative leave of absence, without deduction of pay and allowances, provided the same be taken once in two years; and provided further, that the leave of absence may be extended to three months if taken once only in three years, or to four months if taken once only in four years. **Accumulative leave.**

506. Leave of absence shall be granted in terms of months and days, as "one month," "one month and ten days." Leave of absence begins on the day following that on which an officer or other person departs from his station or duty. The date of departure, whatever the hour, is counted as a day of duty; the day of return, as a day of absence, except when such return is made before meridian, in which case it shall not be counted as a day of absence. Leave for one month, beginning on the first day of the calendar month, shall expire on the last day of the month, whatever its number of days. Beginning on an intermediate day, the leave shall expire on the day preceding the same date of the next month. When the return is after meridian, this fact shall be entered in the log and noted in the column "Remarks" on the muster roll. He shall be accounted as present on the muster roll in the proper column. **Date when leave begins.** **Date of return.**

507. An application from an officer for leave of absence shall be made in writing, and shall be addressed to the person authorized to grant the leave. If leave of absence on account of sickness be desired, the application shall so state. (See arts. 510, 512, 527, 531, and 2155.) **Application for leave to be in writing.**

508. (1) A division commander, an officer in charge on special duty or a district ~~Superintendent~~ shall not, except in cases of emergency and where there is no opportunity to communicate with Headquarters by letter or by dispatch, absent himself, and shall **Certain officers not to absent themselves.**

not permit a subordinate attached to his office to absent himself from his command, duty, or office for a calendar day without the express authority of Headquarters, except on Sundays and legal holidays.

(2) A commanding officer shall not, except in cases of emergency and where there is no opportunity to communicate with Headquarters or with his division commander, according to whether his command is attached to a division or not, by letter or by dispatch, absent himself from his command for a calendar day without the express authority of Headquarters or of his division commander.

(3) When an officer mentioned in this article is absent for a calendar day without previous authority, or when he permits a subordinate officer so to absent himself, except as provided in paragraph 1 of this article, he shall, at the first opportunity, report to Headquarters the duration of such absence and the reason therefor. Such absence shall be checked against the leave due.

Leave division commander may grant.

509. Except as provided in article 514, a division commander may grant leaves of absence not to exceed 10 days at one time to commanding officers of cruising vessels attached to his division, and to the officers attached to his office and to the inshore patrol cutters, harbor cutters, and harbor launches under his control; and the commanding officer of a cruising cutter, or of the depot, or of the academy, or the ~~superintendent~~ ^{commander} of a district, may grant such leaves to the officers attached thereto respectively. The aggregate number of days of leave granted to an officer during any fiscal year in this manner and by Headquarters shall not exceed 30 days, except as provided in article 505.

Leave commanding officer may grant.

Limit of leave.

Application for leave to be in writing.

510. (1) An application to a division commander, to a commanding officer, or to a district ~~superintendent~~ ^{commander} for such leave of absence as he has authority to grant shall, in the case of an officer, be in writing. The division commander, the commanding officer, or the district ~~superintendent~~ ^{commander}, as the case may be, shall indorse this application and forward it to Headquarters, stating what action he took in the premises.

(2) All leaves taken by or granted to an officer shall be entered in the log and on the muster roll of the unit to which such officer is attached.

Leave slips.

(3) An officer who may be granted a leave of absence by proper authority shall forward to Headquarters the required leave slips, Forms 2504-A and 2504-B.

Leave granted cadets.

511. A cadet or a cadet engineer serving on a cruising cutter may be granted leave of absence, not to exceed one month in any fiscal year, in the discretion of Headquarters. While at the academy, a cadet or a cadet engineer may be granted leave of absence in accordance with the regulations for the government of the academy.

Application for leave shall state time for which it is desired.

512. Except as provided in article 509, all leave of absence in the case of an officer shall be granted by Headquarters only. An application for a leave of absence shall state definitely the duration of time for which it is desired and the date on which it shall commence.

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513. Leave of absence will not be granted on tender of resignation, unless the resignation be unconditional. (See arts. 270-3 and 270-4.) On resignation.

514. (1) A commanding officer or other officer attached to a cutter on winter cruising duty shall not be granted leave of absence except in case of urgent necessity, which shall be definitely stated, and never on the authority of the commanding officer or of the division commander when time will permit of action by Headquarters upon an application for leave. Leave during winter cruising.

(2) During a regular overhaul period or while a vessel is undergoing extensive repairs, neither the commanding officer, the executive officer, nor the engineer officer shall be granted leave of absence, except in case of urgent necessity, which shall be definitely stated, and never on the authority of the commanding officer or of the division commander when time will permit of action by Headquarters upon an application for leave. Leave during regular overhaul period or extensive repairs.

515. The verbal permission granted to an officer to go on shore for less than a calendar day shall not be considered "leave of absence," and need not be reported to Headquarters nor entered in the ship's log. Liberty for less than one day.

516. In case an officer be absent without leave, the officer in command or in responsible charge of the unit shall submit to Headquarters as soon as practicable, a detailed report of the facts and attendant circumstances. Report of absence without leave.

517. From the exacting nature of his duties, the executive officer is held to have sufficient to occupy his time and attention at the unit to which he is attached, and he shall never absent himself from duty without permission of the commanding officer, unless that officer is himself absent and has left no instructions regarding the presence of the executive officer during such absence. The provisions of this article shall not apply when the commanding officer is temporarily absent on other duty, on leave of absence, or by authority of Headquarters, as in such cases the executive officer succeeds to the command of the unit. Executive officer's absence.

518. The executive officer and all officers senior to him in rank shall make application for, and report their return from, leave to the commanding officer. If authorized by the commanding officer, officers junior in rank to the executive officer shall make application for, and report their return from, leave to him. An officer shall never absent himself from his ship or duty without the consent of his immediate commanding officer, except as provided in this article and in articles 519, 520, and 521. Application for permission to leave the ship, and reporting return.

519. During the temporary absence of the commanding officer, and under his direction, the executive officer may grant permission to those officers whose duties permit to absent themselves from duty for less than a calendar day. (See art. 1017.) Granting leave during temporary absence of commanding officer.

520. The junior engineer officers shall obtain the consent of the engineer officer before asking permission to leave the unit to which they are attached. Engineer officers; permission to leave vessel.

521. When two or more medical officers are attached to vessels that are in port together, the senior commanding officer shall arrange so that at all times there shall be one medical officer present for duty. (See art. 1179.) Medical officer to be present for duty.

Application for extension of leave.

522. When an officer attached to any unit is on leave of absence and desires an extension of the leave, the request for the same shall be forwarded to Headquarters through his commanding officer, unless a request for permission to apply for an extension of leave has already been approved by said commanding officer.

Officers not to apply for leave or delay when under orders.

523. When an officer is ordered to change stations or duty he shall not apply for leave of absence, or for permission to delay en route, except on account of personal illness, sickness or death in his family, or some other occurrence which would work unnecessary hardship upon him. When such an application is made, all the facts in the case shall be at once reported to Headquarters in writing. (See arts. 1433 and 1434.)

Permission to go beyond seas.

524. Permission to go beyond the seas may be granted only by Headquarters.

Use of telegraph.

525. Officers shall not apply for leave of absence, or for extension of leave of absence, by dispatch except when the delay in applying by mail would involve injury or hardship. The expense for the reply thereto will be borne by the Government, as such replies are not strictly personal to the applicant or for his own convenience or interest, but are official business. (See art. 2442.)

Leave of absence granted to officers outside the United States.

526. Leave of absence granted to an officer serving in Alaska, Porto Rico, Hawaii, or other place without the limits of the United States proper (the officer expecting to return to such station) shall be regarded as taking effect on the date upon which such officer reaches the United States, and as terminating on the date upon which he departs from the United States to return to his station.

Leave on reenlistment.

527. (1). Each person who reenlists upon the day following his discharge may receive 10 days' leave of absence, with pay, if he reenlists for one year, 20 days' leave of absence, with pay, if he reenlists for two years, and 30 days' leave of absence, with pay, if he reenlists for three years, provided the exigencies of the service permit. Except as previously provided in this paragraph, each person who enlists for a period of two years may be granted, during the second year of such enlistment, 10 days' leave of absence, with pay, in addition to that provided by paragraph 2 of this article, and every person who enlists for a period of three years may be granted, during the second and third years of such enlistment, a total of 20 days' leave of absence, with pay, in addition to that provided by paragraph 2 of this article. The commanding officer or the district ~~superintendent~~ ^{commander} is authorized to regulate these leaves of absence by withholding them for a time, if necessary, in order that the available force at his command may not be reduced below the minimum necessary for the efficient operation of the unit. (See arts. 306 and 307.)

Leave granted enlisted persons.

(2) In addition to the leave granted by authority of the preceding paragraph, commanding officers and district ~~superintendents~~ ^{commanders} may grant to enlisted persons under their command leave of absence not to exceed 15 days in any one enlistment year. The application for leave of an enlisted person attached to a Coast Guard station shall bear the recommendation of the officer in charge of such station. Commanding officers and district ~~superintendents~~ ^{superintendents} shall be responsible for any loss to the Government

resulting from having granted leaves of absence in excess of those provided for in this article. (See art. 528-2.)

(3) A commanding officer of a cutter on the Great Lakes is authorized to grant leaves of absence without pay to those enlisted members of the crew who are not retained in the winter complement, or not transferred to other units, from the date the cutter is placed out of commission for the winter until the first day of the following April.

Commanding officers authorized to grant leave for winter season on the Great Lakes.

(4) When a station on the Great Lakes is placed out of commission the district ~~superintendent~~ ^{commander} is authorized to grant a leave of absence without pay for the period the station remains out of commission to such enlisted members of the crew as are not retained in the complement or transferred. (See art. 531-2.)

Leave when station placed out of commission.

(5) All leaves of absence granted to enlisted persons in any one enlistment year in excess of those authorized by paragraphs 1 and 2 of this article shall be without pay. Except as otherwise provided by these regulations, leave of absence without pay shall be granted only by authority of Headquarters.

Excess leave to be without pay.

(6) A person who extended his enlistment as provided by the act of July 11, 1919, may receive, while serving in such extended enlistment, 10 days' leave of absence with pay upon each anniversary of the extension under the same conditions that apply to reenlistment leave.

Leave during extended enlistment.

(7) A leave of absence shall not be granted to a member of the crew of an inshore patrol cutter, a harbor cutter, or a harbor launch without the approval of the division commander under whom the vessel may be serving. A leave of absence shall not be granted to a member of the crew of such a vessel, not attached to a division, without the approval of Headquarters.

Leave of absence, small craft.

(8) Entry shall be made on the proper page of each enlistment contract and record stating the amount and dates of leave granted.

528. (1) An application for a leave of absence without pay shall, except as provided in paragraphs 3 and 4, article 527, be addressed to Headquarters, and shall state that the leave is desired without pay. It shall also state definitely the duration of time for which the leave is desired, the date upon which it is to begin, the purpose for which it is requested, and the amount of leave the applicant has had during the current enlistment year. The application of an enlisted person attached to a cutter shall bear the recommendation of his commanding officer, and that of an enlisted person at a station the recommendation of both the officer in charge of the station and of the district ~~superintendent~~ ^{commander}.

Application for leave of absence.

(2) A division commander, a commanding officer, a district ~~superintendent~~ ^{commander}, or an officer in charge of a station may, in cases of emergency, grant an enlisted person a leave of absence in excess of that authorized by article 527-2, but such leave shall be without pay and for a period not to exceed five days at any one time. In every case where such emergent leave is granted the action of the officer granting it shall be indorsed on the application, which shall be forwarded to Headquarters, and such leave shall not be extended without authority from Headquarters.

Recommendations of superiors.

Emergent leave granted enlisted persons.

(3) Prior to his departure on leave of absence an officer in charge of a station shall file in the station records, for the in-

Duties of officer in charge when going on leave.

formation of the person who takes his place, a copy of the letter or of the dispatch authorizing such absence. He shall report in writing to the district ^{commander} superintendent the date of his departure, and upon his return, the date and hour of his return to duty. An officer in charge of a station, when leaving the station premises temporarily, shall notify the person next in rank present for duty of his intended absence, destination, and probable time of return.

Discretion to be used in approving applications for leave of absence.

529. The district ^{commander} superintendent and the officer in charge of a station shall exercise proper discretion in the approval of applications for leave of absence, bearing in mind the injurious effect upon discipline and efficiency resulting from the frequent absence of regular members of the crew. Applications for leave during the active season to enable a person to engage in temporary employment for gain shall be disapproved.

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Temporary surfmen and substitutes.

530. Leaves of absence shall not be granted to temporary surfmen and substitutes.

Discharge or leave of absence during inactive season.

531. (1) When a station on the Great Lakes is placed out of commission for any purpose other than for discontinuing it, each enlisted member of the crew who is not retained in the complement nor transferred shall, at his option, be discharged or granted leave of absence without pay, for the period such station is to remain out of commission, or until the expiration of his enlistment, as the case may be.

Enlisted persons at stations shall make application for.

(2) Each enlisted person at such station who is not retained in the complement nor transferred shall make application in writing to the district ^{commander} superintendent for discharge or for leave of absence without pay, at his option, for the period the station is to remain out of commission. (See art. 527-4.)

Shall report for duty when.

(3) Each enlisted person who has been granted leave of absence for the period a station is to be out of commission shall report for duty at his station on the day it is to be placed in commission, as notified by the officer in charge. (See art. 1226.)

Discharge or leave of absence during winter season.

(4) Each enlisted member of the crew of a cutter on the Great Lakes who is not retained in the winter complement of that vessel, nor transferred when said cutter is placed out of commission for the winter, shall be discharged from the Coast Guard, or granted leave of absence without pay until the first day of the following April, at the option of the person concerned.

Enlisted persons on cutters shall make application for.

(5) Each enlisted person on a cutter on the Great Lakes who is not to be retained during the winter nor transferred shall, prior to the 25th day of November in each year, make application in writing to his commanding officer for discharge when the cutter is placed out of commission, or for leave of absence without pay during the ensuing winter season.

Shall report for duty.

(6) An enlisted person who has been granted leave of absence without pay for the winter season on the Great Lakes shall report for duty on the cutter to which he is attached on the first day of the following April. (See arts. 414-4 and 527-3.)

LEAVE OF ABSENCE ON ACCOUNT OF SICKNESS.

Sick leave on medical officer's certificate.

540. A leave of absence on account of sickness may be granted by Headquarters upon the certificate of a medical officer of the

Public Health Service, or, if no such officer be available, upon the certificate of a reputable practicing physician, provided the certificate shows that the person concerned is unable to perform duty. The certificate shall be forwarded to Headquarters with the application for sick leave. (See arts. 543 and 2152.)

541. An application for leave of absence or for detachment from duty, on account of ill health, or of disability from whatever cause, shall be made to Headquarters. If the illness or disability be of such a nature as will probably incapacitate the person for the performance of duty for a long period, Headquarters may, if circumstances warrant, order the person to be surveyed by a board of medical officers of the Public Health Service, and such board shall determine the character and cause, if possible, of the ailment of the applicant and its probable duration, and such leave of absence on account of sickness as may be recommended by the board will be considered by Headquarters. Upon the expiration of such leave of absence on account of sickness as may be granted the person will be resurveyed, if it be deemed necessary, by a board of medical officers to ascertain whether or not the disability for which the leave was granted has disappeared or is yielding to treatment, or whether it is of such a character as permanently to unfit the person for duty. The report of the board shall be submitted to Headquarters through the Surgeon General of the Public Health Service. (See art. 2155.)

Sick leave on report of board of medical officers.

542. When an officer not on duty applies for an extension of leave of absence on account of sickness, he shall forward with his application a medical certificate of disability. (See art. 2152.)

Application for extension of sick leave.

543. A person on leave of absence on account of sickness shall forward to Headquarters at the end of each 15-day period a brief and comprehensive statement, in duplicate, showing his condition. This statement shall be obtained from a medical officer of the Public Health Service or, if no such officer be available, from a reputable private physician.

Report to be made every 15 days.

GOOD-CONDUCT MEDALS.

550. Good-conduct medals are designed as a reward for and as evidence of the completion of certain periods of meritorious service. They shall be issued in accordance with instructions prescribed by Headquarters.

Good-conduct medals.

CONDUCT GRADES.

551. The enlisted force of each cruising cutter shall be arranged, without regard to ratings, in three conduct grades:

Conduct grades.

- (a) Special grade.
- (b) First grade.
- (c) Second grade.

552. The *special grade* shall be composed of those persons who give strict attention to duty; yield implicit and ready obedience to orders; are sober and quick; show evidence of courage and good conduct; are neat in person and dress and respectful in demeanor; show that they know and take an interest in their duties and

Special grade.

perform them well; are generally useful in their respective ratings, and can be depended upon to return to duty on time. A person to be in the special grade shall have a mark of not less than 3.5 in proficiency in rating, in sobriety, and in obedience. Any serious offense committed by a person in the special grade shall always involve his reduction in grade, in addition to such punishment as may be inflicted.

First grade.

553. The *first grade* shall be composed of those persons who fall short of the requirements of the special grade, each of whom has a mark of not less than 3.0 in proficiency in rating, in sobriety, and in obedience.

Second grade.

554. The *second grade* shall be composed of those persons who are not in either the special grade or the first grade.

Promotion to special grade.

555. A person who is in the first grade may be advanced to the special grade when all the requirements of that grade have been met.

Promotion to first grade.

556. A person who is in the second grade because of overstaying liberty, or of absence without leave, or of drunkenness, shall be advanced to the first grade after two months if he commit no offense during that period.

Promotion in grades in special cases.

557. A person who is in the second grade because of some offense other than overstaying liberty, or absence without leave, or drunkenness, whose conduct meets the requirements of the first grade for one month, shall be advanced to that grade.

Executive officer's conduct book.

558. (1) The executive officer shall keep a conduct book in which shall be entered a record of such offenses as may be committed by members of the crew. (See art. 551.)

Entries in conduct book.

(2) Each entry shall show the date, the nature of the offense, and the punishment inflicted, and shall be made at the time of the occurrence. In the absence of any entries against the name of a person in the conduct book, during any particular period, his mark for obedience for that period shall be not less than 3.5.

Officers in charge conduct book.

559. (1) The officer in charge of a station shall keep a conduct book, and shall make entries therein as required in the preceding article.

Entries to be considered.

(2) The entries for any month shall be considered in determining the marks given for proficiency in rating, for sobriety, and for obedience in the report on surfmen for that month made to the district ~~superintendent~~ ^{commander}.

LIBERTY.

Granting liberty.

565. (1) Liberty is a privilege which should be granted only to the deserving, and may be denied anyone because of infractions of discipline, or violations of regulations, or for other good and sufficient reasons. All liberty and other privileges must be subordinate to the efficiency and welfare of the service, and no liberty shall be granted when inconsistent therewith. The conduct record of any member of the crew shall be considered when granting extra privileges.

(2) Authorized absence for less than 48 hours shall be construed as "liberty"; for 48 hours or over as "leave."

566. The commanding officer shall grant such liberty to the crew as is consistent with these regulations, the safety of the vessel, and the due performance of duty. He shall cause liberty lists to be prepared, and shall exercise great care that no injustice is done, nor unjust discrimination made, in granting liberty. Liberty lists to be prepared.

567. Liberty shall be granted the crew at such times and under such conditions as the commanding officer may direct. An ample allowance is recommended in the interests of recreation and health, but when liberty is granted there shall be maintained at all times a force sufficient for ordinary emergencies. Sufficient force to be kept on board when granted.

568. The executive officer shall cause to be kept a liberty book, which shall be placed where it may be consulted by officers and enlisted persons. Liberty book.

569. (1) Persons in the special grade shall be allowed special privileges whenever it is possible to extend them. Persons in the first grade shall be allowed every indulgence compatible with the demands of duty and the exigencies of the service. A clear distinction should be made between persons in the first grade and those in the second grade in regard to liberty and other privileges. Liberty depends on conduct.

(2) Requests for extra liberty or for other special privileges shall be made at such hour as may be prescribed by the daily routine, and shall be heard by the executive officer at the mast at that hour. All requests to see the executive officer shall be made to the officer of the deck. Extra liberty.

(3) Unless the exigencies of the service or the unhealthfulness of the port prevent giving liberty to the crew, no person shall be deprived of liberty on shore, except by order of the commanding officer within the limits of law and regulations, or when confined by sentence of a court, or for safe-keeping, or when under arrest for trial. Liberty not to be stopped ordinarily.

570. Persons on liberty shall be encouraged to return to their ship for meals and to sleep, and the necessary boats shall be provided for such return. Encouraged to return to ship.

571. The district superintendent shall formulate rules governing liberty for warrant officers and enlisted persons in his district, which rules shall be consistent with these regulations and with the following requirements: Liberty at stations.

(a) The number of persons remaining at a station must be adequate for the performance of watch, patrol, and other duties, and sufficient for all ordinary emergencies.

(b) The hours at which liberty shall begin and end at any station shall be the same for all enlisted persons at that station.

572. The officer in charge shall grant liberty for such times and under such circumstances as the district superintendent may direct. Officer in charge shall grant liberty.

573. The officer in charge of a station and the senior petty officer shall not be absent from duty at the same time except in cases of urgent necessity; except that during an absence of either the officer in charge or the senior petty officer the one remaining at the station shall not be deprived of his regular liberty if the person next in rating is competent to assume charge. (See art. 1217.) Officer in charge and senior petty officer not to be absent at the same time, except.

Shall be just in granting liberty.

574. Care shall be taken that no injustice is done nor unjust discrimination made in granting liberty to the deserving. A person about to go on liberty may be required to remain through a drill of any kind in which he lacks proficiency. (See art. 565.)

When liberty shall not be granted.

575. Liberty shall not be granted during official visits of the district ~~superintendent~~ or of an inspecting officer, nor when engaged in assistance work which would warrant the employment of an extra man. When liberty is not granted for any of the above reasons, an entry of the fact shall be made in the log. (See art. 576.)

Exchange of liberty days.

576. Enlisted persons shall not be allowed to exchange liberty without permission of the officer in charge, nor, except in case of such exchange, shall any person be granted liberty a second time until every other member of the crew entitled to liberty has had his turn. Should a person decline his regular liberty, or be deprived of it as a punishment, he shall be required to perform his regular duties.

See Locks
Liberty to temporary surfmen and substitutes.

577. ~~Temporary~~ surfmen and substitutes who have served for seven consecutive days may be granted liberty in turn with the enlisted members of the crew.

May recall a person on liberty.

578. A petty officer or other enlisted person before leaving his station on liberty shall inform the officer in charge where he is likely to be found in case his services should be needed. When such person is in the vicinity of the station when his services are needed at a wreck, the officer in charge shall require him to return at once.

May require person on liberty to take the mail, etc.

579. The officer in charge of a station may require any person going on liberty to take the mail to, or to bring it from, the post office, and to perform other similar errands which will not interfere materially with his liberty.

Failure of officer in charge to return from liberty on time.

580. (1) If the officer in charge of a station fail to return from liberty on time, he shall report all the facts in the case to the district ~~superintendent~~.

Failure of surfman to return from liberty on time.

(2) If another member of a station crew fail to return from liberty on time, the officer in charge shall investigate the case and shall award a punishment therefor in accordance with these regulations, unless he deem such failure excusable.

Absence of officer in charge during inactive season.

581. An officer in charge of a station shall not leave the vicinity of his station when it is not in commission, except on official business or on leave of absence; provided, however, that the district ~~superintendent~~ may grant him special liberty for not more than 12 hours at any one time, to be taken only in good weather. His application for leave shall give the names of regular surfmen available to take charge during his absence, and no leave of absence, except in case of emergency, shall be granted to an officer in charge when his station is not in commission unless a member of the service is available to relieve him. (See art. 1217.)

Unauthorized absences to be reported.

582. All unauthorized absences from duty of an officer in charge of a station or of a member of a station crew shall be entered in the log and reported by the officer in charge to the district ~~superintendent~~. In all such cases the time the person left the station or duty, and also the time he returned thereto, shall be entered.

CHAPTER VI.

RANK, DUTY, AND COMMAND.

RANK—COMMISSIONED OFFICERS.

601. Commissioned officers shall be known as officers of the line, engineer officers, constructors, and district ~~superintendents~~ *superintendents*. Corps designations.

602. The commissioned personnel as established by law is as follows: Commandant, captains, commanders, lieutenant commanders, lieutenants, lieutenants (junior grade), ensigns, engineer in chief, captains (engineering), commanders (engineering), lieutenant commanders (engineering), lieutenants (engineering), lieutenants (junior grade) (engineering), ensigns (engineering), constructors, and district ~~superintendents~~ *superintendents*. (See art. 614.) Commissioned personnel.

603. Captains (engineering), commanders (engineering), lieutenant commanders (engineering), lieutenants (engineering), lieutenants (junior grade) (engineering), and ensigns (engineering) have the rank of captain, commander, lieutenant commander, lieutenant, lieutenant (junior grade), and ensign, respectively, and constructors have the rank of lieutenant, lieutenant commander, and commander, according to length of service in grade. Rank.

604. The senior district ~~superintendents~~ *superintendents*, the three district ~~superintendents~~ *superintendents* next in order of seniority, the four district ~~superintendents~~ *superintendents* next below these three in order of seniority, and the junior five district ~~superintendents~~ *superintendents* have the rank of lieutenant commander, lieutenant, lieutenant (junior grade), and ensign, respectively. District superintendents.

605. Officers take precedence in their several grades according to the official register of the service. Precedence between commissioned officers of the same rank shall be regulated by the precedence list in the official register. Precedence.

606. Cadets and cadet engineers shall be considered as officers next below the rank of ensign and ensign (engineering), respectively. Rank of cadets.

607. Commissioned officers of the line shall take rank and exercise command in the following order: Command and authority.

Commandant.

Captain.

Commander.

Lieutenant commander.

Lieutenant.

Lieutenant (junior grade).

Ensign.

Engineer officers.

608. (1) Commissioned engineer officers shall take rank and exercise command in their department as follows:

- Engineer in chief.
- Captain (engineering).
- Commander (engineering).
- Lieutenant commander (engineering).
- Lieutenant (engineering).
- Lieutenant (junior grade) (engineering).
- Ensign (engineering).

(2) For administrative purposes the word "engineering" may be indicated by a capital "E" in parentheses, except that in the record of proceedings of Coast Guard courts, and in all documents appertaining to such courts, the word "engineering" shall be spelled out in full.

Title in written communications.

609. In written official communications each officer shall be given the title provided by law and prescribed by these regulations.

Title in oral communications.

610. Except as noted in this article, in oral official communications officers below the rank of commander may be addressed as "Mister," and, in the case of medical officers, as "Doctor." A commander or a lieutenant commander regularly assigned to the command of a unit shall be addressed, in oral communications, while on duty, as "Captain."

Use of title.

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

Authority of officers.

612. Commissioned officers of the line exercise military command; in the absence of all such officers, the senior commissioned engineer officer present shall have this authority. Except as provided in article 645, only officers on duty can exercise, or are subject to, command.

Operating under Treasury Department, or as a part of the Navy.

613. The Coast Guard shall operate under the Treasury Department in time of peace and operate as a part of the Navy, subject to the orders of the Secretary of the Navy, in time of war or when the President shall so direct. Whenever, in time of war, the Coast Guard operates as a part of the Navy in accordance with law, the personnel of the Coast Guard shall be subject to the laws prescribed for the government of the Navy. (See art. 1703-2.)

Rank with officers of the Army and the Navy.

614. (1) Commissioned officers of the Coast Guard rank with commissioned officers of the Army and of the Navy as follows:

COAST GUARD.	ARMY.	NAVY.
Commandant.	<i>major</i> Brigadier general.	Rear admiral.
Captain; engineer in chief.	Colonel.	Captain.
Commander.	Lieutenant colonel.	Commander.
Lieutenant commander.	Major.	Lieutenant commander.
Lieutenant.	Captain.	Lieutenant.
Lieutenant (junior grade).	First lieutenant.	Lieutenant (junior grade).
Ensign.	Second lieutenant.	Ensign.

See G.O. 9.

(2) Whenever the personnel of the Coast Guard, or any part thereof, is operating with the personnel of the Navy, in accordance with law, precedence between commissioned officers of cor-

responding grades in the two services shall be determined by the date of commission in those grades, respectively. (See art. 1.)

615. Officers detailed to duty under any other department or bureau of the Government shall report as directed in their orders and shall obey the directions of the head of such department or bureau. They shall conform to the regulations of the Coast Guard, in so far as such regulations are not inconsistent with the special service in which they are engaged. They shall be responsible for the care of persons and property under their control.

Procedure under detail to another department or bureau.

WARRANT OFFICERS.

616. (1) The warrant officers shall be as follows:

Boatswains.	Pay clerks.
Gunners.	Acting pay clerks.
Machinists.	Sailmakers.
Carpenters.	

Warrant officers.

(2) They shall take precedence with each other on the active list of the Coast Guard according to the order in which their names are borne upon the Official Register of the Coast Guard. The names of warrant officers shall be borne upon that register in the following order:

Order of precedence.

a. Those appointed boatswains from the grade of master's mate, according to date of appointment as master's mate.

b. Those appointed boatswains from the grade of acting master's mate, according to date of advancement to that grade.

c. All other warrant officers according to date of appointment as warrant officer.

See G. O. 10.

CHIEF PETTY OFFICERS, PETTY OFFICERS, AND OTHER ENLISTED PERSONS.

617. The grades and ratings of chief petty officers, petty officers, and other enlisted persons in the Coast Guard shall be the same as in the Navy, in so far as the duties of the Coast Guard may require, with the additional grade of surfman. The commandant shall prescribe from time to time the ratings of chief petty officers, petty officers, and other enlisted persons.

Enlisted persons.

618. Warrant and petty officers shall be entitled to obedience in the proper execution of their duties. Enlisted persons, other than petty officers, shall not exercise authority, except in the departments to which they respectively belong and over those placed immediately under their control.

Obedience to warrant and petty officers.

DUTY.

619. Any commissioned officer, warrant officer, or petty officer or other enlisted person may be assigned to any duty which may be necessary for the proper conduct of the Coast Guard.

Performance of duty.

CAPTAIN.

620. A captain may serve as a division commander. He may also perform duty in connection with the construction of vessels and stations, the inspection of their armaments, equipments, and crews, and such other duties as may be prescribed by proper authority.

Captain.

COMMANDER.**Commander.**

621. A commander may command a cruising cutter and shall perform such other duties as may be assigned him.

LIEUTENANT COMMANDER.**Lieutenant commander.**

622. A lieutenant commander may command or serve as executive officer on a cruising cutter and shall perform such other duties as may be assigned him. In assigning lieutenant commanders to command, seniors shall be given preference.

LIEUTENANT.**Lieutenant.**

623. A lieutenant may command an inshore patrol cutter or a harbor cutter, serve as executive officer on a cruising cutter, and shall perform such other duties as may be assigned him. In assigning lieutenants to command, seniors shall be given preference, provided they have had a satisfactory amount of sea service in their grade.

LIEUTENANT (JUNIOR GRADE).**Lieutenant (junior grade).**

624. A lieutenant (junior grade) may serve as watch officer on a cruising cutter and shall perform such other duties as may be assigned him.

ENSIGN.**Ensign.**

625. An ensign may serve on any cutter and shall perform such duties as may be assigned him.

THE ENGINEER IN CHIEF.**Engineer in chief.**

626. The engineer in chief shall have charge of the office of engineer in chief at Headquarters. (See arts. 5-d and 667.)

CAPTAIN (ENGINEERING).**Captain (engineering).**

627. A captain (engineering) may serve as a division engineer. He may also perform duty in connection with the construction and inspection of the machinery of cutters and boats and such other duties as may be prescribed by proper authority.

COMMANDER (ENGINEERING).**Commander (engineering).**

628. A commander (engineering) may serve as a division engineer. He may also perform duty in connection with the construction and inspection of the machinery of cutters and boats, may have charge of the machinery of a cruising cutter, and shall perform such other duties as may be assigned him.

LIEUTENANT COMMANDER (ENGINEERING).**Lieutenant commander (engineering).**

629. A lieutenant commander (engineering) may have charge of the machinery of any cutter, and shall perform such other duties as may be assigned him.

LIEUTENANT (ENGINEERING).**Lieutenant (engineering).**

630. A lieutenant (engineering) may serve on any cutter, and shall perform such other duties as may be assigned him. Lieuten-

ants (engineering) near the head of the list may be assigned to the charge of the machinery of any cutter.

LIUTENANT (JUNIOR GRADE) (ENGINEERING).

631. A lieutenant (junior grade) (engineering) may serve on any cutter, and shall perform such other duties as may be assigned him. Lieutenant (junior grade) (engineering).

ENSIGN (ENGINEERING).

632. An ensign (engineering) may serve on any cutter, and shall perform such other duties as may be assigned him. Ensign (engineering).

CONSTRUCTORS.

633. (1) The constructor for hulls shall be attached to Headquarters and assigned to the office of the Superintendent of Construction and Repair; he shall perform such duties as may be assigned him.

(2) The constructor for engineering duty shall be attached to Headquarters and assigned to the office of the engineer in chief; he shall perform such duties as may be assigned him.

DISTRICT SUPERINTENDENT.

634. A district superintendent may have charge of any Coast Guard district, and shall perform such other duties as may be assigned him. District superintendent.

CADET AND CADET ENGINEER.

635. A cadet or a cadet engineer serving on a cruising cutter shall perform such duties as may be assigned him. He shall, under the instruction of the officers attached, endeavor to gain a thorough knowledge of his profession. Cadet and cadet engineer.

WARRANT OFFICER.

636. (1) A warrant officer, other than a boatswain (L), may serve at any unit, except a Coast Guard station, and shall perform such other duties as may be assigned him. (See art. 1201.) Warrant officer.

(2) A boatswain (L) may have charge of any station, and shall perform such other duties as may be assigned him.

ENLISTED PERSONS.

637. An enlisted person may serve on or at any unit. Enlisted persons.

SEA DUTY AND OTHER DUTY.

638. An officer is entitled to credit for sea duty while attached to a cruising cutter or to an inshore patrol cutter in commission. An officer attached to a harbor cutter or a harbor launch shall be credited with harbor duty. An officer when performing under orders any duty which does not entitle him to credit for sea duty or harbor duty shall be credited with "special duty." Sea duty and other duty.

COMMAND.

Established principles.

639. By the force of law, and by regulations made in conformity therewith, as well as by custom and usage, the following principles are established and must exist as essentials of all military services, without which there can be neither command, discipline, nor responsibility:

Command and direction.

(a) Officers intrusted with the command of any unit, or with the command or direction of any expedition or duty, whatever their rank, shall, while properly in such command or direction, have full command, authority, and precedence over all other officers and persons of whatever rank serving in such units, or expeditions, or in the execution of such duty.

Organization, police, and inspection.

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

Commanding officer can not delegate his duties.

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

Can not delegate authority to grant liberty to a senior.

(d) A commanding officer can not delegate to any junior the authority to grant any permission, privilege, or liberty to a senior, but must himself receive and hear, under proper regulations, any request therefor from such senior, satisfying himself as to its propriety, and deciding the matter in the exercise of his own authority.

Authority by virtue of rank and otherwise.

(e) No officer of any grade is authorized by virtue of his own mere rank and authority to give any order or grant any privilege, permission, or liberty to his senior in rank; 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 unit to which the senior is attached or in command or in direction of the expedition or duty on which such senior is serving or is, as aid or executive, executing the orders of the commanding officer.

Authority of any officer representing commanding officer.

(f) Any officer on shipboard, who is intrusted by general provision, or by special order of proper authority, with any duty, the present performance of which may involve the movements of the ship itself, or the attitude of the ship's company as a whole, represents the commanding officer for that purpose, and is intrusted, for the time, with all the authority necessary for the proper performance of such duty; and all officers of whatever rank are required to assist in carrying out such duty, and to receive and execute his orders for that purpose; nor shall he be interfered with therein, unless by the commanding officer or the executive officer.

Death, disability, or absence.

(g) In case of the death, disability, or absence of an officer in command of a unit or in direction of an expedition or duty, this command or direction, with all its authority and precedence, shall devolve and rest upon the line officer next in rank who may be present and on duty with such unit or expedition, or in direction of such duty. (See art. 612.)

640. (1) Should the commanding officer of a cutter be rendered incapable of exercising command, the executive officer shall succeed him and discharge his duties until regularly relieved by Headquarters, even though there be officers on board as passengers higher in rank than the executive officer. But in all cases in which the commanding officer becomes incapacitated for duty the executive officer shall, as soon as practicable, communicate the fact to Headquarters and request instructions.

Commanding officer rendered incapable of exercising command.

(2) Should a district ~~superintendent~~ ^{commander} be rendered incapable of performing his duties, Headquarters may detail, temporarily, a commissioned officer as acting ~~superintendent~~ ^{commander} of that district.

District superintendent rendered incapable of performing his duty.

641. (1) Such temporary leaves of absence as the commanding officer is authorized to grant may, under his orders and special direction, be granted by the executive officer to officers who are junior to himself in rank, but officers senior in rank to the executive shall obtain permission to leave the ship directly from the commanding officer, when he is on board. Officers junior to the executive shall report their return from leave to him; officers senior to the executive shall report their return to the commanding officer. All officers shall report their permission to leave the ship and their return to the officer of the deck, who shall report to the executive the departure and return of officers senior to the latter.

Permission to leave the ship, by whom granted.

(2) Any complaint or appeal growing out of the exercise of the duties delegated to the executive officer for the purposes of organization, police, and inspection shall be made to the commanding officer, and the right to make such complaint or appeal shall not be denied to anyone. The right of all officers to communicate with the commanding officer at all proper times and places is not to be denied or restricted; but this does not interfere with the duty of all such officers to recognize and acquiesce in the authority delegated to the executive for the purposes of organization, police, and inspection as aforesaid, nor confer upon any such officer the right to interrupt the ordinary course of military organization or duty, while in actual execution, for the purpose of making such communication.

Complaint or appeal.

Right to communicate with commanding officer.

(3) Every officer in charge of a department has the general right, at all proper times, and subject to the qualifications contained in the preceding paragraph, to communicate and confer directly with the commanding officer concerning any matter relating to his department, and his duty to do so is absolute whenever he thinks it necessary for the good of his department or of the service.

Communication with commanding officer.

642. (1) Officers other than of the line shall on all occasions and under like circumstances be treated with the same respect as officers of corresponding rank of the line not in command. Their legal rank carries with it the same personal dignity and is to receive, in all respects, the same consideration. If they are at any time subordinated for any purpose of organization or duty to the exercise of authority delegated to their juniors in actual or relative rank, it is for reasons growing out of the necessities of military service, operating alike upon all officers, both line

Officers other than of the line.

and staff, under like circumstances and subject to the same conditions applicable to all.

Authority of officers other than of the line.

(2) Officers other than of the line, attached to cutters, shall, under the commanding officer, have all necessary authority within their particular departments for the due performance of their respective duties and shall be obeyed accordingly by their subordinates. They shall not by virtue of their rank and precedence have any additional right to quarters; nor shall they have authority to exercise command except as provided in article 612. They shall not take precedence of their commanding officer nor of the executive officer of the vessel to which they are attached except when serving on courts and boards; nor shall they be exempted from obeying the lawful commands of officers of the line who may be charged by proper authority with the details of duty incident to the service.

Authority in command.

643. Except as otherwise provided in these regulations, the commanding officer of one vessel shall have no authority over, nor control the movements of, another vessel, or the officers thereof. (See arts. 644 and 646.)

Command in co-operation of units.

644. Concerted action between units of the Coast Guard is required whenever practicable. When two or more units are operating together, the senior line officer present shall assume command and direct operations, and officers in charge of all other units present shall obey his instructions.

Passengers except commandant or division commander not to attempt control.

645. No officer (except the Commandant, or a division commander embarked on a vessel of his division), whatever his rank, being a passenger on board a Coast Guard cutter shall control, or attempt to control, or in any manner interfere with the movements of the vessel or the discipline of the crew. But any officer being such passenger, and junior to the officer commanding the vessel may be assigned to duty, if an emergency render it necessary, of which necessity the commanding officer shall be the sole judge. Any officer being a passenger, may be placed on duty at his own request. Passengers thus assigned shall have the same authority as though regularly attached to the vessel, but shall not displace any officer belonging to her complement in his quarters or in his regular duties. Passengers, not officers of the service, may be required to perform any duties which, in the judgment of the commanding officer, may be necessary for the discipline or the safety of the vessel. (See art. 612.)

Authority of senior officer present.

646. Whenever cruising cutters are within visual signal distance of one another, whether at sea or in port, the junior in command shall obtain permission from the senior commanding officer present to continue on his course, to anchor, to get underway, or to perform any other evolution or act of importance, except in cases where immediate action is necessary to avoid danger.

Command of body of men from two or more units.

647. When a body of men is sent out from two or more units, it shall be in command of the senior line officer accompanying the force.

CHAPTER VII.

DUTIES OF COMMISSIONED OFFICERS.

THE SUPERINTENDENT OF CONSTRUCTION AND REPAIR.

661. The superintendent of construction and repair shall have charge of the Office of Construction and Repair and be responsible for the structural strength and stability of vessels and boats together with all that relates to the designing, building, fitting, and repairing of the hulls of vessels, particularly including the following: Spars, rigging, capstans, windlasses, and steering gear; ventilating apparatus (except steam machinery connected with the same); securing of permanent fixtures of the armament; boat cranes and davits; deck winches and hand pumps not included in the engine department; electric wiring, conduits, junction boxes, and the location and selection of all lights; inspection of construction, repairs, and docking of all hulls; all boats and fittings except the motive-power machinery; all means of interior communication; installation of radio equipment after consultation with the engineer in chief; all running lights, searchlight and exterior signal systems; the securing of outboard connections to the hull; the installation and repair of all parts of the sanitary system, exclusive of those located in the engine department; all that relates to the designing, building, and repairing of stations and buildings, particularly including the following: Wharves, bulkheads, retaining walls, launching ways, grounds, sanitary arrangements and water supply, heating arrangements, windlasses, hoisting engines, fire apparatus, cisterns, wells, signal towers, lookout towers, flagstaffs, wreck poles, telephones, semaphore, and installation of radio equipment.

Duties and responsibilities.

662. (1) He shall have plans and specifications prepared for all vessels, boats, and stations to be constructed or extensively repaired, and shall confer with the engineer in chief, who shall furnish him the necessary plans and data of the machinery installation. He shall furnish the engineer in chief such plans and data of the hulls as may be necessary for the designing of the steam machinery.

Plans and specifications.

(2) No material changes or alterations in the designs of stations or of vessels and boats, in distribution of weights and equipment, or in rig, shall be made without the approval of the Commandant.

Original designs not to be changed.

663. No change affecting both the hull and machinery sections shall be made until the superintendent of construction and repair and the engineer in chief have had opportunity to consider and confer upon the same.

Superintendent of construction and repair and engineer in chief to confer.

- Custody of records.** 664. He shall, in the discretion of the Commandant, have charge and custody of the plans, books of record, and correspondence pertaining solely to his office.

THE ENGINEER IN CHIEF.

- Duties and responsibilities.** 667. The engineer in chief shall have charge of the Office of the Engineer in Chief, and be responsible for all that relates to the designing, building, installing, and repairing of steam or other machinery used for the propulsion of vessels and boats; all power auxiliaries; refrigerating apparatus; dynamos and all electric machinery located in the engine department; steam and other piping, except that assigned to the superintendent of construction and repair; steam machinery necessary for actuating all of the apparatus of vessels and boats; installation of traction engines, and the machinery of all other property; the location of all sea-valve connections, after consultation with the superintendent of construction and repair; steam radiator systems; and all parts of the sanitary system installed in the engine department.
- Plans and specifications.** 668. He shall have plans and specifications prepared for all machinery, boilers, and appurtenances thereof, to be constructed or extensively repaired, and shall confer with the superintendent of construction and repair and furnish him all necessary plans and data of machinery installation.
- Custody of records.** 669. He shall, in the discretion of the Commandant, have charge and custody of the plans, books of record, and correspondence pertaining solely to his office.
- Original designs not to be changed.** 670. No material changes or alterations from the original designs, distribution of weights of machinery and boilers, and appurtenances thereof, shall be made without the approval of the Commandant.

THE ASSISTANTS TO SUPERINTENDENT OF CONSTRUCTION AND REPAIR AND ENGINEER IN CHIEF.

- Status of assistants.** 674. An officer designated to superintend the work on the hull or machinery of a vessel or boat in course of construction shall be an assistant to the superintendent of construction and repair, or to the engineer in chief, as the case may be.
- Commanding and senior engineer officers to be assistants.** 675. When a vessel is undergoing extensive repairs (except at the Coast Guard depot), the commanding officer and the engineer officer shall be assistants to the superintendent of construction and repair and the engineer in chief, respectively, when so designated by Headquarters.
- Execution of orders.** 676. Such assistants shall carry out all orders and instructions received from the superintendent of construction and repair or the engineer in chief, and shall submit the following reports:
- Weekly reports.** (a) At the end of each week, a report of the work accomplished in his department during that week and of other important matters relating thereto.
- Monthly reports.** (b) At the end of each month, if directed, a report of the actual finished weights of all articles pertaining to his department that have been placed into the vessel during that month, together with the total amount of such weights on the date of each report.

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

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

677. Each shall see that the materials used in his department are in accordance with the specifications and that all workmanship is of the best quality. Materials and workmanship.

678. Each shall be responsible for any waste or improper use of Government materials by those under his authority. Responsible for wastefulness.

679. They shall address all reports and official communications concerning the work of their departments to the superintendent of construction and repair or to the engineer in chief, as the case may be, and forward the same direct, except in the case of extensive repairs to a vessel in commission, when all such reports and official communications shall be forwarded through the commanding officer and the division commander. Correspondence, how conducted.

THE INSPECTOR.

685. The inspector ^{*In chief.*} shall have charge of, and be responsible for, the proper performance of the duties assigned to the Office of the Inspector, and shall be assisted by boards of inspection and by such commissioned officers as may be detailed by Headquarters as assistant inspectors. In the absence of the inspector from Headquarters, the senior officer remaining thereat and regularly attached to the office of the inspector shall act as inspector. Responsibility of.
Assistants.

686. He shall, in the discretion of the Commandant, have charge and custody of the books of record and correspondence pertaining solely to his office. Records.

687. It shall be the duty of the office of the inspector to inquire into the condition and efficiency of the matériel and personnel of the service, to report with strict impartiality in regard to all irregularities and deficiencies that may be discovered, and to make such recommendations as may appear practicable for the correction of any defects that may be observed. Duties.

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

(a) The condition and efficiency of vessels, offices, stations, boats, and all other property, including arms, accouterments, equipments, outfits, and apparatus of all kinds. Condition and efficiency.

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

(c) The manner in which the duties assigned to the several units are being performed. Manner of performing duty.

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

(e) The police and sanitation of vessels, stations, and all other property. Police and sanitation.

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

- Fire protection.** (g) The protection of vessels, boats, and buildings against fire and other damage.
- Records.** (h) The keeping of official records.
- Regulations.** (i) The proper observance of the regulations.
- Number of inspections.** **689.** Unless otherwise directed by Headquarters, offices, stations, inshore patrol cutters, harbor cutters, and harbor launches shall be inspected twice, and cruising cutters once, during each fiscal year, with an interval of not less than three months between consecutive inspections of the same unit.
- Inspection of units.** **690.** Subject to the preceding article the inspection of offices, stations, inshore patrol cutters, harbor cutters, and harbor launches shall be made at such times and by such assistant inspectors as may be directed by the inspector.
- Method of conducting inspections prescribed by inspector.** **691.** Except as otherwise provided in these regulations, the method of conducting inspections and the procedure to be followed shall be prescribed by the inspector with the approval of the Commandant.
- Report and recommendations of Inspector.** **692.** The inspector shall make report to the Commandant upon the results of the several inspections, noting particularly such irregularities and defects as have not been corrected, with such recommendations as he may deem proper.
- Inspector's annual report.** **693.** At the close of each fiscal year the inspector shall submit to the Commandant a report of the operations of his office during the preceding year, together with such recommendations for the improvement of the service, or any of its units, as he may deem necessary.

THE ASSISTANT INSPECTOR.

- Headquarters.** **701.** (1) An assistant inspector shall make his headquarters at the place designated in the order assigning him to duty.
- Under direction of inspector.** (2) He shall be under the immediate direction of the inspector, and shall report by letter to that officer immediately upon assuming the duties of his office.
- Travel to be authorized by Headquarters.** (3) He shall comply with such orders and instructions as may be issued by the inspector, but shall incur no travel or other expenses unless authorized by Headquarters, except for freight and express, and telephone and telegraph messages.
- To make investigations.** **702.** He shall make investigations as may be directed by the inspector or by Headquarters, as follows:
 (a) Loss of life from vessels or boats within the scope of operations of a Coast Guard station.
 (b) Irregularities or misconduct of any person.
 (c) Any other matter affecting the discipline, efficiency, or competency of the personnel.
- To guard against injustice.** **703.** (1) He shall exercise the greatest care that he does no injustice to individuals. When investigating accusations prejudicial to the character of any person, he shall make known to that person the nature of the accusations, and afford him an opportunity to make his own statement in writing, which shall accompany the report.
- Procedure same as for boards.** (2) He shall follow the procedure prescribed for boards for such purposes, and shall refrain from informal conversation or comment upon the subjects under investigation.

704. (1) Reports and communications from assistant inspectors concerning matters connected with their inspection duties, and replies to communications from the inspector, shall be addressed to the inspector. Communications to be addressed to inspector.

(2) Replies to letters from the Commandant and other officials at Headquarters, except the inspector, shall be addressed to the Commandant. (See arts. 1886-2 and 1886-4.) Communications to be addressed to Commandant.

THE DIVISION COMMANDER.

711. Whenever in the regulations, instructions, general orders, special orders, or circular letters the expression "division commander" is used, it shall be construed to mean the officer in direction of the cruising cutters, inshore patrol cutters, harbor cutters, harbor launches, and other activities assigned to a division, as defined in article 31. (See art. 729.) Definition of "division commander."

712. He shall be responsible for the efficiency and activity of the vessels under his command, and shall use every effort that they be prepared to render all assistance possible to vessels in distress and to commerce generally; to remove derelicts and other obstructions to navigation; and that they are active in the performance of their general and specific duties, including the boarding of vessels and motor boats, the saving of life and property, and the enforcement of the various laws. He shall be responsible for the proper conduct of all other duties assigned to him. Responsibility.

713. He shall keep in close touch with maritime interests on shore, and shall make arrangements with district superintendents within the limits of his division, with the view of receiving early and authentic information of disasters and dangers to shipping, and in every case where assistance may be rendered shall see that vessels under his command proceed promptly to render aid. He shall arrange the repairs or work in connection with vessels of his division, so that, if possible, there shall always be at least one ready for emergencies. To arrange for information relative to disasters to shipping.

714. He shall, from time to time, issue to the commanding officers in his division such instructions concerning the movements and duties of their commands as he considers expedient. He shall require from them full reports of their special operations, which reports he shall forward with comments to Headquarters. (See art. 445.) To issue instructions concerning movements of vessels.

715. The division commander is not required to direct the movements of the vessels under his command from day to day, except when in his judgment it becomes necessary. He is authorized to direct the movements of any vessel temporarily within the limits of his division, if he deem it expedient. To direct movements of vessels when necessary.

716. He is authorized to direct a vessel to proceed beyond the limits of his division in an emergency whenever, in his judgment, it is necessary for the public service. May direct vessel to go beyond division limits.

717. When any vessel is assigned to or detached from a division, the division commander shall be duly informed. Assignment or detachment of vessel.

718. Except in cases of emergency, no work or other operation which would prevent the vessel getting underway within six hours after receiving a call or an order shall be begun without obtain- Readiness of vessel to get underway.

ing authority therefor from the division commander. (See art. 761.)

Personal investigation of necessity for repairs.

719. He shall, whenever practicable, personally investigate the necessity for repairs to hulls, and shall cause the division engineer to investigate in person the necessity for repairs to the machinery of vessels in his division. He shall report the result of these investigations to Headquarters, with recommendations in each case. (See art. 735.)

Authorization for travel.

720. Whenever it is necessary for the proper execution of the duties of his office, he is authorized to proceed, or to direct any person attached to his office to proceed, to any point within the limits of his district, and to incur mileage in the case of commissioned or warrant officers, and necessary traveling expenses for enlisted persons and civilian employees. In every instance of such travel a copy of the order, setting forth the purpose of, and the necessity for, the travel shall accompany the voucher.

Officer who signs official papers during absence of.

721. Whenever a division commander is absent for more than 24 hours, all letters, dispatches, reports, and other official papers shall be signed by the line officer next in rank attached to the office, or, if there be no such officer, by the division engineer, the signature being followed by the word "Acting." (See art. 2405-1.)

Duties relative to requisitions.

722. He shall pass upon all requisitions of his division required to be submitted to him before transmitting them to Headquarters, disallowing such articles as may appear improper or unnecessary.

General supervision over repairs to cutters. Steam trials.

723. He shall have general supervision over all repairs to cutters within the limits of his division, unless otherwise directed.

724. He shall have steam trials conducted, as provided by the regulations. (See art. 2081 et seq.)

Care of warrant officers and enlisted persons.

725. When a warrant officer or an enlisted person returns from hospital or leave and the cutter to which he is attached is at sea, or when such person, being assigned to duty on a cutter, arrives at the designated port when the cutter is absent, or when a warrant officer or an enlisted person attached to a Coast Guard station reports to a division commander, or when stranded men, stragglers, and deserters report to a division commander, that officer shall be governed by the provisions of articles 491 and 495.

Report on fitness of commanding officers.

726. He shall report upon the fitness of the commanding officers under his authority as required in the prescribed form.

To appoint boards.

727. He shall appoint boards as required by regulations and Coast Guard Courts and Boards. (See art. 1854.)

To forward official reports.

728. He shall forward to Headquarters all correspondence, reports, and official papers required by regulations. He shall examine all reports and returns required to be submitted to him by the units of his division for transmission to Headquarters, and shall see that they are properly prepared, neat, free from mistakes and manifest errors, and contain no careless or perfunctory corrections or additions. When satisfied that each is correct, he shall indorse it "Approved, forwarded," followed by such remarks as may seem necessary or appropriate in a particular case, and transmit it to Headquarters. If it be not correct, he shall re-

turn it, by proper indorsement, to the commanding officer of the unit in which it originated for correction or for rewriting, as may be necessary. Commanding officers shall have reports and returns corrected or rewritten as directed by the division commanders and resubmit them at the earliest practicable date. (See arts. 1728, 2463, 2476, and 2477.)

729. When two or more cutters are operating under the direction of an officer specifically designated to command them, they shall be regarded as a division, and the officer so designated shall have the same duties and authority as a division commander. (See art. 711 et seq.)

Vessels operating together.

730. He shall require the commanding officer of each unit of his division to observe the regulations relative to drills, compass corrections, and other particulars, and shall furnish Headquarters a carbon copy of each letter he may write to a commanding officer concerning these and like matters.

Require commanding officers to observe regulations.

See G.O. 9

731. (1) A division commander shall cause every vessel of his division to be inspected as follows:

Inspections by division commander.

- a. As soon as practicable after assuming command, or after a ship has joined his command.
- b. Annually from the date of the first inspection.
- c. Immediately before the departure of a ship from his command, if not inspected within the previous six months.
- d. At such other times as he may deem necessary.

(2) The inspections prescribed in this article, except the last, shall be conducted in a careful and deliberate manner, and full reports, according to prescribed forms, with such additional information as may be important, shall be made to Headquarters. The additional inspections provided for under paragraph 1-d may be more or less complete, and may be reported or not, at his discretion.

(3) The inspections of cruising cutters shall be conducted by the division commander, assisted by the division engineer and such junior line officer as the former may select to assist him in conducting the inspections relative to signal drills and resuscitation drill. Inspections of inshore patrol cutters, harbor cutters, and harbor launches may be conducted by such officer as the division commander may detail for that purpose.

(4) In carrying out the provisions of this article with regard to vessels under his command, a division commander shall carefully choose the time for the inspection required.

(5) He shall frequently visit the vessels of his command informally and without previous notice, for purposes of partial inspection, in order that he may be fully informed as to their condition. If on these occasions anything particularly worthy of praise or censure is discovered, it shall be reported to Headquarters. When making these inspections special attention shall be paid to the condition of the crews' messes and to the state of discipline on board.

(6) A division commander shall make to Headquarters such other suggestions and reports concerning the efficiency, discipline, and condition of the ships under his command as he may deem expedient.

Condition and efficiency of command on inspection.

732. (1) When an inspection of a cutter in commission is made by a division commander or other officer delegated for such inspection the report of inspection shall contain, at the end of the "General remarks," a concise statement of the condition and efficiency of the ship and whether special credit or discredit should attach to the commanding officer in connection with the condition and efficiency, and shall name such other officers as have, in the opinion of the inspecting officer or board, derived from observation of matters under the direct charge of such officer, manifestly and notably contributed, by their attention to duty, ability, energy, and zeal toward the excellent condition and high efficiency of the vessel, or whose failure in any of the above respects has contributed toward unsatisfactory conditions or low efficiency, stating the duty performed by each of the officers so named.

(2) Copies of these statements will be taken by Headquarters from the reports of inspection and filed with the official records of the officers concerned. Copies will also be sent to the officers concerned, and any statement in reference thereto which an officer may make through official channels will also be filed with his record.

THE DIVISION ENGINEER.

Duties of division engineer.

733. The senior engineer officer attached to the office of a division commander shall be the division engineer. Under direction of the division commander he shall have general supervision over the operation of and repairs to boilers and all machinery connected with the engine departments of the vessels of the division, unless otherwise directed by Headquarters.

To report need of repairs in engine department.

734. If at any time the division engineer finds that any repairs or changes are needed in the engine department of any vessel in the division, he shall immediately report the facts, with his recommendations, to the division commander.

Suggestions relative to efficiency.

735. He shall make to the division commander such suggestions and reports as he may deem for the best interests of the Government, concerning supplies of fuel and stores for the engine departments of the vessels; the efficiency, condition, and preservation of their machinery; and any measure that will tend to improve or promote economy in the engine departments of the vessels of the division. (See art. 719.)

To pass upon requisitions for engineer stores.

736. He shall pass upon and submit to the division commander for approval the regular quarterly requisitions for engineer stores for the vessels of the division.

To pass upon correspondence relative to engine department.

737. He shall make such comment or recommendation as he may deem proper, in the form of indorsement, on reports or official communications from the several vessels of the division, relating to the engine department. All such reports or communications as do not require comment or indorsement shall be checked with his initials in a prominent place.

THE CAPTAIN OF THE PORT.

Duties of.

739. (1) The captain of the port at any port or place shall be charged with and shall be responsible for the enforcement of the laws, rules, and regulations promulgated by proper authority for

the government of vessels anchoring in and navigating the waters under his supervision.

(2) He shall use his best endeavors and the force at his command to prevent violations of such laws, rules, and regulations, and shall report all persons guilty of violations thereof to the proper authority.

(3) He shall as occasion requires make such recommendations as will in his judgment improve existing rules and regulations.

THE PURCHASING OFFICER.

746. A purchasing officer shall be charged with and responsible for the purchase, preservation, and issue of such stores and supplies for vessels and stations as may be authorized by Headquarters; for the maintenance and proper conduct of the general store under his charge; for the proper keeping of the records of his office, and for the prompt and proper return of his transactions to Headquarters. Duties and responsibilities of.

747. He shall not incur expense except as authorized by Headquarters. Not to incur expense.

748. At the end of each month he shall submit a stores ledger report to Headquarters, which shall show the value of all purchases and issues of stores for the month and the value of the stores remaining on hand. Submit stores report.

749. He shall keep a file of all letters and other official communications received and sent, and shall be governed by the regulations of the service in making purchases, transfers, and shipments of property and stores, and in the submittal of vouchers. Governed by regulations.

THE COMMANDING OFFICER.

751. (1) Whenever in the regulations, instructions, general orders, special orders, or circular letters the term "commanding officer" is used, it shall be construed to mean the commissioned officer in command or direction of any unit. Definition of.

(2) The term "officer in charge" shall be construed to mean the warrant officer, or the chief petty officer or other enlisted person in responsible charge of a small floating unit or of a Coast Guard station.

752. (1) When the officer who is to be the commanding officer of a ship, is ordered to her before she is placed in commission, he shall at once make a thorough personal examination of her and inform himself as to her condition and state of preparation for service; he shall apply to Headquarters for detailed plans of the ship and for such other information as can be given him concerning her condition and the repairs and changes made in her hull, machinery, and equipment, if records relating thereto are not on board. If she be at the depot, he shall obtain as much of this information as possible from the commandant of the depot. Procedure, ordered to command vessel, not in commission.

(2) He shall make requisition for such articles as are required to make her efficient.

(3) If at the depot, he shall make frequent verbal reports of the condition of the ship to the commandant of the depot, and on the last day of each week he shall make a written report to that

officer, in which he shall state all of her deficiencies of material and personnel.

(4) He shall, if the ship be at the depot, exercise no authority or control over her preparation before she is transferred to his command, but shall keep himself constantly informed of the progress made and offer to the commandant of the depot such suggestions concerning the preparation as he considers essential or important to her efficiency.

(5) If, when the commandant of the depot signifies his intention to transfer the ship to the command of the officer ordered to receive her, the latter officer considers her in an unfit condition to be commissioned, he shall represent the fact to the commandant of the depot in writing, stating the reasons.

Placing vessel in commission.

753. (1) When the ship is to be placed in commission, she shall be transferred by the commandant of the depot, or by an officer representing him, who shall not be inferior in grade to the officer ordered to command, as follows: As many of the officers and crew of the ship as circumstances permit shall be assembled and properly distributed on the quarterdeck. When ready, the commandant of the depot or his representative shall have the National and the Coast Guard ensigns and the commanding officer's pennant broken out with the ceremony of morning colors and turn the ship over to the officer ordered to command; the latter shall then read his orders to command, assume charge of the ship, dismiss the muster, and cause a watch to be set.

Going out of commission.

(2) In going out of commission, the commanding officer shall, at a general muster, read aloud the order to place the vessel out of commission, the National and the Coast Guard ensigns and his pennant shall be hauled down, the muster dismissed, and the vessel turned over to the officer directed to receive her.

Responsibility, assuming command.

754. (1) The commanding officer, upon assuming command of a ship at the time she is commissioned, becomes responsible for the discipline on board.

(2) He shall at once make himself familiar with the material and the personnel of his command, in order that he may make proper recommendations if any portion of either is unfit for the service to which the ship is destined.

(3) He shall use every effort to complete the equipment of the ship and to fit her for sea.

(4) He shall use every effort to maintain the ship in an efficient condition for any service she may be called upon to perform, and shall make a detailed report of her condition to Headquarters whenever he may deem it necessary.

Procedure, vessel without permanent commanding officer.

755. (1) When an officer ordered to command joins the ship to which he has been ordered, and she is without a permanent commanding officer, all hands shall be called to muster, and the officer ordered to command shall read his orders and assume command. The temporary commanding officer shall transfer to him every article in his keeping that pertains to the commanding officer, and shall afford him all the information possible that will be of service in the administration and command of the ship.

(2) After taking command, if the ship is newly commissioned and, during her existing commission, has not been under the command of a permanent commanding officer, he shall proceed

as though the ship had just been commissioned, as set forth in article 754; otherwise he shall hold the inspection provided for in article 756 and report as therein directed.

756. (1) In the case of a ship already in commission, with a commanding officer regularly attached thereto, the commanding officer about to be relieved shall, before the transfer is effected, make a thorough inspection of the ship in company with his successor and cause the crew to be exercised in his presence at general quarters, fire quarters, collision drill, and abandon ship, unless the weather or other conditions render it impracticable or inadvisable. He shall point out any defects and account for them, and explain fully any peculiarities of construction or arrangement of the ship. A statement, in quadruplicate, of the inspection shall be drawn up and, if satisfactory, signed by the officer relieving him. If not satisfactory, he shall state in what particular it is not so, and the officer relieved shall make such explanations as he may deem necessary, each over his own signature. One copy of this statement shall be forwarded to Headquarters, one to the division commander under whom the vessel is to serve, and one shall be retained by each of the officers between whom the transfer of command takes place.

(2) The officer about to be relieved shall deliver to his successor the originals or authenticated copies of all unexecuted orders and take duplicate receipts for the same, forwarding one copy to the superior from whom the orders were received. He shall also deliver to his successor copies of all general regulations and orders that are in force on board, all documents received for his guidance in command, and such other official correspondence and information concerning the ship and her qualities, the officers, and the crew as may be of service to his successor. He shall deliver the signal books, the intelligence outfit, and the keys to all confidential signal and other publications; also all other books, rolls, and documents required by these regulations to be either kept or supervised by himself. Under no circumstances shall he carry away the original records of his official correspondence, original letters, documents, or papers concerning the ship or her officers and crew, but he may take authenticated copies of the same. He shall sign the log books, communication records, return of public property, reports of fitness of officers, and all other papers requiring his approval up to the date of his relief.

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

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

(5) When a vessel is placed in or out of commission the commanding officer shall at once report the fact to Headquarters, specifying the hour when the ceremony took place.

Assuming command, vessel in commission with commanding officer attached.

Duties of future commanding officer, vessel fitting out.

757. (1) When the officer who is to be the commanding officer of a new ship fitting out is detailed to her before she is placed in commission, he shall, both before and after the ship is commissioned, pay particular attention to the equipment of the ship and endeavor to ascertain if there are any defects in her outfits and stores, including machinery, boilers, pumps, water-tight doors, valves and cocks, access to double bottoms and bilges, ventilation, fire-extinguishing and ventilating apparatus, spars, sails, rigging, guns and implements, ammunition and ordnance stores, navigation supplies and instruments, clothing, provisions, and medical outfits.

(2) He shall satisfy himself that the battery can be manipulated effectively.

(3) He shall cause to be examined all spare parts of machinery and other spare articles, and ascertain if they are suitable for the purpose intended. He shall satisfy himself that the boats are tight, and that their outfits, fittings, and hoisting apparatus are efficient.

(4) Should any defect be discovered in connection with the items mentioned in paragraphs 1 and 2 of this article, or in any other particular, he shall make a written report thereof to the commandant of the depot, if at the depot; otherwise to Headquarters through the division commander.

(5) Before leaving the place where the ship is commissioned, the commanding officer shall require the officers in charge of supplies to report to him in writing whether all the stores as authorized have been received, and what defects or deficiencies, if any, exist in the material or personnel under his immediate supervision. He shall then report to Headquarters the condition of the ship, her outfit, and equipment.

Officer in charge of vessel.

758. (1) When a warrant officer, or a chief petty officer or other enlisted person is ordered to duty as officer in charge of a small floating unit he shall be governed by the provisions of articles 752, et seq.

(2) He shall be governed in general by the provisions of articles 759, et seq.

To report to division commander.

759. (1) When an officer assumes command of a vessel attached to a division, he shall report in person to the division commander within 24 hours after his first arrival at the latter's headquarters, and shall thereafter obey all orders and instructions received from that officer.

(2) When a vessel arrives at the headquarters of a division to which she is not regularly attached, her commanding officer shall report in person to the division commander within 24 hours.

(3) When making these reports, uniform shall be worn.

Orders direct from Headquarters.

(4) When a cutter attached to a division receives a movement order direct from Headquarters, the commanding officer shall, as soon as practicable, notify his division commander of the nature of the order received and of the steps taken to comply therewith.

When within the limits of a division to which the vessel is not attached.

760. Whenever a vessel is within the limits of a division to which she is not regularly attached for more than 24 hours, her commanding officer shall report his noon position to the com-

mander of that division and be subject to his orders while his vessel remains within those limits. (See art. 715.) Such reports shall be in addition to the reports required to be made to the commander of the division to which he is attached. (See art. 714.)

761. He shall see that, except in case of an emergency, no work or other operation is begun which will prevent his command from getting underway within six hours after receiving a call or order, unless he has the previous authority of Headquarters or, if his vessel be attached to a division, of the division commander. A report of emergency work done without previous authority, with the reasons therefor, shall immediately be made to Headquarters or to the division commander if attached to a division. This article shall not be construed as preventing the procuring of the supplies necessary for the duty designated. (See art. 718.)

To keep command in readiness for duty within six hours of call or order.

762. (1) The direction and control of the vessels and personnel of the Coast Guard shall be governed by the laws of the United States applicable thereto and by regulations and orders from superior authority consistent therewith; and all orders of the commanding officer shall be in accordance with the same.

Direction and control of vessels and personnel.

(2) The commanding officer shall be responsible for the discipline and government of the officers and others under his command.

(3) He shall in general issue all orders relative to the duties of the vessel and her officers and crew to the executive officer, and shall keep the latter informed of his own methods of performing duty. (See arts. 881 and 883-5.)

763. (1) He shall be regarded as on duty at all times, and is always responsible for the proper management and safety of the vessel and for the efficiency and discipline of his command.

Responsibility.

(2) He shall be responsible for all important evolutions of the vessel under his command, and, if necessary, shall give personal directions to the officer who may be handling her. Should he deem it necessary to handle the vessel himself, he shall regularly relieve the officer of the deck and assume sole charge. It should be his general practice to intrust the handling of the ship to the executive officer, not only as a mark of confidence and respect but also as adding materially to the dignity of the commanding officer. The executive officer can not demand such recognition as a right. (See art. 888.)

See G.O. 9

764. He shall at reasonable times afford the executive officer an opportunity to paint the vessel, break out and air the holds, overhaul and care for the chain cables, keep the boats in order, and do other necessary work. He shall see that the spars, rigging, and sails are properly protected from chafe, and that the vessel at all times presents a neat, trim, and seamanlike appearance.

To keep vessel in order.

765. He shall see that the guns, their mounts, the implements belonging to them, and the small arms are kept in good order for service, and shall himself inspect them at least once a month.

Guns, mounts, and small arms.

766. (1) He shall see that the regulations and instructions issued by Headquarters from time to time, regarding the paint-

Painting.

ing of the vessel and her boats, are adhered to. (See art. 2621 et seq.)

Paint in confined spaces.

(2) Should paint be applied in confined spaces, proper precautions shall be taken to prevent injurious effects to the health of the crew.

Limbers and bilges.

767. He shall see that the limbers are kept clear, that offensive matter is promptly removed from the bilges, that they are clean and free of water, and that the pump wells are frequently cleaned and disinfected. Every possible means shall be taken to maintain a free circulation of air in all parts of the vessel. Hatches shall be kept off whenever the weather and the duties of the vessel permit.

Observe sanitary precautions.

768. He shall comply with the requirements of article 1497 relative to sanitary matters.

Infected ports.

769. He shall, if possible, avoid visiting or calling at any port or place where there is an infectious disease, or where a contagious disease is epidemic; but should he for any reason be compelled to go to a port or place so infected, he shall restrict the amount of liberty ordinarily given, or refuse it altogether, if he deem such course necessary to preserve the health of the ship's complement.

Quarantine flag.

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

To assist in enforcing quarantine laws.

771. He shall afford all the assistance in his power for the enforcement of the Federal and local quarantine and health laws.

Custodian of magazine keys.

772. He shall be the custodian of the keys of all rooms containing ammunition and explosives, and shall not permit these rooms to be opened without his knowledge and consent. He shall see that the keys or wrenches for operating magazine flood cocks are kept near the flooding valve stems and constantly ready for use.

Designate places for stowage of fuses, etc.

773. He shall designate the places for the stowage of dry gun-cotton and fulminate fuses. In no case shall they be kept in the same room nor within 75 feet of each other.

To display flag when receiving or sending out explosives.

774. Whenever explosives are being taken on board or sent out of the vessel, he shall cause a red flag to be displayed at the fore, and another in the boat conveying the explosives. All unauthorized lights and fires shall be extinguished.

To keep confidential ordnance documents.

775. He shall be responsible for the safe-keeping of the confidential ordnance documents, and of all other secret and confidential publications. (See art. 1731.) *Dispatches, etc.*

Precautions for lighting magazines.

776. He shall see that no naked light, candle, lamp, or lantern is taken into a magazine containing explosives, or used in the vicinity of magazine doors or hatches. Portable electric lights may be used if absolutely necessary for the examination of the bilges of the magazines, or for temporary examinations in special cases.

To enforce regulations for care of ordnance stores.

777. He shall see that the regulations governing the examination, storage, and care of ordnance materials and explosives are carried into effect. (See arts. 1661-1692.)

778. He shall detail some trustworthy enlisted person to perform the duty of mail orderly, and may give him authority to receive the mails, purchase stamps, and transact other necessary business at the post office. To detail mail orderly.

779. He shall see that all official papers and documents provided for by article 2478-2 and elsewhere in these regulations are promptly and correctly prepared and submitted by the officers charged with their preparation. Preparation of official papers.

780. He shall see that the heads of the various departments of the vessel have, under the direction of the executive officer, the necessary clerical assistance of the yeomen, if there be any. (See art. 1351.) Clerical assistance.

781. All orders and other official communications received by him for any person under his command shall be immediately delivered or communicated to the person affected thereby, unless a time be specified for their delivery. Communications to be delivered.

782. He shall be responsible for the economical maintenance of his ship and the use of all auxiliaries, and shall require from all under his command a rigid compliance with the regulations relative to the receipt and expenditure of stores. Economy in maintenance.

783. Economy in the expenditure of fuel is enjoined upon each commanding officer, but no restriction is placed upon such expenditure if the interests of the public service would suffer thereby. He shall not leave port with a fuel supply below the minimum prescribed by Headquarters. Economy in fuel expenditure.
Minimum supply.

784. ~~He shall, if practicable, personally investigate offenses and award punishments therefor within the limits of his authority as prescribed by law and these regulations.~~ (See art. 1833.) Investigation of offenses.
See 80. 1634

785. He shall observe and cause all under his command to observe all sanitary and other local laws, ceremonies, customs, and regulations of all ports visited. Shall observe local laws in places visited.

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

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

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

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

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

(2) No armed force shall be landed for exercise, target practice, funeral escort, or other purposes without permission from the local authorities; nor shall liberty parties be granted leave to No armed force to be landed without permission.

- visit the shore without similar permission; nor shall men be landed to capture deserters.
- No target practice without permission.** (3) Target practice shall not be held within foreign territorial waters or at any point from which shots may fall therein without permission of the country concerned.
- To afford assistance to foreign vessels.** 789. He shall afford all assistance in his power to vessels of a foreign State at peace with the United States.
- Reports on fitness of officers.** 790. He shall carry out the regulations relative to reports on the fitness of officers as prescribed in article 2463.
- Steam trial.** 791. He shall have steam trials conducted as provided in article 2081 et seq.
- To cruise over district.** 792. He shall cruise over all parts of the district assigned to his command in the performance of the duties of the service, and enter all available harbors therein. So far as possible and consistent with the due performance of his duties, these cruises shall be made in daylight. The utmost vigilance shall be maintained at all times in patrolling the coasts, enforcing the laws, and assisting vessels and persons in distress. He shall cause a sharp lookout to be kept for distress signals, wrecks, derelicts, and other obstructions to navigation.
- To maintain lookout.** 793. (1) As aiding vessels in distress is one of the important duties of the service, he is enjoined to use every means at his command to obtain knowledge of such vessels, and to relieve them and their crews. He shall promptly investigate the truth of reports and rumors of disasters or accidents to vessels within the limits of his cruising district, obtaining all the data possible regarding the same. He shall be particularly alert during and immediately after stormy weather, and shall, as soon as a storm or gale has somewhat abated and shows signs of subsiding, put to sea, if in port, and cruise over his station.
- Enjoined to obtain knowledge of marine disasters.** (2) Commanding officers of vessels on winter cruising stations shall have each boiler, which has been under steam for more than 400 boiler hours up to November 20, cleaned before November 30. During winter cruising the 700-hour schedule shall be effective as at other times. (See art. 2025-a.)
- Promptly investigate rumors of disasters.** 794. (1) He shall respond promptly to appeals for help, and should stand by a disabled or distressed vessel, which is in danger, until she is relieved or it becomes evident that she is beyond help of the kind that can be given by him.
- Cleaning boiler prior to winter cruising.** (2) Should there be a reasonable chance of affording assistance, he shall proceed with all dispatch to the place where such assistance may be rendered and give such assistance as lies in his power. In case of the wreck of a vessel he shall render all the assistance in his power to the crew and passengers, if any, and use his utmost endeavors to save and protect her cargo and fittings.
- To respond promptly to appeals for help.** (3) In rendering aid he will use sound discretion and not uselessly or unnecessarily jeopardize his vessel or the lives of his officers and crew.
- Shall proceed with dispatch to render assistance.** 795. In extending assistance to vessels he shall not interfere with private enterprise, though he may assist private effort, and it shall be his duty to do so when he deems it necessary. He shall not use his vessel for towing private craft, except in cases of distress, and not even then if there be other and sufficient assist-
- Not to jeopardize vessel.**
- Interference with private enterprise.**
- Towing.**

ance at hand; but he shall not permit undue advantage to be taken of a master whose vessel is in a perilous position or otherwise in distress.

796. Whenever derelicts and other floating dangers to navigation are found, they shall be taken to the most convenient port, if practicable. If this be not practicable they shall be destroyed or beached, extreme care being exercised in each case not to leave sunken or floating wreckage of such size or character as to constitute a menace to passing ships. In all such matters he shall be governed by the instructions contained in article 2601 et seq.

Derelicts and other dangers to navigation.

797. Whenever a derelict or other floating obstruction, or a sunken obstruction, to navigation has been removed or destroyed, the commanding officer shall communicate immediately by dispatch, followed by confirmation of message by mail, with the Hydrographer, Navy Department, Washington, D. C., giving the following information:

To notify Hydrographer.

(a) The date of removal or destruction.

(b) Name of derelict or character of the obstruction.

(c) In the case of a sunken obstruction, the depth of water remaining over the spot.

798. (1) When the vessel is supplied with a photographic outfit, he shall detail a commissioned officer to have charge of, and be responsible for, all equipments and supplies connected therewith.

To detail officer to have charge of photographic outfit.

(2) He shall forward to Headquarters two copies of every photograph taken with the ship's camera.

Photographs forwarded to Headquarters.

(3) When the vessel is not so equipped it is desired that two copies of every photograph of interest, as illustrative of the work or operations of the service, taken by officers or enlisted persons, be forwarded to Headquarters. For this purpose a supply of plates, films, and paper will be furnished on requisition.

Photographic supplies furnished by Headquarters.

(4) The name of the vessel and the date when taken, as well as a descriptive legend of the picture, shall be placed on each photograph before it is forwarded. (See art. 2467-5.)

Descriptive legend on each photograph.

799. By proclamation of the President, by virtue of the authority of the act of Congress of May 24, 1890, Canadian vessels and wrecking appliances may render aid and assistance to Canadian and other vessels and property wrecked, disabled, or in distress in the waters of the United States contiguous to the Dominion of Canada, including the canal and improvements of the waters between Lake Erie and Lake Huron and the waters of the St. Marys River and Canal. United States vessels and wrecking appliances may save any property wrecked, and may render aid and assistance to any vessel wrecked, disabled, or in distress in the waters of Canada contiguous to the United States. Aid and assistance include all necessary towing incident thereto.

Reciprocal privileges between United States and Canada.

800. He shall keep his vessel properly supplied with good running lines and hawsers, so stowed as to be immediately available in an emergency, and shall see that she is otherwise prepared to aid vessels in distress.

Hawsers and running lines.

801. (1) ~~On every vessel equipped with radio apparatus he shall cause a constant radio watch to be maintained.~~

See G.O. 9

(2) He shall have enlisted persons, other than the radio men, instructed in sending and receiving radio messages and given

Radio operator on duty at all times. Instructions in radio work.

See G.O. 23

practice with buzzer sets or other practice apparatus, in order that there may be men on board available to fill temporary vacancies in case of emergency.

Reporting hydrographic information.

802. He shall report all important hydrographic information to Headquarters and to the Hydrographer, Navy Department, Washington, D. C. He shall also report to Headquarters any other information he may obtain of interest to shipping. In case a buoy or other aid to navigation is found to be out of position or out of order he shall, in addition, inform the superintendent of the lighthouse district concerned by dispatch. In such cases the report to Headquarters shall quote the dispatch sent to the superintendent of the lighthouse district.

Shall survey shoals and construct charts.

803. He shall, when his duties and other circumstances permit, cause a careful survey and chart to be made of any shoals, harbors, or dangers to navigation that he may discover or find to be inaccurately located. He shall forward such charts to Headquarters through the usual official channels, with all the original data and computations used in their construction. (See art. 928.)

Shall arrange with district superintendents for receipt of information of marine casualties, etc.

804. He shall arrange with district superintendents for the prompt transmission and receipt of information relative to derelicts, obstructions to navigation, wrecks and other casualties to shipping which may involve need of assistance, and shall report to Headquarters the details of these arrangements.

Disposition of derelict recovered by cutters.

805. A derelict taken into port by a cutter shall be promptly turned over to the owner or his representative, if known, otherwise to the United States marshal, and a receipt taken. In each case the commanding officer shall immediately notify the collector or other chief officer of the customs, in writing, of the delivery of the derelict, giving such description as will serve to identify it, if possible, and stating the nature of its cargo.

Disposition of recovered merchandise.

806. Merchandise picked up at sea, or recovered from a derelict or an abandoned wreck, shall be turned over to the collector or other chief officer of the customs upon the first arrival of the cutter in port, and a receipt for the same taken.

Cruel treatment of merchant seamen.

807. He shall take cognizance of, and promptly investigate, all complaints by merchant seamen of cruel treatment, or of improper and insufficient food served them.

Suppressing mutinies.

808. He shall extend aid to officers of merchant vessels in suppressing mutinies on board their craft, taking such steps, not inconsistent with law, as each case may require. (See art. 2502.)

Boarding.

809. In the enforcement of the customs-revenue and navigation laws he shall, except as herein noted, take every opportunity to have all vessels boarded and examined, if within the jurisdiction of the United States. The public vessels and dispatch boats of foreign nations with which the United States is at peace, and merchant vessels exempt from search by treaty, shall not be boarded and examined, nor shall vessels belonging to the Government of the United States be boarded or searched in the enforcement of the above-mentioned laws, unless such action be deemed necessary in any particular case or cases. (See art. 1028-j.)

810. He shall see that the same vessel is not boarded unnecessarily often. (See art. 1028-k.) In the matter of boarding, particularly as regards coastwise, lake, and river vessels, he shall exercise a wise discretion so as not needlessly to embarrass or incommode vessels in their usual and legitimate work. Boarding at unreasonable times, except when absolutely necessary, shall be avoided. Commanding officers should bear in mind that the Coast Guard is charged with other important duties in the interests of the Government, and should endeavor to maintain the efficiency of the service as a whole, according to the requirements of law and these regulations, and not neglect one essential for the supposed benefit of another.

Merchant vessels not to be boarded unnecessarily often.

811. He shall not permit a foreign customs officer, or any other person representing a foreign State, to make any examination whatsoever on board the ship or boats under his command, or to take out of her or them any of the officers or crew, so long as he has power to resist.

Foreign officer not to examine a cutter.

812. He shall, as far as possible, keep in communication with the vessel's headquarters, so that timely notice may be received of any wreck, marine disaster, or violation of law. He shall from time to time confer with the collectors or other chief officers of the customs at the ports visited by him, and shall extend to those officers all the aid in his power with the forces under his command in the due execution and enforcement of the laws. (See art. 814.)

To keep in communication with vessel's headquarters.

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

Information of post-office address.

814. Whenever the collector or other chief officer of the customs shall desire any duty to be performed by a cutter within the limits of her cruising district, which is necessary under the customs revenue or navigation laws, he shall communicate his wishes in writing to the commanding officer of such cutter. (See art. 812.)

Collector of customs to communicate.

815. If a commanding officer seize a vessel for any cause whatever, except in time of war, he shall remove such of the officers and crew as may be necessary, taking them on board his vessel, where they can be more securely guarded until they can be given into the proper custody, and shall place the prize in charge of one of his officers, with the men necessary to take it into the most convenient port or to retain control of it until it can be delivered to a collector of customs or a United States marshal. If necessary, the officers and crew of the seized vessel may be placed in irons or confinement. (See art. 2503.)

Seizure.

816. When cruising at night, or when at other times he deems it necessary, the commanding officer shall keep a night order book in which he shall enter all orders (including courses to be steered) issued for the guidance of the officer of the deck during the night. This book shall be preserved as a part of the official records of the ship.

Night order book.

817. (1) He shall cause the navigating officer to make deviation tables for the standard and the steering compasses, and shall

Deviation tables.

*See G. O.
No. 31.*

Radio compass.

See G. O. 24

afford him opportunity to swing ship at least once every six months for this purpose. (See art. ~~924~~ *924-3*)

(2) He shall cause the navigating officer to calibrate the radio compass at least once every six months. After each calibration that officer shall prepare a deviation curve for the radio compass, one copy of which shall be forwarded to Headquarters. (See art. 919.)

Error of compasses.

818. He shall keep himself informed of the errors of the standard and the steering compasses.

Aids to navigation.

819. He shall see that the vessel is properly supplied with sailing directions, charts, latest lists of lights, buoys, and day marks of the section of the coast which he patrols, and the latest lists of lights and fog signals, and that they are kept corrected to date. He shall keep himself informed as to all hydrographic notices and notices to mariners, particularly those applicable to his own cruising district, and shall carefully preserve all information that he may receive, or be able to procure, concerning the safe navigation of the vessel. (See art. 929.)

To take soundings.

820. When on soundings, or in the vicinity of or approaching land, he shall see that soundings are taken as often as may be necessary and that the results are reported to him. During thick weather frequent soundings shall be taken, and the position of the vessel frequently obtained by radio compass bearings if practicable. When going into or out of port or approaching anchorages, shoals, or rocks, he shall keep a hand lead going. When in the vicinity of land, he shall have the cables bent, and when approaching an anchorage shall have anchors ready for letting go.

To prevent collisions.

821. He shall observe every precaution required by law and these regulations to prevent collisions and other accidents on the high seas and inland waters.

Vessel not to be hazarded.

822. He shall never, through inattention or negligence, suffer the vessel under his command to be stranded, run upon a rock or shoal, or hazarded.

Pilots may be employed.

823. Commanding officers may employ pilots whenever in their judgment such employment is necessary for the safety of the ship, or for other sufficient reasons. If a pilot be employed, the reason therefor shall be reported to Headquarters.

Presence of pilot on board not to relieve officers of responsibility.

824. A pilot is merely an adviser to the commanding officer, and his presence on board shall not relieve the commanding officer or any of his subordinates of the responsibility for the proper performance of the duties concerning the proper navigation of the vessel with which he or any of them may be charged. (See art. 968.)

Shall select safe anchorage.

825. He shall select a safe place to anchor, and at the time of anchoring shall have such bearings, angles, and distances by range finder taken as are necessary to locate the exact position of the ship on the chart. These bearings, angles, and distances shall be noted in the log. (See art. 923.)

Soundings at anchorages.

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

Night lookouts when underway.

827. When underway at night, he shall have a lookout stationed forward and others elsewhere if necessary. He shall see

that the running lights are kept in order and burning brightly, unless it be expedient to conceal them.

828. When at anchor at night, he shall have the proper lookouts stationed, and shall require that the anchor lights be kept burning brightly. He shall see that lookouts are stationed during the day as may be necessary, and shall always have at least one lookout stationed forward when underway in thick weather due to fog, mist, falling snow, heavy rainstorms, or other causes. In all cases the commanding officer shall require a strict compliance with the "Rules for preventing collisions."

Night lookouts at anchor.

Lookouts when underway in thick weather.

829. He shall not permit fires to be hauled during heavy or threatening weather unless the vessel has two or more boilers, in which case fires may be hauled under one of them if the necessity is urgent. (See art. 1053.)

Fires not to be hauled in threatening weather.

830. In the event of a collision between a cutter and another vessel, he shall proceed as follows:

Collision, procedure in case of.

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

(b) He shall at once investigate the matter, ascertain as nearly as possible the loss or damage to each vessel, and endeavor to fix the responsibility. (See Coast Guard Courts and Boards.)

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

(d) Should the collision occur in a foreign port, he shall take such steps as may be required by the local regulations, and make a full report of the circumstances to Headquarters.

Collision in foreign port.

(e) Should it become necessary to libel a vessel in a foreign port, such libel proceedings should be instituted in the name of the United States. In such case he shall inform Headquarters of his action.

Libel proceedings.

831. He shall convene boards of investigation as required by Coast Guard Courts and Boards, and shall report to Headquarters every instance in which a ship under his command touches the ground, has a collision, fire on board, any serious accident to the hull, spars, machinery, or boilers, or other important mishap of like nature. He shall forward with the report a statement of all the circumstances attending the accident.

Board of investigation after grounding, etc.

832. In case of shipwreck or other disaster whereby the vessel may be lost, he shall proceed as follows:

Shipwreck, procedure, in case of.

(a) He shall remain by his ship with his officers and crew as long as practicable and make every reasonable effort to save the log books, signal book, muster roll, pay roll, secret and confidential publications, and other valuable books and papers, and as much other property as possible.

(b) If the vessel be wrecked within the jurisdiction of the United States, he shall repair without delay to the most con-

venient port with his officers and crew, and as soon as practicable make a report to Headquarters of the circumstances attending the disaster, giving such particulars as will enable it to take immediate and effective action.

(c) If the disaster occur in foreign waters, he shall lose no time, after making all effort to save Government property and taking such steps as may be advisable under the circumstances for its preservation until it shall be disposed of in such manner as Headquarters may direct, in returning to the most convenient and practicable port or place in the United States. He shall advise Headquarters of the disaster at the earliest practicable moment, and make report of the attendant circumstances as required in the preceding paragraph.

(d) In all cases in which it becomes necessary to abandon the vessel, the commanding officer shall be the last person to leave her. He shall use every effort to preserve discipline and prevent irregularities which might give just cause of complaint to the inhabitants of the place where he lands.

Shall encourage officers in acquisition of knowledge.

833. He shall encourage all the officers under his command to embrace every opportunity to improve themselves in their profession and increase their knowledge, and shall afford them every reasonable facility, consistent with the performance of official duties, to pursue such inquiries.

Shall require junior officers to determine latitude, etc.

834. He shall, in his discretion, require the junior officers to take observations and make calculations for determining the latitude and longitude and the error of the compass, reporting the results to him; and he shall encourage them, as much as possible, in making practical application of their knowledge in the performance of their professional duties. He shall afford junior officers opportunity to gain experience in maneuvering the vessel. (See art. 1409.)

Shall require officers to be able to receive and send radiograms.

835. On ships where radio apparatus is installed he shall require the commissioned officers below the rank of the executive officer and the engineer officer, respectively, to be familiar with the installation and operation of the plant, and to practice at receiving and sending radiograms.

Junior officers' notebook.

836. He shall require officers of his command, during their first five years as commissioned officers, to keep a notebook in which they shall enter each quarter observations or sketches of a professional nature, and writings on such professional subjects as they may select, or as they may be directed to prepare. He shall examine these notebooks at the end of every quarter and make such indorsement thereon as he may deem proper. He shall bring to the notice of Headquarters any such material as he deems of special interest or importance.

Cipher signal code books.

837. He shall be responsible for the safe-keeping of the cipher signal code books furnished by Headquarters.

Shall require proficiency in signaling.

838. He shall require all officers under his command (except the executive officer, the engineer officer, machinists, carpenters, and pay clerks), and the quartermasters, coxswains, and such others of the crew as he may designate, to familiarize themselves with the International Code, dot and dash code, and semaphore code signal systems so as to be able to send and receive messages with facility and exactness; and to be familiar with all boat

recalls. He shall require the junior line officer to instruct the warrant officers and enlisted personnel in signals, to conduct the signal drills, and to give the tests for proficiency and expertness in signals required by Headquarters. He shall further require the junior line officer to submit a report in writing each month, showing the results of these tests, and the information so obtained shall be used in answering questions relating to proficiency in signals on Form 2595. (See arts. 1204, 1361, 1376, 1653, and 1655.)

839. When there is occasion to send a boat or other expedition on important duty beyond signal distance, the commanding officer shall designate the officer to have charge of such expedition, and, if necessary, give him written instructions regarding the duty to be performed. (See art. 883-3.)

Boat or other expedition.

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

Not to send executive officer on boarding duty, except.

841. He shall see that proper provision is made and that comforts are provided for the sick and disabled under his command.

Medical aid and relief.

842. The commanding officer of a warrant officer or an enlisted person in hospital shall ascertain the probable date of his discharge therefrom, and shall instruct him to report when discharged, if the cutter to which he is attached be absent, to the division commander at that port if there be one, otherwise on any other cutter at that port. Such a person shall be received for duty and furnished subsistence and quarters on any cutter, but his name shall not be placed on the pay roll. The facts in the case shall be noted on the log and reported to Headquarters and to the commanding officer of the cutter to which he belongs. At the earliest practicable date he shall be returned to his ship, but no travel expense shall be incurred therein, unless specially authorized. (See arts. 725 and 2155-5.)

Person in hospital.

843. He may excuse any person under his command from duty who is unable to perform the same by reason of illness or disability.

May excuse a sick person from duty.

844. (1) The commanding officer shall have an entry made in the log whenever an officer is absent from watch or duty for a period of four hours or more on account of illness or disability; this entry shall state the probable nature and duration of the illness. He shall report to Headquarters any illness or disability which incapacitates an officer for duty for more than 24 hours.

Officer's absence from watch or duty.

(2) He shall submit to Headquarters immediately after their receipt by him all reports received from the medical officer attached relative to professional services rendered to officers and crew.

Submittal of reports of medical treatment.

845. He shall inspect and approve the ship's log, the machinery log, the radio log, if there be a radio equipment on board, and the medical log, if there be a medical officer attached, as required by articles 1463, 1464, 1475, 1476, 1480, and 1489.

To inspect ship's log, machinery log, radio log, and medical log.

846. He shall not use the vessel under his command for other than public purposes, nor shall he divert her from her regular duties to convey any person or persons from one place to another, unless it be for the benefit of some branch of the Government, or with the authority of Headquarters. (See art. 104.)

Vessel not to be diverted from duty.

Purposes for which cutters are cruised.

847. A vessel shall be cruised solely for the purpose of the active and vigilant performance of her duties, in the clear, faithful, and effective execution of the laws, and in complete fulfillment of all the objects for which the service was established and is maintained, and not with a view of covering distance only.

Passengers, instructions concerning.

848. The following regulations shall be observed as to passengers and guests:

(a) He shall receive no passengers on board without permission of Headquarters or as provided in this article, and in article 846, nor, except as stated in article 645, shall he permit a passenger to interfere in any manner in the management of the vessel.

(b) He shall not permit a woman to reside on board the vessel, nor, without permission of Headquarters, to take passage thereon which may last overnight.

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

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

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

(f) No person shall be quartered in the wardroom whose presence there would not be agreeable to the wardroom officers, except in the interests of the public service. (See art. 2106.)

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

Changes and alterations in vessel and her equipment.

849. He shall not permit new work or alterations of any kind to be erected, constructed, or put into any part of a vessel under his command, unless the same shall have been authorized by Headquarters. (See art. 2046.) He shall, when he deems it important, recommend any reasonable changes or alterations in the vessel which would, in his opinion, render her more efficient or improve her qualities in any particular, and, if practicable, state the probable cost of such changes or alterations. He shall, as far as possible, and when in accordance with the interests of the

Repairs to be made by ship's force.

Government, cause all repairs to the hull, machinery, spars, boats, and all other articles of equipment and outfit to be made by the ship's company. (See art. 2069.)

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

551. He shall not, except in emergencies that will not permit of delay, hire or employ any boat or vessel without first obtaining authority therefor from Headquarters; but if such an emergency arise, he shall, as soon as possible, report the fact to Headquarters, stating particularly the necessity for the employment of the boat or vessel and the price agreed to be paid for her services. (See art. 2073.)

552. He shall be vigilant and firm in the performance of his duties and shall act at all times with proper discretion in executing those provisions of law with the enforcement of which the Coast Guard is charged by employing all proper and legal means at his command, but without injury to commerce and navigation or encroachment upon the legal rights of individuals.

553. He shall, when a vessel under his command is placed out of commission, see that all prescribed returns are made; that the deck and engine departments are in proper condition, and that the ship and her equipment are turned over to the designated authority. (See art. 754.)

554. When detached from a unit or when permanently leaving a port, he shall, before taking his departure, see that the necessary steps are taken for the settlement of all bills against the Government. (See art. 1781.)

555. He shall take a custody receipt (Form 2572), or cause the head of each department to take such a receipt, for all equipment and outfits, such as binoculars, bed linen, stateroom equipment, ordnance, etc., issued for personal use. Such receipts shall be held until the article or articles covered by the receipt shall be returned, when it shall be delivered to the signer. The possession of a custody receipt by the officer in charge, or by the head of a department, makes the person to whom the equipment was issued responsible and accountable for such equipment; the absence of such receipt leaves the responsibility and accountability with the commanding officer, or with the head of the department, if the latter shall have been directed to take custody receipts.

556. The commanding officer of a cutter is authorized to administer oaths of allegiance and such other oaths as may be necessary for the proper conduct of the service, and also to administer oaths generally in Alaska.

557. He shall designate a commissioned officer under his command to audit the accounts and records of the pay clerk or the acting pay clerk. The officer designated for this duty shall audit such accounts and records at the end of each quarter, and at least once during the quarter he shall audit the accounts and records without previous notice being given to the officer whose

Wharfage.

Employment of a boat or vessel.

Enforcement of the provisions of law.

Vessel placed out of commission.

Settlement of ship's bills.

Custody receipts.

Authorized to administer oaths.

Audit pay clerk's accounts.

See 20635

accounts are to be audited. The results of the audit shall be reported to the commanding officer.

THE EXECUTIVE OFFICER.

Definition.

881. (1) The line officer next in rank to the commanding officer shall be the executive officer. If detached, disabled, placed under arrest, suspended from duty, or otherwise unable to perform the duties of his office, his duties shall devolve upon the line officer next below him in rank attached to and present at the unit.

Represents commanding officer.

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

No independent authority.

882. (1) The executive officer has no authority independent of the commanding officer, from whom his orders shall be considered as emanating, and the details of duty hereinafter specified shall be regarded as in execution of the orders of the commanding officer.

Precedence of.

(2) While executing the orders of the commanding officer he takes precedence over all other officers.

When on duty.

883. (1) When on board ship or at the unit to which he is attached he shall regard himself as always on duty.

Receipt and transmission of orders.

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

Details of duty.

(3) He shall have general charge of the details of duty in connection with the maintenance and operation of the unit in all departments, and shall especially carry out all details of duty in connection with the organization, police, inspection, discipline, exercise, and efficient condition of the crew, and may, as the representative of the commanding officer, direct all officers attached to the unit as to the cleanliness, good order, efficiency, and neat and trim appearance of the unit and of the crew.

To coordinate work.

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

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

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

(6) So far as his power extends, he shall correct all abuses, prevent infractions of discipline, and suppress disorder. He shall report to the commanding officer anyone who may disobey or disregard any law, Coast Guard regulation, or order. **Correct abuses, etc.**

(7) He shall aid the commanding officer in every way possible in performing the duties assigned him. **Aid commanding officer.**

(8) He shall see that the officers attached to the unit are vigilant in the performance of their duties; that they perform them in a uniform manner; and that they conform strictly to all orders. **Authority over officers.**

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

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

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

(2) He shall be responsible for the cleanliness and good condition of all compartments and double bottoms, and of all the bulkheads, doors, valves and pipes within them, except those specified as coming under the supervision of the engineer officer. He shall be responsible for the cleanliness of casings, and of bulkheads around all machinery, outside of the engine compartment, and all pipes (including the smoke pipes), hatches, ventilators, and bulkheads on the berth deck and upper decks, with such exceptions as may be directed by the commanding officer. He shall see that the water tanks are kept clean and properly cemented. He shall see that all spare articles are at all times in good order, and that the spars, standing and running rigging, sails, and hawsers, are at all times in good order and protected from chafe. **Cleanliness and good condition of vessel.**

(3) He shall, under the direction of the commanding officer, be responsible for the care and good condition of the vessel's tackle, etc. **Care of ground tackle, etc.**

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

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

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

Inspection of ship. 885. (1) All parts of the ship shall be open to the inspection of the executive officer, and he shall make such inspections as the commanding officer may direct.

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

Authority over division officers. 886. The executive officer shall see that officers commanding divisions perform their duties carefully, thoroughly, uniformly, and in accordance with these regulations; that they thoroughly inspect and keep in order the material under their charge; that they comply strictly with the uniform regulations; and that they are present and personally instruct the junior officers and enlisted persons at all exercises. He shall endeavor to inculcate a spirit of emulation among the officers in respect to the efficiency, drill, bearing, and behavior of the persons under their command.

Conduct general quarters, etc. 887. He shall, under the immediate direction of the commanding officer, conduct the exercises at general quarters and quarters for inspection, and at collision, boat, resuscitation, and fire drills.

Relieve officer of deck. 888. (1) The executive officer shall take the deck whenever all hands are called for any particular duty, exercise, or evolution, except at quarters and during action; and unless otherwise directed by the commanding officer shall see that every officer of the unit fit for duty is at his station.

(2) He shall not be required to stand watch or day's duty except as provided in article 1403, but may relieve the officer of the deck for short periods as a matter of accommodation.

Not to board vessels. (3) He shall not be required to do boarding duty nor shall he be detailed for duty requiring his absence from the vessel, except as provided in article 840.

To direct officer of deck. 889. The executive officer shall direct the officer of the deck in all matters concerning the general duties of the ship. When the commanding officer is not on deck, he may direct the officer of the deck how to proceed in time of danger or during an emergency, or he may assume charge of the deck himself, and shall do so should it, in his judgment, be necessary, but he shall at once report to the commanding officer the fact and his reasons for so doing. (See arts. 882 and 886).

890. The executive officer shall be the personnel officer of the unit to which he is attached. He shall inform himself, as far as possible, of the physical capacity, service record, and experience of each member of the crew, in order that he may station him to the best advantage. If he have any doubt of a person's physical ability to perform the duties required of him, he shall report the fact to the commanding officer. He shall, under the direction of the commanding officer, be the enlisting officer of the vessel or other unit to which he is attached. (See art. 317.)

Personnel and enlisting officer.

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

Morning order book.

(2) He shall keep a conduct book and a liberty book. (See arts. 558 and 568.)

Conduct and liberty books.

892. He shall not occupy the cabin for his quarters during the temporary absence of the commanding officer, nor shall he permit the cabin to be used for other purposes, except by proper authority or in emergencies.

Not to occupy cabin.

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

Sick call.

(2) He shall cause the binnacle list, if any, to be posted daily before 9.30 a. m. (See art. 1175.)

Binnacle list.

894. He shall read to the officers and crew at the first general muster after their receipt all orders and other matters from Headquarters which are required to be published to the ship's company, and the fact shall be entered in the ship's log.

To publish orders at general muster.

895. (1) He shall detail an enlisted person of the deck department as "Captain of the head," whose special duties shall be to keep the crew's bathrooms and water-closets clean and sanitary.

Captain of the head.

(2) He shall, as occasion may require, detail a competent enlisted person to assist the gunner.

Assistant to gunner.

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

Supervision of work.

897. He shall, under the direction of the commanding officer, have immediate supervision of all repairs and alterations to the vessel, except those pertaining to the engine department.

Supervision of repairs.

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

Safety of vessel at night.

899. (1) He shall take stringent precautions to guard against accidents when the magazines or shell rooms are opened.

Precautions against accidents.

(2) He shall cause to be posted such sentries as may be necessary to guard against the danger of igniting any explosive or dangerous compound.

(3) He shall be vigilant in the care of guncotton, fulminate fuses, and other compounds of like nature.

(4) He shall see that the provisions of article 776 are strictly observed.

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

Vessels fitting out.

(2) He shall also carefully examine all equipage, equipment, stores, and supplies under his charge and shall report to the commanding officer any defects or deficiencies that he may discover. For purposes of inspection, and as directed by the commanding officer, he shall at all times have access to such equipment, stores, and supplies as have not yet been issued for use by officers charged with their custody.

Examination of
stores when ves-
sel goes into
commission.

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

(a) When a vessel which has been temporarily laid up goes into commission he shall examine the "Record of public property" and shall report to the commanding officer all discrepancies, omissions, and other errors found therein. When a vessel is fitting out or when a new vessel goes into commission, he shall examine and make a memorandum of all stores and equipments placed in his charge, reporting any defects or deficiencies to the commanding officer.

(b) He shall designate the places for the stowage of all articles, and they shall not be changed therefrom without his permission.

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

(d) He shall be responsible for the proper care, use, and economical expenditure of all supplies and outfits for which he is accountable in the "Return of public property."

Safe-keeping
and delivery of
mail matter.

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

THE NAVIGATING OFFICER.

To perform navi-
gating duties.

915. (1) The navigating officer shall have charge of the navigator's department and shall perform the duty of navigating the vessel. (See art. 1402-e.)

Responsibility.

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

Duties of.

916. The navigating officer shall be responsible for the care and good order of the steering gear in general, except the steering engine or steering motors, and of all the compartments occupied by the steering machinery, the pilot house, chart room, and navigator's storeroom and lockers, and all instruments, aids, or apparatus, except electrical, directly or indirectly connected with the navigation of the ship.

917. He shall be responsible for the care, use, and economical expenditure of all supplies and outfits in the "Return of public property" for which he is accountable. Charge of stores.

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

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

(3) If he thinks the ship is running into danger, he shall at once notify the officer of the deck and advise him as to a safe course to be steered, and shall promptly report to the commanding officer. If the commanding officer is conning and the navigator thinks the ship is running into danger, he shall so inform the commanding officer and advise him as to a safe course to be steered. (See arts. 968 and 983.)

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

(5) In thick weather or when in doubt as to position, the navigator shall make use of the available radio-compass shore stations for assisting in the determination of the ship's position. See B. Q. No. 6

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

919. (1) The navigating officer shall keep all charts, sailing directions, light and buoy books of the ship corrected to date in accordance with personal observations and such other reliable information as he may from time to time be supplied with, or as he may be able to obtain; he shall see that the sources of this information are charged against the charts in the proper blank spaces in the chart catalogue; he shall see that all charts are corrected to date before being used. Copies of all information obtained by him affecting navigation shall be forwarded by the commanding officer to the United States Navy Hydrographic Office and to the United States Coast Survey. (See art. 819.) Corrections to charts, etc.

(2) He shall make a careful study of the charts, sailing directions, and other aids to navigation in whatever waters the vessel may cruise and shall avail himself of every opportunity to acquire a thorough knowledge of the necessary pilotage.

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

(2) He shall, if practicable, accurately locate such rocks or shoals as are not properly charted, and shall make report in writing to the commanding officer, giving all data of an important nature concerning them that he can obtain. (See art. 803.) To locate and report rocks, etc.

(3) When determining the position of places whose latitude or longitude, as laid down on charts or reported in tables, is believed to be in error, the navigating officer shall carefully note Latitude and longitude of places not well surveyed.

the particular spot at which the observations were taken, describing it in such a manner that it may be plotted on a chart, and shall state the number and nature of the observations and the manner in which they were taken. If he obtains the longitude by means of chronometers and meridian distances, he shall state the number of chronometers employed, their general character, the age of their rates, and the longitude he assumed as that of the place measured from. A copy of all data, as well as of the computations made, shall be forwarded by the commanding officer to the United States Navy Hydrographic Office and to the United States Coast Survey.

Book for computations.

921. The navigating officer shall keep a book in which shall appear all original observations and computations, or a copy thereof, made for the purpose of navigating the ship, with the results and dates. This book shall be regarded as an official record of his performance of his duties in the navigation of the ship and shall be subject to examination by superior authority.

Duties when fitting out ship.

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

Position of the ship.

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

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

Compasses.

924. (1) The navigating officer shall prepare the compass reports, except gyro compass reports, in accordance with instructions contained in the prescribed forms or issued from time to time. He shall keep a compass record, which shall be a complete history of the compasses while on board ship, and shall contain copies of all compass reports. The compass record shall be signed by him on the last day of every quarter and shall be submitted to the commanding officer for his approval.

To determine error of compasses.

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

To prepare and post deviation tables.

(3) He shall prepare and keep corrected tables of the deviations of the standard and the steering compasses, copies of which shall be kept posted near those compasses in such positions as to be accessible to the officer of the deck and other officers concerned in the navigation of the ship. He shall also prepare and keep corrected tables of errors of the radio compass, copies of which shall be kept posted near such compass. (See art. 817.)

Courses and bearings.

(4) All courses and bearings that are entered in the ship's log shall be marked to show whether they are true, magnetic, or by

the standard compass, and, in the last case, the ship's head "per standard compass" must be stated, and the deviation on that heading given.

(5) He shall not move the standard compass, or any of its attachments or compensating magnets or appurtenances, from the position in which they were placed and secured when the ship was commissioned, unless authorized by the commanding officer. Standard compass not to be moved.

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

925. (1) The navigating officer shall wind the chronometers daily at 8 a. m., and shall carry out such instructions as may be given from time to time concerning their care, comparison, and rating, noting the comparisons in a book which he shall keep for that purpose. In case he is prevented from attending to these duties, the officer of the deck shall perform them. Chronometers and clocks.

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

926. The navigating officer shall frequently examine the lead lines and other sounding gear, and all apparatus used for determining the speed of the ship, and shall see that they are in order and correctly and properly marked. Lead lines and log lines.

927. Once each month the navigating officer shall test the submarine signal-receiving apparatus and shall enter the results of the test in the ship's log. Any defect found shall be remedied. This apparatus may be very simply tested by having one person in the compartment where the microphone tanks are located speak to another person listening at the receiver. If the apparatus is in good order the sound of the voice should be transmitted without difficulty. Sound apparatus.

928. He shall, at the time of anchoring, accurately locate the ship's position and enter in the ship's log the necessary data for plotting its position on the chart. (See art. 825.) To locate anchorage position.

929. The navigating officer shall be responsible for the library books issued for the ship's use and if any are needed he shall recommend that requisition be made for them. Care of library.

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

931. The navigating officer shall, upon request, furnish the engineer officer such data from the ship's log as may be required for entry in the machinery log. To furnish data for machinery log.

932. He shall supervise and be responsible for the proper preparation of the ship's log. (See art. 1466.) Preparation of ship's log.

THE GUNNERY OFFICER.

939. (1) The gunnery officer shall have charge of the ordnance department and shall be responsible for the care, use, and economical expenditure of all ordnance stores and equipment. Duties.

and shall supervise the preparation for all target practice

See G. O. 125

- Gunner his assistant.** (2) In the discharge of his duties the gunnery officer shall be assisted by the gunner.
- Responsibilities.** 940. (1) The gunnery officer shall be held responsible for the efficiency of the armament and of all appurtenances connected therewith, and for the cleanliness and good condition of all ammunition stowage spaces and of all ordnance storerooms.
- Explosives.** (2) He shall supervise and be responsible for the proper stowage and care of all explosives on board ship, and shall make or cause to be made such inspections, examinations, and tests thereof as may be prescribed.
- Inspection of equipment and ammunition rooms.** (3) The gunnery officer shall frequently inspect the battery and its appurtenances, and all of the arms, equipments, and other material belonging to the ordnance department; the ammunition stowage spaces and passages, flood cocks, sprinkling systems, outlet and overflow pipes, hose, hoisting and transporting gear, and all other appurtenances connected with the stowage, care, preservation, and service of the ammunition of the ship.
- Condition of ammunition rooms.** (4) He shall, during his inspection, ascertain whether the ammunition stowage spaces are dry and their linings tight; the means for flooding, sprinkling, and draining efficient and in good order; the arrangement for ammunition stowage complete and ample; the main and auxiliary lighting apparatus for ammunition stowage spaces in order and of ample power; and the means for supplying ammunition to the battery safe, efficient, and ample. (See arts. 902, 1665, 1663, 1667, and 1668.)
- Inspection prior to receipt of ammunition.** (5) He shall inspect the ammunition stowage spaces prior to receipt of ammunition, and when they are ready and he is familiar with all their appurtenances he shall report the fact to the commanding officer.
- To report defects.** (6) Should he discover any defects or deficiencies he shall immediately make a detailed written report of the facts to the commanding officer.
- Inspection of guncotton.** (7) He shall regularly inspect the dry guncotton weekly and monthly, and the wet guncotton quarterly. These inspections shall be conducted in accordance with the instructions contained in the pamphlet "General Description of the Manufacture, Storage, Care, and Handling of Guncotton," and their results shall be entered in the ship's log. Defective guncotton shall be delivered to the commandant of the nearest naval station, and a statement of the facts, in duplicate, made to Headquarters in writing.
- Inspection of magazine.** (8) Magazines on shipboard containing powder or fixed ammunition shall be critically examined daily. The temperature shall be noted and recorded, and it shall be observed whether the air is good and untainted, and whether normal conditions exist, and the fact of such inspection shall be noted in the ship's log with appropriate remarks. This daily examination shall be made under the supervision of the gunnery officer by the gunner or such other person as the commanding officer may designate. The floodcocks shall be tested weekly and their condition reported to the executive officer and entered in the ship's log. The gunnery officer shall see that they are examined, and overhauled if necessary, whenever the ship is taken out of the water.

941. The gunnery officer shall be responsible for the instruction of the officers and crew in the safety orders, and all regulations regarding the care, stowage, handling, and examination of explosives as laid down in the Coast Guard regulations and in the Ordnance Manual, Navy Department.

Safety orders.
Ordnance stores.

942. Upon the detachment of officers, the gunnery officer shall require the return to him of pistols and other ordnance stores which have been loaned to them for their personal use.

Officers' pistols.

943. When a gunnery officer is relieved his orders of detachment shall not be delivered until he has made a detailed inspection of the armament for which he is responsible in company with his successor, and has turned over to such successor all orders and instructions relating thereto.

Gunnery officer relieved.

944. Whenever, in the performance of his duties, it becomes necessary to open magazines or ammunition rooms, the gunnery officer shall obtain the keys from the commanding officer, and shall notify the executive officer before opening them.

Opening of magazines or ammunition rooms.

945. Whenever it may be necessary to return smokeless-powder ammunition to a naval magazine Headquarters shall be requested to obtain authority from the Bureau of Ordnance, Navy Department, to return the ammunition to the magazine from which it was drawn, if practicable, or to the nearest naval magazine. The magazine will not receive the ammunition until authority to do so has been granted by the Navy Department. All such returned ammunition shall be invoiced and reported in the usual manner.

Return of ammunition.

See Gen Ord No 81.

THE RADIO OFFICER.

947. The radio officer shall have charge of and be responsible for the upkeep, efficiency, and operation of all electrical equipment other than that assigned to the engine department. In the performance of this duty the radiomen are his assistants. (See arts. 1337 and 2045.)

Responsibility.

*See G.O. No 22
See G.O. No 31*

948. He shall inform himself regarding the installation and operation of the radio equipment, the laws and service regulations governing radio communication, and the practice and accounting methods of the same, in order that he may intelligently administer the affairs relating thereto. (See art. 2442.)

To keep informed of laws and regulations governing radio communication.

949. He shall be responsible for and have charge of all monetary transactions involved in the transmission of commercial radiograms on the vessel, and shall collect and forward to Headquarters all moneys due on such messages, together with duly notated copies of the radiograms covered. All radiograms of this class originating on the vessel shall be submitted to the radio officer, and by him to the commanding officer for approval, before they are transmitted.

In charge of monetary transactions concerning commercial radiograms.

950. He shall examine into the qualifications of candidates for enlistment or advancement in the grades of radioman, availing himself of the services of the senior radioman in such manner as he may deem advisable, and shall keep the commanding officer informed as to the ability and efficiency of each radioman.

To inform commanding officer relative to qualifications of the radiomen.

951. He shall see that the vessel is kept supplied at all times with the necessary books and blanks for recording radio opera-

Radio books and blanks.

tions, and that the same are properly filled in and submitted to Headquarters in accordance with the regulations.

Radio-grams open to his inspection.

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

See R. D. 1106

Copies of radiograms submitted to commanding officer weekly.

(2) He shall submit to the commanding officer, before 9 a. m. each Tuesday morning, copies of all radiograms received, relayed, and transmitted during the preceding week ending with Saturday, and duplicate copies of all commercial radiograms so received, relayed, and transmitted, for forwarding to Headquarters.

To see radio log properly kept.

953. He shall see that the radio log is properly prepared and submitted as required. (See arts. 1480 and 1481.)

THE COMMISSARY OFFICER.

Responsibility.

955. The commissary officer shall have charge of and be responsible for the money and stores of the general mess. (See art. 2131.)

Inspection of general mess stores.

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

Condition of storerooms.

957. He shall be responsible for the cleanliness and good order of the storerooms in which the provisions for the general mess are stored, and shall inspect them frequently and report their condition to the executive officer.

Assistants for conduct of general mess.

958. As the officer in charge of the general mess he shall have under his direction as aids the commissary steward, the master-at-arms and his assistant, the cook, and the general mess attendants, and shall be responsible for the cleanliness of the general mess outfits.

Procedure when commissary is relieved.

959. When an officer for any reason ceases to have charge of the general mess, he shall turn over by duplicate return, duly certified by him, to the officer who succeeds him all stores and money on hand. These returns shall be receipted by the officer taking charge and approved by the commanding officer. One copy shall be immediately forwarded to Headquarters and the other retained for the files of the unit.

THE CLOTHING OFFICER.

Responsibility.

961. The clothing officer shall have charge of and be responsible for the clothing supplies.

Cleanliness and good order of storerooms.

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

Preservation and issue of clothing.

963. (1) He shall give personal attention to the preservation and issue of clothing supplies.

Clothing return.

(2) He shall, at the end of each quarter, make out and submit upon the prescribed form for the approval of the commanding officer, an "Inventory of clothing." If he be detached or relieved

before the end of a quarter he shall turn over his accounts, together with any clothing remaining on hand, to his successor, taking his receipt therefor, and a copy of the inventory, properly receipted, showing the clothing transferred, shall be submitted to Headquarters.

964. (1) Before packages containing clothing are accepted from railroad, steamboat, express, or other transportation agencies, the condition of the packages shall be carefully noted by the officer receiving them, and this condition clearly written in ink upon the face of the receipt. Condition of packages to be noted.

(2) Upon the receipt of clothing ordered, the packages shall be opened in the presence of the clothing officer and the invoices verified by him. Should the clothing or any portion thereof be damaged in any way, or the quantity be short of the invoice, the facts shall be reported at once in writing to the commanding officer. (See art. 1905-3.) Inspection of packages of clothing.

(3) In case of discrepancies between the quantities marked on regular bales and their actual contents, the numbers on each bale and the initials on the burlap, and also on the paper inside the bale, shall be stated in the letter reporting the differences. Reporting discrepancies.

965. In the event of clothing becoming damaged or unserviceable by being kept on board, the clothing officer shall report the fact to the commanding officer, who shall at once convene a board of survey to report upon such clothing. (See art. 1905-2.) To report damaged clothing to commanding officer.

966. In reporting defects in garments which have proved unsatisfactory, the garment tickets shall be inclosed, if possible, and samples of the garments or other articles complained of, with description of wear, washing (whether washed on board ship or ashore and what washing agent was used), and the general treatment the garments have received shall be forwarded with the report, which shall be addressed to Headquarters. Reporting defects in clothing.

THE OFFICER OF THE DECK.

968. The officer of the deck is the officer on watch. He shall be responsible for the safety of the ship, subject to any orders received from the commanding officer. (See arts. 824, 930, and 983.) Definition. Responsibility.

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

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

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

Pilotage.

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

Duties before taking charge.

973. Before taking charge of the deck an officer shall make himself thoroughly acquainted with the position of the vessel with reference to vessels in sight, and to any land, shoals, or rocks that may be near, or which the vessel may be approaching; with the general condition of the weather; with the course, speed, main engines and boilers in use, condition, and amount of sail set; with all orders that remain unexecuted, and the instructions in the night order book, which latter he shall initial; with the condition of the running lights, if they be set, and any other appliances required by law to be in operation or at hand in order to prevent collision; with the distribution of the force on deck available for duty; and the general condition of the ship. He shall also receive from the officer whom he is to relieve all other information which any special circumstances may render important for his guidance. After becoming familiar with the foregoing particulars he shall relieve the officer of the deck and assume charge.

May decline to relieve deck under certain circumstances.

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

Bearing and manner.

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

Manner of giving orders.

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

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

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

979. When at sea, and especially when approaching land, or in pilot waters, the officer of the deck shall keep himself informed of the position of the ship; whether land or lights are in sight, or whether either are likely to be seen, and of all other particulars which may be of use to him in keeping the ship out of danger. He shall have frequent soundings taken in thick weather when on soundings. At all times when near land or shoals, he shall have the means of taking soundings at hand and ready for use, and at such times whenever in doubt as to the position of the vessel shall have soundings taken frequently. He shall, when possible, frequently check the position of the ship by bearings and distances of well-known objects, using the approved methods employed for this purpose, and shall, in addition, determine the distances from such objects by the range finder. To keep ship out of danger.

980. He shall see that the lookouts and other members of the watch are at all times alert, at their stations, attentive, and ready for duty and that they understand their duties; that every necessary precaution is taken to prevent accidents; that a boat is always ready for lowering and the life buoys ready for letting go; that the sails are trimmed to the best advantage, and that everything is ready for shortening sail, particularly in squally weather. He shall exercise great care that the ship is skillfully steered and kept on her course, and shall keep a correct account of the courses, the speed and leeway made. He shall see that the running lights are kept burning brightly from sunset to sunrise, and that their condition is reported to him every half hour, except when for any reason they are not set (see article 1499-k); he shall have them ready for immediate use; that the provisions of law to prevent collisions are fully complied with when approaching vessels and at all other times; that such extra lookouts as may be deemed necessary are stationed; that nothing is placed near the compasses that will change their errors; and that the signals for closing the water-tight doors and hatch covers are sounded at once when there is danger of a collision. Precautions to prevent accidents.

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

982. He shall require the coxswains of the lifeboats to report to him daily at sunset the condition of the boats in respect to Running lights.

To prevent collisions.

Lookout and trick at the wheel to be two hours each.

Coxswains to make proper reports.

their readiness for service; and at sea he shall require the coxswain of the lifeboat's crew of the watch to make the same report at the beginning of each watch, and every half hour during its continuance.

Speed and
course.

983. He shall not, except to avoid danger, change the course, alter the speed, or perform any important evolution without directions from the commanding officer, and he shall report the change to him as soon as possible. This shall not be so construed as to require the reporting of any temporary change of course in meeting or passing other vessels, unless so directed by the commanding officer. When on soundings he shall regard advice from the navigator as sufficient authority to change the course, but shall report the change to the commanding officer at once. (See art. 930.)

Shall consult
commanding
officer as to
change of
course.
Reports made to
commanding
officer.

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

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

Displacement of
aids to naviga-
tion.

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

Bridge book.

987. When the vessel is underway, or when sea watches are stood, the officer of the deck shall be provided with a bridge book in which he shall note all of the necessary data for entry in the ship's log.

Write and sign
ship's log.

988. He shall, when his watch as officer of the deck is ended, and as directed in articles 1471 and 1472, immediately write and sign in the ship's log the data and remarks covering his period of duty, and then turn the bridge book over to his relief.

Shall not make
official signals
without author-
ity of command-
ing officer.

989. He shall make no official signals without authority of the commanding officer, except the usual steam whistle signals to passing vessels, or to warn vessels of immediate danger. He shall see that a good lookout is kept for signals; that none is answered until understood; and that the authorized appliances for making signals of all kinds are at hand and ready for use, night and day. He shall see that all official signals and messages, including those

transmitted orally, are immediately entered in the bridge book, noting the time and the name of each vessel or station to or from which the signal or message was sent or received. Signals entered in bridge book.

990. When standing sea watches he shall have the relieving watch called 10 minutes before the end of the watch. When the bell is struck he shall have both watches mustered and shall receive the reports of the leaders, whereupon the old watch shall be relieved. He shall then have the lifeboat's crew mustered, requiring each man to recite his station and duties at "Man overboard." During the night he shall require the leader of the watch to visit all accessible parts of the vessel every half hour, or oftener, if necessary, to see that no irregularities are occurring, that no improper lights are burning, that the authorized lights are in good condition, and that the prisoners, if any, are secure and their needs attended to. He shall require the results of these inspections to be reported promptly to him. When sea watches are not being stood, he shall require the anchor watch to visit the prisoners, if any, at least once during his watch, to ascertain their condition and needs, and, when necessary, to report their condition to him. (See art. 1314.) Mustering and relieving watches.

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

992. He shall, weather and other circumstances permitting, carry out the instructions laid down in the routine bill and morning order book, modifying them as may be necessary to comply with the orders of the commanding and the executive officer. (See art. 890.) Prisoners.

993. When at sea, he shall not permit either the gun ports or air ports to be opened without the knowledge and consent of the commanding officer, and shall see that such as have been opened are closed and secured by sunset, or sooner if in his judgment it be necessary to prevent seas from entering the ship. When getting underway he shall have all air ports closed. While at anchor the ports may be kept open when the weather permits, but not so as to jeopardize the health of the ship's company. (See arts. 1297-3, and 1318.) Carrying sail or altering speed.

994. He shall see that mail for the ship's company is properly distributed. (See art. 1557.) Routine and morning orders.

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

996. It is not sufficient when carrying on work or performing duty simply to give directions to warrant officers, petty officers, or others, but, in the exercise of his authority as officer of the deck, he shall personally see that the directions given him, or that he may give to others, are executed promptly and in a proper manner. Distribution of mail.

997. He shall not permit a boat to come alongside of, or depart from, the vessel without his knowledge and, unless prevented Not to give orders from below decks.

Personal attention to duties.

Arrival and departure of boats.

- by urgent duty, shall attend the gangway on the arrival and departure of each boat, except between 10 p. m. and "turn to" hour, and as provided in article 1000.
- Marks of respect to officials and others.** 998. He shall see that all officials who come on board or leave the vessel are shown the honors to which they are entitled, and that all persons who come alongside or visit the vessel are received courteously.
- Commissioned officers.** 999. He shall be at the gangway to receive, and shall accompany to the side, all commissioned officers unless prevented by urgent duties. (See art. 2236.)
- Liberty men.** 1000. He shall be at the gangway when the liberty parties leave the vessel, and also when the liberty boat returns, though it be later than 10 p. m., and shall see that the men do not bring with them any prohibited articles. (See art. 997.)
- Boats promptly discharged.** 1001. He shall have all boats, tenders, or lighters that come alongside with stores or supplies of any kind discharged promptly, being careful that no prohibited articles are brought on board.
- Handling and stowage of articles.** 1002. He shall see that all articles sent away from, or received on board, the vessel are properly handled, stowed, and protected from loss, injury, or damage. He shall cause all necessary precautions to be taken to prevent injury to the ship and boats.
- Attention to boats.** 1003. He shall give particular and personal attention to the appearance and condition of the ship's boats; and when a boat is called away he shall inspect it and see that it is in order and prepared in all respects for the duty to be performed, that it is properly manned, and its crew suitably dressed.
- Meals kept for persons absent on duty.** 1004. He shall see that meals are kept for persons absent on duty from the ship, if no other arrangements have been made for their food. (See art. 1514-c.)
- Movements of boats; boats riding at booms.** 1005. (1) He shall report to the executive officer any contemplated movement of the ship's boats of which that officer is presumably not cognizant. He shall see that the boats riding at the booms and astern are in order, and that the ensigns are unshipped, except on prescribed occasions; that the boat keepers lay in the oars, are generally attentive, do not lounge about or leave their boats, and give the proper salutes as prescribed by the regulations.
- (2) He shall see that boats alongside do not lie at the gangway while wafting, but off the boom or quarter out of the way of approaching boats, unless permission is given to haul out to the boom.
- Lookout over ship's boats.** 1006. He shall cause a good lookout to be kept over all ship's boats that are away and in sight, particularly if they be under sail, and shall dispatch assistance immediately in case of accident.
- Watch kept over small boats.** 1007. (1) He shall see that a constant watch is kept over all other small boats, whether power, sail, or row boats, in the vicinity of the vessel, and shall render all possible assistance should an accident occur.
- (2) He shall see that a boat is always ready for lowering.
- Insignia of duty.** 1008. In port, the officer of the deck shall wear gloves and carry a spyglass or a binocular.
- Instruction of crew.** 1009. He shall carefully and patiently instruct the crew in their duties, pointing out any mistakes made and how a repeti-

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

1010. He shall report to the commanding officer any vessel discovered infringing the navigation, customs revenue, or other laws of the United States, and, if possible, such vessel shall be boarded and the necessary information obtained for a complete report. He shall take such other action as the case may demand.

Report infractions of law.

1011. He shall, when at anchor in a strong tideway, or with a strong wind blowing, keep a drift lead over the side, and, if possible, observe a range on shore, and take all other precautions necessary to ascertain at once if the ship drags.

Drift lead.

1012. He shall keep himself informed of the scope of chain to which the vessel is riding and the condition of the hawse, and shall endeavor to keep the latter clear by properly tending ship as she swings.

Scope of chain and condition of hawse.

1013. He shall not, except in cases of emergency, pay out or heave in chain, let go a second anchor, nor heave up one that has been let go, without permission of the senior line officer on board; and should it be necessary for him to act in such cases without permission, he shall report the fact and the occasion therefor to such officer as soon as possible.

Chains and anchors.

1014. He shall see that the vessel presents in all respects a neat, trim, and seamanlike appearance. During rainy or very damp weather he shall cause the running gear to be slacked so as not to endanger it or the spars, but shall keep the yards, booms, and gaffs properly trimmed.

Neat appearance of ship.

1015. He shall see that the ensigns and pennant are displayed in accordance with the provisions of these regulations.

Ensigns and pennant.

1016. He shall see that the lightning conductors, life buoys, and hand and drift leads are ready for use, and that they are properly used when occasion arises.

Lightning conductors, hand and drift leads, etc.

1017. All persons shall report their permission to leave the ship, and their return thereto, to the officer of the deck. In case of the absence of the officer of the deck from the gangway at the departure or return of an officer, these reports may be made by messenger, but they shall not be omitted. The departure and return of officers senior to the executive shall be reported to the latter by the officer of the deck.

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

1018. He shall, so far as his authority extends, see that the regulations concerning salutes, honors, and distinctions are carefully observed.

Salutes, honors, and distinctions.

1019. He shall, when the ship is not underway, direct the formation of the crew at general muster, and shall call the roll.

Formation at general muster.

1020. He shall obtain permission from the commanding officer before permitting the engines to be worked when the vessel is not underway, and, if necessary, shall station a responsible person at the engine telegraph or bell and take all possible precautions to prevent accident while they are being worked.

Obtain permission to work engines.

Engine telegraphs.

1021. He shall see that the engine telegraphs and other instruments fitted for transmitting signals to and from the engine rooms, the steering gear, and the steam whistle, are carefully tested before getting underway.

Steering gear.

Notification to engineer officer.

1022. He shall, when he is instructed to get the vessel underway, or to have her ready for getting underway at a certain time, see that the engineer officer receives due notice, and when the probable time of anchoring, mooring, docking, or stopping the engine for any other purpose is known, he shall give sufficient notice of the fact, not less than half an hour, if practicable, to the engineer officer of the watch, that he may make suitable preparations therefor.

Striking ship's bell.

1023. When the bell or the bugle of a ship or of a shore unit commanded by an officer senior to his own commanding officer can be heard, he shall follow it in striking the bell and in sounding routine calls. (See art. 2268.)

Execution of orders and attention to conduct of watch.

1024. He shall punctually and zealously execute all orders that remain unexecuted, and all that he may receive from the commanding and the executive officer, and shall see that all subordinates perform their respective duties with diligence. He shall be attentive to the conduct of the watch and of all others of the ship's company, and shall prevent all profane, abusive, and improper language, and all disturbances, unnecessary noises and confusion, and shall report to the executive officer those who, by their misconduct, are deserving of punishment.

Prompt obedience.

1025. He shall require prompt obedience to orders, and shall see that men moving about decks on duty do so smartly.

Governed in performing duty.

1026. The officer of the deck shall, in the manner of performing his duties, be governed by these regulations and such rules not inconsistent therewith nor contrary to law as the commanding officer may from time to time promulgate.

THE BOARDING OFFICER.

Boarding officer.

1028. The boarding officer shall be particular as to the following matters:

Dispatch.

(a) He 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.

To interfere as little as possible with movements of vessels.

(b) He shall bear in mind that it is a part of his duty to aid, assist, and encourage navigation and commerce, and while he must do his whole duty, it shall be his endeavor to so conduct his examinations and searches as to interfere as little as possible with the movements of the vessels boarded.

Assistance and information to masters.

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

Vessels with disease on board.

(d) Before boarding a vessel from a foreign port, or from an infected domestic port, he shall inquire if there be, or has been during the voyage any infectious, contagious, or suspicious disease on board, and, if so, shall not expose himself to it unless absolutely necessary. If the case warrant it, he shall require the vessel to set the quarantine flag and report at the nearest quarantine station without delay.

(e) He shall give particular instructions to the coxswain and require him to maintain order in the boat during his absence. He shall allow none of the crew to leave the boat without his permission, which he shall not grant unless good and sufficient reasons are given therefor. When boarding a vessel underway only those of the boat's crew required to assist him shall be allowed to leave their places in the boat.

Boat's crew.

(f) He shall be considerate of the health of his men and not expose them unnecessarily, nor cause them to row unreasonably long distances without suitable rests.

Shall be considerate of crew.

(g) The boat shall never be left without at least one keeper, and he shall see that every precaution is taken to protect it from injury.

Boat to have keeper.

(h) A vessel underway may be required to slacken her speed, stop, or heave to, if necessary, but should not be detained longer than the proper performance of the duties of the boarding officer demands.

Vessel should not be detained longer than necessary.

(i) In case it be necessary to seize the vessel boarded, he shall assume charge of her and signal the fact to his commanding officer, or dispatch a message to him and await instructions.

Seizure.

(j) Vessels laid up for repairs, or out of commission, and having no crews on board, or in charge of ship keepers only, and those exempted from examination and search by comity or treaty (see art. 809), need not be boarded except when they are violating the laws regarding the display of anchor lights or the sounding of fog signals. The names of vessels or boats under 5 tons burden, except motor boats, shall not be entered in the boarding list, unless such vessels are reported for violation of law, but the number shall be entered. The boarding list shall contain only the names of those vessels that have been boarded by an officer.

Vessels that need not be boarded.

Motor boats' names to be entered.

(k) If on reaching a vessel he find that she has been recently boarded by an officer of the Coast Guard, and that there is no ground to suppose that she is violating a law of the United States, he shall, unless the commanding officer has given him explicit directions to the contrary, use his own judgment as to reexamining her. (See art. 810.)

Reexamination of vessels.

1029. The boarding officer shall indorse the original manifest and the copy thereof as follows:

Indorsements of boarding officer on manifests.

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

On original.

In witness whereof I have hereunto signed my name this _____ day of _____, 192____.

Coast Guard Cutter _____

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

On copy.

In witness whereof I have hereunto signed my name this _____ day of _____, 192____.

Coast Guard Cutter _____

Boarding book.

1030. He shall keep a boarding book, which he shall use whenever he performs boarding duty and shall enter therein the rig and name in full of each vessel boarded as given in her official papers or the name on her stern if for any reason the papers can not be examined; her hailing port; the name of her master; from what port or place she last sailed; to what port or place she is bound; the nature of her cargo, or that she is light or in ballast, if such be the case, and all other particulars concerning the vessel, her cargo, and voyage that he may consider of importance. If any vessel be found violating or evading the laws in any manner, he shall enter that fact in the boarding book, specifying in what manner the law is being violated or evaded, and make such other notes and comments as will enable him to submit a clear and comprehensive report of the case, which he shall do immediately upon his return.

Report in cases of violation of law.

1031. When a vessel is found violating the customs revenue, navigation, or other laws of the United States, unless a specified method of procedure is authorized, as in the case of manifests, the boarding officer shall make a full and clear report of the case, quoting the statute, section, act, or regulation violated, to his commanding officer, who shall immediately (before the vessel's departure if practicable) forward it with his indorsement to the chief customs officer of the port where the violation was discovered. An officer in charge of a station shall make such a report direct to said customs officer. This report shall contain the name of the vessel, its approximate length, name and address of the owner, name and address of the master or other person in charge, whether at anchor or underway, the place where, time when, and the date on which boarded, and the state of the weather. In case the vessel be boarded at sea or at a place where no customs officer is located, the report shall be transmitted to the collector of customs of the port to which the vessel is bound, unless the violation be one for which the owner alone is responsible, in which case report shall be made to the collector of her home port. (See arts. 1028-4 and 2418.)

Accommodations on merchant vessel.

1032. When an officer is placed on board of a merchant vessel going into port, he is entitled to receive suitable accommodations until the arrival of such vessel at her destination.

THE ENGINEER OFFICER.**Responsibility.**

1035. The senior engineer officer of a cutter shall be the engineer officer and he shall have charge of the engine department. If detached, disabled, placed under arrest, suspended from duty, or otherwise unable to perform the duties of his office, his duties shall devolve upon the senior assistant attached to and on board the ship. (See art. 1405.)

Duties upon joining a vessel.

1036. He shall on joining a vessel at once examine and make himself familiar with the propelling machinery and boilers and their dependencies, electric plant, and all other machinery of whatever description belonging to the vessel and her power boats, and shall also carefully examine the tanks of his department, coal bunkers, storerooms, and all other compartments that come under his care. Should he discover any defects or deficiencies, he

shall make immediate report of the facts to the commanding officer. When fitting out, he shall give careful attention to everything that pertains to his department, and shall see that all work done and supplies furnished are according to contract.

1037. He shall see that his department is maintained in the highest state of efficiency practicable. Any accidents that may occur or defects or deficiencies that may be discovered shall be at once reported to the commanding officer, with whom he shall confer on all matters of importance relating to his department. *Efficiency to be maintained.*

1038. When an engineer officer reports to take charge of the engine department of a vessel, the commanding officer shall, if practicable, direct a trial of the machinery of not less than two hours' duration. This trial shall include the operation of all the auxiliaries in the engine department and shall be made jointly by the officers taking and relinquishing charge. After this trial, there shall be a joint examination of the machinery, when the relinquishing officer shall point out to the officer who is to take charge all defects and peculiarities in the machinery of which he is cognizant. The result of this trial and examination shall be submitted in a joint report to the commanding officer, to be forwarded by him to Headquarters, and shall state exactly the condition in which the machinery was found. In case of disagreement, each officer shall make a separate report. The above trial, examination, and report shall be completed in the shortest practicable time. If more than two working days be deemed necessary for carrying out these requirements, an extension may be authorized by the commanding officer upon a written statement by the officers concerned of the necessity for such extension. *Trial of machinery on taking charge.*
Joint examination and report.

1039. He shall carry out the steam trials provided for in article 2081 et seq. *Steam trials.*

1040. He shall be responsible for the care, preservation, and efficient working of the following: *Responsibility as to care of machinery.*

(a) The propelling machinery and boilers and their dependencies, both of the vessel and her power boats; and all steam and exhaust piping and valves. *Engines, etc.*

(b) All electric generating apparatus, including the radio motor-generator; all electric motors and their controls, wherever located; all wiring and cables for propelling machinery; and all other wiring and attachments up to and including switchboards in the engine department. *Electric apparatus.*

(c) All parts of the sanitary system installed in the engine department. *Sanitary system.*

(d) All other machinery of whatever description belonging to the vessel and her boats. (See art. 2017.) *Machinery.*

1041. He shall be responsible for the cleanliness, condition, and storage of storerooms and all other parts and spaces within his department. *Responsibility as to store-rooms and other spaces.*

1042. He shall personally supervise the operation of the machinery in getting underway or coming to anchor, and, as far as practicable, at all times when unusual care is required. *Supervision of machinery in operation.*

1043. He shall frequently visit the engine department during the day, and at any time during the day or night when his presence or service there may be necessary. *To visit engine department.*

- Responsibility.** 1044. When in the engine department he shall be responsible for all duty performed there.
- To relieve engineer officer of the watch if necessary.** 1045. Should he at any time consider the engineer officer of the watch irresponsible, or incompetent to perform properly and safely the important duties devolving upon him, he shall relieve that officer at once, and report his action to the commanding officer as soon as possible. (See art. 1103.)
- Assignment of routine duties.** 1046. He shall assign to his assistants their routine and special duties in connection with the care, preservation, and repair of the machinery and boilers. To one he shall assign the care of the propelling machinery and auxiliaries, including the machinery of the motor launch; to another, the care of the boilers and pumps. (See arts. 1075 and 1414.)
- Encouragement in acquiring professional knowledge.** 1047. He shall require them to acquaint themselves thoroughly with all parts of the propelling machinery and boilers and their dependencies, and with everything else pertaining to the department, and shall assist and encourage them to gain professional knowledge and experience. He shall see that they instruct properly the persons under their charge.
- Shall see that his assistants perform their duties properly.** 1048. He shall see that his assistants execute their duties promptly, properly, and in a uniform manner; shall direct them in the performance of all work; and shall require them, and all others connected with his department, to conform to these regulations.
- Instruction of warrant officers and enlisted persons.** 1049. He shall instruct or cause to be instructed the warrant and the petty officers of his department that they may become qualified, so far as possible, to operate the propelling machinery and boilers and their dependencies, and also that as many of them as possible may become qualified to stand engine-room watches.
- Report on fitness and discipline of persons in department.** 1050. He shall keep the executive officer informed as to the qualifications, capabilities, and amenability to discipline of the warrant officers and the enlisted persons in his department, and shall report to him all serious cases of neglect of duty or other breaches of discipline. (See arts. 317, 392, 393, and 394.)
- Machinery log.** 1051. He shall see that the machinery log is properly kept in accordance with regulations.
- Data furnished to navigator.** 1052. He shall, when requested, furnish the navigating officer with such information and data from the machinery log as are required to be entered in the ship's log.
- Lighting or hauling fires.** 1053. He shall not permit fires to be lighted without orders from the commanding officer. He shall not permit fires to be hauled, except in cases of emergency, without orders from the commanding officer, and in such cases shall report all the circumstances to that officer as soon as possible.
- Propelling machinery not to be worked except by signals or permission.** 1054. He shall not permit the propelling machinery to be worked under power except in obedience to a signal from, or by permission of, the officer of the deck.
- Expenditures of fuel and supplies.** 1055. (1) He shall be responsible for the proper care, use, and economical expenditure of all fuel, stores, supplies, and other articles belonging to the engine department, and shall examine the report of each day's expenditure of fuel and approve it by his signature.

(2) In order to secure uniformity and to facilitate comparison of performances, no "spread fire" coal shall be included in the runs, and all fuel used for "bell runs" shall be included in the total fuel used by the vessel while underway, so that it shall be accounted for "in knots run per ton of fuel."

Fuel used for spreading fires and bell runs, how accounted for.

1056. He shall, before fuel is received on board, satisfy himself that the bunkers are in good order and that no unauthorized articles are stowed therein. He shall personally inspect coal as to its quality and condition. He shall use all practicable means to ascertain the correct amount of all fuel received and shall have it properly stowed.

Bunkers.

Quality and weight of fuel.

1057. He shall, at least once each week, examine the fuel supply and satisfy himself that the amount on hand corresponds with that entered in the machinery log; in case there be a discrepancy, he shall immediately report the fact to the commanding officer, and shall explain it in the machinery log and make the proper correction therein.

Fuel entered in machinery log.

1058. He shall, at 9.30 a. m. each day, hand to the commanding officer or, in his absence, to the senior line officer present a written statement of the amount of fuel remaining on hand at the previous midnight and of the amount received and expended during the calendar day ending at such midnight.

Fuel report.

1059. He shall, as far as practicable, see that his department is always supplied with the necessary tools and articles to make repairs in case of emergency.

Tools.

1060. He shall, in the stowage and care of the supplies and outfits and in the handling of lights, see that every precaution is taken to guard against accidents by fire or otherwise.

Precautions against accidents.

1061. He shall, on coming to anchor or on the discontinuance of steaming, report to the commanding officer all such repairs as are needed, distinguishing between those requiring immediate attention and those which, though necessary, may be deferred for a time, and stating the probable length of time that will be required to complete the former.

Needed repairs.

1062. Whenever practicable and the interests of the Government will not suffer thereby, all repairs to the machinery and its appurtenances shall be made by the engineer force. The engineer officer shall not put any of the machinery out of use for the purpose of making repairs without the authority of the commanding officer; nor shall he, without such authority, begin any work in his department that will prevent the operation of the propelling machinery or that will detain the vessel in port or prevent getting her underway within the usual time for such evolution.

When practicable, repairs to be made by engineer force.

1063. If at any time the machinery is, in his judgment, driven too hard or an undue strain is brought upon any of its parts, he shall report the fact to the commanding officer, noting such report and the occasion therefor in the machinery log.

Undue strain on machinery.

1064. Should he receive an order the execution of which would, in his opinion, injure the machinery or boilers or tend to extravagance in the consumption of fuel, he shall state his opinion to the commanding officer and suggest a remedy.

To report probable injury to machinery.

1065. He shall use every opportunity afforded to ascertain the proper grades of expansion for different powers in each cylinder

Equalization of power developed.

of the main engines. The power developed in each cylinder should be equal, or nearly so. When the proper points are ascertained, a careful record of them shall be made.

Remark book. 1066. He shall keep a remark book in which he shall enter the dates and particulars of all important repairs, examinations, and adjustments of bearings, the sizes of parts and packings, and all other important data relative to the engine department which might be of use to himself or his successor. When detached, he shall deliver this book to his successor.

Report on engineering efficiency of officers. 1067. He shall report to the commanding officer at the end of the first and third quarters of each calendar year, and at such other times as may be required, on the engineering efficiency of officers performing engineering duty.

THE ASSISTANTS TO THE ENGINEER OFFICER.

Definition. 1071. There shall be, whenever practicable, three assistants to the engineer officer. These shall include commissioned officers assigned to engineering duty, and junior to the engineer officer, and warrant officers. In case there are not three such officers, they shall include chief or other petty officers competent to stand watches and take day's duty in the engine department. (See art. 1406.)

Routine not to be changed. 1072. When the engineer officer is temporarily absent or off duty, his general orders, routine, or other permanent dispositions shall not be changed unless so directed by the commanding officer.

Watches. 1073. They shall stand watches and take day's duty as provided in article 1405.

Shall familiarize themselves with machinery. 1074. They shall, immediately on reporting for duty in the engine department of a vessel, familiarize themselves with the propelling machinery and boilers and their dependencies, with all other machinery on board, and with every other part of that department.

Responsibility. 1075. They shall give particular attention to those parts of the engine department assigned to them, respectively. Each shall be responsible for the cleanliness and proper condition of everything under his charge, and for all repairs in the engine department assigned to his care, under the supervision of the engineer officer. This division of the duties of the assistants shall not relieve the engineer officer actually on duty or on watch of his responsibility for the proper performance of the detailed work of the day or watch. (See art. 1046.)

To familiarize themselves with duties. 1076. They shall thoroughly familiarize themselves with their duties under all circumstances, and each shall give such instructions to his subordinates in the engine department as will tend to insure proficiency.

Senior to prepare data for log. 1077. The ranking assistant shall have charge of and shall see that the proper entries are made in the machinery log, and shall prepare all the required data therefor. (See arts. 1475, 1493, and 2477-k.)

Official clerical work. 1078. The assistants shall do such official clerical work as may be assigned them by the commanding officer and the engineer officer, respectively. (See arts. 2477-k and 2477-l.)

1079. The officer assistants shall perform the duties of boarding Boarding duty.
officers when so directed by the commanding officer.

1080. Whenever it is found necessary to repair, overhaul, or Assistants to repair machinery, etc.
adjust any part of the machinery or boilers or their dependencies, the assistants shall supervise such portions of the work involved as may be assigned them by the engineer officer.

1081. The assistant designated by the engineer officer shall To write smooth machinery log.
write and be responsible for the neatness and correctness of the smooth copy of the machinery log, which shall be a true copy, and shall have it ready at the time required by article 2478.

THE ENGINEER OFFICER OF THE WATCH.

1085. The engineer officer of the watch is the officer or petty Definition.
officer who has charge of the motive power of the vessel for the time being. He shall be responsible, during the continuance of his watch, for the care, preservation, proper working, and efficiency of the propelling machinery and boilers and their dependencies. He shall give his undivided attention to his duties.

1086. The officer or petty officer about to take charge of the Relieving the watch.
watch shall not relieve his predecessor until he has personally satisfied himself as to the condition of the machinery, boilers, and other important features of the department, and that the watch is properly relieved.

1087. His station shall be in the engine department, and he Station.
shall not depart therefrom during his watch unless regularly relieved.

1088. If, when underway, he has occasion to leave the vicinity Competent person always at operating gear.
of the operating gear of the engines, he shall station a competent person at that place.

1089. He shall exercise supervision over the engine department, Supervision of department.
and shall require all persons on watch to attend strictly to their duties. At all times when underway he shall give personal attention to the working of the propelling machinery and boilers and their dependencies. He shall see that sufficient water is carried in the boilers; that the density of the water is not too great; that the furnaces are kept properly clean, and the fires in good condition.

1090. He shall, when the propelling machinery is in operation, To execute orders from deck.
cause to be executed promptly any order received from proper authority, whether by signal or otherwise.

1091. Should anything occur to necessitate a change in the Necessity for a change in orders.
orders under which he is acting, or should special attention to any object be required, he shall at once report the facts to the officer of the deck and to the engineer officer.

1092. He shall report at once to the officer of the deck any To report any probable derangement of machinery.
present or probable derangement of the machinery which may affect the maneuvering powers of the ship. He shall not permit the speed of the propelling machinery to be altered without orders from the deck, except through necessity, when he shall immediately report the same.

1093. He shall, upon receiving notice of an intention to anchor Notice to discontinue use of machinery.
or to discontinue the use of the propelling machinery even for

a short time, regulate the production of steam so as to avoid, if possible, the necessity for blowing off when the propelling machinery is stopped.

Turning gear. 1094. When the propelling machinery has been stopped he shall not allow any person to work in or around it until he has personally had the turning gear put into place.

Entries in and signing of machinery log. 1095. He shall enter in the machinery log each hour such data as are called for. When his watch is ended he shall, as directed in articles 1478 and 1479, write and sign in the machinery log the proper remarks covering his period of duty.

Attention to duty when in port. 1096. He shall, when standing day's duty, remain in the engine department during working hours, exercising supervision therein, and shall not engage in any occupation that may distract his attention from duty. After working hours he shall make frequent inspections of the department to see that no irregularities take place.

Shall see orders properly executed. 1097. He shall see that all orders received from proper authority, and those remaining unexecuted when he assumed charge, are properly carried out. In the manner of performing the routine and other duties in connection with the engine department he shall be guided by the instructions of the engineer officer, to whom he shall immediately report any important or unusual circumstance.

Preparations for getting underway. 1098. He shall, on receiving instructions to be ready for getting underway at a given time, personally see that all necessary preparations in his department are made; that the signaling apparatus in the engine room is in working order; that steam is on the windlass, steering engine, and whistle; that switches are closed in the circuits for the necessary deck machinery; that the fires are in good condition, and that no delay is occasioned by lack of steam. He shall have the propelling machinery turned by the turning gear, and personally see that all is clear, and then have the turning gear thrown out before attempting to work the propelling machinery by power. He shall report to the officer of the deck when all is ready for turning the propeller, and execute the orders received from him by signal or otherwise relative to turning the propeller.

Stores. 1099. He shall be careful to prevent waste of fuel, oil, or other stores in the engine department.

Oil, cotton waste to be destroyed. 1100. He shall see that cotton waste and other materials that have been used for wiping and which are saturated with oil are destroyed immediately after using. (See art. 1503-a.)

Bearing and manner. 1101. He shall see that order is preserved among the men in his watch, and shall require them to attend to their duties and execute his orders and instructions without comment; any insubordination among them shall be promptly reported to the engineer officer. If that officer be on watch he shall make report to the executive officer. He shall be impartial in dealing with the men under his charge, and shall avoid the use of harsh language. He shall, in the performance of duty, be governed in his bearing toward the men in his watch by the provisions of articles 975 and 976.

1102. He shall at all times execute the orders received from proper authority. Execution of orders.

1103. Should he be relieved at any time, under the provisions of article 1045, he shall have the right of appeal to the commanding officer, and may submit to the latter, in writing, such explanation in his defense as he may think proper or necessary. When relieved from duty under certain circumstances.

THE CONSTRUCTOR FOR HULLS.

1105. The constructor for hulls shall assist the superintendent of construction and repair, and shall carry out such orders and instructions as may be received from him. Assistant to superintendent of construction and repair.

1106. He shall immediately report to the superintendent of construction and repair all defects that may be discovered in the course of repairing any vessel or boat, suggesting such modifications as would remedy them at the lowest possible cost. To report defects.

1107. He shall make to the superintendent of construction and repair such suggestions relative to the design, construction, and repair of vessels or boats as he may deem for the best interests of the service. To make suggestions.

1108. He shall act as superintendent of construction and repair in the absence of that officer. Acting superintendent of construction and repair.

THE CONSTRUCTOR FOR ENGINEERING DUTY.

1110. The constructor for engineering duty shall assist the engineer in chief, and shall carry out such orders and instructions as may be received from him. Assistant to engineer in chief.

1111. He shall immediately report to the engineer in chief all defects that may be discovered in the course of repairs in the engine department of any vessel, suggesting such modifications as would remedy them at the lowest possible cost. To report defects.

1112. He shall make to the engineer in chief such suggestions relative to the design, construction, and repair of the machinery and boilers and their dependencies as he may deem for the best interests of the service. To make suggestions.

1113. He shall act as engineer in chief in the absence of that officer. Acting engineer in chief.

Commander THE DISTRICT SUPERINTENDENT.

GENERAL DUTIES.

1117. The district superintendent shall be governed by the laws of the United States applicable to the Coast Guard and by regulations and orders from superior authority consistent therewith, and all orders issued by him shall be in accordance with the same. To be governed by laws and regulations.

1118. He shall be vigilant in inspecting the conduct of all persons under his authority, shall be responsible for the proper discharge of the duties of his office and for the discipline and efficiency of the station crews in the district to which he is attached, and shall be regarded as on duty at all times. Responsibility.

1119. He shall exercise a general superintendence over the business affairs of his district. He is invested with the powers and shall perform the duties of an inspector of customs whenever occasion requires. Superintendence over business affairs. Powers of inspector of customs.

Fix patrol limits and prepare schedules and watches.

1120. He shall submit to Headquarters for approval recommendations as to the proper limits of the patrols for each station in his district. Each recommendation shall include a full description of the route and characteristics of each patrol and shall be forwarded in duplicate. He shall also submit to Headquarters for approval a schedule, in duplicate, of patrols, lookouts, and watches for each station. (See art. 1232.)

Examine and approve daily routine bills, etc.

1121. He shall examine the fire, cleaning, and daily routine bills submitted by the officers in charge for his approval, shall make such changes in them as will secure uniformity and the best practice at the various stations in his district, and, after approving them, shall return them to the officers in charge to be framed and posted. He shall require a strict observance of these approved bills. (See art. 1232.)

General orders and circulars.

1122. He shall keep a file of all general orders, circular letters, and other official matters of like tenor.

Official documents.

1123. He shall see that copies of all official letters and dispatches sent by him or those under his authority are kept in proper files and that all official documents relating to his office received by him are preserved and properly filed, and that all official documents received by the stations under his authority are preserved in like manner. The date of the receipt and of the acknowledgment of every document shall be written or stamped upon its face.

Examine weekly transcripts.

1124. He shall carefully examine the weekly transcript of each station in his district and forward it to Headquarters with the following indorsement:

"Examined and forwarded:

"District ^{Commander} Superintendent.

19. "

Minor repairs to be made by crews.

1125. When practicable and for the best interests of the Government, he shall see that all minor repairs at a station are executed by the crew thereof, and, except as otherwise provided, proposals for such materials as may be necessary to effect them shall be submitted to Headquarters, with a statement of the facts in the case.

Monthly reports by officers in charge.

1126. He shall carefully examine the monthly reports by officers in charge on the proficiency of their crews and conditions at their stations, and shall take steps to correct irregularities and deficiencies shown thereon.

To file copies.

1127. He shall file in his office separately for each station the monthly reports of officers in charge, and the copies of all official papers, such as reports of assistance, muster rolls, pay rolls, vouchers, returns of public property, etc.

Uniformity of punishments.

1128. He shall see that all punishments imposed by officers in charge under his authority are, so far as practicable, uniform for like offenses.

Arrange for co-operation.

1129. He shall arrange with division commanders and commanding officers of cutters for the prompt transmission and receipt of messages from himself and officers in charge relative to the cooperation of cutters in relief work. He shall report to Headquarters the details of these arrangements.

1130. He shall see that all officers and enlisted persons in his district are properly instructed in regard to their powers and duties as inspectors of customs and in reporting violations of the customs and navigation laws, or any suspicious circumstances which indicate smuggling.

Instruction of crews in customs and navigation laws.

1131. (1) He shall visit each station in his district at least twice in each fiscal year during the active season. An interval of not less than three months shall elapse between these visits. He is authorized to incur the actual necessary travel expense in making these regular visits, and also in making an additional visit at any time to any station should he deem it necessary in the interests of the Government.

Visit stations.

(2) He shall not visit any station in his district oftener than three times in any fiscal year, where travel expense is incurred, without first receiving authority therefor from Headquarters.

2. He shall advise Headquarters a sufficient time in advance, by telegram if necessary, of the probable date of his departure from his office on a visit to stations which will require an absence of more than one day. He shall furnish an itinerary of his contemplated route and shall report his return from every such visit on official business.

1132. (1) He shall be the drill officer of his district, and in drilling and instructing the crews under his authority he shall not permit any change or deviation from, nor introduce any new features in, the prescribed service drills without written authority therefor from Headquarters.

Instruct in drills.

(2) On each regular visit to a station he shall cause the crews to be exercised in the use of the boats, including launching, and going and returning through the surf, when possible and when the state of the sea will permit, and in the operation and running of motor boats under varying conditions; in the use of the beach apparatus with the life car or breeches buoy, and in the resuscitation drill, all in the same manner as if actually engaged in saving life; also in international and general service code signals and at fire drill.

Exercise crews.

1133. On each regular visit to a station during the active season he shall examine all the buildings, apparatus, ordnance, boats, boat carriages, life cars, hawsers, and gear, and all other public property of every description at the station, and ascertain whether every portion of the equipment is in working order and what supplies or repairs are needed.

Examine station buildings, apparatus, etc.

1134. Upon finding a shortage of any article essential for use at wrecks, or that any such article is worn out and useless, he shall immediately advise Headquarters of the fact and make suitable recommendation by the most expeditious means the circumstances warrant.

Articles essential for use at wrecks.

1135. (1) He shall cause the officer in charge and the crew of each station to be mustered in his presence at each regular visit and determine whether each person is qualified for the discharge of his duties. He shall especially ascertain whether the duty of patrolling the beaches is rigorously performed in accordance with the schedule approved by Headquarters and whether each person faithfully and intelligently performs the other duties appertaining to his position.

Examine into discipline and proficiency of crew.

See I.O. 9

See I.O. No 9

See I.O. 9

Investigate complaints made.

(2) He shall, at every muster of the crew, inquire of each member, including the officer in charge, whether he has any complaint to offer, and shall patiently listen to any that may be preferred. Complaints or disputes of a trivial character he should be able to settle at once by the exercise of good judgment and kindly treatment. (See arts. 1722, 1724, and 1725.)

Report to Headquarters.

1136. (1) He shall make a full and detailed report to Headquarters of the conditions existing at each station officially visited by him. This report shall include all matters requiring administrative action, with his recommendations.

Proper numbering of crew.

(2) He shall ascertain whether the members of the crew are numbered according to individual merit. Should the record of practice and his own observation indicate that such is not the case, he shall, if convinced that a change would be for the interests of the service, instruct the officer in charge to reduce or advance any enlisted person below the No. 1 to the proper number, or he may caution any such person whose number he deems above his merits that he will be reduced if he does not become more proficient.

Lake stations, when placed in and out of commission.

1137. Unless otherwise directed such stations on the Great Lakes as are not kept in commission throughout the year shall be placed in commission at midnight, the beginning of the day of March 1, and placed out of commission at midnight, the end of the day of December 31.

THE MEDICAL OFFICER.

Assignment.

1161. Commissioned officers of the Public Health Service shall be assigned to duty on vessels of the Coast Guard when deemed necessary.

Relative rank of officers of Public Health Service.

1162. Commissioned officers of the Public Health Service have relative rank with commissioned officers of the Coast Guard as follows: Assistant surgeon general, with and next after captain; senior surgeon, with and next after commander; surgeon, with and next after lieutenant commander; passed assistant surgeon, with and next after lieutenant; assistant surgeon, with and next after lieutenant, junior grade.

Military command not exercised.

1163. Officers of the Public Health Service shall not exercise military command when serving with officers of the Coast Guard.

Medical and surgical supplies.

1164. The medical officer shall keep himself informed relative to the condition of the medical and surgical supplies and equipments, together with any additional needs, and report upon the same to the commanding officer when necessary.

Cleanliness of storerooms, etc.

1165. He shall have charge of, and be responsible for, the cleanliness and proper condition of all medical storerooms, medicine lockers, surgical instruments, and the sick bay, and shall see that they are ready for inspection by the time the executive officer makes his morning inspection of the ship. A competent person shall be detailed to assist him in the care of his department and shall obey his lawful orders.

Charge of medical supplies.

1166. He shall have charge of all medical stores and of all ardent spirits and narcotic drugs received as medical supplies, and shall keep them in a safe place under lock and key so that access thereto shall be limited solely to those who in their official capacity have legitimate use therefor or distribution

thereof. He shall keep an accurate record of all medical supplies, ardent spirits, and narcotic drugs received and dispensed. (See art. 1759.)

1167. No medical stores shall be used when the medical officer is on board, except with his sanction and under his direction. Use of medical stores.

1168. He shall accompany the officers making the regular daily and weekly inspections of the living spaces, galley, storerooms, prison, and holds of the vessel, and shall, if he consider it necessary, make a written report of the sanitary condition of the vessel to the commanding officer, suggesting remedies for any defects that he may discover. Inspection of ship.

1169. Whenever a supply of water is obtained from shore, he shall satisfy himself as to its purity. When in doubt as to its safety for use, he shall report the fact to the commanding officer in writing. Purity of water.

1170. The medical officer attached to the Coast Guard Academy shall, in addition to his regular duties as medical officer, instruct the cadets in such subjects as may be assigned him by the superintendent. Instructor at academy.

1171. He shall examine all applicants for enlistment and re-enlistment, except as provided in article 326-a, with a view to ascertaining their fitness for the service, and shall report their physical condition on the usual form to the enlisting officer. The instructions relative to physical examinations prescribed in Form 2502 shall be followed. (See art. 308.) Physical examination of applicants for enlistment.

1172. He shall keep himself informed as to the health of the port in which the ship or other unit to which he is attached may be, and shall immediately report to the commanding officer the presence or appearance of any contagious disease or epidemic which may come to his knowledge. Health of port.

1173. If the climatic conditions be such as to require particular precautions to be taken to preserve the health of officers and crew, he shall so inform the commanding officer and suggest the proper course to pursue. Precautions to be taken.

1174. He shall, when about to depart on a foreign cruise or from an infected or foreign port, procure a bill of health. He shall be prepared to exhibit the bill of health to the health officer of any port the ship may visit and to answer any question that may be asked regarding the sanitary condition of the vessel. Bill of health.

1175. He shall attend sick call every morning at such hour as may be prescribed in the daily routine bill, and shall attend upon the sick as often as in his professional opinion it may be necessary. He shall place the names of those persons unfit for duty on a "binnacle list," which he shall hand to the executive officer daily before 9.30 a. m. Sick call to be attended.

1176. He shall keep a medical log, in which he shall record daily the names and ranks or ratings of all persons treated professionally during the preceding 24 hours, together with the ailment, condition, treatment, and recommendation (if any) in each case. (See art. 1489.) Binnacle list.

1177. (1) He shall make a monthly report to the commanding officer, for transmission to Headquarters, of the number of physical examinations made, of the names of those examined, and of Medical log.

Monthly report.

all patients treated, both on shore and aboard ship during the month, together with any items of professional interest that may have come under his observation. Should he be detached, he shall submit such a report up to the date of his leaving the ship.

Report on individuals treated.

(2) He shall, upon the completion of any professional services rendered by him to any officer or enlisted person of the Coast Guard, submit to the commanding officer a report of the same on the prescribed form.

Assistance to persons outside the service.

1178. He shall, in the discretion of the commanding officer, render medical assistance, free of charge, to sick and disabled seamen wherever found, to all destitute persons, and to all persons employed in the Government service who are deprived of other medical aid. If in Alaskan waters or those of the insular possessions of the United States, he shall also render medical assistance to the natives of the country, but not so as to interfere with the private practice of resident physicians.

Cooperation.

1179. When two or more medical officers are attached to vessels that are in port together, the senior commanding officer shall arrange so that at all times there shall be one medical officer present for duty. (See art. 521.)

To prepare "Record of public property."

1180. He shall prepare those portions of the "Record of public property" and "Return of public property" which relate to his department.

Subject to regulation.

1181. He shall, when attached to a ship or station, be subject to the regulations of the Coast Guard and shall be required to perform all the duties of his profession.

THE CADET AND THE CADET ENGINEER.

Cadets at Coast Guard Academy.

1185. A cadet and a cadet engineer shall, when at the Coast Guard Academy, be governed by, and shall conform to, the rules and regulations promulgated for the government of that academy.

Cadets are officers in modified sense.

1186. They shall be considered officers in a modified sense.

To perform duty of commissioned officer.

1187. A cadet or a cadet engineer who has completed the prescribed course at the academy and who has been recommended by the board of instruction for a commission shall be considered as having qualified for the performance of the duties of the office for which he is recommended to be commissioned. Such cadet or cadet engineer, when assigned to duty on a cruising cutter, shall, in the absence of instructions to the contrary, perform the duties of an ensign or of an ensign (engineering), as the case may be.

To perform duties assigned them.

1188. They shall, if sent to a cruising cutter for further instruction, perform such watch and divisional or other duties as may be assigned them, but shall not, while the vessel is underway, be placed in charge of a watch, except under the immediate supervision of a commissioned officer.

CHAPTER VIII.

DUTIES OF WARRANT OFFICERS, PETTY OFFICERS, AND OTHER ENLISTED PERSONS.

GENERAL DUTIES OF WARRANT OFFICERS.

1201. (1) Warrant officers are subject to orders, in the discretion of Headquarters, transferring them from one vessel or station to another. Change of station.

(2) They shall act as assistants to the heads of the departments to which they respectively belong, and shall perform such other duties as may be assigned them by proper authority. They may be assigned as watch and divisional officers on cutters when there is not a sufficient number of commissioned officers available for such duty, and warrant officers, except machinists, carpenters, and pay clerks, shall drill the men when required by the commanding officer. They may be detailed to perform the duties of boarding officer when no line or no engineer officer junior to the executive officer or to the engineer officer is available. Boatswains and gunners shall be required to be proficient in customs, navigation, and motor boat laws. Assistants.

(3) They shall frequently examine the equipments and all other articles belonging to their respective stations or departments and shall see that they are in good order. They shall carefully examine all stores received for their respective stations or departments and shall see, under the supervision of the heads of their departments, that they agree in quantity and quality with the invoices or bills accompanying them. To examine articles or stores.

(4) They shall exercise a careful supervision over the expenditure of stores, and shall be responsible to the heads of their respective departments for all articles intrusted to their care. Articles of outfit intrusted to their care that may become worn out, or otherwise rendered unfit for further use, shall be retained for survey, and their responsibility with regard to them shall not cease until the articles have been formally disposed of by a board of survey after approval by Headquarters. Responsibility.

(5) They shall request a survey upon all articles in their respective stations or departments which may be injured or become unfit for service. Survey.

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

(7) They shall, when a vessel is being dismantled or prepared for going out of commission, be careful that each article belong- Dismantling.

ing to their respective departments is properly secured and tallied with its name and quantity, stating whether "serviceable," "requiring repairs," or "unserviceable," and that all other necessary precautions are taken to prevent the articles being lost, mislaid, or injured.

Reports.

1202. The boatswain, the gunner, and the carpenter shall report to the executive officer daily at 8 p. m., and at such other hour as may be required, the condition of their respective departments, and the state of the articles and stores therein. The machinist or the senior petty officer in the engine department shall, at the same time, make similar report to the senior engineer officer on board. Each warrant officer shall be held responsible for the neat and orderly appearance of the shops, lockers, storerooms, and other compartments under his charge.

Order and discipline.

1203. They shall aid to the utmost of their ability, within the scope of their authority, in maintaining good order and discipline, and in promoting all that tends to increase the efficiency of the command. They shall have, under the direction of their superiors, all necessary authority for the due performance of their duties, and shall be obeyed accordingly.

Authority.**Proficient in signals.**

1204. All warrant officers, except machinists, carpenters, and pay clerks, shall be proficient in sending and receiving signals as required in article 838.

Responsibilities of acting warrant officers.

1205. Warrant officers with acting appointments shall have all the responsibilities and shall perform all the duties prescribed by these regulations for warrant officers in their respective grades.

Duties during absence; how regulated.

1206. In the absence of the boatswain his duties shall be performed by the gunner; the duties of the gunner at such times, and also during his absence, shall be performed by an enlisted person detailed as his assistant. In the absence of the machinist, his duties shall be performed by the senior petty officer in the engine department. In the absence of the carpenter the inspections and reports required of him shall be made by the ranking warrant officer of the line on board.

THE OFFICER IN CHARGE OF A STATION.**Authority and general responsibility.**

1215. (1) The officer in charge of a Coast Guard station is the warrant officer or other person in responsible charge and direction of such a station. He shall have command and control of the enlisted and other persons attached to his station, whether on duty or on liberty, and shall be responsible for the drilling, discipline, and efficiency of his crew.

(2) He shall be regarded as on duty at all times and shall remain at the station premises and sleep thereon, except when on leave, liberty, or other duly authorized absence.

(3) The officer in charge of a house of refuge shall reside at his station throughout the year.

Can not delegate authority.**Absence on official business.**

1216. He can not delegate his authority, responsibility, or duties to any person while he himself is present at the station and physically fit for duty, nor is he authorized to absent himself from the station except as provided by these regulations, or for such periods as may be absolutely necessary to attend to official business, in which case he shall enter the object and duration of such absence in the log.

1217. If, when a station is in commission, the officer in charge is absent, or because of sickness or accident is unable to discharge his duties, the senior petty officer of the seaman branch shall assume charge and shall perform the duties and have the authority and responsibility of the officer in charge until the latter's return to duty, or until another officer in charge is designated. In case such senior petty officer, by reason of absence or disability, is not able to take charge, the petty officer of the seaman branch next junior to him, if there be one, shall assume charge. If there be no petty officer of the seaman branch present for such duty, the petty officer of the artificer's branch, if there be one, otherwise the enlisted person whose watch number is next below that of the petty officer's shall assume charge, and so on, the person whose watch number is next below always succeeding to the responsibilities and performing the duties of the one whose number is next above.

Precedence in authority.

1218. When a warrant officer is ordered to take charge of a Coast Guard station, the following procedure shall be observed:

Procedure on assuming charge of a station in commission.

(a) On assuming charge of a station in commission the officer in charge about to be relieved shall make a thorough inspection of the station in company with his successor before the transfer is effected, and shall cause the crew to be exercised in his presence at fire drill, boat drill, beach-apparatus drill, resuscitation drill, and signal drill, unless the weather or other conditions render it impracticable or inadvisable. He shall point out to the latter any defects in the station, its apparatus, equipments, and other appurtenances, giving the reasons for the same, and shall explain fully any peculiarities in the construction, arrangement, or management of the boats. A report of this inspection shall be made by the relieving officer, who shall submit it to the officer relieved for such comment as he may desire to make. This report shall be forwarded to Headquarters. The officer in charge about to be relieved shall deliver to his successor the originals of all unexecuted orders, all instructions received for his guidance in charge, and such other official correspondence, documents, and information concerning the station, its equipments, and crew as may be of service to his successor. He shall not carry away the original documents or papers concerning the station, its equipments, or crew. He shall turn over to his successor the keys to the station and all other articles of the station's outfit in his possession. He shall sign the station log and all other books and papers requiring his approval, up to the date of his relief. After the foregoing formalities have been completed the crew shall be called to muster and the officer about to be relieved shall read his orders of detachment and turn over the station to his successor. The latter then shall read his orders and assume charge.

(b) Upon assuming charge of a station out of commission he shall at once, in company with the officer about to be relieved, personally inspect the station throughout, thoroughly informing himself as to its condition, arrangements, equipments, and state of preparation for service.

When not in commission.

(c) Upon assuming charge at any time of a station in commission he shall examine and closely compare with the "Record

Examination of public property.

of public property" all the property of every description belonging to the station, and shall note the condition of every article, and see that everything is on hand or properly accounted for before signing receipts.

Newly established station.

(d) Upon assuming charge of a newly established station he shall at once inspect it throughout, thoroughly informing himself of its condition, arrangements, equipments, and state of preparation for service, and shall, as soon as practicable, make a complete inventory of all the articles with which it is supplied. He shall recommend as soon as possible to the district ~~superintendent~~ ^{superintendent} those applicants for enlistment, except petty officers, whom he deems to have the qualifications necessary for a surfman, and shall await instructions from that officer before enlisting any member of his crew. (See art. 1224.)

Ceremony on placing a station in commission and out of commission.

1219. In placing a station in commission the following ceremony shall be observed:

(a) At 8 a. m. of the day on which the station is placed in commission the officer in charge shall muster the crew and read aloud the order assigning him to the charge of the station, assume formal charge, have the national ensign hoisted and broken out at the flagpole, and dismiss the muster.

(b) At sunset of the day on which the station is placed out of commission he shall read aloud the order directing such action, the national ensign shall be hauled down, and the muster dismissed.

Report opening or closing of station.

1220. When a station is placed in or out of commission, the officer in charge shall at once report the fact by letter to Headquarters, specifying the hour and the date.

Detailed report of condition.

1221. After assuming charge he shall use every effort to maintain the station in an efficient condition for any service it may be called upon to perform and shall make a detailed report of its condition to the district ~~superintendent~~ ^{superintendent} whenever he deems it necessary.

Governed by regulations.

1222. He shall be governed by these regulations, general orders, circular letters, and orders from superior authority consistent therewith. The "Instructions for Coast Guard Stations" have the same force as these regulations. All orders issued by him shall be in accordance with the foregoing.

Orders to senior petty officer.

1223. He shall issue all orders relative to the duties of the station and its crew, to the senior petty officer, and shall keep the latter informed in all respects of his own methods of performing duty.

Shall be governed by regulations in making enlistments.

1224. He shall, under direction of the district superintendent, be the enlisting officer and shall be governed by the regulations in making enlistments and reenlistments. The physical examination required shall be made not more than five days prior to the date on which the person is enlisted, and where practicable shall be made immediately before enlistment. (See arts. 308 and 1218-d.)

Shall not enlist unqualified persons.

1225. He shall not enlist or recommend the enlistment of any person who is within the prohibited degrees of kinship, nor a person who has not, in his judgment, the qualifications necessary for a surfman. He shall require every applicant for original

enlistment or reenlistment to demonstrate his ability as a swimmer before enlistment or reenlistment unless the temperature of the water or conditions of weather or surf prevent, when the test shall be made at the earliest opportunity thereafter. When the test is made after enlistment and is unsatisfactory, the officer in charge shall report the fact to the district ~~superintendent~~ ^{commander} and recommend the discharge of the person.

1226. When a station which has been out of commission is about to be placed in commission, the district ~~superintendent~~ ^{commander} shall direct the officer in charge to notify the members of the crew who are on leave of absence to report for duty on the date the station is to be placed in commission. Lookouts and patrols shall begin at 12.10 a. m. of the date the station is placed in commission. (See arts. 42 and 1137.)

To direct crew when to report for duty.

1227. Upon the occurrence of a vacancy in the complement of the station, except in the rating of petty officer, during the active season, he shall, unless he has been instructed to the contrary by the district ~~superintendent~~ ^{commander}, enlist a properly qualified person as soon as possible.

Shall fill vacancies occurring during active season.

1228. Pending the filling of a vacancy in the crew he shall employ the best qualified temporary surfman obtainable until the enlistment of a surfman and immediately report such employment, and the date on which it began, to the district superintendent. If it becomes necessary to continue the employment of a temporary surfman for a longer period than 15 days, the officer in charge shall report to the district superintendent his inability to find a person suitable for enlistment, and shall make similar report at the end of every 15-day period thereafter, while such temporary surfman is employed. He shall also report the date on which the services of a temporary surfman or a substitute were dispensed with.

Shall employ temporary surfman.

Shall report employment of temporary surfman.

1229. (1) ~~Except in time of war, a substitute shall be employed when the officer in charge or other member of the crew is absent from a station in commission under the following conditions:~~

Substitute to be employed.

- a. Under orders from Headquarters.
- b. On leave of absence.
- c. On account of sickness or other disability.
- d. Without leave.

(2) On the day of departure of the officer in charge or other member of the crew, and on the day of his return, when such date is known in advance, no substitute shall be employed, unless the services of a substitute be needed in case of wreck or rescue work.

(3) ~~Substitutes shall be assigned the duties of the lowest numbers on the watch and station bill.~~ (See art. 355.)

(4) In case the officer in charge be absent or incapable of performing duty on account of sickness or other disability when the station is not in commission, the fact shall be reported immediately to the district ~~superintendent~~ ^{commander} by telephone, telegraph, or other expeditious means practicable. The district ~~superintendent~~ ^{commander} shall thereupon recall a surfman from leave, if one be available and detail him to take charge of the station until the officer in charge returns to duty, at which time the surfman shall resume

his leave status. If no surfman be available, the fact shall be reported to Headquarters.

Shall organize crew.

1230. He shall organize his crew by assigning to them watch numbers. The senior petty officer, by reason of his rating, shall have the first watch number; the remaining watch numbers shall be assigned to the crew in the order of their merit, No. 2 to the most competent man, No. 3 to the next competent, and so on. He shall change these watch numbers (except No. 1) whenever the efficiency of the crew requires such change. Whenever a person's watch number is changed, the fact shall be noted in the log, together with the reason for the change. A new man who has never before served at a station shall, as a rule, be assigned the lowest watch number.

Shall designate motorman.

1231. (1) He shall designate as motorman that member of the crew who is best qualified to act as such, and shall require him to keep all machinery at the station or in the boats in good condition and ready for any emergency. He may, when necessary, excuse the motorman from day lookout and other station duties, except drills.

Assistant motorman.

(2) He shall designate as assistant motorman a second member of the crew, who, in his judgment, is best qualified for the purpose, to familiarize himself with the care and the handling of the machinery, in order that he may take charge of it in the absence of the person regularly assigned to that duty.

Report changes in motormen to district superintendent.

(3) He shall keep the district ~~superintendent~~ ^{commander} advised of the names of these persons and of any change in these designations, and shall note such change in the log. He shall enter in his monthly report on surfmen the names of all surfmen who are qualified to act as motormen.

Prepare watch and patrol, fire and routine bills.

1232. He shall prepare and submit to the district ~~superintendent~~ ^{commander} for approval fire, cleaning, and daily routine bills for his station. He shall also submit to the district superintendent, for the latter's consideration, a schedule of the patrols, lookouts, and watches for his station. The fire bill and the cleaning bill shall give the duties of each member of the crew at fire drill and "morning duties," respectively. The daily routine bill shall set forth the time for calling all hands for each meal, for morning duties, inspection, drill, general work about the station, for knocking off work, "turning in," and "lights out." These bills, as approved by proper authority, shall be framed under glass and posted where they will be accessible to the crew at all times. (See arts. 1120, 1121, and 1551-2.)

To instruct the crew.

See G.O. 9.

1233. He shall teach each newly enlisted person his duties, and shall report to the district ~~superintendent~~ ^{commander} any negligence or disinclination on the part of such person to study and perfect himself in his work, or indication of lack of any essential qualification which would render him unreliable in an emergency.

Entries in conduct book.

1234. He shall keep a conduct book, in which shall be entered a record of offenses committed by members of the crew.

Investigate offenses and award punishments.

1235. He shall personally investigate all offenses, and such punishments as are awarded shall be within the limits of his authority, as prescribed by law and these regulations. (See art. 1835.)

1236. He shall immediately report to the district superintendent any member of his crew who displays cowardice, or who deliberately disobeys or refuses obedience to a lawful order, or willfully neglects or evades lookout, watch, or patrol duty, or encourages or advises others to such disobedience, neglect, or evasion, or who is incompetent to perform the duties of his rating.

Report cowardice, disobedience, etc.

1237. He shall see that the regulations and instructions regarding the patrol and watch of the coast are enforced, and during thick or stormy weather shall give constant attention to the duty of discovering vessels in distress, stranded, or in need of assistance, maintaining such patrol of the beach as may be necessary for the purpose. He shall arrange the hours of duty among the members of his crew in accordance with the watch and patrol bill approved by the district superintendent. He shall require a watch to be kept from the station lookout, unless better observation can be had from the beach or some other point.

Regulations regarding patrols and lookouts to be strictly complied with.

1238. He shall conform to the regulations for uniforms; shall see that such regulations are strictly observed by the crew; and shall prescribe the uniform to be worn each day. Each newly enlisted person shall be required to provide his uniform outfit as the amount necessary for payment therefor becomes due him, but shall not be compelled to expend more than 75 per cent of his pay in any one month in obtaining his original outfit. During his probationary period a surfman shall be required to provide himself only with the cap, working dress, rain clothes, and rubber boots.

Conforms to uniform regulations and prescribe uniform for each day.

1239. (1) He shall, when he has knowledge that any vessel is wrecked, stranded, or in distress within reach from his station, at once assemble the crew and give instructions as to the boat and apparatus to be used, and shall notify the officers in charge of adjacent stations within working distance, with which he has telephone connection, of the casualty, and request their assistance if in his judgment it be needed.

Action upon learning of a wreck near his station.

(2) He shall see that the regulations and instructions regarding action at wrecks are complied with.

1240. The officer in charge and every other member of the crew, except the man operating the engine of a motor lifeboat, shall wear a life preserver on all occasions of drill or actual service in boats. The life preserver for each person shall be marked with his number and shall be put on before he takes his place in the boat. The life preserver for the man operating the engine of a motor lifeboat shall be kept near at hand when not worn. When passengers are taken into a service boat upon occasion of duty, as at a wreck, each person shall, if practicable, be provided with a life preserver, which shall be worn until he has reached the shore.

Life preservers to be worn in boats.

1241. (1) He shall take prompt measures to revive or resuscitate all persons found apparently drowned or insensible from exposure to cold or other causes. The death of an apparently drowned person shall in no case be taken for granted, but every effort shall be made to resuscitate him, unless the body bears unmistakable evidence of having been in the water for too long a time for resuscitation.

Resuscitation must be attempted.

(2) Whenever members of the Coast Guard shall have begun the work of resuscitating an apparently drowned person they shall not permit interference with their operations in any way, nor give heed to any suggestions regarding the use of mechanical or other devices or systems. Medical assistance by a physician shall be accepted when proffered, if such assistance does not interfere with the operation of the manual method of resuscitation.

Clothing for
shipwrecked
persons.

1242. He shall be accountable for the proper care and distribution of clothing or other supplies furnished for the benefit of the shipwrecked by benevolent associations or private individuals. Whenever any such supplies are issued to shipwrecked people a brief note to that effect shall be made under "Remarks" in the report of assistance rendered. He shall notify Headquarters when such supplies need renewal.

During the in-
active season.

1243. During the inactive season he shall see—

(a) That the station rooms are frequently opened and aired and, where moths are prevalent, that every precaution is taken to protect the flags, blankets, and clothing from damage or destruction, by airing and exposing them to the sunlight at frequent intervals.

Boat kept in
readiness, in-
active season.

(b) That at least one boat is kept in readiness for instant use throughout the inactive season, and that no work which will disable this boat is undertaken without the knowledge and consent of the district ^{commander} superintendent.

Shall keep look-
out during bad
weather, inactive
season.

1244. (1) During inclement or thick weather, in the inactive season, he shall keep a sharp lookout for distressed vessels, boats, and persons. Upon discovering a wrecked vessel or boat or a signal of distress, he shall, unless he alone can render the needed assistance, collect as speedily as possible a sufficient number of enlisted persons and go to the assistance of the vessel, boat, or person. If enlisted persons are not available, suitable men shall be employed in their places. During the time that the services of enlisted persons are utilized in such emergencies it shall be considered that their leaves of absence are temporarily suspended and they shall receive their regular compensation and subsistence. Persons other than enlisted persons shall receive such compensation as their services are reasonably worth; in rendering the bill (Form 2667) for the services of such persons, the officer in charge shall state the number of hours each was employed and any other circumstances tending to show the value of their services, and shall certify that the services were necessary and that the amount charged is just and reasonable.

Services to be
stated and value
thereof certified
to by officer in
charge.

Not to incur un-
necessary ex-
pense.

(2) The authority granted in the preceding paragraph shall not be construed as permitting officers in charge to employ assistance at the expense of the Government in saving or aiding to save wrecked property when life is not imperiled and when the master, agent, or owner of such property can secure the needed assistance from other sources without injurious delay.

Expense not to
be incurred in
recovery of
bodies of
drowned per-
sons, except.
To prevent
smuggling.

(3) No expense to the Government shall be incurred in recovering the bodies of persons drowned as the result of a disaster at which the service did not render assistance.

1245. He shall, as an inspector of customs, take such measures as may be within his power to prevent smuggling; and while pa-

trolmen are in the performance of their duty, at night or by day, a strict watch shall be kept to detect any efforts at smuggling. He shall also, upon the detection of any violation of the customs-revenue laws, forthwith make complaint thereof to the collector of customs of the district and seize goods, wares, and merchandise in the act of being smuggled or which have been smuggled. He shall notify Headquarters of his action in each such case.

1246. (1) He shall perform such duties in connection with the enforcement of the navigation laws as may be assigned him from time to time by Headquarters. (See art. 1031.) Enforcement of navigation laws.

(2) He shall see that the lights required by law are displayed on the station boats when they are underway, anchored, or moored at night. (See art. 1490-k.) Barring and anchor lights.

1247. He shall write and sign the station log daily. Station log.

1248. He shall see that the regulations and instructions regarding the preparation of muster rolls, pay rolls, and other reports and documents are carried out. (See arts. 2461, 2477-s, and 2478.) Preparation of muster rolls, pay rolls, etc.

1249. (1) He shall see that the regulations and instructions regarding telephone lines and equipments are enforced. Telephone lines and equipment.

(2) He shall render all possible aid to officers and employees of the service and to other persons authorized to visit the station to perform work or duty upon the request of the officer or other person in charge of such work or duty. Aid to officers, etc., visiting station.

1250. He shall be accountable for the economical use of all station supplies, and shall require from all under his command a rigid compliance with the regulations relative to the receipt and expenditure of Government stores. He shall be careful to prevent waste, theft, and misapplication of all public property intrusted to his care and management. Accountable for use of property.

1251. He shall see that the medicine chest is neatly and compactly stowed, kept in readiness for instant use, and is carried on the beach cart to all wrecks, and shall be responsible for the safety and proper use of its contents. Medicine chest.

1252. (1) He shall observe and cause all under his charge to observe all national and local sanitary laws and regulations. Observe sanitary laws.

(2) He shall exercise great care to keep the station buildings in a clean and sanitary condition. (See art. 1497.) Sanitation of station.

1253. He shall be particular to see that the regulations and instructions regarding the storage of inflammables and other dangerous articles and the precautions against fire are enforced. (See art. 1503.) Inflammable articles. Precautions against fire.

1254. (1) He shall, as directed by the district superintendent, report immediately by telegram, radiogram, telephone, or other quickest means to division commanders or commanding officers of cutters information of all marine disasters and casualties to shipping of which he may have knowledge. Reports to division commanders and commanding officers of cutters.

(2) He shall report to the district superintendent the exact location and nature of any obstruction to navigation which may be discovered, such as a recently sunken vessel, the recent formation of a sandbar in a navigable channel, a derelict raft or vessel, or anything else that might be a source of danger to shipping. When there is urgent need for promptly warning shipping of the Report obstructions to navigation.

presence of a derelict in the paths of navigation dangerous to vessels, he shall transmit this information by dispatch and confirm it by letter.

Reports relative to aids to navigation.

(3) He shall report to the lighthouse inspector nearest his station every accident to any of the aids to navigation that may come to his knowledge, such as the displacement or sinking of or damage to buoys, the failure of lights to show or flash, or of signals to sound. He shall send a copy of each such report to Headquarters.

Shall not engage in private business on station premises.

1255. (1) An officer in charge shall not establish or engage in any private business on the station premises, nor shall he permit others to do so. He shall not engage in any business which will require his absence from the station more frequently than upon his regular liberty days, nor at any time to the neglect of his official duties.

Liquor not to be permitted on station premises.

(2) He shall not keep or sell intoxicating liquors or narcotic drugs on the station premises, nor shall he permit such liquors or drugs to be brought upon the premises to be consumed, sold, or given away. He shall take charge of liquors and drugs which may be landed at the station from a stranded or wrecked vessel until removed by proper authority.

Intoxicated persons.

(3) He shall eject from the station premises intoxicated persons, except such as require station relief. The officer in charge shall seize any liquors or drugs in the possession of shipwrecked persons requiring relief at his station, and deliver them to the nearest collector of customs, reporting all the facts in the case to that officer.

Shall enforce regulations relative to intoxicating liquors.

(4) He shall carry the provisions of paragraphs 2 and 3 of this article into full force and effect and shall permit no violations or evasions of the spirit of them.

Station property not to be used for private purposes.

(5) He shall not permit the station buildings, grounds, boats, apparatus, gear, or any other of its appurtenances to be used for private purposes, nor shall he loan to private persons any articles belonging to the station, nor shall station axes, hatchets, hammers, purchases, and other similar articles be used for the stripping or dismantling of wrecked vessels.

Political meetings at station. Political discussions.

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

Orders to be published to crew.

1256. (1) He shall read to the crew as soon as practicable after their receipt all orders and other matters received from Headquarters which are required to be published to them. (See arts. 1617 and 1618-c-3.)

(2) He shall keep a file of all general orders and circular letters.

Report of boat received.

1257. He shall submit to Headquarters a report, on the prescribed form, of each boat received at the station under his charge, and also when any change is made in the hull, machinery, or rig of a boat at the station.

House of refuge.

1258. (1) An officer in charge of a house of refuge, or an enlisted person assigned to have charge of a house of refuge, shall be governed by the regulations prescribed for officers in charge

of stations, so far as they may be applicable. He shall perfect himself in the drills, and shall keep a log and such other books of record as may be ordered. Immediately after storms he shall personally go along the shore to as great a distance as practicable for the purpose of finding and succoring persons in distress. Diligent search shall be made in both directions from the station.

(2) He shall wear the uniform prescribed for his grade.

THE BOATSWAIN.

1271. (1) The boatswain shall be on deck generally during the day, and also during the night when his services are needed. He shall see that the men respond quickly to a call and that they perform their duties properly.

(2) He shall frequently examine the outfits and equipments in his department and shall report at once to the officer of the deck any defect or deficiency of which he may become cognizant at any time. To examine outfits and report defects.

(3) He shall at all times be careful that the anchors, boats, and other movable articles are properly secured, and shall have all emergency gear ready at hand. Security of anchors, boats, etc.

1272. He shall see that the yards, booms, and gaffs are kept properly squared, topped up, or steadied amidships as the case may be, except when the necessary work to be done requires otherwise; that the sails are neatly furled; that all gear is taut (except during wet weather) and neatly coiled on the pins or on deck; that no ropes or other articles are hanging over the rails; that the boats at the davits are squared and steadied, and that the vessel presents a neat, trim, and seamanlike appearance. Neat and seamanlike appearance of vessel.

1273. (1) He shall see that no paints, oils, inflammable materials, or painted or oiled canvas are stored in the sail room. Stowage of inflammables.

(2) He shall have charge of, and be responsible for, the good order of the paint locker and for the preservation of all the articles and materials stored therein. He shall see that all articles are promptly returned to their proper places after use. Particular attention shall be given to the stowage and care of oils, varnishes, petroleum spirits, and turpentine. (See art. 1503.) Paint locker.

1274. He shall give careful attention to the ground tackle of the vessel, and shall see that it is kept in good condition and ready for immediate use. When at anchor, he shall see that nothing interferes with a readiness to veer, slip, or bring to the chain, or to let go the spare anchors. Ground tackle.

1275. He shall supervise all work going on in his department, and shall be, for the purpose of carrying on the general work of the ship, the executive officer's assistant. Supervision of work.

1276. He shall take care, when stowing the hold, that such articles as may be needed in an emergency are kept accessible as far as practicable. Stowing hold.

1277. (1) A boatswain on a cruising cutter shall, in the discretion of the commanding officer, take a regular tour of duty as watch officer with the commissioned line officers, as prescribed in the regulations. (See arts. 1403-a, and 1403-b.) Duty as watch officer.

(2) He shall keep himself informed regarding the customs-revenue and navigation laws, the motor-boat laws and the regulations. Keep informed of laws and regulations.

- To be proficient in signaling.** (3) He shall become proficient in the service signal codes and their application, to the end that he may be able to assist in the instruction of the vessel's crew therein.
- Station at drills.** (4) His station for drills and evolutions, other than signal drills, shall be as directed.
- Duties on harbor cutters, launches, etc.** 1278. If attached to an inshore patrol cutter, to a harbor cutter, or to a harbor launch, when there is not a commissioned officer attached, the boatswain shall be charged with the care and operation of the vessel. His duties in this case shall include those of commanding officer, and the responsibilities and obligations attaching to that position, as set forth in the regulations, shall devolve upon him.
- Clerical work.** 1279. When attached to a vessel on which there are less than two line officers junior to the commanding officer, he shall write the weekly transcript of the log and perform such other clerical work as the commanding officer may direct.

THE GUNNER.

- Duties in general.** 1281. (1) The gunner shall, under the supervision of the ~~ord-~~^{gunner} ~~nance~~ officer, whose assistant he shall be, have charge of, and be responsible for, the care, preservation, and condition of everything pertaining to the guns and small arms and their accessories and equipments; for the cleanliness and order of the armory and the ammunition rooms, and for the care and proper stowage of all ammunition and ordnance stores belonging to the ship. He shall perform such other duties as may be assigned him. (See arts. 940-S, 1206, 1403-a and 1403-b.)
- To comply with ordnance instructions and report need of repairs.** (2) He shall comply with the ordnance instructions as to the care, preservation, and use of ordnance material, and shall report to the ordnance officer any repairs to the armament or other work in his department that he deems necessary.
- Inform master-at-arms.** (3) He shall inform the master-at-arms when the magazine is about to be opened.
- Security of battery.** 1282. When at sea he shall attend to the security of the battery, and shall endeavor at all times to prevent injury to any part of the armament.
- To serve out small arms.** 1283. (1) He, or his assistant, shall, at general quarters and drills, serve out the required small arms and equipments, accessory boxes, and ammunition.
- Inspection of arms after drills.** (2) He shall, after every exercise or drill with arms, carefully inspect each piece used, and, if any has been broken or otherwise damaged, shall report the fact to the ~~ordnance~~^{gunner} officer.
- Loaded arms not to be placed in armory.** (3) Before the small arms are returned to the armory after target or other practice in which ammunition has been used, he shall see that none of the pieces is loaded. Loaded arms shall not be placed in the armory at any time.
- Stores.** 1284. (1) He shall issue no ordnance stores without proper authority.
- Condition of armament.** (2) He shall be accountable to the ~~ordnance~~^{gunner} officer for the condition of the armament and of the ordnance equipment and stores in use.
- Supervision.** 1285. He shall supervise all work going on in his department.

1286. He shall have charge of the life buoys, and shall see that they are kept in good order and ready to be dropped into the water at a moment's warning. Life buoys.

1287. He shall keep a correct record, in a book to be furnished for the purpose, of the number of rounds of ammunition fired from each gun of the battery, distinguishing between saluting charges and fixed ammunition, and also of all other ammunition expended. He shall perform such clerical work as the ordnance officer may require in connection with his department. Record of rounds fired.

1288. He shall, when circumstances permit, have a competent enlisted person to assist him. Assistant.

THE MACHINIST.

1291. (1) The machinist shall perform such duties in connection with the machinery, boilers, and their dependencies, as may be assigned him by proper authority. (See arts. 1405-a, 1405-b, and 1405-c.) Duties.

(2) He shall exercise suitable authority over the enlisted persons in the engine department. He is accountable to the engineer officer and to the engineer officer of the watch for the proper performance of his duties. Authority and accountability.

1292. (1) He shall have charge of the machinery storerooms and stores, and shall see that all supplies requiring it are properly marked; that all supplies are stored so as to be readily accessible; and that they are economically expended. Stores to be accounted for.

(2) He shall, under the direction of the engineer officer, or of the engineer officer of the watch, supervise such work as may be assigned him by those officers. Supervision of work.

THE CARPENTER.

1295. (1) The carpenter shall be an assistant to the executive officer, especially in the matter of repairs to the ship and her spars and boats. He shall report to the executive officer any repairs that he may deem necessary. General duty.

(2) He shall keep the outfits and equipments under his charge and in his department in good order and shall make frequent examination of the decks and all accessible parts of the hull of the vessel. Condition of outfits.

1296. He shall, at 8 p. m., sound the wells and report to the executive officer and the officer of the deck the depth of the water in the compartments of the vessel. He shall sound the wells at other times when so directed. To sound the wells.

1297. (1) He shall see that all fire-extinguishing apparatus (except that in the engine department) is kept in order and ready for immediate use. He shall be held accountable for the good condition of all hand pumps, with their attachments, pipes, drains, valves, and other appurtenances, except such as are within the engine department. Fire-extinguishing apparatus.

(2) He shall be responsible for the cleanliness and good condition of all capstans, windlasses, winches, and their appurtenances (except the engines). Condition of capstans, etc.

(3) He shall see that the air ports and other ports are kept in good order. When getting underway, he shall see that all air Air ports.

ports are closed. When he opens or closes air ports, he shall report the fact to the officer of the deck. (See art. 993.)

Draft.

(4) He shall, immediately before and after coaling ship, or receiving fuel oil, and at such other times as directed, take the draft of the ship forward and aft and report it to the navigating officer and the officer of the deck. (See art. 1472-f.)

Assistant to executive officer.

1298. He shall assist the executive officer in the inspection and care of all compartments, water-tight doors, double bottoms, and mechanical devices for the management and safety of the vessel, outside the engine department.

Lightning conductors.

1299. He shall frequently examine the lightning conductors and shall see that they are kept in good condition.

Shop and tools.

1300. He shall be responsible for the cleanliness and neatness of his shop and for the care, condition, and preservation of the tools and stores in his department.

THE PAY CLERK OR THE ACTING PAY CLERK.**Duties of.**

1301. The pay clerk or the acting pay clerk shall be the commissary officer and the clothing officer. (See art. 1402.)

Responsibility of.

1302. He shall be responsible for the preparation of pay rolls, pay vouchers, abstract of totals of pay rolls, schedule of expenses incurred under general authority, Class III requisitions, requisitions for stationery, and requisitions for books and blanks. He shall certify pay rolls and pay vouchers.

Assist heads of departments.

1303. He shall assist the heads of departments in the work incident to the handling of requisitions, vouchers, invoices, advertisements, proposals, bills of lading, returns, record of public property, and matters of a similar nature.

See G. O. No. 29

1304 GENERAL DUTIES OF PETTY OFFICERS.**Example.**

1305. (1) Petty officers shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty.

To maintain order and discipline.

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

Authority of.

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

To examine outfits and stores.

(4) They shall carefully examine all the articles belonging to and the stores received for their respective departments, and shall see, under the supervision of the heads of those departments, that the stores agree in quantity and quality with the invoices or bills accompanying them.

Duty of commanding officer.

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

THE MASTER-AT-ARMS.**Master-at-arms.**

1308. (1) A leading petty officer shall be detailed to act as the master-at-arms.

To preserve order.

(2) He shall exert himself to the utmost to preserve order and to prevent infractions of discipline on the part of the crew. He

shall be responsible for the cleanliness of the quarters of the enlisted persons and of all compartments under his charge, and shall have such quarters and compartments ready for inspection daily in accordance with the routine bill of the vessel.

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

1309. When an order is given to clear the berth deck, or when all hands are called, he shall see that the order or call is obeyed at once, and that no unauthorized persons remain below. Clearing berth deck.

1310. He shall, when the anchor chains are hove in, see that they are properly ranged and stowed in the chain lockers; when an anchor is to be let go, he shall see that the chain is clear for running from the chain locker, and shall make a proper report in each case. Supervision over anchor chains.

1311. He shall check all profane and bad language, gambling, quarreling, and unseemly noises, and shall use every effort to prevent improper conduct in any form. To check bad conduct.

1312. (1) When prisoners are confined, or are in irons, he shall be watchful over them, and shall visit them at least once every four hours during the day, and oftener if necessary, to ascertain their condition and needs. (See art. 990.) Watchful over prisoners.

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

1313. He shall, at 8 p. m. and 9 p. m., make the rounds to see that the lights are extinguished as prescribed in article 1499. The report of the first inspection shall be made to the executive officer, and of the second inspection to the officer of the deck. Inspections and reports.

1314. He shall, when a magazine or ammunition room is to be opened, see that all unauthorized lights and fires are extinguished, and shall report to the executive officer and to the officer of the deck when this duty has been performed. When ammunition room is opened.

1315. He shall have charge of the smoker's lamp, and shall see that it is kept lighted only during smoking hours. He shall take care that lights and the galley fire are not used by smokers to light their pipes and cigars, and that there is no smoking in unauthorized places. (See art. 1505.) Smoking.

1316. He shall attend to the opening and closing of the air ports on the berth deck under the provisions of article 993. Air ports.

1317. He shall be vigilant in his efforts to prevent intoxicating liquors, narcotic drugs, and other prohibited articles from being smuggled on board and to prevent any of the crew from leaving the ship without permission. In cases in which his suspicions have been aroused, he shall make immediate report to the officer of the deck. Prohibited articles.

1318. He shall use every possible effort to prevent theft and to detect any person who may be guilty thereof. To prevent theft.

1319. He shall take great care that no Government property is injured or taken out of the ship without authority. Property.

Unclaimed property.

1320. He shall take charge of all unclaimed private property found on board until a proper disposition can be made of it. (See arts. 474 and 476.) When any enlisted person is sent to a hospital or is absent without leave or has deserted or is suspected of an intention to desert, the master-at-arms shall take charge of such person's bag and hammock and of his personal effects found on board and report his action at once to the officer of the deck. He shall take charge of the effects of liberty men when so directed, and shall be present at the sale of the effects of deserters and deceased persons.

Personal effects.**Sale of effects.****Muster.**

1321. At general muster he shall answer for the members of the crew who are absent, stating the reasons for the absences when known; otherwise he shall answer that they are "absent without leave." (See art. 1618-a-4.)

Mail.

1322. He shall receive and distribute the mail for the crew at such hours as may be provided by the daily routine of the ship. (See art 1557.)

Absence.

1323. When absent, his duties and the responsibility for their proper performance shall devolve upon the chief commissary steward, or commissary steward, as the case may be.

CHIEF COMMISSARY STEWARD OR COMMISSARY STEWARD.

Charge of general mess.

1324. (1) He shall have immediate charge, under the commissary officer, of the general mess, and shall be accountable for the care and expenditure of articles of food for that mess. He shall see that the mess gear and the storerooms are kept clean and in good order and that the latter are properly ventilated.

To weigh out food.

(2) He shall weigh out daily the food for the general mess. He shall apportion the labor of the preparation of the food for cooking among the forward mess attendants, and shall see that they deliver the articles prepared by them to the cook at the proper times.

Closing and locking storerooms, etc.

1325. (1) Immediately before 8 p. m. daily he shall examine, close, and lock the storerooms, turning the keys in to the executive officer at 8 p. m., when he makes his report.

Inspection.

(2) He shall have his storerooms ready for inspection daily in accordance with the routine bill of the vessel.

General duties.

1326. (1) He shall not have custody of or control over the record of provisions received, nor shall he prepare public bills or the commissary report; his duties being confined solely to the galley, bakery, and such storerooms as he has charge of and the work directly connected therewith, including the preparation of bills of fare, together with a statement giving the estimated quantity of each article needed in the preparation thereof, for submission to the commissary officer. He shall make each morning a written report to the commissary officer of all provisions issued the day before, and shall keep an accurate account of everything committed to his care.

(2) Nothing herein contained shall in any way relieve the commissary officer of his responsibility in the premises.

THE BOATSWAIN'S MATE (L).

1331. The chief boatswain's mate (L) or the boatswain's mate, first class (L), as the case may be, shall, under the direction of the officer in charge, carry out the daily routine established for the station. He shall perform such other duties as may be assigned him. Shall carry out daily routine.

1332. He has no authority independent of the officer in charge, and when in charge of the station during his absence shall not change the latter's methods of performing routine duty. Has no independent authority.

1333. He shall prepare the weekly transcript of the log, and shall, when required, assist the officer in charge in the preparation of the "Return of public property." Shall prepare transcript, etc.

1334. He shall, under the direction of the officer in charge, be responsible: Responsible for.

(a) For the police and discipline of the station.

Police and discipline.
Flags and bunting.

(b) For the care and preservation of all flags and bunting, and shall see that all flags in use are kept repaired and in serviceable condition.

(c) For the care, cleanliness, neatness, and general condition of the boats and of the gear and other equipments belonging to the station. He shall see that the boats are properly equipped at all times, promptly reporting to the officer in charge any deficiencies or defects he discovers, and shall take care that they are well secured and protected from injury. He shall be responsible for the proper stowage of the beach cart, and shall see that all apparatus is properly stored and cared for. Boats and apparatus.

1335. (1) He shall have charge of and be responsible for the safety and preservation of the library placed at the station by benevolent associations or persons, and shall see that the books are never taken away from the station. Upon each occasion of their use by any member of the crew or by persons succored at the station he shall cause the name of the person using a volume, and the title of the latter, to be written on a slip of paper, which shall be deposited in the bookcase in the place occupied by the volume, to be handed to the borrower upon its return. Safety and preservation of libraries.

(2) He shall report to the officer in charge for entry in the log the record of any exchange with another station of libraries in portable cases, with a list of books exchanged and a statement of the condition of each. Transfer of libraries.

1336. He shall not occupy the quarters of the officer in charge during the temporary absence of the latter, nor shall he permit them to be used by others, except by proper authority or in emergencies. Not to occupy quarters.

THE RADIOMEN.

1337. (1) The senior radioman shall, under the supervision of the radio officer, have charge of and be responsible for the care of the radio room, and for the care and efficient operation of the radio outfit and all other electrical appliances outside of those assigned to the engine department. (See art. 947.) Responsible for radio outfit.

(2) He shall make himself familiar, and, as far as he is able, shall see that the other radiomen are familiar, with the laws and regulations governing radio communication. Familiarity with radio laws and regulations.

To file radio messages.

1338. He shall see that the originals of all messages transmitted and the copies of all messages received are properly filed and that the files are not opened to the inspection of any unauthorized person.

To transmit distress messages promptly.
Code used.

1339. (1) All radiomen shall use every effort to transmit distress messages to every possible source of aid.

(2) They shall, unless otherwise instructed, use the international Morse code for transmitting all messages by radio, whether official, unofficial, or commercial.

To wear telephones attached to receiver.

(3) They shall, when on watch, wear on their heads telephones attached to the receiver in operative condition, and shall be alert and attentive in listening for and answering calls.

Entries in radio log.

(4) They shall, during their respective watches, make the proper entries in the radio log, and shall sign it at the end of each watch.

Use of radio apparatus.

1340. The radio apparatus shall not be used for exchange of notes between operators, or for unofficial work of any kind, with the exception of "MSG" messages, which must be authorized and handled in accordance with the provisions of these regulations. No superfluous words or signals shall be permitted. Salutations, greetings, and expressions necessary in polite conversation have no place in radio work other than in the body of a message, and even there brevity should forbid such expressions except in rare cases. The use of any such abbreviations as the following is prohibited:

om pls gm ge gn tks tnx 73.

Disclosure of messages forbidden.

1341. (1) They shall not disclose the contents of any radiogram except by permission of the commanding officer or as authorized in these regulations.

Private messages divulged to proper authorities only.

(2) They shall not divulge the fact of the receipt of a private message, except to the proper authorities; such message after it has been delivered becomes the property of the addressee. They shall, upon the receipt of a message preceded by "MSG," regard the message as private and transmit it promptly, in writing, to the addressee.

Official messages.

1342. They shall, upon receiving a message other than one preceded by the letters "MSG," regard such message as official and transmit it promptly, in writing, to the commanding officer.

Transmission of authorized messages only.

1343. They shall send only such messages as have been authorized by the commanding officer or by the senior line officer present.

All radiograms to be copied in duplicate.

1344. Each radiogram, of whatever nature, received, transmitted, or relayed by the vessel, shall be neatly copied in duplicate in ink on its appropriate form, and all the notations necessary for checking and tracing the message shall be entered on the blanks. The radioman sending or receiving the message shall do this copying.

To number messages serially.

1345. They shall number serially in one series all messages received and transmitted, beginning with number one on the first day of each month, and shall mark the capital letter "R" conspicuously with red ink upon each relayed message.

Proper count on radiograms ascertained.

1346. The proper count on radiograms shall be ascertained in each instance, and where there is doubt in this respect when

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transmitting commercial messages to the stations of other services, the count of such stations shall be ascertained and the charge made accordingly. When such procedure is taken a notation shall be made on the copies for the information of Headquarters.

1347. The coast tax or ship's rate for a commercial radiogram transmitted (if not certainly known) shall be ascertained from the coast station or ship to which the message is sent, in order that the proper amount may be charged the person sending it. Coast tax to be ascertained.

1348. The radioman on watch shall take down in rough form and submit to the commanding officer all information he may intercept by radio relating to the positions or movements of vessels, accidents, or casualties at sea or along the coasts, public events in which the Government is concerned, and all other matters which might be of interest to the service. To submit to commanding officer all information intercepted relating to accidents, casualties, etc.

THE YEOMEN.

1351. They shall do such official clerical work as may be necessary, and shall be under the direction of the executive officer. Duty.
(See art. 780.)

1352. They shall, under the supervision of the executive officer, have charge of the stationery, books, and blanks. Charge of books, etc.

1353. They shall have charge of and shall be responsible for the proper filing and indexing of all incoming mail, and of all circular letters and general orders received, together with the filing and indexing of all official letters transmitted. Filing circular letters, general orders, etc.

1354. They shall have charge of the ship's library, and shall be responsible for the neat, orderly, and systematic arrangement of the books therein. Librarian.

THE SENIOR QUARTERMASTER.

1357. The senior quartermaster shall keep an accurate account of all stores and outfits under his charge, shall be careful in regard to their expenditure, and shall see that they are not improperly used. Account for stores.

1358. He shall have charge of and be responsible for all signal appliances of the ship, except such as are under the supervision of the radiomen. He shall be responsible for the care and condition of the signal lockers and of the navigating officer's store-rooms. Responsible for signal appliances.

1359. He shall, under the supervision of the navigating officer, be responsible for the proper care of the steering gear, except the steering engine. Steering gear.

1360. He shall stand a quartermaster's watch and shall perform such other duties as may be assigned him. To stand watch.

1361. He shall be proficient in sending and receiving signals by means of all signal systems adopted by the service. (See art. 838.) To be proficient in signaling.

THE MACHINISTS' MATES AND ENGINEMEN.

1363. They shall perform such duties as may be assigned them by the engineer officer. In addition they may be detailed for Duties.

watch and day's duty in the engine department under the provisions of article 1405.

THE ELECTRICIANS.

Duties. 1364. The electricians shall perform such duties as may be assigned them by the engineer officer.

THE CARPENTERS' MATES.

Duties. 1365. The carpenters' mates shall perform such duties in connection with the carpenter department as may be assigned them.

THE QUARTERMASTERS, FIRST, SECOND, AND THIRD CLASS.

Charge of lamps, etc. 1369. They shall have charge of the lamp locker, running and anchor oil lamps, deck lanterns, oil signal lanterns, leads, and lead lines, and shall be responsible for their proper care. They shall perform such other duties as may be assigned them.

Stand watch. 1370. They shall stand a quartermaster's watch, and as quartermaster of the watch shall strike the ship's bell at the proper times; shall make all routine reports; shall see that the flags and pennants displayed are properly set; shall report to the officer of the deck all boats approaching, all signals within sight, the arrival, departure, or approach of vessels, and in general shall observe and promptly report all occurrences in the vicinity. They shall make the above-required reports in person when the officer of the deck is near by on deck, otherwise by messenger.

Make reports. 1371. They shall be proficient in sending and receiving signals by means of all signal systems adopted by the service. (See art. 838.)

To be proficient in signals.

THE COXSWAINS.

General duties. 1373. The coxswains shall, under the direction of the officers in charge, be responsible for the care, cleanliness, neatness, and general condition of their respective boats, and of the gear and other equipment belonging to them. They shall see that the boats are properly equipped at all times, promptly reporting to the officers in charge any deficiencies or defects that may be discovered, and shall take care that the boats are well secured and protected from chafe, both in port and at sea.

Duties when in charge of boats away from the ship. 1374. They shall take great care that boats in their charge away from the ship suffer no damage. They shall be watchful over the conduct of their crews, shall not allow any of the men to leave the boats without permission, and shall maintain discipline and endeavor to promote the efficiency of the men under their charge.

Boat book. 1375. They shall familiarize themselves with the duties of coxswains as laid down in the "Boat Book, United States Navy."

To be proficient in signaling. 1376. They shall be proficient in sending and receiving signals. (See art. 838.)

Leaders of watch. 1377. They shall, when acting as leaders of watches, perform the duties set forth in article 990.

Assignment for quartermaster's duty. 1378. They may, when necessary, be assigned to perform the duties of a quartermaster. (See arts. 1369, 1370, and 1371.)

1379. They shall perform such other duties as may be assigned them by proper authority. **Additional duties.**

1380. They shall perform the duties in connection with the lifeboats as set forth in article 982. **Lifeboat duties.**

THE WATER TENDERS.

1382. The water tenders shall, under the supervision of the engineer officer of the watch, have charge of the fireroom, and shall be responsible for the safe height of the water in the boilers, the condition of the fires, and the carrying out of the fireroom routine. **Duties.**

1383. They shall not, when on watch, leave their stations unless properly relieved. **To remain at stations.**

THE PHARMACIST'S MATE.

1385. The pharmacist's mate shall, under the supervision of the medical officer, have charge of and be responsible for the cleanliness and good order of the sick bay and of the dispensary. He shall give particular attention to the care and preservation of all medical supplies and outfits intrusted to his charge, and shall not dispense or otherwise dispose of any of them without orders from proper authority. **Duties.**

ALL OTHER PETTY OFFICERS.

1387. All other petty officers shall perform such duties as may be assigned them by proper authority. **Duties.**

THE ENLISTED FORCE.

1389. (1) The enlisted force shall on all occasions yield a ready, cheerful, and prompt obedience to those placed over them; shall obey all orders and regulations; shall be attentive to their duties; shall avoid difficulties with one another; shall be neat in their persons and dress; and each shall endeavor by his own good conduct, respectful bearing, and zeal to promote the efficiency of the entire command. **Members of crew.**

(2) All enlisted persons acting as custodian of stores shall exercise vigilance and care over the stores to which they have access. **Care of stores.**

(3) They shall keep such accounts of public stores as may be prescribed from time to time. **List of stores.**

(4) They shall see that the regulations concerning lights in the storerooms to which they have access are strictly observed, and that every precaution is taken to prevent fire or other accident. **Precautions against fire.**

MESSMEN.

1391. (1) The commanding officer of a unit at which a general mess is established is authorized to detail enlisted persons of his command as messmen to the number of 1 to each 20 members of the general mess authorized in the complement of the unit. If **Detail of messmen.** **Duties of messmen.**

the number in the general mess, regularly authorized, is not an exact multiple of 20, one additional messman may be detailed. If the number regularly authorized in the general mess is less than 20, one messman may be detailed, provided there is no cook, officers' steward, or mess attendant available to perform the duties.

(2) No messman may be detailed at a unit where enlisted persons are allowed subsistence.

(3) As a general rule, a petty officer shall not be detailed as messman. Circumstances may arise, however, which will require that an exception be made to this rule. In such case the petty officer detailed as messman shall be relieved as soon as practicable.

(4) The messmen shall see to the cleanliness of the mess tables, benches, mess gear, dish towels, etc., over which they have supervision, and to the setting of the tables. They shall assist in the paring of vegetables and in other matters connected with the preparation of food for the members of the mess. Messmen shall also clean paintwork, scrub decks, and do such painting and cleaning as may be necessary to keep in first-class condition the compartments in which their duties are performed.

(5) A detail as messman will be made on the first of the month and for a period of not exceeding two months. No person who has served as messman shall be given this special detail within two months of the completion of his previous detail, except that he may be assigned to perform the duties temporarily in the absence of the man regularly detailed: *Provided*, That such temporary assignment shall not exceed 10 days.

CHAPTER IX.

GENERAL INSTRUCTIONS.

1401. All persons belonging to the Coast Guard shall make themselves familiar with, observe, obey, and, so far as lies in their power or in their sphere of action, enforce the laws relating to the Coast Guard, these regulations, and such general orders, circular letters, and other instructions as may be issued by Headquarters for their information and guidance. In the absence of specific instructions they shall conform to the customs and usages of the service.

Observance of regulations and orders.

MANNER OF PERFORMING DUTY.

1402. The duties assigned to the executive, navigating, gunnery, radio, commissary, and clothing officers shall be apportioned as follows:

Apportionment of duties of line officers.

(a) When there are but two line officers junior to the commanding officer attached to a cruising cutter and present for duty, the senior shall be the executive, navigating, and gunnery officer; the junior, the radio, commissary, and clothing officer. If there be a pay clerk or an acting pay clerk attached, then the senior shall be the executive and navigating officer; the junior, the gunnery and radio officer; and the pay clerk or acting pay clerk, the commissary and clothing officer.

(b) When there are three line officers junior to the commanding officer attached and present for duty, the senior shall be the executive and navigating officer; the next junior in rank, the gunnery and commissary officer; and the junior in rank, the radio and clothing officer. If there be a pay clerk or an acting pay clerk attached, then he shall be the commissary and clothing officer.

(c) When there are four line officers junior to the commanding officer attached and present for duty, the senior shall be the executive officer; the next junior in rank, the navigating officer; the next junior in rank, the gunnery and commissary officer; and the junior, the radio and clothing officer. If there be a pay clerk or an acting pay clerk attached, then he shall be the commissary and clothing officer.

(d) When there are more than four line officers junior to the commanding officer attached and present for duty, the senior shall be the executive officer; the next junior in rank, the navigating officer; the next junior in rank, the gunnery officer; the next junior in rank, the radio officer and commissary officer; and the junior, the clothing officer. If there be a pay clerk or an

acting pay clerk attached, then he shall be the commissary and clothing officer.

(e) In all of the above cases the officer next junior in rank to the navigating officer shall be the assistant to that officer and shall perform such duties in connection with the navigator's department as may be assigned him by the commanding officer.

Delivery of outfits to successor.

(f) Whenever any one of the above officers is relieved, removed, granted leave of absence, or detached, he shall deliver to his successor all stores, outfits, equipments, and books for which he is responsible. If the pay clerk or the acting pay clerk is detached, or is granted leave of absence, he shall deliver to his successor all stores, outfits, equipments, and books for which he is responsible. If he be not relieved by an officer of his own grade, under these circumstances, he shall deliver to the officer or officers who will be the clothing or the commissary officer, or both, when there is no pay clerk or acting pay clerk attached, all stores, outfits, equipments, and books for which each is responsible, taking the usual receipts therefor.

1403. The commanding officer shall require the line officers attached to his command, and present for duty, to perform duty in the following manner:

Watches when there is one line officer junior to commanding officer.

See S.O. No 3

(a) When there is but one line officer junior to the commanding officer, the former shall consider himself as constantly on duty, the watches being stood by himself and the boatswain and the gunner, provided the commanding officer has certified to Headquarters that the latter are competent to stand such duty. When at anchor or lying alongside a wharf, with fires hauled or banked, the line officer shall perform the duties of executive officer and the boatswain and the gunner shall alternate in standing day's duty, provided the commanding officer has certified to Headquarters that such warrant officers are qualified to perform such duty. If the boatswain and the gunner are not competent to stand sea watches and day's duty in port, then the watches and other duties, both at sea and in port, and shore leaves, shall be divided as equally as may be practicable, or as may be directed by Headquarters, between the commanding officer and the junior line officer. (See art. 1201.)

Watches when there are two line officers.

(b) When there are two line officers junior to the commanding officer, the senior shall, when the ship is underway, take the morning and the second dog watch and relieve for meals, and the remaining watches shall be taken by the junior and the boatswain and the gunner, provided the commanding officer has certified to Headquarters that the boatswain and the gunner are competent to stand such duty. In port the senior shall not be required to take day's duty, but may, by permission of the commanding officer, relieve the junior line officer and the boatswain and the gunner for short periods as a matter of accommodation. When sea watches are not being stood and the senior line officer is on board at night, he, instead of the junior line officer or warrant officer having the day's duty, shall superintend the performance of the morning duties and keep the watch until 9 a. m., and shall also, under like circumstances, respond to all calls that may be made during the night after 10 p. m. In port, except in

emergencies when it is deemed advisable to keep all hands aboard, the junior line officer and the boatswain and the gunner shall be permitted to stand day's duty in alternation, provided the commanding officer has certified to Headquarters that such warrant officers are qualified to perform such duty. Should the commanding officer require both line officers to be on deck in getting underway, anchoring, mooring, unmooring, or in the performance of any other evolution or maneuver in which all hands are called, the senior shall assume charge of the deck. (See art. 703.)

(c) When there are three line officers junior to the commanding officer, the executive officer shall, when the ship is underway, take the morning and the second dog watch, and the remaining watches shall be taken by the two junior officers. In port he shall not be required to take day's duty, but may, by permission of the commanding officer, relieve either of the other officers for short periods as a matter of accommodation. He shall have general direction of all work that is being carried on. Should the officer of the deck be sent out boarding or away from the vessel on any other duty, the executive officer shall relieve him for that purpose. When sea watches are not being stood, and the executive officer is on board at night, he, instead of the officer having the day's duty, shall superintend the performance of the morning duties and keep the watch until 9 a. m. He shall also, under like circumstances, respond to all calls that may be made during the night after the return of the 10 p. m. liberty boat.

Watches when there are three line officers.

(d) When there are four or more line officers junior to the commanding officer, the executive officer shall not be required to take any watch either at sea or in port, but shall exercise all necessary direction over the men during working hours, shall hold himself in readiness for a call at all times, and shall respond to all calls that may be made during the night after the return of the 10 p. m. liberty boat. Should the officer of the deck be sent out boarding or away from the vessel on any other duty, the executive officer shall relieve him for that purpose. When sea watches are stood, the officer next junior to the executive officer shall take the morning and the second dog watch and relieve for meals, and shall take day's duty when in port. The other officers shall stand the remaining watches.

Watches when there are four line officers.

1404. The following directions shall be observed as to command:

Directions as to command.

(a) In the absence of the commanding officer, or during his disability, the senior line officer remaining on duty shall succeed to all the responsibility and all the authority of command, except as noted in paragraphs b, c, and d of this article.

Absence or disability of commanding officer.

(b) An officer, temporarily in command for a period of not more than one day, may, if, in his judgment, it be necessary to preserve discipline, suspend or arrest an officer, or confine an enlisted person, subject to the approval of the commanding officer upon his return to duty. If in command for a period greater than one day he may award punishments for infractions of discipline in the same manner as the commanding officer.

Authority while in temporary command.

(c) When in command for any period during a temporary absence of the commanding officer, he shall not change the general

Unauthorized alterations.

orders, prescribed routine, or other regulations then existing, nor make any unauthorized alterations in the internal arrangements of the vessel.

Directing vessel's movements.

(d) When in command of a cruising cutter during the absence of the commanding officer, for any purpose (as on leave), he is responsible for the vessel's safety and for the efficiency of the duty performed. At such times, while without authority to change the internal affairs of the vessel, he shall be free to direct her movements in accordance with these regulations.

Duties of engineer officers.

1405. The commanding officer shall require the engineer officer and his assistants attached to the command and present for duty to perform duty in the following manner:

When there are three assistants to the engineer officer.

(a) When there are three assistants to the engineer officer, the latter shall not be required to take any watch either at sea or in port, but shall exercise all necessary direction over the men in the engine department during working hours, hold himself in readiness for a call at all times, and respond to all calls that may be made during the night after 10 p. m. when in port. When sea watches are stood, the senior assistant shall take the morning and the second dog watch and relieve for meals, and shall take day's duty when in port. The other assistants shall stand the remaining watches.

When there are two assistants to the engineer officer.

(b) When there are two assistants to the engineer officer, the engineer officer shall, when the ship is underway, take the morning and the second dog watch and relieve for meals, and the remaining watches shall be taken by the assistants. In port he shall not be required to take day's duty, but may, by permission of the commanding officer, relieve either of the assistants for short periods as a matter of accommodation. When sea watches are not being stood and the engineer officer is on board at night, he, instead of the assistant having the day's duty, shall superintend the performance of the morning duties and keep the watch until 9 a. m., and shall also under like circumstances respond to all calls that may be made during the night after 10 p. m.

When there is one assistant to the engineer officer.

(c) Where there is only one assistant to the engineer officer, the latter shall consider himself as constantly on duty, the watches being stood by himself and such assistant as equally as possible, with the approval of the commanding officer. When at anchor or lying alongside a wharf with fires hauled or banked, the engineer officer shall be accorded the usual shore leave alternately with the assistant, provided there are no repairs or other work needing his attention, that he has taken proper precautions for the safety of the machinery, and that the assistant to be left in charge understands the duties to be performed. It is to be understood that his first duty is to insure the proper care of the machinery, and that he shall not leave the ship for any reason until this has been done.

Engineer officer to certify to enlisted man's competency to stand engineer officer's watch.

1406. Except in case of emergency, the nature of which shall be fully entered in the ship's log, no person below the grade of machinist shall be detailed to stand an officer's watch in the engine department, unless the engineer officer certifies in writing to the commanding officer that such person is competent to perform such duty.

1407. Except as otherwise provided in these regulations a **Engineer officer to be on board.** cruising cutter shall never be left without a commissioned engineer officer on board and ready for duty.

1408. When there are two or more line officers junior to the commanding officer attached to a cutter and present for duty, and also two or more engineer officers, a cruising cutter shall never be left without one officer of each department on board, except in cases of emergency, the nature of which shall be fully entered in the ship's log, or as provided in articles 1403 and 1405. When the above complement of officers is not present for duty the commanding officer shall regulate the matter of allowing officers to leave the vessel, but one commissioned engineer officer shall be on board at all times, except as provided in article 1405. **Number of officers to be on board on duty.**

1409. (1) The commanding officer may in an emergency detail for temporary duty in the engine department any line officer of his command who has qualified for engineering duty. **Line officers detailed for engineer duty.**

(2) The commanding officer may in an emergency detail for temporary duty as a deck officer any engineer officer of his command who has qualified for such duty: *Provided*, That, when there is but one engineer officer attached, he shall not be detailed for deck duty; that, when there are two or more line officers junior to the commanding officer attached and present for duty, an engineer officer shall not be detailed for deck duty, and that the senior engineer officer shall not be detailed for deck duty. **Engineer officer detailed for line duty.**

(3) When a line officer is detailed for engineering duty, or when an engineer officer is detailed for deck duty, the fact and the reasons therefor, and also the discontinuance of the detail, shall be entered in the ship's log and reported by letter to Headquarters. **Entered in log.**

1410. Watches shall be stood by the line and the engineer officers in their respective departments in regular turn, and no person shall, without the consent of his commanding officer, absent himself from his duties or exchange with another for their performance. **Watches to be stood in rotation.**

1411. All officers attached to a vessel shall be considered as present for duty at all times, except when absent on leave granted by proper authority, when on an expedition sent out by the commanding officer, when sick on board or on shore, or when under arrest. **Officers present for duty.**

1412. An officer can not sever his official relations and responsibilities from the trusts imposed upon him by virtue of his commission or appointment. **An officer's responsibilities.**

1413. Day's duty shall begin at 9 a. m., if the vessel be in port at that time, and continue until the same hour the following day. The line officer on duty for the day shall, in the absence of the executive officer, or when the latter is not required to take a watch, superintend the performance of the morning duties pertaining to the deck department. **Definition of day's duty.**

1414. Day's duty shall be performed by engineer officers, in connection with their department, under the same conditions as apply to officers of the line. When it is found necessary to repair, overhaul, or adjust any part of the machinery or boilers, or their dependencies, the assistants to the engineer officer shall, irre- **Day's duty by engineer officers.**

spective of whose day's duty it may be, supervise such portion of the work involved as may be assigned them by the engineer officer. (See art. 1046.)

Officer of the deck in port.

1415. When line officers stand day's duty, which shall be at all times when the vessel is in port, except when, under special circumstances, the commanding officer may deem it necessary to pursue a different course or advisable to keep all hands on board—in which latter case sea watches shall be stood if necessary—the officer whose day's duty it is shall be the officer of the deck for the day, and shall, under the direction of the executive officer, carry on and superintend such work as the latter may designate. He shall not retire until after the return of the 10 p. m. liberty boat.

Watches when vessel is in danger.

1416. Should the condition of the weather or other circumstances be such as to endanger the vessel's safety, an officer shall remain on deck until the danger has passed, and if it be of long duration a regular sea watch shall be maintained. In such emergencies an assistant to the engineer officer shall be on duty in the engine department (except as otherwise provided in these regulations), if the fires be lighted or if the machinery be in working order or capable of being quickly put into working order.

Competent watch to be kept.

1417. The commanding officer shall cause a sufficiently strong watch to be kept in the engine department, under competent charge, whenever the fires are lighted, and shall see that that department is never left without a suitable watch, in charge of a competent engineman, water tender, or fireman, even though the vessel may be at anchor and the fires hauled.

Important orders to be written.

1418. All important orders to the officer of the deck to be carried out during the night, whether given by the commanding officer or the executive officer, shall be in writing.

Information to officer of the deck.

1419. The executive officer shall give to the officer of the deck for his guidance such orders and instructions as may be necessary concerning the manner of performing the duties of the vessel.

Police of vessel.

1420. In his administration of the police of the vessel the executive shall give such orders and directions to the officer of the deck as he may deem necessary.

System of signals.

1421. The executive officer shall arrange with the line officers a system of signals by which orders regarding the handling of lines in going alongside of and getting away from wharves, docks, or vessels, and in executing other evolutions of a like nature, may be communicated to the officers, and the noise and confusion of signaling out thus avoided.

Vigilance required.

1422. (1) The executive officer shall see that all officers of the vessel are vigilant in the performance of their duties; that they perform them properly in a uniform manner, and not perfunctorily; that they maintain a strict and orderly performance of duty; and that they avoid all unnecessary noise and confusion. If necessary to admonish them, he shall do so privately.

Directions to officer of the deck.

(2) He shall direct the officer of the deck in all matters concerning the general duties of the vessel. 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 if in his judg-

ment it be necessary, but he shall at once report to the commanding officer the fact and his reason for doing so. 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.

1423. The authority given to the executive officer, when the commanding officer is not on deck, to relieve the officer of the deck while the latter is in the performance of an evolution of the vessel or other important exercise, should be used with judgment and discretion. As the peremptory application of such authority might often be considered as reflecting upon the latter officer's competency and ability, it should not be exercised without necessary and sufficient cause.

Discretion to be used in relieving officer of the deck.

1424. All persons in the service shall strictly observe the requirements contained in the international "Regulations for preventing collisions at sea" and in the "Regulations for harbors, rivers, and inland waters."

Rules to prevent collision.

1425. Officers are invited to forward to Headquarters through official channels well-considered comments and suggestions with a view to promoting the efficiency of the service and the public interests. These should be in regard to things or methods and not a criticism of persons, and should in all cases be accompanied by a well-digested plan for improvement. Such suggestions, if approved by Headquarters, shall be entered on the officers' records, and they shall be duly notified to that effect.

Suggestions as to methods invited.

1426. Division commanders, commanding officers, district ^{commanders} superintendents, and officers in charge shall make special reports of distinguished conduct, conspicuous acts of valor, marked devotion in the line of duty, extraordinary courage or ability, or unusual resourcefulness in time of peril or great responsibility, whenever such occasions arise. (See art. 2091-f.)

Reports on acts of valor.

PROCEDURE UNDER ORDERS.

1431. (1) All orders involving assignment to duty or change of station or duty shall be issued from Headquarters in writing, unless otherwise provided.

Orders from Headquarters to be written.

(2) All orders from Headquarters shall be acknowledged within 24 hours after their receipt. If the orders be by dispatch, the acknowledgment shall be immediate and by dispatch.

To acknowledge orders.

(3) Orders detaching any person from any cutter or duty shall be forwarded to his commanding officer, if he have one on such cutter or duty, who shall deliver the orders to the person for whom they are intended, indorsing thereon the place, date, and hour of the receipt and delivery, respectively. If the person be attached to a division, the orders shall be forwarded through the division commander. (See art. 2415.)

Orders of detachment forwarded through commanding officer.

(4) Orders detaching a person from a station shall be forwarded through the district ^{commander} superintendent and the officer in charge of the station. The district ^{commander} superintendent shall at once forward the orders to the officer in charge of the station at which the person is serving, indorsing thereon the place, date,

Orders of detachment forwarded through district superintendent and officer in charge.

and hour of their receipt and forwarding, respectively, and the officer in charge shall indorse on the orders the place, date, and hour of their receipt and delivery, respectively.

See Sec. 1043
 Acknowledgment to state date of intended departure.

(5) If the order detach the person from a cutter, station, duty, or office, the acknowledgment shall state the date of intended departure therefrom.

Withholding orders.

1432. A division commander, commanding officer, district superintendent, or officer in charge shall not withhold any orders or other communications received from proper authority for a person under his command, except for good and sufficient reasons, which he shall at once report to said authority. If he be authorized to withhold any communication forwarded through him, his receipt of such communication shall be at once reported to Headquarters.

Duty upon receipt of orders.

1433. An order from Headquarters to any person requiring him to proceed to any point, but fixing no date, and not expressing haste, shall be obeyed by leaving within 4 days after its receipt; if the order read "without delay," he shall leave within 48 hours; if "immediately," within 24 hours; if the order be by dispatch, within 12 hours. All persons shall indorse on their orders the place, date, and hour of their receipt. (See arts. 1442, 1443, 1444, and 2403.)

To proceed immediately after leaving ship or station.

1434. The delays authorized in the preceding article shall not be so construed as to permit any person to leave his ship, station, duty, or office before the limit of the time permitted by his orders, as indicated in that article, unless to proceed immediately to the place designated in the orders, or to permit a delay en route, or to permit the spending of the time between the receipt of the orders and the expiration of the time limit for obeying them on shore at the port or place where such person may have been stationed. On leaving his place of duty he shall at once proceed to obey his orders. Until the time of his departure in obedience to his orders he shall be actually present for duty at the unit from which he has been detached.

Presentation of orders.

1435. (1) Any person who reports for duty in accordance with written orders shall present the orders to the officer to whom he reports, who shall if it appear that there was unnecessary delay en route, require the person to explain the cause thereof in writing. The officer to whom he reported for duty shall forward this explanation with a suitable indorsement to Headquarters. If a division commander, commanding officer, district superintendent, or officer in charge be delayed in reporting he shall forward his own explanation.

To report to Headquarters date of arrival.

(2) Immediately after reporting for duty a person shall communicate to Headquarters the date and hour of reporting.

Indorsement on orders.

1436. Officers shall indorse upon the orders of those who report to them for duty the fact that the person ordered has so reported, and the place, date, and hour of reporting.

Procedure if vessel be not in port.

1437. (1) Should the vessel to which a commissioned officer has been ordered for duty not be in the port where he was directed to join her, when he arrives at such port, he shall immediately

report the fact to the division commander at such port, if there be one, otherwise to Headquarters by dispatch and await the arrival of the vessel unless otherwise instructed.

(2) Should a warrant officer or an enlisted person report for duty at a port under orders as specified in the preceding paragraph, he shall immediately report to the division commander at that port, if there be one. If there be no division commander at the port, he shall immediately report to Headquarters by dispatch and await instructions. (See art. 725.)

1438. An application for the revocation or modification of orders to proceed will not justify any delay in their execution, if the officer or other person ordered be able to travel. Except on the ground of illness or other equally cogent reason, orders and assignments shall not be revoked or modified at the suggestion or solicitation of the officer or other person affected, and any attempt to alter or evade them, except on the grounds before specified, or to obtain assignment to particular duty, or to secure other personal favors through political or other influence, being regarded as prejudicial to good order and discipline, is forbidden. (See art. 1444.)

Application for change of orders.

1439. Application for assignment to duty, or for the revocation or modification of orders not in conflict with the provisions of the preceding article, shall be made by the person himself in an official manner and through the proper official channels, and shall state the precise reasons for making the application.

Reasons shall be stated in application.

1440. Application for assignment to special duty from an officer who has had less than 10 years' service as a commissioned officer will not be favorably considered.

Not to apply for special duty.

1441. Officers and other persons are forbidden to write personal letters to the Secretary of the Treasury, or to an Assistant Secretary of the Treasury, in regard to assignments to duty.

Unofficial letters to Secretary forbidden.

1442. Delays in obeying orders, in reporting for duty, or in returning to duty from leave of absence shall not be authorized except by Headquarters. All authorized delays shall be regarded as leaves of absence, unless it be stated in the order granting them that they are in the interests of the public service. (See art. 1433.)

Authorized delays in obeying orders.

1443. Any unauthorized delay in obeying orders or in returning from leave shall, if not satisfactorily explained as unavoidable, be regarded as absence without leave; if satisfactorily accounted for, the delay shall be excused, or considered leave of absence, depending upon whether it was occasioned in the interests of the public service, by uncontrollable circumstances, or otherwise. (See art. 1433.)

Unauthorized delays.

1444. Officers shall hold themselves in readiness to comply promptly with orders, and shall not upon receipt of the same write or telegraph Headquarters for leave of absence or permission to delay, except on account of personal illness, sickness, or death in their immediate families, or other equally cogent reason. (See art. 1438.)

Not to apply for leave on receipt of orders.

No authority to detach an officer or revoke an order.

1445. No commanding officer shall have authority to detach an officer from his command; and no officer shall have authority to annul, revoke, modify, or countermand an order issued by the department or Headquarters, or to order an officer to perform any duty not connected with the service. (See art. 1459.)

Transfers of officers in cases of urgent necessity.

1446. No officer shall, except in cases of urgent necessity, or as provided in article 445, be transferred from one cutter to another without the previous authority of Headquarters. An officer who directs or authorizes such a transfer shall submit a full report of the facts to Headquarters immediately.

Waiting orders.

1447. Officers shall not be placed upon waiting orders on their own application, but only when Headquarters deems it expedient.

Tour of duty on a station or on special service.

1448. The tour of duty of a commissioned officer shall be three years unless otherwise provided by law, except when the interests of the service require his earlier detachment or other modification of this regulation, and an order of Headquarters assigning an officer to any duty, but without any qualification as to the length of time he shall continue to perform such duty, shall be so construed. If the order read "temporary," it shall be construed to mean for an uncertain time.

Address when traveling on shore duty.

1449. Officers on shore duty in connection with the Coast Guard, and moving from place to place under orders, shall keep Headquarters advised of their post-office and telegraphic addresses. Whenever possible, this information shall be furnished when acknowledging receipt of orders.

Change of residence to be reported.

1450. An officer on being detached from duty, with permission to choose his place of residence, shall immediately inform Headquarters of his intended place of residence, and of a contemplated change of residence before the change is made.

To remain where directed to await orders.

1451. An officer on being detached from duty and ordered to any particular place to await orders shall not depart from such place without permission from Headquarters.

Address of wife or next of kin.

1452. Every person, active or retired, shall keep Headquarters informed of his permanent residence, post-office address, and address of his wife or next of kin, and, when contemplating a change of address, shall notify Headquarters before the change is made.

Post-office address when on leave.

1453. An officer on leave of absence, sick leave, or waiting orders, shall, when attached to a vessel or other unit, keep his commanding officer or district superintendent, as the case may be, advised of his post-office address.

To register at Headquarters.

1454. Each officer of the Coast Guard who visits Washington for any purpose whatever shall register at the Headquarters of the Coast Guard within 24 hours after his arrival, stating whether the visit is official or unofficial, its probable duration, and his city address.

Exchange of stations.

1455. Officers of the same grade may be permitted to exchange stations or duties in the discretion of Headquarters when such exchange is desired by both officers. This privilege shall not be accorded unless good and sufficient reasons are set forth in the applications, which shall in all cases be addressed to Headquarters. Should such privilege be granted, the exchange shall be effected promptly and without expense to the Government.

1456. An officer ordered by Headquarters to perform any official duty connected with any unit shall first call upon the commanding officer or officer in charge, and exhibit his letter of authority and report his instructions. The commanding officer shall also be notified by Headquarters in regard to the matter. Exhibition of authority.

1457. If an officer receive an order from a superior contradicting, or inconsistent with, one from another superior, or one contrary to instructions or orders from Headquarters, he shall represent, in writing if possible, the facts to the superior from whom the last order was received. If possible, he shall also exhibit his orders, unless they are confidential or he has been forbidden to do so. 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 in writing to the superior from whom he received the original order. Annulment of orders by a superior.

1458. An officer who diverts another from any service upon which the latter has been ordered by another superior, or requires him to act contrary to the orders of such superior, or interferes with those under such superior's command, shall immediately report the facts to Headquarters and show satisfactorily that the public interests required such action. All orders under such circumstances shall be given in writing. Diversion from duty by common superior.

1459. No officer can by virtue of his commission alone attach himself to any command or place himself on any special duty. All officers shall be assigned by order of Headquarters, except as otherwise provided in these regulations. (See art. 1445.) No right to attach himself.

THE SHIP'S LOG.

1463. The ship's log shall be presented to the commanding officer not later than 9.30 a. m. daily for his inspection; should any inaccuracies or omissions be noticed, he shall have the necessary corrections made, after which he shall approve the log. After the log has been duly approved by the commanding officer no change or addition shall be made without his permission or direction, and any change or addition shall be made by the officer in whose watch the matter under consideration occurred. An officer of the watch shall not decline to make a change in, or an addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer or navigating officer unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons therefor. The commanding officer may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature. When to be presented for inspection.

1464. The commanding officer shall approve the ship's log each day, when the vessel is placed out of commission, and upon the day of relinquishing command. Changes.

1465. The ship's log shall be kept in civil time and written in watches. At the beginning of each day the location of the vessel, the day of the week, the day of the month, and the year shall be given. On the first page for each day shall be entered the data called for by the columns and tabulations. If the ship be at Remarks as to inaccuracy.
Approval of log.
To be kept in civil time and in watches.

anchor, such of the data above mentioned as is appropriate shall be entered; the data for the columns shall be recorded at the end of each four hours, or more frequently if required by the commanding officer.

Navigating officer to examine.

1466. The navigating officer shall carefully examine the ship's log each day and see that all the particulars required to be entered therein are noted in accordance with the regulations. If he observe any omissions or inaccuracies, he shall call the attention of the officer in whose watch they occur to them and have the necessary corrections made. (See art. 1463.) He shall then sign the log under the statement "Examined and found to be complete" and present it to the commanding officer not later than 9.30 a. m.

Entry of data.

1467. The navigating officer shall enter in the ship's log daily the data required on the left-hand page concerning time at anchor and underway, distance cruised, ship's positions, number of vessels boarded, number of vessels reported for violation of law, assistance rendered, lives saved, derelicts, regattas, drills held, fuel, and water.

Entries by commissary officer.

1468. The commissary officer shall enter daily in the log of the unit to which he is attached the number of officers and crew present and the data concerning the general mess. On the date of the receipt of rations he shall enter the following statement: "Received from _____ subsistence
(Name and address of person.)
stores for the general mess, as per invoice."

Names and residences of officers.

1469. The navigating officer shall enter on the proper page of the ship's log, the name and the residence of each commissioned and each warrant officer attached to the vessel, the name and residence of his next of kin, and the post-office address of an officer who has been granted leave of absence. (See art. 1452.)

Entries by boarding officer.

1470. The list of vessels boarded and reported shall be entered in the ship's log and shall be signed by the officer who performed the duty. The list shall include the nationality, rig, name, hail port, name of master, where from, where bound, and the nature of cargo of the vessels boarded, and in case a vessel be reported for violation of law, the number of the section of the Revised Statutes, act, or regulation violated. (See art. 1031.)

Manner of writing ship's log.

1471. The officer of the deck shall write his watch in the ship's log with ink or indelible pencil and all entries shall be made personally by him, except as provided in articles 1463, 1467, 1468, and 1470. When cruising, the remarks shall be written for each watch, and when lying in port they shall be written in three watches, from midnight to 9. a. m., from 9 a. m. to 4 p. m., and from 4 p. m. to midnight, except when sea watches are being stood, when they shall be entered as when cruising. The log shall not be written for the entire period of 24 hours (from midnight to midnight, for instance) as one watch. The officer of the deck shall sign his name and rank at the end of his remarks for each watch. When sea watches are being stood, he shall complete his log immediately after he has been relieved. When standing day's duty in port, he shall write up the watch from 9 a. m. to 4 p. m. before retiring for the night; the watch from 4 p. m. to midnight of that day, and from midnight to 9 a. m. of the following day, shall

be written before 9.30 a. m. of the day on which his day's duty ends.

1472. The officer of the deck shall enter in the ship's log in the ruled columns for each day the data required under the various headings, and in the "Record of the miscellaneous events of the day," the following particulars:

(a) The direction of the wind, condition of the weather, state of the sea, courses steered, the time and the reading of the patent log whenever the course is changed; the kind and nature of any particular evolution, exercise, or service, or of special duty undertaken or accomplished by the officers of the vessel, and the time when each was undertaken, executed, or performed. All courses and bearings that are entered in the ship's log shall be marked to show whether they are magnetic, or by standard or steering compass. When bearings are given, the ship's head by standard or steering compass also shall be stated.

Entries in ship's log.

Weather, courses steered, etc.

E. O. 17

(b) The name and rank, or rating, of each person who joins the vessel or who is detached, transferred, discharged, granted leave of absence for one calendar day or more, or sent to hospital or to a medical officer for treatment, or who is absent on account of sickness or injury, and of each person who deserts, resigns, is retired, or is absent without leave; the names of all passengers, with the times of coming on board and leaving; the kind and number of each discharge granted, and a statement of how the discharged person was paid. (See art. 848.)

Personnel.

(c) A brief memorandum of any assistance of whatever kind rendered to any vessel or person in distress, giving the full name of the person and the name of the vessel as it appears on her official papers, or on her hull (if for any reason her papers can not be examined), her hailing port, the name of her master, the number of passengers on board, the port or place from which she last sailed and to which bound, the nature of any other service, or any special duty undertaken or accomplished, and the time when each was undertaken or performed and its duration.

Assistance rendered.

(d) The nature and extent of all aid rendered in the interest of any other branch of the Government service, the number of miles cruised on such duty, and all examinations for certificated lifeboat men.

Aid in the interest of other branches of the public service.

(e) An itemized list of all stores, fuel, or other articles received, from whom received, and the department of the vessel to which they belong. It will not be necessary to itemize the articles received on requisition, but it will be sufficient to note that the stores were received "as per requisition," mentioning the particular requisition, whether "ship chandlery" or "engineer stores," etc., giving its date and naming the party who furnished the articles; a particular account of all stores or other articles condemned or converted to any purpose other than that for which they were intended; an account of all stores loaned or otherwise sent out of the vessel, to whom loaned, or for what purpose sent out of the vessel, and by what authority.

Stores and other articles.

(f) The grounding or touching of the vessel on the bottom, and the loss of or serious injury to boats, spars, sails, rigging, or stores, with the circumstances under which such grounding, loss,

Grounding of vessel.

- or injury occurred, and the extent of the same. The draft before and after coaling or receiving fuel oil, and at such other times as may be required. (See art. 831.)
- Signals.** (g) The signal numbers with their significations (except when such signals are in secret cipher) of all official signals, except radio messages, made and received and the time corresponding to each.
- Inspections of gun-cotton.** (h) The results of the weekly and the monthly inspections of the dry gun-cotton and the quarterly inspection of the wet gun-cotton. The results of the inspections of the magazine and ammunition rooms, noting their temperatures, and that the flood cocks have been examined and tested.
- Magazine.**
- Musters and drills. Inspections of ship and clothing.** (i) All musters, quarters for inspection, weekly inspections of the ship, monthly inspections of clothing, and all drills required by the regulations, or an explanation of the reason for their omission, if omitted.
- Rating and dis-ratings.** (j) Every change in rating, with the reasons therefor, and by whose authority.
- Punishments.** (k) The nature and extent of all punishments inflicted, on whom and by whose authority, and for what offenses. This entry shall include the rank or rating of the offender, the date and nature of the offense, and the kind and degree of punishment. The termination of the punishment shall also be noted.
- Desertions.** (l) All desertions, together with name and rating of the offender, and the date of the offense. (See art. 467.)
- Persons succored.** (m) The name and address of every person succored on the vessel or afforded necessary relief, and the kind of relief given.
- Deaths.** (n) The name and rank, or rating, of any person attached to the vessel who may die there or elsewhere, and of any other person who may die on the vessel, and the exact time and cause of death, if known.
- Absence from duty.** (o) The fact that an officer has been absent from watch or duty for a period of four hours or more on account of illness or disability, together with the probable nature of the illness or disability.
- Lookout and trick at wheel in same watch. Docking.** (p) The nature of any necessity requiring the same person to stand a lookout and a trick at the wheel during the same watch.
- (q) When the vessel is docked, that the hull board made the required inspections.
- Liberty.** (r) The fact of granting the usual liberty to the enlisted persons, and of their return from such liberty.
- Theft.** (s) The fact that an investigation was made when theft or loss of money or other property occurred.
- Alterations in allowance of provisions.** (t) Every alteration made in the allowance of provisions, for what purpose, and by whose order.
- Employment of hired vessel.** (u) The employment of any hired vessel, her name and tonnage, the name of her master and owner, for what purpose and by whose order employed, the length of time employed, and the reasons for her employment.
- Fires in furnaces.** (v) The time when the fires in the furnaces are lighted, banked, or hauled, and as regards the last, the object therefor. The times of getting underway, anchoring, mooring, etc. The names of all places touched at. The names of particular points passed, and the sighting of land, lighthouses, light vessels, and particular

- (q) The facts of daily tests of the water in the boilers. Test of water in boilers.
- (r) That all auxiliaries have been moved by hand or steam at least twice each week and that the boiler-feed pumps and the fire-service pumps have been moved each day. Moving auxiliaries.
- (s) The fact of running the dynamo for lights, ventilation, or radio. Running dynamo.
- (t) Such entries as are required by the instructions in the machinery log.

THE RADIO LOG.

1480. The radio log shall be presented not later than 9.30 a. m. daily for the inspection of the commanding officer, who shall indicate the fact of his inspection by his initials. The commanding officer shall approve the smooth copy of the radio log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command. When to be presented for inspection.

1481. The radio officer shall examine the radio log each day and see that all particulars required to be entered therein are properly noted. At the end of the log for each day he shall sign the statement, "Examined and found to be complete." (See art. 953.) Radio officer to examine.

1482. The remarks shall be written each watch, and shall be signed at its conclusion with the name and rating of the person keeping such watch. Watch remarks to be signed.

1483. The printed instructions in the radio log shall be followed in its preparation. Printed instructions followed.

1484. When there are two or more radiomen attached and present for duty the senior in rating shall fill in the blanks under the heading "Description of radio plant," and also the synopsis for each month. Entries by senior radioman.

1485. The junior radioman shall write and be responsible for the neatness and correctness of the smooth copy of the radio log, which shall be a true copy, and shall have it ready at the times required in article 1480. Entries by junior radioman.

1486. An entry shall be made in the radio log of the fact of the receipt or transmission of each message, from or to what ship or station received or sent, and the serial number of each message sent. Receipt or transmission of messages.

THE MEDICAL LOG.

1489. The medical officer shall see that all of the particulars required in article 1176 are entered daily in the medical log. He shall sign these entries and submit the log to the commanding officer not later than 9.30 a. m. daily, who shall indicate his inspection by his initials. The commanding officer shall approve the medical log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command. Entries in medical log.
Time when presented for inspection.

THE STATION LOG.

1490. So far as applicable the entries required by paragraphs b, c, d, e, f, g, j, k, l, m, n, s, and y of article 1472, shall be made in the station log and in addition the following: Entries in log.

- (a) The direction and force of the wind, state of the weather, readings of the barometer and the thermometer, condition of surf. Weather, patrols, and lookouts.

names of persons on patrol and lookout, and other information required in the ruled spaces of the blank form on the first page of each day's log.

Drills.

(b) The kind or nature of each drill, the time when each was held, and its duration. In making entries of drills held, the following shall be observed: In boat drills, the boat used, the time it was launched, the time it was drilled under oars alone, under sails alone, under power alone, and under power and sail; in drills with the beach apparatus, the time from the command "action" until the landing of the man at the crotch, noting accuracy of aim, elevation of gun in degrees, size of shot line used, force and direction of wind, distance in yards from crotch to wreck pole, and powder charge used; in fire drill, the elapsed time from alarm of fire until the stream of water is thrown, noting length and size of fire hose used; in signals, whether the international code or the wigwag, flashing light, sound, or semaphore system was used, noting whether the drill was held indoors or out of doors, with regulation flags, or consisted of recitation; the time devoted to night practice, designating the system used; the omission of any drill, recitation, or other duty and the cause thereof.

Deficiencies.

(c) The marks and numbers on each cask, bale, or package, of whatever description, received which on being opened is found to contain less than is specified in the invoice, with the amount of the deficiency.

Officers visiting station.

(d) The name and the rank or rating or official designation of any officer or other person belonging to the service and not attached to the station, who visits the station officially, with the time of his arrival and departure, and the purpose of his visit.

Notices concerning wrecks, etc.

(e) A memorandum of any notification, whether by telephone, telegraph, radio, or otherwise, sent to Headquarters, to a division commander, commanding officer, district ~~superintendent~~, or lighthouse inspector, or to any other station concerning a vessel in distress, a derelict or other obstruction to navigation, a failure of a fog signal to sound or a light to show, or a missing or displaced aid to navigation, noting the time of sending such message and the name of the person to whom it was sent. All such information received shall also be entered.

Liberty and leave.

(f) The exact time of departure of each person on liberty or leave and the time of his return therefrom.

Employment of hired vessel, etc.

(g) The employment of any hired vessel, vehicle, horse, or other conveyance, the length of time employed, and the reasons for its employment.

Employment of persons.

(h) The name of each person employed to assist at a wreck, the necessity therefor, and the times between which each was employed.

Testing motors.

(i) When the motor of each power boat not in use is turned for the purpose of ascertaining its condition.

Injury to persons.

(j) Full particulars of any and every injury or casualty, however slight, to the officer in charge or to any member of the crew of the station, to persons employed to assist at a wreck, and to passengers on station boats.

Loss of life.

(k) Full particulars of any loss of life occurring within the scope of operations of the station.

buoys with the times corresponding thereto, and their bearing and distance from the ship.

(w) When the commanding officer orders an increase over the cruising speed of the vessel, a note of the fact with the reasons therefor shall be made. Increase of speed.

(x) Full particulars of any and every injury or casualty, however slight, to any of the officers, crew, or passengers on board. Injury to persons.

(y) He shall see that every circumstance of importance or interest to the ship, her officers or crew, or to the service, occurring during his watch, and such entries as are required by established forms, these regulations, and special instructions are entered in the ship's log. Circumstances of importance.

THE MACHINERY LOG.

1475. The machinery log shall be presented to the commanding officer not later than 9.30 a. m. daily for his inspection. Should any inaccuracies or omissions be noticed he shall have the necessary corrections made, after which he shall check the log by placing his initials on the page. After the log has been duly checked by the commanding officer, no change or addition shall be made without his permission or direction, and any change or addition shall be made by the officer in whose watch the matter under consideration occurred. An officer of the watch shall not decline to make a change in, or addition to, his log when his attention is called to an inaccuracy or omission by the commanding officer or the engineer officer, unless he believes the proposed change or addition to be incorrect, in which case he shall, if required, explain in writing to the commanding officer his reasons therefor. The commanding officer or the engineer officer, as the case may be, may then make any remarks concerning this particular inaccuracy or omission that he may deem proper, entering them at the bottom of the page over his own signature. (See arts. 1051 and 1477.) When to be presented for inspection.
Changes.
Remarks as to inaccuracies.

1476. The commanding officer shall approve the machinery log at the end of each calendar month, when the vessel is placed out of commission, and upon the day of relinquishing command. Approval of machinery log.

1477. The engineer officer shall see that all work and occurrences of importance in the engine department, as well as the performances of the engines and boilers and their dependencies, are duly noted in the remarks of the machinery log. He shall enter daily in the machinery log the required data at the bottom of each page for each day. If he observe any omissions or inaccuracies, he shall call them to the attention of the officer in whose watch they occur, and have the necessary corrections made. (See art. 1475.) He shall see that all entries copied into the machinery log from the ship's log are accurately made. He shall approve the machinery log daily not later than 9.30 a. m. of the day following the period which it embraces. Entry of data for each hour.
Approved by engineer officer.

1478. The engineer officer of the watch shall enter in the log such data as are required under the proper headings in the columns on the first page for each day of the machinery log. When Entries by engineer officer of the watch.

cruising, the remarks shall be written for each watch, and when lying in port they shall be written in three watches, as provided in article 1671. He shall make personally all entries required to be made in the machinery log during his watch. When sea watches are being stood he shall finish writing the remarks in his log immediately after he has been relieved. When standing day's duty in port he shall, before retiring, write up that part of the watch from 9 a. m. to 4 p. m.; the remainder of that day's watch and the watch from midnight to 9 a. m. of the following day shall be written before 9.30 a. m. of the day on which his day's duty ends. He shall sign his name and rank at the end of his remarks at the conclusion of each watch. All entries shall be made with ink or indelible pencil. (See art. 1095.)

1479. The engineer officer of the watch shall make the following entries in the machinery log:

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|--|---|
| Cleaning boilers. | (a) The cleaning of boilers. |
| Accidents and repairs. | (b) The manner in which the engines and boilers and their dependencies work, and all accidents and repairs to the same. |
| Weather and sea. | (c) The state of the weather and sea and the sail set. |
| Receipt of stores. | (d) The receipt of stores for the engine department, itemizing the articles received, except the articles received on requisition, when it will be sufficient to note that they were received "as per requisition," mentioning the period embraced by the requisition. |
| Discrepancy in fuel account. | (e) Any discrepancy that may be found to exist between the fuel in the bunkers or tanks and the amount charged in the log. |
| Undue strain on machinery. | (f) A note of any undue strain that in the judgment of the engineer officer may be brought upon the machinery. |
| Examination of cylinders, etc. | (g) The fact of any opening and examination of the cylinders and valve chests of the main engines. The periodical examination of the crank pins, crosshead pins, main journals, eccentrics, steam and water cylinders, steam and water valve chests, and all cylinders and valve chests of auxiliaries. |
| Indicator cards. | (h) A note of the fact when indicator cards are taken. |
| Turning main engine. | (i) The fact that the main engines have been turned over daily by hand when not in operation under steam. |
| Exceeding number of steaming hours. | (j) The fact of exceeding the number of steaming hours for boilers; and, if so exceeded, the necessity therefor. |
| Water on bearings. | (k) The fact that water has been used on a bearing, stating the necessity therefor. |
| Examination of bearings. | (l) When water has been used on a bearing, the fact that the bearing has been examined at the first opportunity thereafter. |
| Renewal of packing in stern tube, etc. | (m) The fact that the packing in the stern tube stuffing box was renewed when in dry dock, stating the size and the kind of packing, length of turn and number of turns used; also that the stuffing boxes of the sea valves, blow valves, etc., were repacked, and whether the bonnet joints were renewed. |
| Oiling of valves. | (n) The fact that all valves on the boilers, steam lines, water lines, etc., have been oiled each week and run up and down. |
| Specified examinations. | (o) The fact that the provisions of article 2017 have been complied with, noting the dates when the specified examinations were made. |
| Lifting safety valves. | (p) The fact of the lifting of the safety valves from their seats twice each week. |

- (l) Every case of resuscitation or attempted resuscitation. Resuscitation.
- (m) A description of all property of value cast ashore and recovered by the crew within the station limits, and anything of a nature which indicates a disaster at sea, such as a ship's boat and parts of a vessel's superstructure washed ashore. Property cast ashore.
- (n) All day patrols made during thick, foggy, or stormy weather, with the attendant circumstances. Day patrols.
- (o) The receipt of all general orders or circular letters, giving the number and date of each, and that they were published to the crew, if so required. Receipt of general orders.
1491. The provisions of articles 1465, 1467, and 1469, relative to ships' logs, also shall apply to station logs, so far as applicable. Manner of keeping.

GENERAL INSTRUCTIONS RELATIVE TO LOGS.

1493. Should any change or addition be made in any log after the commanding officer or the officer in charge of the unit has checked it, or after a period of 24 hours has elapsed since the incident to which such change or addition refers took place, there shall be entered a note showing the day and hour of the day that such change or addition was made. No erasures shall be made in any log. A single line shall be drawn through any part of a log it is desired to change. Any change or addition shall be made at the bottom of the page over the signature of the person making it. Changes or additions, how made.
No erasures.
1494. Such of the printed instructions contained in the fly-leaves of the official log books as are not in conflict with these regulations shall be observed as a part thereof. Printed instructions in log books to be observed.
1495. All logs shall be retained at the units to which they relate as the official records of such units, and the officer in command or in charge of the unit shall be particular to see that they are stored in a safe place and carefully preserved. Retention of.

SANITARY MEASURES.

1497. The officer in responsible charge of each unit shall enforce the following sanitary measures: Sanitary measures.
- (a) All proper means shall be taken to preserve the comfort and health of the crew. If no medical officer is attached to a vessel, the Public Health surgeon stationed at her headquarters shall be consulted when necessary in regard to sanitary measures. (See art. 768.) Health of crew.
- (b) The vessel, as far as practicable, shall be kept thoroughly clean throughout, well ventilated, dry, and at as comfortable a temperature as the weather and climate permit. Supplies of fresh water shall be allowed for the personal needs of the crew, and, when possible, for washing clothes. Cleanly personal habits shall be insisted upon, and all persons shall be required to keep their hair and beards neatly trimmed. Cleanliness of vessel and crew.
- (c) Officers shall be required to inspect the clothing and bedding of their divisions once a month, or oftener, if necessary, in order to ascertain that they are clean, properly marked, and of uniform pattern. Nothing but the regulation uniform shall be worn, and in designating the dress for the day such clothing shall Inspection of clothing and bedding.

be prescribed as will not injuriously affect the health. Every reasonable opportunity and facility shall be given the crew to make, mend, mark, and wash their clothing. Bags shall be broken out and clothing aired when the bedding is aired.

Food and water. (d) All cooking and mess utensils shall be kept clean, and care shall be taken that the food is wholesome and well cooked and that the water is pure.

Exposure of crew. (e) The crew shall not be needlessly exposed to the sun nor to the night dews. Those who get wet shall be permitted to change their clothing as soon as possible.

Sanitation of station. (f) Great care shall be exercised to keep the station buildings in a clean and sanitary condition and to have the floors swept every morning and oftener if necessary. Doors and windows of all buildings shall be opened daily in fair and seasonable weather. Dirt and rubbish shall not be permitted to accumulate in or about the stations, boathouses, or any other place on the premises. All out-houses shall be kept clean and sanitary and all rubbish shall be burned, buried, or otherwise properly disposed of.

Screens to be fitted and kept in place. (g) Screens for air ports, skylights, windows, and doors shall be kept in place when their use is necessary and conditions permit. Every effort shall be made to keep all living and sleeping quarters, kitchens, dining rooms, pantries, and food free from flies, mosquitoes, roaches, and vermin.

Station water supply. (h) To insure a sanitary source for the water supply of stations each cistern shall be thoroughly cleaned at least twice each year, at intervals of not more than six months. Cisterns shall be kept well screened. In case a well is used care shall be taken to see that it is at a suitable distance and proper grade relative to any discharge or waste from buildings. No slops or stagnant water shall be allowed on the grounds, and all toilets and cess-pools shall be frequently inspected, thoroughly cleaned, and kept in proper condition.

Wells. (i) To insure a sanitary source for the water supply of stations each cistern shall be thoroughly cleaned at least twice each year, at intervals of not more than six months. Cisterns shall be kept well screened. In case a well is used care shall be taken to see that it is at a suitable distance and proper grade relative to any discharge or waste from buildings. No slops or stagnant water shall be allowed on the grounds, and all toilets and cess-pools shall be frequently inspected, thoroughly cleaned, and kept in proper condition.

Toilets and cesspools. (j) To insure a sanitary source for the water supply of stations each cistern shall be thoroughly cleaned at least twice each year, at intervals of not more than six months. Cisterns shall be kept well screened. In case a well is used care shall be taken to see that it is at a suitable distance and proper grade relative to any discharge or waste from buildings. No slops or stagnant water shall be allowed on the grounds, and all toilets and cess-pools shall be frequently inspected, thoroughly cleaned, and kept in proper condition.

LIGHTS.

Fires and lights. 1499. The officer in responsible charge of each unit shall see that the following rules as to lights and fires are observed:

Galley fire. (a) The galley fire shall be extinguished by 8 p. m., unless the commanding officer authorizes it to be continued longer; when the weather is very warm it shall be extinguished as early as practicable, if by so doing the comfort of the crew will be increased. (See art. 1315.)

Extinguishing lights. (b) All lights, except those in the cabin, the wardroom, the steerage staterooms, and in the quarters of the officer in charge of a station, and those designated as "standing lights," shall be extinguished by 9 p. m. The wardroom and the steerage lights shall be extinguished by 10 p. m., unless the time be extended on special request. Lights other than electric in officers' rooms may be permitted until a later hour, provided they do not prevent those from sleeping who desire rest. No person shall turn in and leave a light burning in his room.

Quiet to be observed. (c) Quiet shall be observed in the officers' quarters after 10 p. m., except on occasions when special extension of lights is granted.

(d) There shall be at all times during the night a sufficient number of "standing lights" in the open parts of vessels and stations to enable the officers and crews to turn out and find their way readily. Such lights at stations shall be examined and attended to by each surfman upon his return from patrol.

(e) During rainy or cloudy weather, and at other times if necessary, when the duties of the vessel permit, sufficient artificial light shall be supplied on the berth deck for the crew to read and write.

(f) 1. The dynamo shall not be run for lighting purposes in living quarters after 10 p. m., except as provided in the following paragraph.

2. When the commanding officer deems it necessary, the dynamo may be run until a later hour than prescribed in the preceding paragraph, from May 1 to October 31, inclusive, and on special occasions, in his discretion.

3. The dynamo may be run for ventilation whenever the dry-bulb thermometer registers 80° F.

(g) Units with electric-lighting plants shall always have on hand in suitable places ready for use, lamps or lanterns that will give sufficient light for emergencies.

(h) Electric lights, fans, or other electric apparatus requiring the expenditure of power shall not be left turned on when not required for immediate use.

(i) Uncovered lights shall not be left unattended in any part of any unit, nor shall they be used in holds, storerooms, coal bunkers, boat rooms, lockers, or closets. Uncovered lights shall not be permitted in the forward or after compartments of a motor lifeboat, or in the motor compartment of a motor surfboat, or in the vicinity of the motor of an open surfboat or launch. When it becomes necessary to enter any of these places with a light, other than an electric torch, it shall be kept in a closed lantern. Lamps and lanterns shall not be lighted or matches struck near a paint locker, oil locker, or gasoline tank. Covered lights shall always be secured so as to prevent breaking or capsizing. (See arts. 2054-a and 2054-b.)

(j) Such lights and fires as may be deemed dangerous shall be extinguished when the ammunition rooms are opened or when handling or passing powder or other dangerous explosives.

(k) Only such lights as are deemed advisable by the commanding officer shall be used when, for any purpose, it may be thought necessary to conceal the position or movements of the vessel. (See arts. 980 and 1246-2.)

(l) All lamps and lanterns shall be filled in daylight and before noon each day. Once a month all oil lamps and lanterns used for replacing electric lights in case of an accident shall be lighted and kept burning a sufficient length of time to insure their being ready for use.

(m) The side shall be sufficiently lighted at night to enable all persons to go on board or take their departure without inconvenience.

(n) The laws regarding the display of running and anchor lights shall be strictly complied with, except as provided in paragraph k of this article.

Standing lights.

Artificial light on berth deck.

Dynamo not to be run for lighting after 10 p. m.

Extension of use of dynamo.

Dynamo for ventilation.

Lamps or lanterns in suitable places.

Turning off electric lights, etc.

Uncovered and covered lights.

Lights and fires that are dangerous.

Lights under special circumstances.

Trial of oil lamps for use to replace electric lights.

Side to be lighted.

Running and anchor lights.

INFLAMMABLES.

Inflammable articles. 1503. The officer in responsible charge of each unit shall see that the following precautions are taken regarding inflammable or other dangerous articles:

Oil, tallow, etc. (a) Oil, tallow, and cotton waste shall be stowed in metallic tanks, which must be kept as far from the boilers and fires as possible. Waste and other similar materials saturated with oil or grease shall be destroyed immediately after use. (See art. 1100.)

Oiled and painted fabrics. (b) Oiled or painted canvas and other oiled or painted fabrics shall not be stowed below or in an unventilated place and when not in daily use shall be frequently examined.

Private property and ammunition. (c) Private property in the nature of inflammable liquids or oils, explosives, or other dangerous stores liable to spontaneous combustion, shall not be allowed on board a cutter, in a station, or at any other unit. Private ammunition shall be stowed in the places provided for the unit's ammunition of a similar character.

Explosives. (d) Powder, rockets, explosive signals, and other explosives shall be stored in such places as to secure the greatest safety. These articles shall not be stored in a room where there is a stove or fire or near a chimney, and no lights or matches shall be used in their vicinity.

Oils authorized by Headquarters. (e) Only such oils as Headquarters authorizes to be used shall be received for any purpose.

Liquids. (f) Spirits of turpentine, petroleum spirits, kerosene, gasoline, alcohol, and all varnishes and liquid driers shall be kept in metallic tanks or vessels securely and safely stowed; none of these liquids shall be drawn from the tanks or vessels except in daylight and then only in quantities for immediate use.

Medical supplies. (g) Medical supplies shall be so stowed as to prevent their freezing and to minimize the danger from any acids that may be included in them.

Matches. (h) Safety matches only shall be used, except in the safes of torches on beach carts, and the necessary precautions to be observed in their use shall be prescribed. They shall not be used in the storerooms, holds, paint locker, fuel-oil tanks, or bunkers, and care shall be taken that persons about to enter the ammunition rooms have no matches with them. Matches shall be kept in a metallic box or case, under the charge of the executive officer, or the officer in charge, as the case may be, who shall serve them out as may be required. It is particularly charged that none of the crew have in his possession such matches as are prohibited, or other like dangerous articles. Lanterns shall not be used in the paint locker or storerooms.

Places to be aired daily. (i) Storerooms, paint and oil lockers, and boat rooms shall be aired daily.

Coal and coal bunkers. (j) Except in cases of emergency or necessity, coal shall not be received when wet, or in a condition that might render it dangerous, and the bunkers shall be carefully watched. Coal remaining on hand when a new supply is received shall, if possible, be so stowed as to be used first. Coal must be kept as dry as possible. Special precautions shall be taken to prevent the leakage

Precautions regarding.

of water into bunkers. The bunker plates shall be removed in dry weather, when seas do not come aboard, and kept off several hours each day, in order that the bunkers may be well ventilated. Coal bags that have been used shall be examined periodically, as coal dust remaining in them may produce spontaneous combustion. They shall not be stowed below until they are dry.

(k) Every proper precaution shall be taken to guard against fire, and each crew shall be proficient at fire drill. The steam pumps shall be tried at fire quarters, when under steam. The chemical fire extinguishers shall be tested once a year, and recharged when necessary.

Apparatus for extinguishing fire.

(l) Fire buckets shall be kept filled with clean, clear water ready for use, shall be refilled at frequent intervals, and shall not be removed from their proper places or used for any other purpose than extinguishing fire.

Fire buckets.

SMOKING.

1505. The following regulations shall be observed as to smoking: Smoking.

(a) The crew of a cruising cutter shall be permitted to smoke from "all hands" to "turn to," during meal hours, and after working hours until 9 p. m., when disengaged. They may also be permitted to smoke on holidays, Saturday afternoons, on Sundays, for a limited period during the night watches, and when coaling ship.

The crew.

(b) The parts of a unit in which smoking will be permitted shall be designated. Due regard shall be had for the discipline and the safety of the unit.

Places designated.

(c) Smoking shall never be allowed in the crews' sleeping quarters, in boathouses, paint lockers, or storerooms, nor below the spar deck, except in the cabin and wardroom, and habitual smoking in the latter is prohibited. Smoking in the wardroom shall be at the discretion of the commanding officer, and shall not take place between the hours of 10 p. m. and 8 a. m., except under special circumstances.

Smoking prohibited in certain places.

Smoking in wardroom.

(d) Smoking in service boats at any time during daylight, except when on detached duty, is forbidden; on detached duty, the officer in charge of the boat shall use his discretion in permitting smoking.

Smoking in service boats.

(e) Pipes, tobacco, cigarettes, and cigars shall not be left on the hatches, rails, pin rails, fire rails, nor anywhere else about the deck. Pipes, cigarettes, and cigars shall not be lighted in the galley or on the berth deck.

Pipes, tobacco, etc.

BOATS.

1507. All boats shall be kept in good condition and properly fitted with all necessary equipments for performing efficient service and securing the comfort and safety of their crews, and the full equipment of boats at stations shall be kept in them at all times.

Condition of boats.

1508. (1) Boats shall be inspected frequently with reference to their cleanliness and outfit, and after each drill the officers in

Inspection of boats.

charge of them shall thoroughly inspect them and report their condition to the executive officer, or to the officer in charge.

Care of boats.

(2) Upon returning from service or drill each boat and its equipment shall be thoroughly dried and put in order at the first opportunity. Deck hatches of self-bailing boats shall be kept open during daylight and the interiors thoroughly aired and dried while the boat is in the boathouse.

Boat cloths.

1509. Each boat on cruising cutters shall be supplied with a canvas boat cloth for service use; the commanding officer's and the wardroom officers' boat shall, in addition, be supplied with a blue cloth for use when calling and for other ceremonies.

Pennant staff of commanding officer's boat.

1510. The boat of a commanding officer shall have a pennant staff with a flat truck.

Display of flags and pennants in boats.

1511. (1) Ship's boats shall display flags and pennants as provided in articles 2293 and 2294, and station boats when on boarding duty, as prescribed in article 2293-2.

Covering for boat flags.

(2) Boat flags and pennants when not in use shall be kept in covers.

Care of boat motors.

1512. (1) Care shall be exercised to keep the machinery of all motor boats in efficient condition and supplied with necessary spare parts. They shall be kept free from rust and all wearing parts shall be carefully lubricated. Motor compartments shall be kept well ventilated and pumped dry, and the bilges shall be kept free from gasoline.

(2) No changes in the piping, fuel tanks, lighting systems, ignition systems, lubricating systems, pumps, or other auxiliaries of motor boats or structural changes in their machinery shall be made without authority from Headquarters.

(3) When motor boats are in the water or in places where an ample supply of circulating water to cool the engines is available, their engines shall be run a sufficient time each day to show that they are in working order. When these boats are out of the water, in places where an ample supply of circulating water is not available, the engines shall not be run except as necessary in launching the boats. When the boats are not in use during the day, the engines shall be turned by hand at least one entire revolution and the sparking apparatus tested to see that it is working properly. During the inactive season of stations it will be sufficient if the engines of motor boats installed at them are turned and the sparking test made once in two days.

(4) In canopied, decked in, or otherwise inclosed motor boats no open lights or electric sparks shall be permitted until such spaces have been aired and cleared of accumulated gas.

Fire extinguishers.

1513. The following regulations concerning the use of fire extinguishers on motor boats shall be observed:

(a) One fire extinguisher of approved type shall be installed near the motor and another at some accessible place on each cabin or inclosed launch.

(b) One extinguisher shall be installed under a thwart or at some accessible place in each open motor launch or surfboat.

(c) One extinguisher shall be installed on the inside of the motor compartment and another on the forward bulkhead of each motor lifeboat.

See Sec. 1513

(d) One extinguisher shall be installed on the inside of the motor compartment of each self-bailing motor surfboat, where it can be reached easily.

(e) Each person in a motor boat's crew shall thoroughly understand how to operate the fire extinguishers.

1514. The following rules relative to boats shall be observed by each commanding officer: See G O No 26
Rules relative to boats.

(a) When at anchor in port and circumstances permit, he shall keep one or more boats at the booms during daylight, ready for emergencies.

(b) When in port, if the health conditions, exercises, and duties of the vessel permit, he shall cause trips to be made to the shore with the ship's boats, at such hours as he may think proper, for the performance of the ship's duties and the accommodation of the officers and crew.

(c) He shall not permit boats to be absent from the vessel during meal hours, except in cases of necessity. (See art. 1004.)

(d) When the vessel is provided with a motor launch, it shall be used for general service.

(e) He shall restrict the use of boats at night to a reasonable extent. Except on special occasions, a boat shall not be sent ashore, or elsewhere, after midnight for the accommodation of any person.

(f) He shall cause a schedule of boat hours to be prepared and posted for the information of officers and crew.

(g) Such boats as he shall designate shall be supplied with boat boxes containing matches and candles in a small bag, boat signal lantern, illuminating oil, lamp wick, two rowlocks, fishing lines, hooks and sinkers, copper tacks, sheet lead, canvas, boat lead line and lead, heavy twine, spun yarn, hammer, boat hatchet, assorted screws, screw driver, assorted wire nails, cold chisel, boat calking iron, marlinspike, sail needles, palm, a wigwag flag, a medicine box (emergency kit), and a boat hook. Each boat so designated shall have a drogue and a warp. Boat boxes.

1515. The executive officer shall see that the following provisions as to boats are carried out:

(a) He shall assign to each boat an officer, who shall be responsible for its general condition, equipment and outfit, and for the proper instruction of its crew in their duties, and shall see that the coxswain is familiar with the recalls, salutes, and rules of the road. Officer to be assigned to each boat.

(b) That provisions and such other articles as the duty demands are supplied to the boats when they are sent on expeditions. Expeditions.

(c) That a boat sent away from the ship at sea is provided with boat box, oars, buckets, water, provisions, compass, lantern, and such other articles and equipment as the special occasion or duty demands, and that the boat box and a moderate supply of provisions in a wholesome condition is always kept in all boats at sea. Equipment of boats.

(d) That the boats best adapted as lifeboats, one on each side, are always ready for lowering when at sea, and that one lifeboat is kept ready for immediate use from sunset until colors next morning when in port; that there is always kept in these Lifeboats.

boats life preservers, water, bread, a moderate supply of other provisions, a compass, and a lantern, with a reserve supply of oil and means of ignition; that the detaching apparatus is kept in order and ready for use; that the steering oar is shipped and such other dispositions made as will render these boats most effective and safe in a seaway as lifeboats.

Spars and sails. (e) That the boats' spars and sails are kept near the boats to which they belong, in readiness for use, and that nothing but boat gear is stowed in the boats.

Boat gear.

Boat recalls. (f) That the recalls (day and night) of each boat are painted on a metal plate and fastened in the coxswain's box.

Means for saving life. 1516. Efficient means shall be kept in readiness for rescuing anyone who may fall overboard. (See arts. 1007 and 1008.)

Life buoys. 1517. The commanding officer shall see that a life buoy is secured at a convenient place on each quarter, and on each outboard end of the bridge. He is strictly enjoined to see that these buoys are always in good condition, with the vessel's name neatly painted on each, and so secured as to be easily and instantly detached. He shall see that the torch life buoys are kept in readiness for use.

OPERATION OF MOTOR VEHICLES.

1521. (1) Many of the States, Territories, and municipalities provide for registration of motor vehicles operated within their limits and impose a special tax upon such vehicles through fees for permits or licenses or for identification tags. By decision of the United States Supreme Court it is held to be well-established law that the property of the United States and the instrumentalities whereby it performs its proper governmental functions can not be taxed. All officers of the Coast Guard are therefore instructed as follows upon this subject:

a. It is not necessary to procure such license to cover the use of a motor vehicle owned by the Government or operated exclusively by officers or employees of the Government for official purposes only. The use of public funds for the procurement of any license for a motor vehicle or for purchase of identification tags supplied by civil authorities is prohibited. If, for their own convenience, local officials are willing to grant a license and furnish suitable State identification tags or plates, without charge, in no way involving an expenditure, the same will be accepted and placed in use with the vehicle for which issued, along with plates furnished by the Government.

b. All motor vehicles owned by the Government and operated exclusively by employees of the Government, for official use in the Coast Guard, shall have attached to them metal plates bearing the letters U. S. C. G., the letters to be followed by figures indicating the number assigned to the machine.

c. Plates about 7 inches high and of appropriate width, conforming in a general way to the usual requirements of civil authorities in this regard, will be furnished by Headquarters. Officers in charge of units to which motor vehicles are assigned shall give notice as early as practicable to the proper local

authorities charged with the duty of registering motor vehicles of the general public, stating that such Government vehicles are in use in that locality and the marks they bear. In such notification reference should be made to the decision set forth in the first part of this paragraph.

d. Great care will be taken to observe regulations as to speed and as to rules of the road, and all concerned will acquaint themselves with these regulations.

e. If, while in use on official business, a motor vehicle be stopped by a police officer, or if otherwise there be interference by State or other local authorities because of failure to make registration and pay such special tax, the officer or employee should give full information as to the ownership and use of the vehicle and the instructions under which operated and should courteously request that there be no further interference. In case measures are then resorted to by State or local authorities to obstruct or prevent the proper use of such agencies or instrumentalities of the United States, full report will at once be made to Coast Guard Headquarters with the view of submitting the matter to the Department of Justice for such legal action as it may deem necessary to protect and make clear the rights of the United States in that regard.

(2) The foregoing instructions do not apply to automobiles owned by officers and others in the military service which are used for private purposes. Such vehicles come strictly within the laws and regulations as established by State or other local authorities and the use thereon of tags or plates marked "U. S. C. G." is prohibited.

CUSTODIANS OF KEYS.

1525. (1) The executive officer shall be the custodian of all the keys, except those that are kept by the commanding officer, those of storerooms and lockers belonging to other departments than his own, and those of receptacles for personal effects.

Custody of keys.

(2) He shall keep in his possession ready for use duplicate keys to all parts of the unit, but shall not permit them to be used without authority of the commanding officer.

Duplicate keys.

(3) He shall keep the keyboard in his office or room. Keys shall be turned in to him at 8 p. m. No key shall be removed from the board without his knowledge and consent, if he be present, or, in case of his absence, without the permission of the senior line officer present.

Keyboard.

1526. Heads of departments shall have charge of the keys of their respective storerooms and lockers, but all keys shall be available to the executive officer.

Keys of storerooms.

1527. The engineer officer shall have charge of the keys of the storerooms and lockers of the engine department, and shall keep them on a keyboard in his room or office when not in use. They shall be handed to him and placed on the keyboard when the 8 p. m. reports are made, and shall not be taken from the board without his permission, except as noted in the preceding article.

Keys in engine department.

1528. None of a unit's keys shall be taken away from the unit.

Keys to be kept on board.

Custodian of station keys.

1529. The officer in charge shall be the custodian of all station keys, except those of the storerooms where the crew's food is stored and those of receptacles for personal effects, and all keys of which he is custodian shall be turned in to him daily at 8 p. m. He shall keep in his possession duplicate keys to all parts of the station and shall not permit them to be used without his authority. He shall keep the keyboard in his office or room, and no keys shall be removed therefrom, if he be present, without his knowledge and consent, or if absent, without the permission of the senior member of the crew present.

SECRET AND CONFIDENTIAL PUBLICATIONS.

Custody of.

1531. (1) The commanding officer of each unit shall be responsible for all secret and confidential publications issued to that unit. Each officer will be held responsible for the care and safe-keeping of such publications as are issued to him personally. When an officer is detached from a unit, the commanding officer shall require him to turn in all secret and confidential publications in his possession, except such publications as he may have received direct from Headquarters or other sources for his personal use and for which he has given a receipt. An officer requiring secret or confidential publications for his personal use, which can not be obtained from his commanding officer, shall make application therefor to Headquarters.

Legends on title-page.

(2) All secret or confidential books, pamphlets, instructions, blue prints, charts, etc., prepared by the Coast Guard for which receipts, returns, or reports of destruction are required, shall bear on the cover, title-page, or other prominent place a legend showing—

a. The classification of the publication, whether secret or confidential.

b. If possible the length of time the publication is to be considered secret or confidential.

c. The final disposition at the end of the stated period.

d. Reports or returns required.

By whom issued.

(3) Secret and confidential publications are issued by Headquarters or by the various bureaus or offices of other departments of the Government to commanding officers of units, and in special cases only to individual officers. An officer to whom such publications are issued shall—

Reports and returns.

a. Make direct to Headquarters, or to the bureau or office of another department of the Government concerned, via Headquarters, all reports and returns required by legends in the various publications.

Reissue to officers.

b. Reissue a publication as necessary to an officer under his command, retaining the officer's receipt. Publications issued to a unit shall be retained at the unit to which issued, and shall not be taken away by an officer who may be detached.

Inviolate nature of.

(4) A secret publication shall not pass out of the hands of commissioned officers. Under no circumstances shall the contents of a secret publication be explained or divulged to any person not regularly connected with the Coast Guard. Proper means shall be taken for safeguarding secret publications. Confidential publica-

tions, as a general rule, shall be in the custody of officers, but when the performance of duty requires, or the interests of the Government may be better served, they may be explained or divulged to enlisted personnel and to persons not regularly connected with the Coast Guard. The contents of confidential publications shall not be explained or divulged to persons not directly connected with the Coast Guard except as noted above.

(5) A secret or confidential publication no longer required shall be returned to Headquarters by registered mail, unless Headquarters directs otherwise. Return of.

(6) a. In the event of an officer's death, retirement, dismissal, or resignation, his commanding officer shall cause such officer's personal copies of secret and confidential publications to be returned. Disposition of, in case of death.

b. When an officer's resignation is accepted, or when he severs connection with the service, he shall turn in to his commanding officer, or if he have no commanding officer, to Headquarters, all secret and all confidential publications and all technical books and papers not private property which he may have in his possession, and report that fact in writing to his commanding officer or to Headquarters as required. Officers leaving the service are warned of the provisions of the national defense secrets acts. Upon separation from service.

(7) Should a secret or confidential publication be lost or otherwise compromised, the fact shall be reported to Headquarters immediately. Loss of. See G.O. No 34

CHAPTER X.

ROUTINE.

1551. (1) The commanding officer shall see that complete watch, station, quarter, fire, collision, boat, and cleaning bills are made out, framed under glass, and posted in some conspicuous place, so that all may frequently consult them, as follows:

a. He shall require the executive officer to make out and post after his approval watch, station, quarter, fire, collision, boat, and cleaning bills, and to see that the crew are properly assigned in conformity therewith. These bills shall be kept in such manner as to correspond with any changes that may occur in the crew. The boat bill shall contain full directions for abandoning ship, including arrangements for providing the necessary food and water; the fire bill shall give full directions for extinguishing any fire that may occur, and the collision bill shall contain all necessary provisions for the safety of the vessel and crew in case of collision. He shall require the executive officer to see that the daily and weekly routine, police regulations, and routine orders concerning the ship's company are framed and posted in a similar manner.

b. He shall require the engineer officer to make out and post, after his approval, watch, station, quarter, fire, collision, and cleaning bills for the engine department. These bills shall be prepared with reference to, and in conformity with, the general bills made by the executive officer, and shall be kept so as to agree therewith. They shall show the station and duty of each officer and enlisted person in the engine department under all conditions of service, and shall be posted in a conspicuous and accessible place in the engine room, or in some other place in the engine department, where they may be readily consulted by all concerned.

c. He shall require each commissioned and warrant officer under his command to have and to keep a copy of the bills mentioned in paragraphs a and b of this article.

(2) At all stations complete patrol, lookout and watch, fire, cleaning, and daily routine bills, approved as required in articles 1121 and 1232, shall be framed under glass and posted. The provisions of these bills shall be enforced by each officer in charge.

1552. All wearing apparel and other belongings of the enlisted force found out of place or carelessly lying about the living quarters of the crew shall be put into the lucky bag by the master-at-arms and sold at the mast on Saturday of each week unless claimed by the owners. Articles not claimed or sold shall be used for cleaning purposes or be destroyed.

Watch, station, fire, and other bills.

Daily routine and police regulations.

Engineer officer to post watch and other bills for engine department.

Officers to keep copies of watch and other bills.

Watch and patrol bills at stations.

Forfeiture of wearing apparel.

Used for cleaning purposes.

- Proceeds of sales.** 1553. The proceeds of sales from the lucky bag shall be turned over to the officer having charge of the funds of the general mess and used for the benefit of that mess.
- Cleaning decks.** 1554. All washing and other cleaning of decks shall be done at an early hour in the day and an effort made to have them dried down before breakfast. Holystones shall not be used on the decks oftener than once a week.
- Holystones.**
- Washing clothes, bags, and hammocks.** 1555. Clothing shall be washed early in the morning, unless during rainy weather some other time would be more convenient, and only on the days designated in the routine bill. Bags and hammocks shall be scrubbed once a month. After washing and scrubbing all the articles they shall be neatly stopped on the lines rove for that purpose and triced up, care being taken to have all the blue clothes together and under the white, if both be on the same side, or, if on the same horizontal line, the blue forward and the white aft.
- Junior officers not to make alterations without authority.** 1556. The junior officers who are responsible for and charged with the care and good condition of the boats, arms, etc., and of various parts of the vessel and her machinery shall not, except in cases of emergency, make any alteration or have any defect or damage repaired without authority from the executive officer or the engineer officer, as the case may be.
- Distribution of ship's mail.** 1557. The ship's mail shall be delivered by the mail orderly to the officer of the deck for distribution. The latter shall see that mail for the commanding officer is delivered promptly by the mail orderly; that the wardroom mail is deposited in a box having partitions corresponding to all ranks of wardroom officers and so marked; and that the mail for the warrant officers and crew is delivered to the master-at-arms for distribution. (See arts. 994 and 1324.)
- Mail boxes.** 1558. Locked boxes, in which mail for the post office may be deposited, shall be conveniently placed. The keys to these boxes shall be kept in the executive officer's office when not in use by the mail orderly.
- Traffic with bumboat men.** 1559. All traffic with bumboat men or other traders on board or alongside shall be regulated by the executive officer, who shall be watchful that no prohibited articles or unwholesome fruit or food are introduced on board.
- Change of keys, inspection of key posts.** 1560. An officer in charge of a station shall frequently visit the key posts, station lookout, and watch house, and shall change the keys at least once a week at irregular intervals, and oftener if deemed necessary to insure the integrity of the patrol.
- Care of beds and bedding.** 1561. An officer in charge of a station shall see that all blankets, comforters, mattresses, sheets, bedspreads, pillow slips, mattress covers, and pillow covers are shaken out and exposed to the air once each week; that all bed linen in use is washed weekly; that blankets, mattress covers, and pillow covers are washed once every three months; that all beds, bed springs, and mattresses are inspected daily; and that all beds are taken down once each month and thoroughly cleaned and disinfected.

DAILY ROUTINE, REPORTS, AND INSPECTIONS ON CUTTERS.

1563. The following requirements shall be complied with regarding the reports to be made to the commanding officer at 8 p. m. daily:

Daily routine,
etc., on cutters.

(a) 1. The executive officer shall require reports from the boatswain, gunner, carpenter, and master-at-arms relative to the condition of their respective departments.

2. He shall see that the fire hose are coupled and led along the decks, that the fire buckets are full of water, and that all other necessary precautions against fire have been taken.

3. After satisfying himself of the correctness of the reports enumerated in paragraph a-1, of this article, and of the safety of the vessel, he shall, if in port, detail a suitable anchor watch, and, if at sea, have the watch relieved. He shall then make proper reports to the commanding officer.

(b) The engineer officer shall make an inspection of the engine department just prior to 8 p. m. daily, and shall see that it is in good order and condition; that the proper watch is set; that the steam pumps and hose and all other appliances within the department for extinguishing fire are ready for instant use, and that the men thoroughly understand how to handle them; that every precaution has been taken to guard against fire or other accident, and that the machinery is working properly, if underway. He shall then report the condition of the engine department to the commanding officer, or, in the absence of the latter, to the senior line officer on board.

1564. When in port all hands shall be called at 5.30 a. m., from April 1 to November 1, and at 6 a. m. at all other times, and shall turn to half an hour later. At sea, the hammocks of the watch below shall be piped up at 7 a. m. Except when the weather and sea, or other circumstances, make it desirable to get the hammocks below before dark, they shall be piped down at 7.30 p. m.

Calling all
hands, piping
hammocks.

1565. Hours for messing shall be established, having due regard to the duties of the ship and the health of the crew. The daily mess routine as established by Headquarters shall be followed. The crew shall not be disturbed during meal hours when it can be avoided, and visitors shall not be conducted through the messing spaces during meals.

Establishing
messing hours.

1566. Sunday shall be observed in an orderly manner. All labor and duty shall be reduced to the measure of necessity. The religious tendencies of officers and enlisted persons shall be regarded, and every opportunity consistent with the duties of the service shall be afforded them to attend divine worship.

Sunday to be
properly ob-
served.

1567. When circumstances permit, Saturday afternoon shall be regarded as a half holiday, and the crews permitted to overhaul and mend clothing.

Saturday after-
noon.

DAILY ROUTINE, REPORTS, AND INSPECTIONS AT STATIONS.

Officer in
charge.
Daily routine,
etc., at stations.

1571. The following requirements shall be complied with by the officer in charge:

(a) He shall test the telephone lines and telephones daily, commencing at 6 a. m. from March 1 to October 1, and at 7 a. m. during the remainder of the year.

(b) During the active season, except when engaged in wreck duty, he shall make a thorough personal daily inspection of the station not later than 9 a. m., including all quarters, beds, bedding, lockers, storerooms, pantries, kitchens, kitchen utensils, cellars, outhouses, boat rooms, and all other parts of the station buildings and premises, and all boats and other apparatus therein. All outlying boathouses and the apparatus stored therein shall be inspected by him at least once each week. The fact and result of each inspection shall be entered in the log.

(c) He shall at 4 p. m. each day wind the patrol clocks, mark and remove the old and insert and mark new dial cards, using one of the keys in his possession for this purpose. Before inserting a dial card he shall see that there is no surplus edge beyond the printed dial, in order that it may revolve freely in the case. He shall indicate by red-ink circles on each card removed the impressions made by himself, and mark on the back thereof with ink the date and the name of the station.

(d) He shall at 8 p. m. each day make a careful inspection of the station, and shall see that everything is in place, secure, and in readiness for use in case of a call during the night. He shall see that no irregularities are taking place; that all unauthorized lights and fires are out, and that the necessary preparations have been made to extinguish any fire that may occur. He shall make another inspection just before he retires for the night.

(e) He shall be responsible that the proper equipment for all persons on patrol is available, and shall see that each surfman who leaves the station on patrol before 10 p. m. is properly equipped.

Rev Jan 11. 1936

CHAPTER XI

DRILLS AND EXERCISES

1601. (1) The officer in responsible charge of each unit shall **Drills.** have the drills and exercises carried out in accordance with the regulations and instructions and drill books and other publications furnished by headquarters.

(2) The following drills and exercises are prescribed:

(a) For cruising cutters, first class, in commission—

Abandon ship. (See art. 1652.)

All hands. (See art. 1613.)

Beach apparatus (instruction). (See art. 1659.)

Boat. (See art. 1652.)

Collision. (See art. 1651.)

Fire. (See arts. 1648 and 1649.)

General muster. (See arts. 1617 and 1618.)

General quarters. (See art. 1623 et seq.)

Gun. (See art. 1631.)

Infantry. (See art. 1635 et seq.)

Inspection of ship. (See art. 1619.)

Man overboard. (See art. 1652.)

Pistol. (See art. 1636.)

Quarters for inspection. (See art. 1621.)

Resuscitation. (See arts. 1657 and 1658.)

Signal. (See art. 1653.)

Spotting drill. (See art. 1633.)

Target practice. (See art. 1641 et seq.)

(b) For cruising cutters, second class, in commission—

Abandon ship. (See art. 1652.)

All hands. (See art. 1613.)

Beach apparatus (instruction). (See art. 1659.)

Boat. (See art. 1652.)

Collision. (See art. 1651.)

Fire. (See arts. 1648 and 1649.)

General muster. (See arts. 1617 and 1618.)

General quarters. (See art. 1623 et seq.)

Gun. (See art. 1631.)

Infantry. (See art. 1635 et seq.)

Inspection of ship. (See art. 1619.)

Man overboard. (See art. 1652.)

Pistol. (See art. 1636.)

Quarters for inspection. (See art. 1621.)

Resuscitation. (See arts. 1657 and 1658.)

Signal. (See art. 1653.)

Spotting drill. (See art. 1633.)

Target practice. (See art. 1641 et seq. and art. 1641 (4).)

(c) For Coast Guard destroyers in commission—

- Abandon ship. (See art. 1652.)
- All hands. (See art. 1613.)
- Beach apparatus (instruction). (See art. 1659.)
- Boat. (See art. 1652.)
- Collision. (See art. 1651.)
- Fire. (See arts. 1648 and 1649.)
- General muster. (See arts. 1617 and 1618.)
- General quarters. (See art. 1623 et seq.)
- Gun. (See art. 1631.)
- Infantry. (See art. 1635 et seq.)
- Inspection of ship. (See art. 1619.)
- Man overboard. (See art. 1652.)
- Pistol. (See art. 1636.)
- Quarters for inspection. (See art. 1621.)
- Resuscitation. (See arts. 1657 and 1658.)
- Signal. (See art. 1653.)
- Spotting drill. (See art. 1633.)
- Target practice. (See art. 1641 et seq.)

(d) For harbor cutters and harbor launches in commission—

- Boat. (See art. 1652.)
- Fire. (See arts. 1648 and 1649.)
- General muster. (See arts. 1617 and 1618.)
- Gun. (See art. 1631.)
- Inspection of ship. (See art. 1619.)
- Resuscitation. (See arts. 1657 and 1658.)
- Signal. (See art. 1653.)
- Target practice instructions. (See art. 763 (3), (4), and art. 1641 (4).)

NOTE.—Harbor cutters and harbor launches may hold small-arm target practice in accordance with article 1645, if desired.

(e) For patrol boats in commission—

100-foot patrol boats—

- Boat. (See art. 1652.)
- Fire. (See arts. 1648 and 1649.)
- General muster. (See arts. 1617 and 1618.)
- Gun. (See art. 1631.)
- Infantry. (See art. 1635 et seq.)
- Inspection of ship. (See art. 1619.)
- Pistol. (See art. 1636.)
- Resuscitation. (See arts. 1657 and 1658.)
- Signal. (See art. 1653.)
- Target practice. (See arts. 1641–1644.)

NOTE.—100-foot patrol boats may hold small-arm target practice in accordance with article 1645, if desired.

75-foot and other patrol boats—

- Boat. (See art. 1652.)
- Fire. (See arts. 1648 and 1649.)
- General muster. (See arts. 1617 and 1618.)
- Gun. (See art. 1631.)
- Infantry. (See art. 1635 et seq.)
- Inspection of ship. (See art. 1619.)

(e) For patrol boats in commission—Continued.

75-foot and other patrol boats—Continued.

Pistol. (See art. 1636.)

Resuscitation. (See arts. 1657 and 1658.)

Signal. (See art. 1653.)

Target practice instructions. (See arts. 763 (3), (4), and 1641 (4).)

NOTE.—75-foot and other patrol boats may hold small-arm target practice in accordance with article 1645, if desired.

Picket boats—

Fire. (See arts. 1648 and 1649.)

Resuscitation. (See arts. 1657 and 1658.)

Signal. (See art. 1653.)

Target practice instructions. (See art. 763 (3) and (4).)

NOTE.—Picket boats may hold small-arm target practice in accordance with article 1645, if desired.

(f) For base vessels in commission—

Fire. (See arts. 1648 and 1649.)

General muster. (See arts. 1617 and 1618.)

Infantry. (See art. 1635 et seq.)

Inspection of ship. (See art. 1619.)

Signal. (See art. 1653.)

Resuscitation. (See arts. 1657 and 1658.)

1602. All drills and exercises held shall be noted in the log. If **Noted in log.** any be omitted, this fact, together with the reasons therefor, shall likewise be noted.

NOVEMBER, 1925.

CHAPTER XI.

DRILLS AND EXERCISES.

See Gen Ord No. 31.

1601. (1) The officer in responsible charge of each unit shall **Drills.** have the drills and exercises carried out in accordance with the regulations and instructions, and drill books and other publications furnished by Headquarters.

(2) The following drills and exercises are prescribed:

a. For cruising cutters in commission—

All hands. (See art. 1613.)

General muster. (See arts. 1617 and 1618.)

Inspection of ship. (See art. 1619.)

Quarters for inspection. (See art. 1621.)

Gun. (See art. 1631.)

General quarters. (See art. 1623 et seq.)

Infantry. (See art. 1635 et seq.)

Pistol. (See art. 1635.)

Target practice. (See art. 1641 et seq.)

Fire. (See arts. 1648 and 1649.)

Collision. (See art. 1651.)

Boat. (See art. 1652.)

Abandon ship. (See art. 1652.)

Man overboard. (See art. 1652.)

Signal. (See art. 1653.)

Resuscitation. (See art. 1656.)

Beach apparatus (instruction). (See art. 1658.)

b. For inshore patrol and harbor cutters in commission—

General muster. (See arts. 1617 and 1618.)

Fire. (See arts. 1648 and 1649.)

Boat. (See art. 1652.)

Resuscitation. (See art. 1656.)

Signal. (See art. 1653.)

c. For harbor launches in commission—

Fire. (See arts. 1648 and 1649.)

Boat. (See art. 1652.)

Resuscitation. (See art. 1656.)

Signal. (See art. 1653.)

d. For stations—

General muster. (See arts. 1617 and 1618.)

Beach apparatus. (See art. 1658.)

Boat. (See art. 1652.)

Signal. (See art. 1653.)

Resuscitation. (See art. 1656.)

Fire. (See arts. 1648 and 1649.)

1602. All drills and exercises held shall be noted in the log. *Noted in log.*
If any be omitted, this fact, together with the reasons therefor, shall likewise be noted.

- All persons to be present.** 1603. Unless absent on duty, leave, or on account of sickness, or excused by proper authority, every person attached to a cutter or a station shall be present and at his proper station on all occasions of general muster, inspection, quarters, and like exercises and ceremonies.
- Division officers.** 1604. (1) Commissioned officers shall be assigned by the commanding officer to the gun and other divisions in such manner as in his judgment will most conduce to the efficiency of the ship as a whole.
- Officer in charge of deck during drills, when underway.** (2) The officer next junior in rank to the executive officer shall take charge of the deck at emergency drills and general formations when the vessel is underway, except as provided in article 1613.
- Station bills.** 1605. The station bills shall indicate the detailed duties of the crew in the several drills and exercises, but commanding officers of cruising cutters are directed to plan the station bills with a view to an increase in complement in time of war.
- Responsibility of division officers.** 1606. (1) Officers in charge of divisions shall personally instruct and exercise their divisions at all prescribed drills. They shall keep themselves fully informed of all regulations, instructions, and technical details concerning the care, preservation, and manipulation of the guns, arms, and other equipment in their charge, and shall be responsible for the condition and efficiency of their divisions in all respects.
- Instruction to be in accordance with regulations.** (2) They shall drill their divisions in accordance with the prescribed regulations, giving necessary special instruction to such persons as may be slow, indifferent, or ignorant.
- Persons wanted at mast.** (3) Should any person be wanted at the mast while at quarters or drill, his division officer shall be notified of the fact by the executive officer, and the person named shall be mustered at the mast immediately after quarters or drill.
- Object of drills.** 1607. The object of all drills is to perfect the organization as a whole, and the greatest efficiency in this respect is attained when each member of the crew is efficient as a unit. To this end division and other officers are enjoined to instruct each person carefully and thoroughly in his individual duties, keeping in mind that the time element is of the utmost importance. Officers shall familiarize themselves with the most approved and efficient methods of carrying out the various drills, so as to be prepared to meet any emergency at all times and in all respects.
- Emergency drills.** 1608. (1) The following are emergency drills:
- Fire.
 - Collision.
 - Abandon ship.
 - General quarters.
 - Man overboard.
- (2) At emergency drills, except "Man overboard," commissioned officers shall be equipped with pistol, holster, and belt.
- (3) At "General quarters" a warrant officer in charge of a gun division, the repair division, or the powder division, and at "Abandon ship" if in charge of a boat, shall be equipped with pistol, holster, and belt.

"ALL HANDS."

1613. When "all hands" are called for getting underway, coming to anchor, mooring, or unmooring, commissioned officers shall take stations as follows: "All hands," stations at.

(a) The commanding officer on the bridge.

(b) The executive officer shall, unless otherwise provided by these regulations, take station on the bridge. He shall have charge of the deck, and, if so directed by the commanding officer, shall handle the vessel.

(c) When there are three line officers junior to the executive, the next junior in rank to him shall take station on the bridge; the next junior in rank shall take station forward and be responsible for the proper handling of the forward lines, anchors, chains, etc.; and the junior shall take station aft and be responsible for the proper handling of the lines there.

(d) When there are two line officers junior to the executive the next junior in rank shall take station forward, and the junior shall take station aft.

(e) When there is but one line officer junior to the executive, he shall take station forward or aft as directed.

(f) The engineer officer shall assume general charge of the engine department; the next junior in rank to him shall be on the working platform and in immediate charge of the handling of the engines; and the junior shall be in the lower engine room and fireroom.

1614. The warrant officers shall take stations as follows:

Stations of warrant officers.

(a) The boatswain forward.

(b) The gunner aft or amidships.

(c) The machinist in the engine room.

(d) The carpenter at the windlass, winch, or as directed.

(e) The pay clerk as directed.

GENERAL MUSTER.

1617. General muster shall be held once each month, and at such other times as may be prescribed by these regulations. General orders, sentences of courts, and all other official communications which are required to be published at a general muster shall be read at a regular muster whenever practicable. Special orders shall be posted on the bulletin board of the unit, unless otherwise directed by Headquarters, for a period of one week. General muster shall not be held on Sunday, but shall be held on the second Saturday in each month before noon if circumstances permit; if not, as soon after the dinner hour as practicable. If weather or other causes will not permit the muster to be held on the day specified, general muster shall be held on the first suitable week day thereafter. General muster.
When held.

1618. At a general muster the following requirements shall be complied with. Requirements to be complied with.

(a) On a cruising cutter: Cruising cutter.

1. The uniform for officers shall be full dress in port, and service dress with side arms at sea. In hot climates the uniform may be white service dress with side arms both in port and at sea. The uniform for the crew shall be clean blue or white.

2. Commissioned officers shall form in a line on the starboard side of the quarter deck and face inboard. The executive officer shall take position two paces in front of the center of the other commissioned officers. Cadets attached to cruising cutters shall muster in the order of precedence with the commissioned officers; on the practice ship they shall muster forward of the commissioned officers.

3. The warrant officers shall form forward of the commissioned officers and in the order of precedence.

4. The enlisted force, except the bugler, shall, under the direction of the officer of the deck (who has charge of the formation, except when underway), fall in on the port side of the forward deck in the order of precedence from aft forward. The bugler shall take station as the commanding officer may direct. If the formation be in double ranks, the men shall form with the starboard watch in the front rank and the port watch in the rear rank. When the formation is complete, the officer in charge of it shall call the names of the enlisted force in the order of precedence. Each man, as his name is called, shall answer by announcing his rating; the master-at-arms shall answer for each absentee by stating that he is "on watch," "in hospital," "absent without leave," or as the case may be. The men shall then be marched aft, halted at the proper place, faced inboard, and aligned. The officer in charge of the formation shall then take position on the flank nearest the commanding officer and command *Parade; Rest*, and take the position of parade rest himself.

5. The executive then commands to the bugler, *Sound attention*; to the ship's company, *Hand; Salute*; faces the commanding officer, salutes, and reports to him, *Sir, all hands are mustered*. The commanding officer shall return the salute and command, *Publish the orders, sir*. The executive then faces the crew and commands, *Two*, at which the men drop the hands.

6. The executive then commands, *Attention to orders*; or *Internal Rules and Regulations*, or as the case may be; *Parade; Rest*, and publishes the orders at hand.

7. After the orders are published, the executive commands to the bugler, *Sound attention*, faces the commanding officer, salutes, and reports to him, *Sir, the orders are published*. The commanding officer returns the salute and commands, *Pipe down, sir*. The executive faces the crew and commands to the bugler, *Sound dismiss*. The officer of the deck then marches the men off the quarter deck and dismisses them.

8. If at anchor, or moored at a wharf, the quartermaster on watch shall remain on the bridge, and if the fires be lighted the fireman on watch shall remain in the engine department during muster. If the vessel be underway the junior line officer shall have charge of the formation, and the engineer officer of the watch, and such members of the crew as may be necessary, shall remain at their several stations.

9. Should the construction of the vessel be such that the formation herein provided can not be strictly adhered to, such changes as may be necessary to meet the situation shall be made.

(b) On an inshore patrol cutter or on a harbor cutter:

*a harbor cutter launch, Patrol boat
or base vessel.*

1. The uniform shall be service dress without side arms for commissioned officers and blue dress or white service dress for warrant officers, and clean blue or white for enlisted persons. Inshore patrol or harbor cutter.

2. The commanding officer shall form the crew in single or double rank in the order of precedence in the most convenient place on deck, the enlisted men on the port side and commissioned and warrant officers on the starboard side, and all facing inboard.

3. When the formation is correct, the officer in charge shall order *Hand; Salute*. He shall return the salute and shall then call the roll, and the subsequent procedure shall be, as far as practicable, as specified for cruising cutters, the senior petty officer of the deck department answering for absentees.

(c) At a station:

(1) The muster shall be held out of doors except in inclement weather, when it shall be held in the most suitable room in doors. The uniform shall be clean blue. At a station.

(2) The men shall form in the order of precedence, the senior petty officer at the right of the line. The officer in charge shall take position as near as possible in front of the center of the formation and order *Hand, Salute*. He shall return the salute and shall then call the roll. Each petty officer as his name is called shall answer with his rating and each of the other men with his watch number. The senior petty officer shall answer for each absentee by stating that he is "on lookout," "in hospital," "absent without leave," etc., as the case may be.

(3) The officer in charge shall then inspect the uniform and personal appearance of each individual and resume his position in front of the formation, after which he shall read the internal rules and regulations for the government of the station, and any order or other matter that may be necessary. He shall then dismiss the muster.

(4) The surfman on lookout or patrol shall be excused from muster.

1619. The commanding officer's inspection of a cruising, an inshore patrol, or a harbor cutter shall be made once each week on such day (except Sunday) as may be most expedient. This inspection shall be a personal examination of the vessel throughout by the commanding officer, accompanied by the executive officer, the engineer officer, and the medical officer. Weekly inspection by commanding officer.

See G.O. 23

QUARTERS FOR INSPECTION.

See G.O. No. 31.

1621. (1) Quarters for inspection shall be held not later than 3.30 p. m. daily (except on Saturday, Sunday, and holidays) on all cruising cutters in commission, unless prevented by inclement weather or urgent necessity. Procedure.

See G.O. 23

(2) The uniform for officers shall be service dress with side arms; for the crew, clean blue or white.

(3) Officers of divisions shall, at quarters, inspect the dress and personal appearance of the men of their divisions, and the condition and security of the battery. They shall ascertain if all are present or accounted for, make the proper reports, and attend to such other duties as the routine of the vessel may require.

In the absence of the division officer, the necessary reports shall be made by the warrant officer, or the senior petty officer present in the division.

(4) Mess attendants shall not be excused from quarters.

(5) At quarters for inspection the divisions shall fall in, as a whole, in their designated places. This formation and inspection shall be conducted as prescribed in "Ship and Gun Drills, U. S. Navy," as far as practicable.

(6) When underway the commanding officer shall be on the bridge. When all is ready the divisions shall be reported to the executive officer, who shall then make his report, as a whole, to the commanding officer. When at anchor, the above procedure shall be followed, except that the commanding officer shall be on the quarter deck or poop deck.

GENERAL QUARTERS.

When held.

1623. General quarters shall be held *at least once a week* ~~once each month~~.

Preparation.

1624. At each exercise at general quarters every preparation and disposition (except clearing ship) which would be made in action shall be carried out.

Making ready for action.

1625. At the call to general quarters officers and men shall repair rapidly to their several stations, and, without further orders, the ship shall at once be made ready to open fire, and each division officer shall see that this condition obtains, so far as his division is concerned, before reporting "Ready" to the executive.

Fire alarm not to be sounded.

1626. (1) The fire alarm shall not be sounded at general quarters except by the express order of the commanding officer. Should fire break out, the division nearest at hand shall handle the situation. The commanding officer shall at once be informed of the fire, its extent or seriousness, the means that have been taken to extinguish it, and whether or not assistance is needed.

Men to be withdrawn from disengaged guns only.

(2) It is inadvisable to withdraw men from guns which are being fired. Therefore, when fire fighters, riflemen, or wreck clearers are required, whole crews of disengaged guns should be called.

Communication.

1627. Efficient means of communication between the various parts of the ship shall be established and maintained so that orders may be passed promptly without undue noise, and the commanding officer shall be kept constantly informed of the condition and conduct of affairs throughout the ship.

Problems at general quarters.

1628. While it is not desired to limit commanding officers to a particular routine in the conduct of general quarters, attention is directed to the importance of working out problems of emergencies, and each exercise at general quarters should have for its object the solution of one or more previously agreed upon problems rather than the drilling of the individual divisions, ample time for which shall be given at division drills.

Station of commanding officer.

1629. At general quarters the commanding officer shall be on the bridge.

GUN DRILLS.

When held.

1631. Gun drills shall be held at least twice each week. They shall include instruction relative to the guns and mounts, as well

as the drill itself, the men being required to understand the mechanism of the guns and the nomenclature of the principal parts of both guns and mounts. Instruction shall be given frequently in dotter and in subcaliber practice. A fire-control problem shall be worked out at least once each week during gun drill.

Instruction given.

1632. The gun-division officers shall be responsible for the proper instruction and efficiency of the guns' crews. All officers junior to the executive officer shall conduct gun drills when so directed by the commanding officer.

Responsibility for instruction.

1633. Spotting drills shall be held by all officers at least once each week. All officers shall be required to construct splash, dip, and deflection diagrams in connection with spotting drill and target practice.

Spotting drills.

1634. Stations equipped with rapid-fire guns shall hold drills at least once each week. They shall include instruction relative to the gun and mounts as well as the gun drill itself, the men being required to understand the mechanism of the guns and the nomenclature of the principal parts of both gun and mounts. The officer in charge of a station shall be responsible for the proper instruction and efficiency of the gun's crew.

Drills at Coast Guard stations.

*See Sec
C. P.
O. P. 31*

INFANTRY DRILL—PISTOL PRACTICE

1635. All enlisted men except those of the messman branch shall be given instruction in infantry drill.

Persons to be instructed.

1636. (1) When fully equipped, each man shall carry pack carrier, packed; haversack; cartridge belt; bayonet; canteen complete, filled; and leggings. When lightly equipped each man shall carry canteen complete, cartridge belt, scabbard and bayonet, and leggings.

Equipment.

(2) The equipment for pistols shall consist of an olive-drab cartridge belt, a magazine pocket, and holster.

(3) No men shall appear in the ranks who are not in blue-jacket's uniform.

Uniform.

1637. (1) Infantry drill shall be held once each week; pistol drill shall be held once each month.

Drills, when held.

(2) Infantry drills shall be held on shore at least once each month.

Drills ashore.

(3) When two or more vessels of the service are together, the senior officer present shall cause the infantry landing force of each to be landed for such joint drills as may be deemed advisable, if the locality affords proper facilities for the purpose and there is no urgent duty to prevent.

Joint drills.

1638. (1) Every cruising vessel equipped with rifles shall have a permanent landing force which shall be organized and drilled in accordance with the latest edition of "The Landing Force Manual, United States Navy."

Landing force, organization.

(2) The commanding officer is responsible for the efficiency of his command in these drills. He shall have general supervision of the drills and manifest an interest in them that will be stimulating to officers and men.

Commanding officer.

(3) The executive officer, under the direction of the commanding officer, shall organize the permanent landing force, having in

Executive officer.

view the landing of as many men as possible under favorable conditions when the ship may be left with a minimum number of officers and men consistent with safety. However, it is not to be inferred that the whole force will always land.

Junior officer. (4) The junior officer shall have charge of infantry drills and shall be responsible for the proper instruction of the landing force. He shall personally instruct the men to insure proficiency. He shall frequently inspect all small arms and accouterments of the landing force and shall report the condition of the same to the gunnery officer. He shall at once report to the gunnery officer the loss or damage to any of the small arms or accessories.

All junior officers to drill. (5) All officers junior to the executive officer, except the engineer officer, shall conduct infantry drills when so directed by the commanding officer. Boatswains and gunners may be utilized as junior officers and shall drill infantry platoons. They shall not be used as guides. (See art. 1201, par. 2.)

Drill at Coast Guard stations. 1639. At stations equipped with rifles and pistols instruction in infantry drill, limited to the school of the recruit and the school of the squad, shall be given to all enlisted men by the officer in charge at least once a week, or as often as deemed necessary by him to make his unit efficient. (See latest edition of "Instructions for Coast Guard Stations.")

GUN TARGET PRACTICE

See G.O. 31.
Held annually. 1641. Gun target practice shall be held annually, as soon after July 1 as conditions permit. If any vessel has not held the practice by September 30, the commanding officer shall submit a letter to Headquarters, fully explaining the reasons therefor, and the division commander or force commander, when forwarding the letter, shall clearly state the plans which have been made to insure the holding of the practice prior to June 30.

Vessels required to fire. 1642. (1) Gun target practice shall be held only by Coast Guard vessels in full commission carrying one or more guns with telescope sights. Guns without telescope sights shall not be fired at target practice. The practice shall be held as follows:

Cutters. (a) Cruising cutters shall fire short-range battle practice as prescribed for patrol vessels of the United States Navy in the current edition of "Orders for Gunnery Exercises."

Destroyers. (b) Destroyers shall fire short-range battle practice, day spotting, and long-range battle practice as prescribed for destroyers of the United States Navy in the current edition of "Orders for Gunnery Exercises," unless otherwise directed by Headquarters.

Subcaliber practice. (2) Prior to target practice, subcaliber practice shall be held, using the same system of fire control as at actual target practice in order to give the officers and crew preparatory drill at their stations. Subcaliber practice shall be held with .30 caliber rifle. An iron or steel target 2½ feet square will be suitable for this purpose. The range shall be 300 yards when abeam. The drill shall be held as often as practicable.

Report of readiness. (3) Before going on the range, the commanding officer of each vessel shall report to the division or force commander that all precautions have been taken to prevent accident to personnel and matériel; that all officers concerned have read and are con-

versant with "Orders for Gunnery Exercises," "Gunnery Instructions," and with the safety precautions; and that the vessel under his command is ready for the practice.

(4) Previous to the practice, the vessel about to fire shall make a final rehearsal run, during which a board of observers appointed by the division or force commander shall collect all data, including predicted scores, and submit a report to the division or force commander, via the commanding officer, stating whether or not, in their opinion, the vessel is in all respects ready for the practice. In case a vessel is reported unprepared by either the chief observer or the commanding officer, the division or force commander shall determine whether the best interests of the service would be served by holding the practice at the time or by postponing it to a later date so that further training may be carried out. The report, with all indorsements and information as to action taken, will be forwarded to Headquarters.

(5) At the conclusion of the practice, a report shall be made in accordance with article 2473 (16).

1643. (1) Target-practice instruction may be held by all vessels carrying only guns without telescope sights, including patrol boats.

(2) Target-practice instruction shall consist of firing at an improvised target approximately 5 by 10 feet, in the open sea, with favorable conditions. The vessel shall maneuver from her station so as to approach the target on a line parallel to the line of the face of the target, which line when continued will bring her at a distance of about 300 yards from the target when abeam for 1-pounder guns and about 750 yards for 3-pounder, 6-pounder, and 3-inch .23 caliber guns. Regulate speed so that when the target bears approximately 27° forward of the beam, the firing vessel will be making the regular cruising speed. This speed shall be maintained throughout the run. When the target bears approximately $27\frac{1}{2}^{\circ}$ forward of the beam, hoist the explosive flag at the yardarm nearest the target, blow one blast on the whistle, and commence firing. When the firing has ceased at the end of the run, haul down the explosive flag.

(3) Due to the small crew, any change of personnel immediately affects the guns' crews of patrol boats. Therefore, the annual allowance for 1-pounder guns has been made sufficient for holding target-practice instruction at frequent intervals during the year, and it is directed that the ammunition be expended with care in order that the guns' crews may at all times be proficient and that waste may be prevented.

(4) Report range, speed, number of shots and hits, by letter to Headquarters as soon as practicable.

1644. (1) When an approximate date has been set for the practice, a request shall be made by letter to Headquarters for the necessary number of rounds of stabilized smokeless-powder ammunition. Due allowance of time shall be made for the shipment to be received prior to the date set for the target practice. The Navy Department desires that target-practice ammunition be requested at least two months in advance of the date set for delivery.

Rehearsal run.

Report of practice.

Target-practice instruction, patrol and other vessels.

One-pounder firing.

Target practice ammunition, request for, time allowed for delivery.

*See Gen
O. B. No. 81*

Retained on board.

(2) Target-practice ammunition is purchased from the Navy and, therefore, shall be kept on board until target practice is held.

Tests.

(3) As long as it is retained on board the samples of target-practice ammunition issued with the regular allowance shall be tested the same as service ammunition and the proper reports submitted.

Allowance target practice.

(4) The ammunition allowance for target practice shall be as stated in the latest edition of "Orders for Gunnery Exercises," plus 10 per cent, ~~except that the allowance for 6-pounder guns with telescope sights shall be 20 rounds per gun (10 rounds per string) plus 10 rounds for the officers' string.~~

Allowance, target-practice instruction.

(5) The annual allowance of ammunition authorized for target-practice instruction, held by vessels excused by Regulations from regular practice, is 60 rounds per gun for 1-pounder, 20 rounds per gun for 3-pounder and 6-pounder (plus 10 rounds for officers' string), and 10 rounds per gun for 3-inch .23 caliber guns.

Return of remnants, empty cases and boxes.

(6) Upon completion of the practice, the empty cartridge cases and remnants of target-practice ammunition shall be returned, properly invoiced, to the magazine from which received. If ammunition was received on an invoice bearing a notation that the cost thereof will be charged to the Coast Guard, any of the ammunition, cases, etc., returned to the naval ammunition depot shall be invoiced as specified in article 261 (7), Pay and Supply Instructions, at the prices shown on Navy invoice on which ammunition was received. This procedure is necessary in order that reimbursement may be obtained from the Navy Department.

Entered on record of public property.

(7) Ammunition boxes and empty cartridge cases shall be accounted for on the "Record of public property."

Report of receipt, expenditure, transfer.

(8) Ammunition receipt and expenditure forms N. Ord. 41-A and 42-A shall be submitted to Headquarters immediately upon receipt of ammunition, completion of the practice, and transfer of remnants to naval ammunition depot.

tically the same conditions as those of actual target practice. Subcaliber practice shall be held with .30-caliber rifle. An iron or steel target 2½ feet long by 2½ feet high will be suitable for this purpose. The range shall be 300 yards when abeam. The drill should be held as often as practicable.

4 See I. O. 7.

1642. (1) When an approximate date has been set for gun target practice, a request shall be made to Headquarters for 10 per cent more than the necessary number of rounds of stabilized smokeless-powder ammunition, due allowances being made for the time required for the shipment to be received prior to the date set for the target practice.

Gun target practice, ammunition for.

(2) The commanding officer of each vessel before going on the range shall report to the division commander, if there be one, that all precautions have been taken to prevent accident to personnel and matériel; that all officers concerned have read and are conversant with "Orders for Gunnery Exercises" and "Gunnery Instructions," and with the safety precautions, and that the vessel under his command is ready for the practice.

Safety precautions.

1643. (1) After target practice has been held, the empty cartridge cases and the unexpended smokeless-powder ammunition shall be returned to the magazine from which it was received, invoicing the same in the usual manner. Empty cartridge cases and returned charges shall be accounted for in the "Record of public property."

Empty cartridge cases and unexpended ammunition, return of.

(2) Upon the completion of target practice the regular forms shall be submitted to Headquarters. These forms will be furnished upon proper application to Headquarters.

Report of target practice.

1644. (1) ~~Vessels holding day spotting practice and long range battle practice shall follow the instructions for these practices governing vessels of the mine-layer class.~~

Spotting practice.

(2) ~~The ammunition allowance for the various practices shall be as shown on the allowance table except that the allowance for 6-pounder guns is 20 rounds per gun (10 rounds per string) and 10 rounds per officers' string for short range battle practice and 10 rounds per gun for day spotting practice and long range battle practice.~~

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(3) ~~The speed for day spotting practice and long range battle practice shall be 2 knots less than the maximum. The target for day spotting practice and long range battle practice shall be a double target 15 by 30 feet.~~

(4) Naval ammunition depots will issue samples of all target-practice ammunition when the regular allowance of target ammunition is received. Target-practice ammunition may be kept on board indefinitely hereafter but shall be tested the same as service ammunition, submitting the proper reports. Whenever it is desired to return stabilized smokeless-powder ammunition to a naval magazine, Headquarters shall be requested to obtain authority to return it to the magazine from which it was drawn, if practicable, or to the nearest naval magazine, for care and storage. The magazine will not receive the ammunition until authority to do so has been granted by the Navy Department. This does not include remnants of target-practice ammunition. All such returned ammunition shall be invoiced and reported in the usual manner.

Ammunition, how obtained and returned.

SMALL ARMS.

Small-arms target practice.

1645. (1) The commanding officer shall cause the prescribed preliminary instructions for small-arms target practice to be given each person required to fire, except those excused from taking the course in small-arms firing. Each district superintendent shall cause the prescribed preliminary instructions for small-arms target practice to be given each person at stations in his district equipped with rifles, except those excused from taking the course in small-arms firing.

(2) All officers and men on board ship, with the following exceptions, shall take the prescribed courses of small-arms firing:

a. The executive officer, the engineer officer, the medical officer, pay clerks, acting pay clerks, and sailmakers.

b. Enlisted persons of the messman branch.

Any of the above-excepted officers and enlisted men may be permitted by the commanding officer to take the prescribed courses.

Members of the ship's complement may be excused by the commanding officer from taking the small-arms courses by reason of physical disqualification or inaptitude.

(3) The officer (junior commissioned line officer) responsible for small-arms target practice shall have charge of the instruction in small-arms firing and the records connected therewith, and shall superintend the target practice. He shall be assisted in these duties by other officers when the commanding officer so directs. The division officer shall always accompany his division when it is engaged in small-arms target practice.

(4) Small-arms target practice shall be conducted in accordance with the latest edition of "Small Arms Firing Regulations, U. S. Navy." Each division commander shall publish to his division the relative standing of the ships and the best individual scores made at each target practice for the vessels attached to his division. Each district superintendent shall publish to his district the relative standing of the stations and the best individual scores made at each target practice for the stations of his district. Information relative to the best general and individual scores made at each target practice will be published by Headquarters to the service in circular letters, copies of which will be filed with the records of the persons making the highest three individual scores.

(5) All instructions in the latest edition of "Small Arms Firing Regulations, U. S. Navy," in regard to competition and reports are applicable to the Coast Guard. A recapitulation of the scores for officers and men shall be submitted in addition to the forms required by such regulations, giving names and final scores. All reports shall be submitted in duplicate not later than 10 days after the end of the small-arms year (June 30) and when ships go out of commission. ~~They may be submitted before the end of the small-arms year when it is evident that there will be no more practice before the end of the year.~~ A report must be submitted by each ship. If no practice has been held, that fact must be reported, *not later than July 10.*

*See Gen
B. R.
Oct. 31.*

(6) The commanding officer of each vessel not required to hold small-arms target practice is authorized to hold such practice if the vessel is equipped with small arms; and, if target practice be held, the reports of small-arms target practice shall be submitted. A station equipped with ~~eight or more~~ rifles is authorized to hold target practice. If a station holds target practice, it shall prepare and submit the reports of small-arms target practice, the triplicate copy being filed in the office of the district superintendent instead of in the office of the division commander.

1646. (1) After each firing the empty shells shall be collected and returned to the ship or the station.

7 See G.O. 9
Cleaning and re-
turn of empty
cartridge cases.

(2) As soon as practicable after the completion of the firing, rifle and revolver cartridge cases shall be decapped and thrown into water. The cleaning will be much facilitated if this is done immediately after firing. The interior of each case shall then be thoroughly cleaned with a brush wiper or a piece of rag on the end of a wiping stick, and the cases dried and packed loosely in empty ammunition boxes. Upon the accumulation of 300 pounds of empty cartridge cases they shall be packed in ammunition boxes and shipped, together with such number of clips as are on hand, by freight to the commandant, Coast Guard Depot, South Baltimore, Md. Empty cartridge cases and clips shall be invoiced by weight instead of by number. The zinc-lined wooden packing boxes in which the ammunition is received shall be saved, and in them shall be packed the empty cartridge cases and clips. Empty cartridge cases and clips shall be accounted for on the "Return of public property."

1647. (1) No medals will be awarded for qualifications in Navy qualification courses.

Expert rifle-
man's distin-
guishing mark.

(2) Enlisted men of the Coast Guard qualifying as expert rifleman shall wear upon the right sleeve of the coat, overshirt, jumper, and flannel shirt, about halfway between the wrist and the elbow, a distinguishing mark embroidered in white on blue for blue clothing, in blue on white for white clothing, and in gray on olive drab for olive-drab clothing, as follows:

The sides of a square, each side 1 inch long, inclosing a circle three-quarters of an inch in diameter, a circle one-half inch in diameter, and a bull's-eye one-quarter of an inch in diameter, the lines to be of narrow width.

(3) These distinguishing marks will be obtained in the same manner that rating badges are obtained.

FIRE DRILL.

1648. Fire drills shall be held once each week on cutters and at stations—sometimes at night. When held.

1649. The signal for fire drill on cutters shall be the rapid ringing of the ship's bell, accompanied by the "general alarm." Every person shall hasten to his station, and as quietly and rapidly as possible perform the duties assigned to him in the watch and station bill. Signal.

1650. Whether at anchor or underway the executive officer shall attend at the fire and direct the efforts to extinguish it. In Duties of execu-
tive.

case of fire, or any other occurrence that may place the vessel in danger, he shall exert himself to maintain order, and, if it becomes necessary, he shall see that the sick and disabled are cared for and the prisoners released or removed to safety.

COLLISION DRILL.

When held.
Signal.

1651. (1) Collision drill shall be held once each week.

(2) The call for assembly at collision drill shall be by the steam siren, if the vessel have one, otherwise by such special signal as the commanding officer may direct. At this drill all doors and hatches in water-tight compartments shall be closed, and the collision mat shall be placed in position at some designated point, which shall be varied as much as possible.

BOAT DRILL—ABANDON SHIP DRILL.

When held.

1652. (1) On cruising cutters, inshore patrol cutters, harbor cutters in commission, and on harbor launches in commission which carry a boat, a boat drill shall be held at least once each week; at stations a boat drill shall be held twice a week. All officers and enlisted persons shall be required to take part at various times in these drills, which shall include exercises in boats under sail as often as practicable.

Abandon ship.

(2) "Abandon ship" drill and "Man overboard" drill shall be held once every month.

SIGNAL DRILL.

When held.

1653. Day and night signal drills of various kinds, including the international code, shall be held at least once each week. The warrant officers (except machinists, carpenters, and pay clerks) and all enlisted persons of sufficient intelligence to learn signaling shall receive instruction therein. All warrant officers (except machinists, carpenters, and pay clerks), chief boatswain's mates (L), boatswain's mates, first class (L), quartermasters, coxswains, and surfmen must be proficient signalmen. (See art. 838.)

Junior line officer and officer in charge to instruct.

1654. The junior line officer shall be responsible for the instruction in signaling on a cutter, and the officer in charge for such instruction at a station.

Methods.

1655. The dot-and-dash code shall be applied to the following methods of signaling in communicating with other vessels and stations of the Coast Guard, with Army stations, and with naval vessels and stations, viz: Radio, wigwag, flashing light, and sound signals.

SIGNAL TESTS AND STANDARDS OF PROFICIENCY AND EXPERTNESS.

Signal tests.

1656. (1) The following instructions shall govern signal tests and standards of proficiency and expertness:

a. Each commanding officer of a cutter shall cause to be made, at least once each month, the tests herein prescribed for the pur-

pose of ascertaining the proficiency and expertness of those members of the complement of his command who are required by article 1653 of the regulations to be proficient signalmen, and for the purpose of supplying precise information required by Form 2595. Only such persons shall be classified as "proficient" or "expert" who fully meet the requirements of the standards for such tests given below.

b. Each officer in charge of a station shall cause to be made similar tests in preparation of the data regarding signals required on Form 2602, and shall mark each member of the crew strictly in accordance with the results of such tests and the prescribed standards. The mark to be given for proficiency shall be 2.5 and for expertness it shall be 4; for other degrees of skill in signaling the marks shall be proportional to these.

TESTS.

(2) *For International Code signals*, the tests may consist of words, numbers, phrases, names of vessels and places, or a combination of these, and of code signals (including special distant signals), selected with the view of testing the knowledge of each person in the several tables and in the vocabulary of the International Code, both in sending and receiving. The tests may be made with miniature tin flags.

(3) *For the wigwag, flashing light, and semaphore systems*, the tests shall consist of words of five letters each and of numbers of five figures each (in tests in the semaphore system no numbers will be included), so selected that each letter in the alphabet and each figure between 0 and 9 shall be included. The words shall not form sentences. The tests shall be of such length as to require the sending and the receiving of at least 100 letters and figures under the rules given below.

STANDARDS.

(4) The standards of proficiency and of expertness as determined by the above tests shall be as follows:

a. *International Code signals*.—The standard of proficiency in practice shall be the ability to read any signal displayed in one hoist and give its meaning correctly in one minute, and to convert any given message into its proper code signals at an average speed of two minutes for each hoist in the message.

b. The standard of expertness in practice shall be the ability to read any signal displayed in one hoist and give its meaning correctly in 20 seconds and to convert any given message into its proper code signals at an average speed of 45 seconds for each hoist in the message.

c. *For the wigwag system*, one person receiving and one recording. The standard of proficiency for the person receiving shall be 18 letters per minute, 85 per cent of the letters to be correctly received and recorded; the standard of expertness for such person shall be 25 letters per minute, all the letters to be received and recorded without error.

d. The standard of proficiency for the person sending by regulation flags, 30 by 30 inches, shall be 14 letters per minute, and the standard of expertness for such person shall be 18 letters per minute, all letters to be sent correctly in both cases.

e. Should the test be made with wands or small flags, the standard of proficiency for the person sending shall be 18 letters per minute and the standard of expertness for such person shall be 25 letters per minute, all letters composing the test to be sent correctly in both cases.

f. For the flashing light system, one person receiving and one recording. The standard of proficiency for the person receiving shall be 30 letters per minute and the standard of expertness shall be 60 letters per minute; in both cases at least 85 per cent of the letters sent must be correctly received and recorded.

g. The standard of proficiency for the person sending shall be 30 letters per minute and the standard of expertness for such person shall be 60 letters per minute, all the letters composing the test in both cases to be sent correctly.

h. For the semaphore system, one person receiving and one recording. The standard of proficiency for the person receiving shall be 40 letters per minute and the standard of expertness for such person shall be 90 letters per minute, at least 85 per cent of the letters sent in both cases to be correctly received and recorded.

i. The standard of proficiency for the person sending shall be 40 letters per minute and the standard of expertness for such person shall be 90 letters per minute, all the letters composing the test to be sent correctly in both cases.

j. No person shall be considered as proficient or expert in any of these systems unless he can meet the requirements for both sending and receiving.

RESUSCITATION DRILL.

When held.

1657. (1) The drill for the resuscitation of the apparently drowned shall be held once each week, and shall be in accordance with the prescribed Coast Guard method. All persons shall be proficient in this drill.

Medical officer to instruct.

(2) For this drill the crew shall be arranged, as far as practicable, in squads of seven men, the various squads to be drilled by the division officers and such others as the commanding officer may designate. When a medical officer is attached he shall be designated to drill one squad, and all actual cases of attempted resuscitation shall be conducted by him if he be available. Officers in charge shall instruct the crews of their respective stations in the resuscitation drill.

Proficiency in.

1658. (1) All commissioned and all warrant officers attached to Coast Guard cutters shall learn to recite, ~~verbatim~~, the rules for the resuscitation of the apparently drowned as prescribed for the Coast Guard, so that when they are in charge of squads practicing this drill they may be able actually to direct the various operations in proper sequence without the omission of any essential part and without reference to the text.

(2) On every cruising cutter all the division officers and all warrant officers attached shall personally instruct and direct the squads in the practice of the resuscitation drill.

(3) On all other cutters every warrant officer attached shall personally instruct and direct the squads.

(4) So far as possible every enlisted person shall be taught to recite, ~~verbatim~~ the prescribed rules for resuscitation of the apparently drowned.

BEACH-APPARATUS DRILL.

1659. (1) All officers and all enlisted persons on cruising cut-~~On cutters.~~ters shall receive theoretical instruction in the prescribed beach-apparatus drill until they understand it.

(2) At stations, beach-apparatus drill shall be held twice each ~~At stations.~~ week during the first month of the active season and once each week thereafter. This drill shall be held at night once each month.

Rec Aug 11, 1925

CHAPTER XII

ORDNANCE INSTRUCTIONS

1661. The methods of caring for and handling ordnance material set forth in the descriptive pamphlets furnished by Headquarters shall be closely followed. Pamphlets.

1662. All persons whose duty it may be to supervise or perform work in connection with the inspection, care, preparation, or handling of explosives shall exercise the utmost care in the performance of such duties. All regulations and instructions bearing on this subject shall be rigidly observed, and no relaxation of vigilance with respect to them shall ever be permitted. (See arts. 773 and 774, and Navy Ordnance Pamphlet No. 4, and Bureau of Ordnance Manual.) Handling of explosives.

1663. Persons engaged in the handling, preparation, or transportation of ammunition shall be carefully supervised by those in authority over them and frequently warned of the necessity of using the utmost caution in the performance of their work. It is by such means only that accidents can be prevented, as familiarity with work, no matter how dangerous, is apt to lead to carelessness. Supervision in handling explosives.

1664. When it becomes necessary to explode primers in cartridge cases, the guns on board shall be used for the purpose, and no other method shall be permitted. Exploding primers.

1665. (1) All ammunition must be kept stowed in the magazine or magazines provided, except that ammunition may be kept in regular ready ammunition boxes under conditions cited in article 1673, paragraph 39-c. Magazine stowage.

(2) In a vessel which is not provided with separate compartments, arranged for flooding, in which smokeless powder ammunition and black powder can be stowed apart from each other, they may be stowed in the same magazine, but black powder shall be kept in standard copper tanks or in the metal cans in which such powder is handled commercially. No black powder shall be taken from or be put into a container within a magazine, nor shall such container be opened within a magazine. Precautions shall be taken to insure that the containers are tight and well stowed against movement, and that no powder grains are spilled in the magazine.

(3) Care shall be taken in preparing, handling, and stowing saluting charges that the pluggings or wads of the cartridge cases do not get adrift and permit the powder to escape into the boxes or the magazine. No saluting charges shall be loaded or unloaded in a magazine.

1666. (1) In a vessel not provided with a separate compartment, capable of being flooded, in which to stow small-arm smokeless powder ammunition, such ammunition may be placed in the Small-arms ammunition.

magazine, but it shall invariably be stored in the boxes in which it was received. If evidence of decomposition be noted, by increased temperature or other means, this ammunition shall be examined and if in a state of decomposition the affected portions shall be thrown overboard.

Wet powder.

(2) Smokeless powder that has been wet from any cause whatever must be regarded as dangerous for storage on board ship. Such powder must be completely immersed in distilled water (in which condition it is entirely safe), and must be turned in to a naval ammunition depot without delay, where, upon receipt, it will be scrapped. Each container of immersed powder must be clearly marked to indicate its gross weight and the condition of such powder. In handling powder charges which have been wet, the smokeless powder shall be removed from the powder bags or cartridge cases, the smokeless powder then being cleaned by washing in water to remove any black powder residue, before finally packing in water. The powder bags and ignition charges shall be thrown overboard. The condition to be avoided is shipping smokeless powder and black powder in wet condition in the same container.

Temperature of magazine.

1667. (1) Smokeless powder shall not be stowed in any magazine wherein the temperature is habitually above 95° F., or wherein the temperature ever reaches 100° F. If the temperature reaches 90° F., artificial means for reducing it shall be adopted.

Exposure to high temperatures.

(2) If at any time smokeless powder be exposed to a temperature higher than 100° F., a special report shall be made to Headquarters immediately, explaining the circumstances in detail and stating the temperature and the length of time the powder was so exposed.

Ventilation of magazine.

(3) If the air in any magazine be at all impure, or if the odor of ether be noticeably strong in any magazine containing smokeless powder, such magazine shall be thoroughly ventilated.

Empty cases, tanks, etc.

1668. Empty cartridge cases, boxes, and powder tanks shall be handled and stored with care, and shall be turned in to the nearest naval ammunition depot as soon as practicable. Cartridge cases must not be deformed by severe handling while still hot from firing, and as soon as practicable thereafter they shall be thoroughly washed with hot water and soap, carefully dried, and repacked in the boxes in which they were supplied.

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Identification marks.

1669. Since the correctness of reports and records depends upon the identification marks on ammunition, care shall be taken not to obliterate them or to place ammunition in incorrectly marked containers.

Disposition of small-arm cartridge cases.

1670. As soon as possible after the completion of small-arm firing, rifle, pistol, revolver, and machine-gun cartridge cases shall be decapped and thrown into water. The cleaning will be much facilitated if this is done immediately after firing. The interior of each case shall then be thoroughly cleaned with a brush wiper or a piece of rag on the end of a wiping stick, and the cases shall then be dried and packed loosely in empty ammunition boxes. Upon the accumulation of 300 pounds of empty cartridge cases by units on the west coast, they shall be turned in to the nearest naval ammunition depot, together with such

number of bandoleers and clips as are on hand, shipment being made by freight when a government conveyance is not available. Upon the accumulation of 300 pounds of empty cartridge cases, by any other unit, they shall be shipped by freight when a government conveyance is not available, together with such number of bandoleers and clips as are on hand, to the Commandant, Coast Guard Depot, Curtis Bay, Md. Empty cartridge cases and clips shall be invoiced by weight instead of number. Empty cartridge packing boxes shall be used for boxing the empty cartridge cases, clips, and bandoleers. Bandoleers and clips which are to be turned in shall not be packed in boxes containing empty cartridge cases. Where bandoleers and clips are packed in the same box, the clips shall be wrapped separately and in paper. Every precaution shall be taken to see that no live cartridges are boxed with empty cartridge cases. To this end, it is directed that each box containing empty cartridge cases have a tag securely attached to the outside of the container with the officer's name thereon under whom the packing was done. Empty cartridge cases, bandoleers, and clips shall be accounted for on the "Record of public property."

1671. (1) When smokeless powder is removed from magazines on shore or on board ship for transportation, target practice, or other purpose, it shall not be exposed to the direct rays of the sun or subjected to other abnormal conditions of temperature. This prohibition applies equally to powder in bulk, in tanks, cartridge cases, ammunition boxes, or other containers. Whenever it may be necessary to transport smokeless-powder ammunition in boats or to take it on shore, as for boat-gun or field-gun target practice, it shall be effectively shaded from the rays of the sun and shall not be permitted to become wet.

Powder not to be exposed to the sun.

(2) Whenever, in particular cases, the terms of the foregoing paragraph have not been complied with, any ammunition which may have been so exposed shall be segregated and shall be landed at a naval magazine at the first opportunity.

Disposition of exposed powder.

1672. Projectiles comprising the service outfit of ammunition shall not be altered or disassembled on board ship, in any of their parts, without explicit instructions from Headquarters. They shall be kept free from rust, and the paint or lacquer shall be renewed when necessary. The old paint shall be removed before painting in order that the dimensions may not be increased thereby, and care shall be exercised that no paint is placed on the bourrelet. Projectiles for separately loaded 5 and 6 inch guns are issued with their rotating bands protected by grommets or rope slings. The slings and grommets shall be removed only when preparing for firing, except in those cases where storage space necessitates their removal before storing in the shell rooms. When removed, slings and grommets shall be returned to a naval ammunition depot.

Projectiles, disassembly prohibited.

SAFETY ORDERS

1673. (1) The safety precautions are explicit and allow no recourse except positive compliance. It is difficult to cover every possible emergency which may arise and which, if improperly handled, may result seriously. An attempt should be made in

Extent of safety precautions.

carrying out the safety precautions to grasp the ideas on which they are based so that, under circumstances not known at the time of their promulgation, the proper action may instinctively be taken.

Forbidden articles.

(2) As a matter of precaution, persons working with explosives shall have no iron, steel, or articles of a combustible nature about their persons. Matches are a source of great danger and should never be permitted around explosives. Smoking should not be permitted during firing or when magazines are open and powder exposed. Particular attention shall be paid to avoid the making of sparks from contact of steel on steel, especially with black powder present. Black powder is the most dangerous explosive used in the Coast Guard, and the one most likely to cause accidents.

Red flag.

(3) A red flag shall be hoisted and kept flying whenever explosives are being handled. All boats and vehicles carrying explosives, except artillery pieces, shall carry a red flag.

Safety orders.

(4) Copies of all safety orders shall be kept posted in conspicuous places easy of access to members of the crew, and all members of the crew concerned shall be frequently and thoroughly instructed in them.

Care in handling ammunition.

(5) The attention of all officers is invited to the necessity for the continuous exercise of the utmost care and prudence in the handling of all kinds of ammunition and explosives.

Conditions not covered herein.

(6) Conditions not covered by these safety orders may arise which, in the opinion of the commanding officer, may render firing unsafe. Nothing in these safety orders shall be construed as authorizing firing under such conditions, or as preventing the commanding officer from issuing such additional safety orders as he may deem necessary.

Interpretation to be requested.

(7) When in doubt as to the exact meaning of any safety order, an interpretation shall be requested of Headquarters.

Magazines.

(8) No naked light, matches, or other flame-producing apparatus shall ever be taken into a magazine or other compartment containing explosives of any kind.

(9) All explosives shall be removed from a compartment in or adjacent to one in which it is intended to use an oxyacetylene cutting or welding torch or any similar appliance.

(10) Magazines shall be kept scrupulously clean at all times. Particular attention shall be paid that no oily rags, waste, or any other materials susceptible to spontaneous combustion are stored in magazines or other compartments containing explosives of any kind.

(11) Drill charges for bag guns soon become covered with oil and grease, and it is strictly forbidden to store such charges in magazines or other compartments containing explosives.

(12) Nothing shall be stored in magazines except explosives, authorized containers, and gear which is actually used to assist in handling ammunition. Due to limited space on board, 75-foot patrol boats are authorized to store small arms and machine guns in the magazine.

Ammunition.

(13) (a) Case ammunition, loaded and fused projectiles, or smokeless powder charges will never be used for drill. This does

not prohibit the fitting of case ammunition in a gun previous to firing, provided the firing pin has been removed and the electric firing circuit has been completely disconnected.

(b) No ammunition or other explosive shall be used in any gun or appliance other than the gun or appliance for which it is supplied.

(c) During the firing no ammunition other than that immediately required shall be permitted to remain outside the magazines.

(14) (a) At gunnery exercises there may be assembled on deck no more than the necessary allowance of ammunition for the intermediate or secondary battery guns that are to fire on the next run; but no charge for a bag gun shall be removed from its tank, nor shall the top of the tank be left so loosened as to expose the charge to flame until immediately before the charge is required for loading. For case guns the allowance required for the gun or guns that are to fire on the next run may be removed from the boxes. Gunnery exercises.

(b) When an ammunition supply test is made, the ammunition used therefor will be that authorized for gunnery exercises unless the order for the test authorizes the use of service ammunition. Ammunition test.

(c) In loading projectiles fitted with tracer fuses care shall be taken not to strike the tracer mouth cup of the fuse, as such a blow involves danger of igniting the tracer and thereby an exposed powder charge in the vicinity. Loading tracer fuses.

(d) Under no circumstances shall the material of powder bags be added to without authority. Should it be necessary to stiffen the charges, additional cloth or tape shall not be used, but the lacing shall be tightened. If the powder bag be badly injured, it should be replaced by a new one from the spares on hand. Powder bags.

(15) Service primers shall not be previously loaded in the lock except as may be necessary to test the fit of the primer. Loading service primers.

(16) (a) Fuses shall not be removed from loaded projectiles, except at naval ammunition depots. Removing fuses forbidden.

(b) Any loaded and fused projectile which may be accidentally dropped in service from a height exceeding 5 feet should be set aside and turned in to a naval ammunition depot at the first opportunity. Such a projectile should be clearly marked to indicate its condition and should be handled with the greatest care. Upon receipt at the naval ammunition depot, it shall be unfused and the fuse scrapped. See G.O. 9.

(c) With one or two exceptions, the fuses in minor caliber projectiles are armed by set back instead of centrifugal action. Care must be used to avoid tapping or otherwise striking projectiles fused with minor caliber fuses. This is particularly applicable to attempts to loosen projectiles in the cartridge case by repeated light blows of a hammer or mallet.

(17) Gunnery and division officers shall see that the special fittings and devices installed for the purpose of safety are in good condition and operative at all times. Use of special devices.

(18) It is unsafe to fire guns that have a constriction of the bore due to steel. Such a constriction may be caused by gun liners overriding the retaining shoulders. It usually appears in Constriction in bore.

the form of a ring in the immediate vicinity of the liner shoulders near the muzzle, and can usually be seen immediately after cleaning the guns by looking through the bore toward a strong light, the observer moving his point of vision around the end of the bore. The constriction will appear as a ring of light and shadow, and if such is found will be immediately reported to Headquarters. A study of the general arrangement drawings will show the position where such constrictions are most likely to occur.

Working circle.

(19) (a) A circle shall be painted on the deck to indicate the limiting position of the breech of the gun on recoil, and the gun crew shall be instructed how to keep clear.

(b) Marks or indicators shall be provided to indicate if the gun returns to battery, and a member of the gun crew shall be detailed to observe these marks or indicators after each shot. The service of the gun shall be stopped should the gun fail to return to battery.

Preparations for firing; removal of tompon.

(20) In preparing a battery for firing, the division officer shall assure himself that the tompon is removed from each gun, that the bore is clear, and that the gas ejecting system is working satisfactorily.

Filling recoil cylinders.

(21) (a) Before the firing of any gun, other than for saluting, the commanding officer shall require a report that the recoil cylinders have been inspected and filled in the presence of the gunnery officer.

(b) After filling recoil cylinders not fitted with expansion tanks, the amount of liquid necessary to allow for the expansion of the liquid due to heat shall be withdrawn.

Salvo latch.

(22) The salvo latch shall be removed from or made temporarily inoperative on any gun used for drill, and shall be replaced or made operative before such gun is fired. Where no salvo latch is installed, effective measures shall be taken during firing to guard against opening the breech of a loaded gun.

Fire hose.

(23) Whenever the guns of a vessel are being fired, the fire hose shall be led out as at fire quarters and pressure shall be maintained on the fire main. This does not require water to be running through the hose.

Loading bag charges.

(24) Especial care shall be exercised to see that all sections of powder charges are entered in the chamber with the ignition ends toward the breech, and that the rear section is touching the face of the breech plug when closed. The other sections shall be placed as far forward as possible.

Broken powder bag.

(25) If a powder bag is broken while loading to the extent of allowing powder grains to fall out, the command "silence" shall be given and the loose grains shall be gathered up. If it is impracticable to place the charge in the gun, it shall be sent away from the vicinity of the guns and be completely immersed in water.

(26) The mushroom of every bag gun shall be wiped after each shot with a sponge or cloth dampened with fresh water.

Sponging guns.

(27) The sponging of case guns is not necessary, but before storing empty cartridge cases below they shall be freed from inflammable gases. This can best be done by washing cases out with soap and water.

(28) (a) The priming of a bag gun while the breech plug is open is forbidden, and the breech plug shall be closed and locked before the primer is inserted in the firing lock, except in a gun in which the wedge block containing the firing pin is arranged to operate automatically by the functioning of the breech mechanism, in such a manner that the firing pin can not be brought opposite the primer until the breech plug is closed and locked.

Priming of bag gun.

(b) When priming locks of the sliding-wedge type, special care should be taken to insure the primer being pushed in beyond the primer retaining catch to prevent the primer coming out or being sheared off by the operation of the wedge in closing.

(29) (a) The breech plug of a gun shall never be unlocked or opened while there is a live primer in the lock.

(b) If a firing lanyard is used, it shall never be hooked to the trigger of the lock until after the breech plug has been closed and locked and the gun primed. The lanyard shall be hooked just before cocking the lock.

Use of firing lanyard.

(c) The breech plug shall never be unlocked or opened while the lock is cocked or while the lanyard is hooked to the trigger.

Unlocking breech.

(d) When the order "Cease firing" is given, loaded guns must be put in such condition as to render accidental discharge impossible. This necessitates for bag guns the removal of the primer and for case guns the removal of the case. If a crew leave a gun at any time, the gun shall be left in the condition of "cease firing."

Cease firing.

(30) Every possible precaution shall be taken to prevent a gun from being fired when the breech plug is swung home but not fully rotated and locked. Accidents from this cause are likely to happen with screw breech mechanisms fitted for percussion firing. Where the lock is operated automatically, the automatic functioning of the lock shall not be interfered with in any way. If a gun be fitted for electric firing with the contacts so arranged that the plug must be fully rotated before the firing circuit can be closed, it is not possible for any accident of this kind to happen by electric firing, but it is still possible by percussion firing.

Locking breech.

(31) (a) As soon as a gun is loaded, the breech shall be closed without delay.

Closing breech.

(b) When a gun which has been fired is still warm when reloaded and it later becomes necessary to remove the charge, the gun need not be fired, but should be unloaded, provided no attempt has been made to fire the gun. If such attempt has been made, proceed as for hangfire. When it is apparent that the service of the gun will not be resumed within a reasonable time, the smokeless powder involved will be completely immersed in distilled water and kept in that condition until turned in to a naval ammunition depot at the first opportunity.

Unloading warm gun.

(c) When it becomes necessary to unload a gun which has not been warm at any time while loaded, the following will be observed: If a case gun, the cartridge will be carefully examined and if found in good condition, it may be returned again to the magazine; if not in good condition, it should be broken down and the powder treated as stated in paragraph 31-b above. If a bag gun, the charge should be most carefully examined. If found dry, free from grease, and in good condition, it may be sent back to

Unloading cool gun.

the magazine; if slightly greasy, the charge should be rebagged on board ship if spare bags are available; if such bags are not available or if grease or moisture has in any way gotten into the powder, the charge should be completely immersed in distilled water and treated as directed in paragraph 31-*b* above.

Primer premature.

(32) (a) There is a possibility of firing primers prematurely by the force exerted by the firing pin on the primer plunger due to successive closings of the Mark XIII, Mod. 1, firing lock on the same primer. Each slight pressure of the firing-pin contact point tends to move the primer plunger forward, and firing by percussion may result from the progressive movement.

Care in repriming.

(b) This is most likely to occur when repriming the gun without opening the breech plug, as the firing lock works much quicker and more violently by hand than is possible when working in conjunction with the operation of closing the plug.

Closing firing lock.

(c) The design permits the closing of the lock without subjecting any member of the crew to danger from the recoil of the gun. If the lock operating handle can not be safely reached by hand a suitable tool should be employed to close the lock.

Use of force in loading.

(33) No force greater than that which can be applied by the hand alone shall be used in loading a cartridge case into a gun. Any cartridge case that does not freely and fully enter the chamber of the gun under the influence of the force of the hand alone shall be carefully extracted and put aside. It shall be properly marked to indicate its condition and shall be turned in to a naval ammunition depot at the first opportunity.

Projecting firing pin.

(34) (a) In every case gun, except those of the sliding-wedge type, the breech plug shall not be closed until the gun captain is assured by actually feeling that the front face of the plug is in normal condition and that the firing pin does not project beyond the face of the plug.

Broken firing pin.

(b) The danger of a broken firing pin point or of the fusing of metal on the face of the breech plug, due to a primer blow-back, shall be constantly borne in mind.

Defective firing pin.

(c) As the firing pin of every concentric screw breech mechanism is directly in rear of the primer when the plug is closed but not rotated, the utmost care shall be taken to insure that the firing pin and all parts are in good condition, as the failure of a part of the mechanism might permit the firing of the gun before the plug is rotated.

Housing firing pin.

(d) In a case breech mechanism having the firing pin held in position by a cotter pin, similar to the 5-inch Mark V mechanism, the cotter pin shall be in place at all times, in order to prevent the firing pin from losing its housing. If the firing pin be not housed, a premature explosion is apt to occur.

(e) No case gun shall be fired with a breech mechanism in which the firing pin is not completely housed.

Removal of firing pin.

(f) In all case guns, when live ammunition is being tested, the firing pin shall be taken out.

Gas ejection.

(35) As there is an inflammable gas present in the chamber of a gun after firing which, under certain conditions, may constitute a danger by igniting the powder charge which is to be used for the next round, the following precautions shall be observed:

(a) Bag guns fitted with approved type of gas ejector which is in good condition shall not be reloaded until a member of the crew, whose duty it is to look through the bore, has assured himself that the bore is clear and has announced "Bore clear," either by voice or by approved signal, such as a whistle, gong, or horn.

(b) Until "Bore clear" signal above described is given, powder shall not be exposed closer than 4 feet from a gun.

(c) Bag guns not fitted with approved type of gas ejector and which permit using the combined sponge and rammer shall have the shell rammed home with the combined sponge and rammer dampened with water, and until this has been done the same restrictions on exposure of powder as above laid down before the "Bore clear" signal shall be enforced.

(d) Bag guns not fitted with an approved type of gas ejector, or those with gas ejector out of order and which do not permit using the combined sponge and rammer, shall not be loaded until sufficient time has elapsed for the gases in the bore to dissipate, and the "Bore clear" signal must be given. The same restrictions on exposure of powder as given above shall be enforced.

(e) The above precautions do not apply to case guns.

(36) (a) The possible danger of a serious accident due to **Misfire.** opening the breech plug of a gun too soon after a failure to fire demands the constant exercise of the utmost prudence and caution whenever such a failure occurs.

(b) Whenever an attempt has been made to fire and a gun **Hangfire.** fails to fire, a hangfire shall be regarded as probable. No distinction shall be made between a misfire due to the failure of a primer to ignite and a misfire due to a failure of a charge to ignite after the primer fired until it is known if the primer failed to fire. In pointer fire extract the primer and examine it to see if it exploded.

(c) Except in action, whenever a misfire occurs in a gun an **Delay after misfire.** interval of at least 30 minutes shall be allowed to elapse after the last effort to fire the gun before the breech plug is opened, except when, in the case of a gun using a lock primer, an examination of the extracted primer shows it did not fire. In such a case there is no danger of a hangfire, and the foregoing rule need not apply.

(d) Nothing in these regulations shall be construed as discouraging possible efforts to fire the gun which do not involve opening the breech plug. In bag guns the primer shall be removed (using an appropriate tool in order to avoid the danger of being struck by the recoil or of injury from a blowback) and a new one inserted and fired, using either electric or percussion mechanism, as seems most desirable, and these efforts shall be continued as long as there is a reasonable chance of firing the gun. In case guns efforts to fire shall be continued as long as there is a reasonable chance of firing, either by electricity or percussion, or by both, when such efforts do not require the breech plug to be unlocked or opened.

(e) When possible chance of serious danger due to a misfire **Misfire in battle.** may be overbalanced by the more important consideration of

battle—that is, when the fire is being returned—the commanding officer may, at his discretion, have the breech plug opened without waiting, as required in paragraph 36-c.

Disposition after misfire. (f) If after removal from the gun an inspection of the cartridge case shows that the primer has been struck by the firing pin, or in case the misfire occurred in a bag gun, the charge will be treated as prescribed in paragraph 39-f.

(g) In any case the gun while loaded must be kept pointed so that its accidental discharge will do no damage.

Unloading after misfire. (h) When a gun is being unloaded after a misfire, in accordance with these safety orders, all unnecessary members of the gun crew shall be dismissed from the vicinity of the gun, and the unloading shall be personally supervised by the division officer.

Elevation of antiaircraft guns. (37) Unless otherwise specifically authorized, antiaircraft guns on board ship shall not be fired during gunnery exercises or test firings at elevations greater than 80°, on account of the erratic character of trajectories at high angles of elevation.

Morris tube. (38) No Morris-tube practice shall be held without an efficient bullet catcher securely attached to the muzzle of the gun or otherwise suitably secured in the line of fire of the small rifle.

(39) The following additional interpretations should be placed on certain of the above-quoted orders:

Steaming out oil tanks. (a) The removal of ammunition from a magazine should be effected when adjacent compartments are steamed out, or when the temperature is increased above 100° F. for any other reason. (See par. 9.)

Unauthorized use of magazines. (b) The use of magazines not required for storage of ammunition shall not be diverted for other uses except on authority from Headquarters. Cases have occurred where inflammable materials have been stored in empty magazines separated by a bulkhead only from a part of the ship's service allowance.

Ready-service magazines. (c) When ammunition is stowed on deck in ready-service magazines adjacent to the guns, care should be exercised to see that it is not exposed to the sun or to high temperatures. When the temperature in a ready-service ammunition box reaches 100° F. the ammunition shall be removed or steps taken to reduce the temperature below 90° F. as though the ammunition was in a regular magazine.

(d) When a live cartridge has been unloaded from a case gun, if found not in good condition, it shall not be thrown overboard, but shall be broken down, the powder immersed in distilled water and the disassembled round turned in to a naval ammunition depot. (See par. 31-b.)

Defective primers. (e) Primers which fail to fire or which appear to be in bad condition when a box is opened shall be segregated and turned in to the nearest naval ammunition depot for investigation.

Immersing powder in water. (f) With a bag gun after a misfire the powder shall be removed and immersed in distilled water. Before immersing the powder in water the powder bags shall be opened and the powder dumped in a water-tight container and water poured on it sufficient to cover the powder. The powder bags with the ignition charges will be thrown overboard. With a case gun the cartridge shall be broken down, if the inspection shows that the primer has

been struck by the firing pin, and the powder immersed in distilled water. 75-foot patrol boats only are exempt from carrying out the above provisions. One-pounder ammunition aboard the 75-foot patrol boats, if the inspection shows that the primer has been struck, will be thrown overboard.

(g) When powder has been immersed in water it shall be frequently inspected to see that all is covered and additional water added to insure this.

1674. When shipments of ammunition or other dangerous articles shall be made by freight or by express the Regulations for the Transportation of Explosives and other Dangerous Articles by Freight and Express and Specifications for Shipping Containers, as issued by the Interstate Commerce Commission, shall be observed. Samples of smokeless powder may be shipped to naval ammunition depots by express as "laboratory samples."

Regulation regarding shipment of explosives, etc.

1675. (1) The surveillance tests of smokeless-powder samples of Navy standard smokeless powder in the possession of the Coast Guard will be conducted by any naval ship having a surveillance oven on board or by any naval ammunition depot.

Surveillance tests.

(2) In order that a uniform procedure shall obtain, it is directed that when a sample is forwarded from a Coast Guard unit to a naval vessel or ammunition depot it be accompanied by a written request and by N. Ord. Form No. 67, or N. Ord. Form No. 67-A, or both, as the case may require, in quadruplicate, completed in all respects, except that columns "Heat tests" and "Surveillance tests" shall be left blank. The naval officer carrying out the tests will fill in the appropriate columns on completion of the tests, forward one copy of the form to the Commandant, United States Coast Guard; one to the Bureau of Ordnance; one to the commanding officer of the unit who forwarded the sample; and retain the fourth for his files.

1676. (1) The personnel of the Coast Guard shall comply with the regulations and instructions issued by the Navy Department for the guidance of the naval personnel relative to the proper stowage, care, preservation, and service of ammunition on board ship and at stations, and the inspections, examinations, and tests thereof, except in so far as such naval regulations and instructions may be modified by Headquarters.

Stowage and care of ammunition.

(2) In all cases in which naval instructions provide that reports relative to ammunition be forwarded to the Navy Department, or to any bureau or unit thereof, such reports shall be forwarded to Headquarters.

Forwarding ammunition reports.

(3) All officers are directed to read carefully Ordnance Pamphlet No. 4 and Bureau of Ordnance Manual.

1677. (1) When wrecking mines and other articles of the wrecking-mine outfit are urgently needed for a particular project, commanding officers shall obtain the same from a naval ammunition depot. The request to the inspector of ordnance in charge of the naval ammunition depot shall show the particular project for which the material is desired. It shall also state the appropriation to be charged, as "Coast Guard, 1926," or "Coast Guard, 1927," etc., as the case may be. Commanding officers will forward a copy of all such requests to Headquarters.

Wrecking mines.

(2) When wrecking mines or articles of the wrecking-mine outfit are required, requests for the same shall be made to Headquarters. Commanding officers shall make annual reports of mines expended and cost thereof and the number remaining on hand and cost thereof.

Gun storage
batteries tested.

1678. Gun storage batteries shall be frequently tested to prevent deterioration.

CHAPTER XII.

ORDNANCE INSTRUCTIONS.

1661. The methods of caring for and handling ordnance material set forth in the descriptive pamphlets furnished by Headquarters shall be closely followed. **Pamphlets.**

1662. All persons whose duty it may be to supervise or perform work in connection with the inspection, care, preparation, or handling of explosives shall exercise the utmost care in the performance of such duties. All regulations and instructions bearing on this subject shall be rigidly observed, and no relaxation of vigilance with respect to them shall ever be permitted. (See arts. 773 and 774, and Navy Ordnance Pamphlet No. 20.) **Handling of explosives.**

1663. Persons engaged in the handling, preparation, or transportation of ammunition shall be carefully supervised by those in authority over them and frequently warned of the necessity of using the utmost caution in the performance of their work. It is by such means only that accidents can be prevented, as familiarity with work, no matter how dangerous, is apt to lead to carelessness. **Supervision in handling explosives.**

1664. When it becomes necessary to explode primers in cartridge cases, the guns on board shall be used for the purpose, and no other method shall be permitted. **Exploding primers.**

1665. (1) In a vessel which is not provided with separate compartments, arranged for flooding, in which smokeless powder ammunition and black powder can be stowed apart from each other, they may be stowed in the same magazine, but black powder shall be kept in standard copper tanks or in the metal cans in which such powder is handled commercially. No black powder shall be taken from or be put into a container within a magazine, nor shall such container be opened within a magazine. Precautions shall be taken to insure that the containers are tight and well stowed against movement, and that no powder grains are spilled in the magazine. **Magazine stowage.**

(2) Care shall be taken in preparing, handling, and stowing saluting charges that the pluggings or wads of the cartridge cases do not get adrift and permit the powder to escape into the boxes or the magazine. No saluting charges shall be loaded or unloaded in a magazine.

1666. In a vessel not provided with a separate compartment, capable of being flooded, in which to stow small-arm smokeless powder ammunition, such ammunition may be placed in the magazine, but it shall invariably be stored in the boxes in which it was received. If evidence of decomposition be noted, by increased temperature or other means, this ammunition shall be **Small-arm ammunition.**

examined and if in a state of decomposition the affected portions shall be thrown overboard. Smokeless powder ammunition which has been wet with salt water shall not be retained in the ship.

Temperature of magazine.

1667. (1) Smokeless powder shall not be stowed in any magazine wherein the temperature is habitually above 95° F., or wherein the temperature ever reaches 100° F. If the temperature reaches 90° F., artificial means for reducing it shall be adopted.

Ventilation of magazine.

(2) If the air in any magazine be at all impure, or if the odor of ether be noticeably strong in any magazine containing smokeless powder, such magazine shall be blown out by portable fans and otherwise ventilated.

Empty cases, tanks, etc.

1668. Empty cartridge cases, boxes, and powder tanks shall be handled and stowed with care, and shall be turned in at the earliest opportunity. Cartridge cases must not be deformed by severe handling while still hot from firing, and as soon as practicable thereafter they shall be thoroughly washed with hot water and soap, carefully dried, and repacked in the boxes in which they were supplied.

Identification marks.

1669. Since the correctness of reports and records depends upon the identification marks on ammunition, care shall be taken not to obliterate them or to place ammunition in incorrectly marked containers.

Disposition of small-arm cartridge cases.

1670. As soon as possible after the completion of small-arm firing, rifle and revolver cartridge cases shall be decapped and thrown into water. The cleaning will be much facilitated if this is done immediately after firing. The interior of each case shall then be thoroughly cleaned with a brush wiper or a piece of rag on the end of a wiping stick, and the cases shall then be dried and packed loosely in empty ammunition boxes. Upon the accumulation of 300 pounds of empty cartridge cases, they shall be shipped by freight, together with such number of bandoleers and clips as are on hand, to the commandant of the Coast Guard Depot, South Baltimore, Md. Empty cartridge cases and clips shall be invoiced by weight instead of number. The zinc-lined wooden packing boxes in which the ammunition is received shall be saved, and the empty cartridge cases, bandoleers, and clips shall be packed in them. Care shall be taken that the zinc lining of the boxes is not injured; the lining and zinc cover shall be retained in the box when the empty cartridge cases, bandoleers, or clips are packed therein. Bandoleers and clips which are to be turned in shall not be packed in boxes containing empty cartridge cases. Where bandoleers and clips are packed in the same box, the clips shall be wrapped separately and in paper. Empty cartridge cases, bandoleers, and clips shall be accounted for on the "Record of public property."

Powder not to be exposed to the sun.

1671. (1) When smokeless powder is removed from magazines on shore or on board ship for transportation, target practice, or other purpose, it shall not be exposed to the direct rays of the sun or subjected to other abnormal conditions of temperature. This prohibition applies equally to powder in bulk, in tanks, cartridge cases, ammunition boxes, or other containers. Whenever it may be necessary to transport smokeless-powder ammunition in boats or to take it on shore, as for boat-gun or field-gun target practice,

It shall be effectively shaded from the rays of the sun and shall not be permitted to become wet.

(2) Whenever, in particular cases, the terms of the foregoing paragraph have not been complied with, any ammunition which may have been so exposed shall be segregated and shall be landed at a naval magazine at the first opportunity.

1672. No naked light shall ever be taken into a magazine or other compartment containing explosives of any kind.

Naked lights prohibited.

1673. Under no circumstances shall live ammunition be used for drill purposes.

Live ammunition not used for drill. See O.R. 31.

1674. Whenever a live cartridge case is fitted in any gun for any purpose other than firing, the firing pin and mechanism shall be kept removed from the breech plug during such test.

Live cartridge case in gun.

1675. In every cartridge-case gun, except those of the sliding wedge or eccentric-plug type, the breech plug shall not be closed until the gun captain is assured that the front face of the plug is in normal condition.

Plug face to be watched.

1676. The mushroom of every breech-loading gun shall be thoroughly sponged after each shot.

Mushroom to be sponged.

1677. Copies of all safety orders and instructions pertaining to the armament of the ship shall be kept posted in convenient places easy of access to members of the crew, and all members of the crew concerned shall be thoroughly instructed in them.

Posting of safety orders.

1678. As soon as a gun is loaded the breech shall be closed without delay and, if possible, the breech mechanism shall not be unlocked again until after the gun has been fired. If it be necessary to unload a gun which was warm when loaded it shall be treated as a hangfire and the smokeless powder involved shall be completely immersed in distilled water and kept in that condition until turned in to a naval ammunition depot at the first opportunity.

Breech to be closed as soon as loaded.

1679. In preparing a battery for firing, the division officer shall assure himself that the tompon has been removed from each gun and that each bore is clear.

Tompons.

1680. No cartridge-case gun shall be fired with a breech mechanism in which the firing pin is not completely housed.

Firing pin housed. See O.R. 31.

1681. As the firing pin of every concentric screw breech mechanism is directly in rear of the primer when the plug is closed but not rotated, the utmost care shall be taken to insure that the firing pin and all parts are in good condition, as the failure of a part of the mechanism might permit the firing of the gun before the plug is rotated.

Condition of firing pin. See O.R. 31.

1682. The danger of a broken firing-pin point, or of the fusing of the metal on the face of the breech plug, due to a primer blow-back, shall be borne constantly in mind and guarded against.

Broken firing pin.

1683. No force greater than that which can be applied by the hand alone shall be used in loading a cartridge case into a gun. Any cartridge case that does not freely and fully enter the chamber of the gun under the influence of the force of the hands alone shall be carefully extracted and put aside. It shall be properly marked to indicate its condition, and shall be turned in at the first opportunity.

Jammed cartridge case.

Hangfire.

1684. (1) The possible danger of a serious accident, due to opening the breech of a gun too soon after a hangfire, demands the constant exercise of the utmost prudence and caution whenever a misfire occurs.

(2) Whenever the gun pointer presses the firing key or pulls the lock lanyard and the gun fails to fire a hangfire shall be regarded as probable, and the proper precautions shall be taken accordingly.

Misfire.

1685. In time of peace, whenever a misfire occurs in any gun, an interval of at least 30 minutes shall be allowed to elapse after the last effort to fire the gun before the breech is opened.

Precaution as to misfire.

1686. Nothing in these regulations shall be construed as discouraging possible efforts to fire the gun which do not involve opening the breech. A gun using cartridge cases and fixed primers shall be tried again, either by electricity or percussion, or by both, whenever this can be done without opening the breech.

Fire hose.

1687. Whenever the guns of a vessel are being fired the fire hose shall be led out as at fire drill, and the fire pumps shall be kept running.

Ammunition outside of magazine.

1688. During the firing no ammunition other than that immediately required shall be permitted to remain outside of the magazine.

Target practice.

1689. At target practice there shall be assembled on deck no more than the necessary allowance of ammunition for the guns that are to fire on the next run; for guns using fixed ammunition the allowance required for the gun or guns that are to fire on the next run may be removed from the boxes.

Morris-tube.

1690. No Morris-tube practice shall be held without an efficient bullet catcher securely attached to the muzzle of the gun or otherwise suitably secured in the line of fire of the small rifle.

Sponging of guns.

1691. The sponging of guns using fixed ammunition, where the cartridge is protected by a metal case, is not necessary, but, before stowing the empty cartridge cases below, steps shall be taken to free them from all inflammable gases. This can best be done by washing the cases out with soap and water.

Regulation regarding shipment of explosives, etc.

1692. When shipments of ammunition or other dangerous articles shall be made by freight or by express the "Regulations for the Transportation of Explosives and other Dangerous Articles by Freight and Express and Specifications for Shipping Containers," as issued by the Interstate Commerce Commission, shall be observed. Samples of smokeless powder may be shipped to naval ammunition depots by express as "laboratory samples."

Surveillance tests.

1693. (1) The surveillance tests of smokeless-powder samples of Navy standard smokeless powder in the possession of the Coast Guard will be conducted by any naval ship having a surveillance oven on board or by any ammunition depot.

(2) In order that a uniform procedure shall obtain, it is directed that when a sample is forwarded from a Coast Guard unit it be accompanied by a written request and by N. Ord. Form No. 67, in triplicate, completed in all respects, except that columns "Heat tests" and "Surveillance tests" shall be left blank. The officer carrying out the tests will fill in the appropriate columns on completion of the tests, forward one copy of the form to the

Commandant, United States Coast Guard, and one to the commanding officer of the unit who forwarded the sample, retaining the third for his files.

1694. (1) The personnel of the Coast Guard shall comply with the regulations and instructions issued by the Navy Department for the guidance of the naval personnel relative to the proper stowage, care, preservation, and service of ammunition on board ship and at stations, and the inspections, examinations, and tests thereof, except in so far as such naval regulations and instructions may be modified by Headquarters. Stowage and
care of ammunition.

(2) In all cases in which naval instructions provide that reports relative to ammunition be forwarded to the Navy Department, or to any bureau or unit thereof, such reports shall be forwarded to Headquarters.

(3) All officers are directed to read carefully Bureau of Ordnance, Navy Department, circular letters A-24 and A-27.

1695. (1) When wrecking mines and other articles of the wrecking-mine outfit are urgently needed for a particular project, commanding officers shall obtain the same from a naval ammunition depot. The request to the inspector of ordnance in charge of the naval ammunition depot shall show the particular project for which the material is desired. It shall also state the appropriation to be charged, as, "Coast Guard, 1922," or "Coast Guard, 1923," etc., as the case may be. Commanding officers will forward a copy of all such requests to Headquarters. Wrecking mines.

(2) When wrecking mines or articles of the wrecking-mine outfit are required, requests for the same shall be made to Headquarters. Commanding officers shall make annual reports of mines expended and cost thereof and the number remaining on hand and cost thereof.

CHAPTER XIII.

DISCIPLINE, COMPLAINTS, PROCEDURE, REDRESS OF WRONGS, OFFENSES, CHARGES AND SPECIFICATIONS, AND PUNISHMENTS.

DISCIPLINE.

1701. A strict observance of the "Regulations for the United States Coast Guard" is required of all persons therein, and each such person shall report promptly to the proper authority any disobedience or infraction of the regulations coming to his knowledge. Constant and faithful attention to their duties shall be required of all persons.

Observance of regulations required.

1702. (1) All persons shall obey readily, and execute with promptitude and zeal, the lawful orders of their superiors. They shall show to their superiors all proper deference and respect. No person shall join in or abet any combination to weaken the lawful authority of or to lessen the respect due to his commanding officer, or shall treat his superior officer with contempt or be disrespectful to him in language or deportment. (See arts. 1742, 1743, 1744, and 1745.)

Obedience to orders.

(2) Whenever scientists or other Government employees not in the Coast Guard are assigned to duty on a cutter or at a station, they shall be subject to the regulations of the service and shall be treated with the respect due their several positions. All persons detailed by the commanding officer or by the officer in charge to assist them shall obey their lawful orders in all matters concerning the duties which they are severally charged to perform.

Scientists, etc., assigned to duty with the Coast Guard.

1703. (1) Officers and enlisted persons, active and retired, are at all times amenable to discipline under the regulations of the Coast Guard.

Amenability to discipline.

(2) Whenever in time of war the Coast Guard operates as a part of the Navy, in accordance with law, the personnel of the Coast Guard shall be subject to the laws prescribed for the government of the Navy. In the initiation, prosecution, and completion of disciplinary action, including remission and mitigation of punishments for any offense committed by any officer or enlisted person of the Coast Guard, the jurisdiction shall depend upon and be in accordance with the laws and regulations of the department having jurisdiction of the person of such offender at the various stages of such action. Any punishment imposed and executed in accordance with the provisions of this paragraph shall not exceed that to which the offender was liable at the time of the commission of his offense. (See art. 613-1.)

Discipline when operating as part of the Navy.

Example to be set by officers.

1704. 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 in inspecting the conduct of all persons under their authority.

Authority over subordinates.

1705. Superiors of every grade are forbidden to oppress or maltreat those under their authority by cruel, tyrannical, or capricious conduct or by abusive language. Authority over subordinates shall be exercised with firmness, kindness, and justice, and each person shall set an example of morality and devotion to duty.

Correction of abuses.

1706. (1) The executive officer of a cutter or other unit, or the officer in charge of a station, shall, so far as his powers extend, correct all abuses, prevent infractions of discipline, and suppress disorder. Whenever the executive officer of a cutter or other unit becomes cognizant of any violation, disregard, or disobedience of any law or of any regulation or order of the Coast Guard on the part of any person attached to the unit, he shall at once make a report of the facts to the commanding officer. He shall aid his superior officer to the best of his ability in the enforcement of these regulations.

Officer in charge report abuses to district superintendent.

(2) Whenever an officer in charge becomes cognizant of any violation, disregard, or disobedience of any law, or of any regulation or order of the Coast Guard, on the part of any person attached to the station, which would involve a punishment greater than he is authorized to impose, he shall at once make a report of the facts to the district superintendent.

Trivial offenses.

1707. Officers are not to be suspended for light or trivial offenses, but for such the commanding officer may express his disapprobation, or take such other action as may meet the needs of the case.

Admonition and rebuke.

1708. Whenever a commanding officer feels it incumbent upon him, in the discharge of his duty, to rebuke an officer of inferior rank, he shall call the officer into the cabin, or out of hearing of all other persons, and administer the rebuke in an officerlike and gentlemanly manner. An admonition or caution in the ordinary course of duty shall not be considered a reprimand in the sense of punishment.

Demand for trial not within rights.

1709. No officer can rightly demand to be tried by a court or demand a court on any other person, or persist in considering himself under the restraint of arrest, or refuse to return to duty, after he has been released by proper authority.

Cruelty to prisoners forbidden.

1710. A commanding officer or an officer in charge shall use every endeavor to assure himself that subordinates exercise no cruelty toward persons in confinement, and that the latter suffer no other punishment than that directed by proper authority.

Commissioned officer not to take part in arrest.

1711. No commissioned officer shall take part personally in the arrest of a drunken person, further than may be absolutely necessary, but the arrest shall be made by a warrant officer, or an

enlisted person, and, when practicable, by a person of higher rating than the one to be placed in arrest.

COMPLAINTS.

1715. (1) Complaints by subordinates against a commanding officer shall be made in writing and submitted, through such commanding officer, to Headquarters, and when cutters are serving together under a senior officer, to such senior officer.

Complaints against commanding officer.

(2) Complaints against a district superintendent by subordinates shall be made in writing and submitted through him.

Complaints against district superintendent.

(3) When charges and specifications are preferred against any person they shall be in accordance with these regulations.

Charges and specifications.

1716. All persons making complaints or explanations shall confine themselves exclusively to the facts in the case, and shall not express an opinion, nor impugn the motives of the opposite party.

Facts only to be stated in explanation.

1717. (1) Complaints by one person against another serving at the same unit, other than at a Coast Guard station, shall be made to the commanding officer, through the executive officer, if there be one.

Procedure on cutters.

(2) Complaints against the executive officer shall be made direct to the commanding officer.

(3) Complaints by one enlisted person against another serving at the same station shall be made to the officer in charge of that station.

(4) Complaints by persons attached to stations against warrant officers shall be made to the district superintendent.

(5) All complaints shall be inquired into promptly by the person to whom they are made, and, if they appear to be sustained and of such importance as to demand further notice, he shall take action in accordance with these regulations.

1718. Every communication in the nature of an appeal from an order or decision of the commandant, or in the nature of an appeal, a complaint, or grievance concerning any regulation, general order, or special 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 any such communication to any person other than the Secretary of the Treasury. (See art. 2412-1.)

Appeal, complaint, or grievance; how addressed.

PROCEDURE.

1721. A report, whether verbal or written, to the commanding officer or district superintendent against a person who has committed an offense, relieves the officer making the complaint and places the responsibility upon the commanding officer or district superintendent, as the case may be.

Report of offenses.

1722. In order to avoid unnecessary recourse to boards of inquiry and investigation and to courts, when an officer or other person shall be reported for grave misconduct to his immediate commanding officer, or to his district superintendent, or to the officer in charge, as the case may be, the officer receiving the report shall institute a careful investigation into the circumstances on which the complaint is founded. He shall call upon the com-

Avoidance of unnecessary recourse to boards and courts. Report of misconduct.

plainant for a written statement of the case, together with a list of his witnesses, mentioning where they may be found, and a memorandum of any documentary evidence bearing upon the case which may be obtainable.

Copy of report,
indorsement, or
charges.

1723. Whenever an accusation is made against an officer, whether by report, by indorsement upon a communication, or by charges preferred against him, a copy of such report, indorsement, or charges shall be furnished at the time, or as soon thereafter as practicable, to the officer accused, who shall be called upon for such counter statement or explanation in writing as he may wish to make, and for a list of the persons he desires to have questioned in his behalf. If the accused does not desire to submit a statement, he shall set forth that fact in writing. (See art. 1730.)

Responsible
officer to take
necessary action.

1724. If, after investigation of a report against an officer or other person in the Coast Guard, a commanding officer, or a district ~~superintendent~~ ^{commander}, or an officer in charge, shall not deem the offense one requiring the action either of a board or a court, he shall himself take such action as he may think necessary, within the limits of punishment allowed him by law and regulations. The person concerned shall not be denied the right of appeal to higher authority if not satisfied with the action of such superior officer.

Arrest, suspen-
sion, or confine-
ment.

1725. (1) If, upon investigation, a commanding officer be satisfied that the charge is such as to call for trial by a service court, he may place the person under suspension or in confinement for safe-keeping, as the case may require, while awaiting the convening of a court and pending action by the reviewing authority. A person so suspended or confined for safe-keeping shall be notified in writing at the time to that effect and that said suspension or confinement is not imposed as a punishment.

(2) A district ~~superintendent~~ ^{commander} may place a warrant officer under his authority under suspension in like cases, pending action by the department in his case, and shall notify such warrant officer in writing at the time that he is placed under suspension and that said suspension is not imposed as a punishment.

Purpose and
time of arrest.

(3) The placing of an officer or enlisted person under arrest to await trial by a court is to insure his presence at the trial and to give him a reasonable opportunity to prepare his defense. In general, the accused shall not be placed under arrest until just prior to the trial except when it may be advisable as a precaution against his escape or to enable him to prepare his defense, or when, owing to the nature of the offense and the character or condition of the accused, his confinement is necessary in the interests of good order and discipline. In all cases of confinement it shall be not more rigorous than the circumstances require.

(4) a. An officer, when placed under arrest, either as a punishment or to await further disciplinary action, shall deliver up his sword, through the arresting officer, to the commanding officer, or other competent authority, of the ship or other unit to which he is attached.

b. He shall confine himself to the limits assigned him at the time of his arrest, or afterwards, under pain of dismissal from the service.

c. He shall not visit his commanding or other superior officer officially unless sent for; but in case of business requiring attention he shall make it known in writing.

d. He may be restored temporarily to duty by his commanding officer, when conditions warrant it, but such action shall not be construed as a bar to any disciplinary action pending. (See art. 1726-3.)

(5) a. An officer suspended from duty shall confine himself to the limits assigned him at the time of his suspension, or afterwards, and his failure to do so shall be regarded as a breach of arrest.

b. An officer placed under suspension or in arrest on a cutter shall not be confined to his room or restrained from the proper use of any part of the vessel, except the quarterdeck, poop, bridges, pilot house, and chart room, unless such confinement or restraint shall be necessary for the safety of the vessel or of the officer or for the preservation of good order and discipline. If under suspension or arrest elsewhere than on a cutter, an officer shall be confined to definite limits, but the confinement or restraint imposed shall not be unduly rigorous.

(6) If the accused be an enlisted person, the commanding officer shall then prefer or cause charges and specifications to be preferred against him for trial before a minor court if the alleged offense comes within the jurisdiction of such a court. (See art. 1733-3.) Minor court.

(7) a. Should the alleged offense be beyond the jurisdiction of a minor court, or should there not be attached to the unit enough commissioned officers to form a court, or the commanding officer consider it such as to call for trial by a general court, he shall prefer or cause to be preferred charges and specifications against the person, and submit them to Headquarters. (See art. 1733-3.)

b. Should there not appear to be sufficient evidence to establish at least a prima facie case the commanding officer shall report to Headquarters fully and accurately in detail and in the order of their occurrence all the circumstances of the alleged offense. The report is not in any way to refer to accompanying papers for the circumstances constituting the offense, but shall, in itself, be so circumstantial as to afford a full account of the real nature and extent of the offense charged, and of the allegations to which the offender would be held to confess should he plead guilty. Circumstances on which charges may be founded.

c. Should the alleged offense involve a punishment greater than a district superintendent may impose under the regulations, he shall proceed in the manner set forth in paragraph 6 of this article. Action by district superintendent in cases calling for judicial action.

1726. (1) In case of the suspension, arrest, or confinement of an officer, the commanding officer or district superintendent shall at once report the fact, with the attendant circumstances, to Headquarters. Suspension of officer.

(2) If the decision of Headquarters be that no trial take place the accused shall be restored to duty at once. If it be decided that the accused shall be brought to trial, a court shall be ordered Decision as to trial of accused.

for that purpose as soon as the interests of the public service permit.

Temporary release.

(3) The commanding officer, or other competent authority, may release temporarily and put on duty an officer under suspension or in arrest should an emergency of the service or other sufficient cause make such action necessary. This temporary release shall not be a bar to any subsequent investigation or trial of such officer for the matters for which he was suspended or placed in arrest. (See art. 1840.)

Accused excused from duty during trial.

1727. A person being tried by a court shall, if possible, be excused by his superior or commanding officer from attending to particular duties during the continuance of the trial.

Procedure when submitting charge.

1728. An officer or enlisted person who commits an offense of sufficient gravity to warrant charges and specifications being preferred against him shall be proceeded against promptly and as soon as practicable after the commission of the offense. If the offense be committed upon a cutter at sea, or off the line of communication by mail, the charges and specifications shall be formulated and filed with the commanding officer, who shall forward them, without comment, to the proper authority at the first opportunity. If the charges be against the commanding officer, the method of procedure shall be the same. (See arts. 1723 and 1730.)

Reporting warrant officer or an enlisted person attached to a cutter.

1729. (1) An officer having occasion to report, for any cause whatever, a warrant officer or an enlisted person attached to a cutter, shall make the report to the executive officer, who shall present the matter (if such action be necessary under these regulations) to the commanding officer.

Reporting warrant officer or an enlisted person serving at a station.

(2) An officer having occasion to report, for any cause whatever, a warrant officer or an enlisted person attached to a station, shall make report through the proper channels to Headquarters.

Charges and specifications to be prepared as soon as practicable.

(3) If an offense be of sufficient gravity to warrant a charge and specification being preferred against a warrant officer or an enlisted person, they shall be made as soon as practicable after the commission of the offense.

Copy of charges and specifications to be furnished the accused.

1730. As soon as practicable after a trial has been determined upon, and at least 24 hours before the court is to assemble, the accused shall be furnished with a copy of the charges and specifications preferred against him, and at the same time be placed formally under arrest for trial. The fact that this copy has been handed the accused, and the time it was so delivered, shall be noted in the log, and the recorder of the court shall enter a note to the same effect on the original charges and specifications. (See art. 1723.)

To see persons at mast.

1731. When any member of the ship's company comes to the mast with a request to see the commanding officer, the officer of the deck shall receive the request and communicate it to the executive officer, who shall inform the commanding officer. The latter is enjoined not to neglect such appeals, and shall require the presence of the executive officer when such appeals are heard. Should he be unable to investigate an offense or complaint, the reason therefor shall be noted in the log over his signature, and the executive officer shall be directed to investigate the matter.

1732. A division commander, or the senior officer of vessels acting conjointly, who receives verbal or written complaints against a commanding officer of a cutter under his authority shall be governed by articles 1722, 1723, 1724, and 1725, unless the complaints be in the form of charges and specifications drawn in the manner prescribed by these regulations. In the latter case he shall submit the matter with the accompanying papers to Headquarters.

Procedure by division commander or senior officer receiving complaints.

1733. (1) In all cases in which an officer so misconducts himself that his acts have become notorious and have brought scandal upon the service, or himself into disrepute, Headquarters, if informed of his actions, will, if the circumstances warrant, prefer or direct an officer to prefer charges and specifications, embodying the alleged misconduct, against the offender.

Charges preferred by order of Headquarters.

(2) An officer who, by direction of Headquarters, has preferred charges and specifications against another officer, shall not incur any measure of blame should the court acquit the accused and decide that there were no grounds on which to base the charges and specifications.

Officer preferring charges not to incur blame.

(3) Commanding officers, when transmitting to Headquarters charges and specifications relating to an offense for the trial of which a general court should be ordered or a minor court convened by Headquarters, shall state the names of commissioned officers who are liable to be called as witnesses in the case.

Names of officers who may be witnesses to be stated.

REDRESS OF WRONGS.

1735. (1) If any person consider himself oppressed by his superior, or observe in him any misconduct, he shall not on that account fall in his respectful bearing toward him, but shall represent such oppression or misconduct, through official channels, to proper authority. He will be held accountable if his representations be found vexatious, frivolous, or false.

Oppression or other misconduct to be reported.

(2) When an application for the redress of a wrong is received by the commanding officer or district superintendent, and he shall consider that the alleged wrong is of sufficient gravity to warrant the action of higher authority, he shall submit a report of the case, together with all the correspondence relating thereto, to Headquarters.

Application for redress; how treated.

1736. An application for the redress of a wrong shall be made in writing. In making an appeal to Headquarters for redress great care must be exercised: First, that the cause is just and clearly stated; and, second, that the appeal is supported by evidence of the truth of the matters of which complaint is made.

Care in submitting application for redress.

OFFENSES.

1741. Offenses shall not be allowed to accumulate, in order that sufficient matter may thus be collectively obtained for trial, without giving due notice to the offender.

Offenses not allowed to accumulate.

1742. Detrimental criticism of commanding and other officers by subordinates or of subordinates by officers in authority is forbidden.

Criticism forbidden.

- Discussions and criticisms.** 1743. Discussion or criticism of officers by their brother officers, whether superiors or inferiors, in the presence of mess attendants, other members of the crew, or strangers, is forbidden.
- Language tending to lessen confidence and respect.** 1744. No person shall use any language which may render, or tend to render, officers or crews dissatisfied with the service or with their duties, or which may diminish their confidence in or respect for their superiors; and it shall be the duty of every officer who hears any such language to use his best endeavors to suppress it and to report it immediately to his commanding officer, or if the offense be committed by a commanding officer, to Headquarters.
- Mutinous or treasonable practices.** 1745. No person shall make, or attempt to make, or unite with another or others in making any mutinous assembly, or shall utter any seditious, treasonable, or mutinous words, or shall conceal or connive at any mutinous, treasonable, or seditious practices, or shall treat with contempt his superior, being in the execution of his office; and every person being witness to or knowing of any mutiny, sedition, or treason, shall do his utmost to suppress it and shall immediately make it known to his commanding or superior officer.
- Combinations.** 1746. Combinations against superior authority or for the purpose of remonstrating against orders, or of complaining of details of duty or service, are forbidden.
- Talebearing to be suppressed.** 1747. Commanding and other officers shall discourage and suppress talebearing. Talebearing by subordinates to commanding and other officers in authority, whether verbal or written, is forbidden.
- Frivolous complaints.** 1748. Frivolous complaints and faultfinding shall be discountenanced. Malicious, vexatious, or frivolous charges against any one will subject the accuser to all the pains and penalties of such conduct.
- Criticism in private letters forbidden.** 1749. An officer is forbidden to 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.
- Nagging forbidden.** 1750. The nagging of juniors by seniors, while in the performance of duty or at any other time, by petty annoyances and faultfinding, or the employment of improper language in giving and enforcing commands, is forbidden.
- Drunkenness.** 1751. Drunkenness or the excessive use of intoxicating liquors on duty or off duty is prohibited.
- Scandalous conduct. Conduct unbecoming an officer and a gentleman. Misappropriation of mess funds. Theft.** 1752. No person shall be guilty of scandalous conduct tending to the destruction of good morals or of conduct unbecoming an officer and a gentleman.
1753. No person shall be guilty of misappropriation of mess funds, or of theft.
- Contumacious conduct before court.** 1754. No person shall refuse to give testimony before a service court or board, or behave contumaciously before such court or board.
- Willful false swearing.** 1755. No person shall willfully give false testimony, or corruptly suborn a witness to give false testimony, before a service court or board upon a matter material to the issue before such court or board.

1756. No person shall disobey or refuse to obey a lawful order of his superior officer, nor shall he strike or assault, or attempt or threaten to strike or assault, a superior officer while in the execution of the duties of his office.

Disobeying lawful order.
Striking or assaulting superior officer.

1757. (1) No person in the Coast Guard shall strike or assault, or attempt or threaten to strike or assault, another person therein, or be guilty of any form of disorderly conduct.

Disorderly conduct.

(2) Gambling, obscene or abusive language, and profane swearing are strictly prohibited on board cutters, at stations, and in all other places under the control of the service.

Gambling, swearing, etc.

(3) Grumbling, faultfinding, and surly conduct shall not be tolerated.

Grumbling, etc.

1758. If murder, felony, or other crime or offense against the laws of the United States, not punishable by Coast Guard courts, be committed on board of or at any Coast Guard unit within the jurisdiction of the United States, the commanding officer, or the officer in charge, as the case may be, shall invoke the aid of and deliver the offender to the civil authorities, to whom he shall afford all the facilities in his power. If such crime be committed at sea or without the limits of the United States, he shall confine and safely guard the offender until he can deliver him to the proper civil authorities of the United States.

Murder or other crime.

1759. Ardent spirits and narcotic or other habit-forming drugs shall not be admitted on board of any cutter, or within the limits of any other unit, except for medicinal purposes, and then only upon the order or by the authority of the commanding officer or of the officer in charge, and they shall be in the keeping of the medical officer. If there be no medical officer attached, the ardent spirits and narcotic or other habit-forming drugs admitted on board a cutter or within the limits of any other unit, except a station, shall be placed in charge of an officer to be selected by the commanding officer, and the officer selected shall be responsible for their use and safe-keeping. Ardent spirits and narcotic or other habit-forming drugs admitted within the limits of a station for medicinal purposes shall be in the custody of the officer in charge thereof.

Ardent spirits.

1760. No person shall resist arrest which is ordered by proper authority.

Arrest not to be resisted.

1761. No person shall be guilty of conduct to the prejudice of good order and discipline.

Conduct prejudicial to good order and discipline.

1762. No person shall be negligent or careless in obeying orders or culpably inefficient in the performance of duty.

Negligence forbidden.

1763. No officer or enlisted person shall sleep on watch, or at his post, or leave his station or post before being regularly relieved.

No person to sleep on watch.

1764. No person shall knowingly or willfully make or sign, or aid, abet, cause, direct, or procure the making or signing of any false entry or statement in any log or in any other official record, report, communication, or paper.

False entry or return forbidden.

1765. No officer or enlisted person shall present or cause to be presented to any person in the Government service, for approval or payment, any claim against the United States, or any official thereof, knowing said claim to be false or fraudulent, or shall ex-

No fraudulent claim to be made.

ecute, attempt, or countenance any fraud against the United States.

Prohibition as to having interest in purchases or contracts.

1766. No person shall receive, directly or indirectly, any pay, emolument, or gratuity of any kind whatsoever from any contractor or other person furnishing labor or supplies to the Coast Guard, or act as agent or attorney for any such person.

Gratuity for aid rendered.

1767. No person shall, without permission of Headquarters, accept or receive any pay or gratuity whatever for any aid or service rendered any person or vessel by the Coast Guard.

Not to engage in trade.

1768. (1) No person shall, without proper authority, either for himself or as an agent, engage in trade or introduce any article for purposes of trade on board any cutter or at any depot, station, or other unit.

Not to act as agent or attorney.

(2) No person shall act as agent or attorney to prosecute a claim against the United States. Any person who so acts is liable to fine or imprisonment, or both.

Compensation as informer forbidden.

1769. No person shall receive, either directly or indirectly, any compensation as an informer arising under any of the laws of the United States.

Salvage not to be claimed.

1770. No person shall make any claim for salvage while acting within the scope of his official duties for any services he has performed in connection therewith.

Not to sell wrecked property.

1771. No person shall sell any wrecked property for the owner, agent, underwriter, or any other person interested therein.

Removing property from prize.

1772. No person 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 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 thereon.

Lists in triplicate.

1773. Should it be necessary to remove any goods, articles, or outfits from a vessel, under the provisions of the preceding article, accurate lists in triplicate shall be prepared, stating the estimated value of the property removed. One list shall be forwarded to Headquarters, with a full report of the matter; one shall be filed on board the vessel or at the unit making the seizure, and the third shall be given to the master or delivered into the custody of the authority to whom the seized vessel is delivered. For any articles returned to the master duplicate receipts shall be taken.

No article or any part of outfit to be taken from wrecked or seized vessel.

1774. No person 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.

Shall not use position for political purposes.

1775. No person shall use his position to advance, in any way, party or political interests, or to secure the enlistment, discharge, transfer, advancement, or reduction of any person in the Coast

Guard for political, family, or other considerations than those looking to its best interests.

1776. No person shall be permitted to indorse or give verbal or written recommendations concerning any life-saving device, or to hold any shares, directly or indirectly, in any wrecking gear or company, or to 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 Headquarters, 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 for such services from any company, corporation, or person.

Shall not have interest in wrecking company.

Shall not act as agent of any marine company.

1777. No person 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 criticisms thereon. He shall not act as correspondent of a newspaper without the express authority of Headquarters, 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.

Publication of articles.

1778. No person in the Coast Guard shall give to any other person copies of records or other official papers without authority therefor first being obtained from Headquarters, to which all applications for such copies shall be referred.

Not to give copies of official records.

1779. (1) No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this article shall be summarily discharged from the Government employ. (See sec. 1784, R. S.)

Testimonials and presents forbidden.

(2) No officer or enlisted person shall solicit subscriptions for the purpose of making a gift to a member of the immediate family of an officer of the Coast Guard.

1780. All votes, resolutions, testimonials, or publications in praise or censure of any person in the Coast Guard are forbidden.

Votes, etc.

1781. No person shall neglect to discharge his pecuniary obligations. No officer shall incur debts without a reasonable expectation of discharging them, or shall leave a station on which he has been serving without paying or providing for the payment of every debt he may have incurred on such station. When violations of this article are brought to the attention of a commanding officer or district ~~commander~~ superintendent, he shall report the facts to Headquarters without delay.

Pecuniary obligations to be discharged.

Officers not to borrow money from enlisted persons. Receiving money for safe-keeping.

1782. Officers shall not borrow money or accept deposits from enlisted persons, except that an executive officer of a cutter 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 safe-keeping until such time as the person has an opportunity to go ashore at the cutter's headquarters. The officer receiving such deposit shall give the person a receipt for the money and shall take every precaution for its safe-keeping. No withdrawals shall be made from this deposit except as between the person who made the deposit and the officer who received it. When a withdrawal in part is made, the amount withdrawn shall be noted on the receipt.

Lending money.

1783. 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.

Sale of public property.

1784. No person shall sell or be concerned in the selling of property belonging to the United States until authority therefor has been obtained from Headquarters.

Waste of supplies prohibited.

1785. No person shall waste or misuse any provisions, supplies, or other public property, or, having power to prevent it, knowingly permit such waste or misuse.

Sheath knives.

1786. No enlisted person on board a cutter or at another unit shall carry a sheath knife.

Malt and other liquors.

1787. No enlisted person shall take, smuggle, or keep any malt or other alcoholic liquors or intoxicants, nor any intoxicating or narcotic substances, on board cutters, or within the limits of any depot or station or other places within the jurisdiction of the Coast Guard.

Cutter not to be used for private purposes. Expenditure of public property in cases of distress.

1788. (1) No person shall use any vessel of the Coast Guard for private purposes in violation of law.

(2) No article of public property shall be appropriated to the private use of any person not in distress. On every occasion on which public property is expended in cases of distress for private use the fact shall be reported to Headquarters with all the attendant circumstances.

Articles not to be disposed of without authority.

(3) No article of furniture, fixture, or supply belonging to the United States furnished to a unit of the Coast Guard shall be disposed of in any manner without the authority of Headquarters, except as provided in these regulations.

Prevent destruction of public property.

1789. No person shall willfully or maliciously destroy any public property or permit the destruction by others of property of the Government within the limits of his command or control or coming under his observation.

Officers not to give certificates.

1790. No officer shall give certificates of commendation to dealers in supplies nor to enlisted men or other persons with whom he has had official dealings.

Buildings shall not be erected without authority.

1791. No person shall, without authority therefor from Headquarters, erect any building upon the premises of any depot, station, or other unit.

Collusion or fraud.

1792. No person shall be guilty of collusion or fraud against the Government.

1793. No Member of Congress, Delegate to Congress, collector of customs, officer of 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 cutters, or at stations or other units of the Coast Guard, or for repairing such cutters, stations, or other units.

Persons not to be concerned in furnishing supplies, etc.

1794. No person shall through inattention or negligence suffer any vessel of the Coast Guard to be stranded, or run upon a rock or shoal, or hazarded.

1795. No person in the service shall desert, or aid or entice others to desert therefrom, nor shall any such person absent himself from duty without leave or after leave has expired.

Desertion. Absence without leave.

1796. No person in the service shall receive, harbor, or entertain any deserter from any unit, knowing him to be such, or shall fail, with all convenient speed, to give notice of such deserter to the commanding officer of the unit to which he belongs, to a division commander, to a district superintendent, or to the officer in charge of a station or other unit.

Harboring deserters.

1797. No person undergoing treatment in a hospital or at a relief station of the Public Health Service shall violate or refuse to comply with a lawful regulation governing patients in such hospitals.

Persons in hospital.

1798. No person connected with a Coast Guard court or board shall at any time disclose or divulge the vote or opinion of any particular member of the court or board unless required to do so before a court of justice in due course of law.

Votes of members of courts or boards not to be divulged.

1799. No person connected with a Coast Guard court or a board of inquiry, investigation, examination, or retirement, shall make known to any person, except to the accused in the case of a finding of "not guilty," any part of the proceedings, opinion, finding, and sentence, or recommendation of such court or board until final action thereon has been taken by the reviewing authority.

Proceedings, findings, etc., not to be divulged.

1800. No person shall violate or refuse obedience to any lawful order or regulation issued by the Secretary of the Treasury or the President.

Violating or refusing obedience to lawful order.

1801. No person at a station shall take the telephone receiver from the fork and listen to communications not intended for him or for his station, nor shall any person use the telephone for the purpose of transmitting personal messages without first obtaining the permission of the officer in charge.

Listening in on telephone lines.

1802. No member of the Coast Guard shall have concealed about his person any deadly or dangerous weapon or explosive substance, or have any such weapon or explosive in his possession or custody within the limits of any place under jurisdiction of the Coast Guard, except as may be necessary to the proper performance of his duty or as may be authorized by proper authority. The foregoing shall not be construed so as to prevent any person authorized to have such weapon in his possession from carrying concealed any such weapon from place of purchase to his quarters or from his quarters to a repair shop, to have the same repaired, and back again.

Concealed weapon.

Apprehending offenders, reproachful words, refusing to submit to medical treatment, etc.

1803. No person in the Coast Guard shall be guilty of any offense in violation of any regulation or law, or of any of the following:

(a) Refusing or failing to use his utmost exertions to detect, apprehend, and bring to punishment all offenders or to aid all persons appointed for that purpose.

(b) Quarreling with, or using provoking or reproachful words, gestures, or menaces toward any person in the Coast Guard.

(c) Endeavoring to foment quarrels between other persons in the Coast Guard.

(d) Refusing to submit to necessary and proper medical treatment to render him fit for duty, or refusing to submit to a necessary and proper operation not endangering life.

(e) Engaging in any affray, disorder, riot, rout, or unlawful assembly.

(f) Concealing a venereal disease.

Fraudulent enlistment.

1804. Fraudulent enlistment and receipt of any pay or allowance thereunder is hereby declared to be "conduct to the prejudice of good order and discipline" and is punishable by a Coast Guard court. When a person who is not entitled to enlist or reenlist under the regulations procures his enlistment or reenlistment by concealing or misstating the facts, such enlistment is fraudulent.

PUNISHMENTS.

Limitations for trial.

1831. (1) No person shall be tried by a Coast Guard court or otherwise punished, for any offense connected with the service (except as provided in the following paragraph), which appears to have been committed more than two years before the issuing of the order for such trial or punishment, unless by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

(2) In case of the desertion of an enlisted person, the foregoing limitation of two years shall not begin until the end of the term for which such person was enlisted.

Punishments by a senior officer.

1832. A division commander or the senior officer of cutters acting conjointly shall not, without express authority from Headquarters, impose upon a commanding officer under his authority any other punishments than private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than 10 days.

Punishments by commanding officer of a cutter.

1833. A commanding officer of a cutter shall not, without express authority from Headquarters, impose upon persons under his command any other punishments than the following:

(a) Upon a commissioned or warrant officer: Private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than 10 days.

(b) Upon any other person under his command: For a single offense, or at any one time, confinement, with or without single irons, on board ship; confinement, on bread and water, with or without single irons, on board ship; deprivation of liberty on shore for a period not exceeding three months; extra duties and,

in case of absence without leave of less than five days, forfeiture of one day's pay or two days' pay for each day of unauthorized absence. Such confinement shall not continue longer than 10 days, unless further confinement be necessary to bring the offender to trial, and, when on bread and water, a full ration shall be served every third day.

1834. (1) A district ^{commander} superintendent may impose upon any person under his authority the following punishments:

Punishments by a district superintendent.

a. Upon any warrant officer: Private reprimand, suspension from duty, or confinement at the station, and such suspension or confinement shall not continue longer than five days.

b. Upon any other person under his authority he may direct an officer in charge to impose the following: For a single offense, or at any one time, forfeiture of one day's pay or two days' pay for each day of unauthorized absence of less than five days, deprivation of liberty for a period not exceeding thirty days, extra duties.

(2) He shall impose no other punishments without authority from Headquarters.

1835. (1) The officer in charge of a station may impose upon persons under his charge the following punishments: For a single offense, or at any one time, deprivation of liberty for a period not exceeding 20 days, extra duties, or both.

Punishments by officer in charge.

(2) He shall impose no other punishments without authority from Headquarters or the district ^{commander} superintendent.

1836. In considering the punishment to be inflicted upon enlisted persons for minor infractions of discipline, commanding officers, district ^{commanders} superintendents, and officers in charge should ordinarily resort to the authority conferred upon them by these regulations.

Punishment, minor offenses.

1837. (1) All punishments consisting of extra duties shall be discontinued on Sundays and legal holidays.

Extra duties discontinued.

(2) Under no circumstances shall an offender be required to perform guard duty as a punishment.

1838. Care shall be taken not to confine an intoxicated person in such place or manner as may be dangerous to him in his condition.

Intoxicated persons.

1839. The commanding officer or the district ^{commander} superintendent shall direct the release and restoration to duty of each person confined, in arrest, or suspended from duty upon the expiration of the term of such confinement, arrest, or suspension, and, in the case of a commissioned or a warrant officer, he shall report the fact to Headquarters. (See art. 1725.)

Release of persons in arrest.

1840. Whenever any person who shall have been placed under suspension, or in arrest or confinement, or otherwise punished for misconduct, shall be released therefrom and entirely discharged by competent authority, such discharge shall be a bar to further disciplinary proceedings in the case, as far as the interests of the Coast Guard are concerned; and no officer who has been formally reprimanded by the department for an offense shall be subsequently tried therefor, nor shall the same offense be subject again to inquiry except when it may be necessary to prove a particular habit, or for the due administration of justice.

Release a bar to further proceedings.

- Offenses promptly punished.** 1841. Punishments shall be in strict conformity to law and these regulations, and shall follow the offenses, respectively, as promptly as circumstances permit.
- Punishments to be legal.** 1842. The authority to punish offenses being strictly defined by law, no deviation from the limits prescribed will be permitted.
- Police duties.** 1843. When an enlisted person is sentenced to confinement on board ship, the commanding officer shall cause him to perform police duties and to obtain such amount of exercise as may be necessary for the preservation of his health.
- Intoxication and immorality.** 1844. When an officer of the Coast Guard, including a cadet and a warrant officer, is officially reported to a superior officer as having been guilty of intoxication or immorality, or when a superior officer becomes cognizant of such conduct by a subordinate officer, or by a cadet, the matter shall be reported to Headquarters and its action awaited before any disciplinary action is taken by any other authority.

CHAPTER XIV.

BOARDS.

GENERAL INSTRUCTIONS.

1851. An order convening a board, except the hull board and the permanent board of survey, shall be in writing. (See arts. 51-72, Coast Guard Courts and Boards.) Convening order in writing.

1852. The Secretary or Assistant Secretary of the Treasury shall convene the boards to consider the retirement of officers and enlisted persons for physical or mental disability. Convened by Secretary or Assistant Secretary.

1853. The Commandant may convene boards for all other purposes, including boards to inquire into the competency, desirability, or aptitude of a warrant officer with a permanent appointment, unless otherwise provided. Convened by Commandant.

1854. A division commander, or the senior officer of cutters acting conjointly, may convene such boards of inquiry as may be necessary. (See art. 1861.) A division commander shall convene boards of the various kinds enumerated in article 1855 for the inshore patrol cutters, harbor cutters, and harbor launches under his command. Convened by division commander.

1855. The commanding officer of a cutter (other than an officer in charge of an inshore patrol cutter, a harbor cutter, or a harbor launch forming part of a division) shall convene boards as follows: Convened by commanding officer of cutter.

(a) *Survey—special.*

1. When clothing has become damaged or unserviceable, or when the quantity or articles received do not agree with the invoice.

2. When provisions have become unfit for use.

3. When the contents of packages containing rations or other stores received on board do not agree with the invoice or are of inferior quality and the contractor fails promptly to make good the defects or deficiencies.

4. At the end of the first quarter of each fiscal year, or whenever necessary, for the survey of all tools, accessories, broken or damaged or missing parts of guns installed on cutters, or naval ordnance, which have been loaned to the Coast Guard by the Navy Department. When ordnance material is surveyed as broken, worthless, unserviceable, or unfit for further use, the recommendation in regard to its disposition shall be as follows:

~~"To be turned in to the Navy Yard, New York, for further transfer to the Naval Gun Factory."~~

5. Whenever, for other purposes, he may deem it expedient.

(b) Investigation.

1. In case of the loss of or serious damage to a vessel or her machinery from any cause. (See arts. 902 and 906, Coast Guard Courts and Boards.)

2. In case of collision, grounding, fire, or other accident to the vessel or her machinery. (See art. 906, Coast Guard Courts and Boards.)

3. In case of robbery or the loss of money or other property.

4. To inquire into the competency, desirability, or aptitude of a petty officer with a permanent appointment, or of any other enlisted person.

5. In case of the death of an officer or enlisted person resulting from an accident or attended with unnatural or suspicious circumstances.

6. Concerning the efficiency of the personnel or matériel of his command or other matters of importance of which Headquarters should be advised.

How constituted. 1856. Boards shall be constituted as follows:

(a) Retiring board or board for revision of the regulations: Not less than five commissioned officers.

(b) Boards of inquiry: Not less than three commissioned officers.

(c) Hull boards:

1. On cruising cutters: The executive officer, the line officer next in rank, and the engineer officer. (See arts. 974 and 981, Coast Guard Courts and Boards.)

2. On inshore patrol cutters, harbor cutters, and harbor launches: The commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.

(d) Permanent board of survey:

1. On cruising cutters and at the academy and the depot: The executive officer, the line officer next in rank, and the engineer officer. (See arts. 974 and 981, Coast Guard Courts and Boards.)

2. On inshore patrol cutters, harbor cutters, and harbor launches: The commissioned and warrant officers attached, in the order of their rank, and not exceeding three members.

3. At stations: The district superintendent, ^{or assistant} and the officer in charge.

(e) All other boards, unless otherwise provided, one or more officers, as the convening authority may deem expedient, except that boards convened by a division commander or a commanding officer shall, if possible, consist of three members.

Expense not to be incurred.

1857. The Government shall be put to no expense by division commanders, senior officers of cutters acting conjointly, or commanding officers in the matter of convening boards or during their deliberations.

Order for survey of provisions and clothing.

1858. The order convening a special board of survey for the examination of damaged provisions and ship's clothing shall name the officer who is responsible for such articles.

Surgeon on board to survey provisions, etc.

1859. Should there be a medical officer attached, he shall be a member of a board convened for the survey of provisions or infected clothing or of a board of inquest.

When warrant officers may serve on boards.

1860. Warrant officers may serve on boards of investigation convened by a commanding officer, hull boards, and boards of

survey when there is not a sufficient number of commissioned officers available, but a warrant officer shall not serve on a board to consider matters involving commissioned officers.

1861. Boards convened by a division commander, or the senior officer of cutters acting conjointly, or by a commanding officer shall be composed of officers under his command, except when, as on an inshore patrol cutter or on a harbor vessel not attached to a division, there is not a sufficient number of officers available. In such case the commanding officer may request other officers of the service on active duty at the same place or port to become members of a board, provided their attendance as members of such board shall not involve expense to the Government.

Boards convened by division commander, etc.

BOARDS FOR REVISION OF THE REGULATIONS.

1871. The revision or amendment of the regulations for the government of the Coast Guard shall be made only upon the recommendation of a board composed of not less than five commissioned officers.

Composition.

BOARDS TO CONSIDER CHANGES IN UNIFORM.

1872. Changes or modifications of the uniform regulations shall be made only upon the recommendation of a board composed of not less than five commissioned officers.

Composition.

BOARDS FOR INSPECTING CUTTERS, DEPOTS, OFFICES, AND STATIONS.

1881. (1) Boards for the inspection of cruising cutters, depots, offices, and other units will be convened at such times as may be deemed necessary and shall be composed of such number of commissioned officers as the occasion may require.

Inspection of units.

(2) Inspections of stations, inshore patrol cutters, harbor cutters, and harbor launches shall be conducted by assistant inspectors. (See arts. 690 and 701.)

BOARDS OF INSPECTION.

1882. Boards of inspection and assistant inspectors shall be governed in their inspections by such instructions as may be prescribed by the inspector, and they shall not depart therefrom unless special circumstances make it necessary to do so, and in every such case a full statement of the circumstances shall accompany the report of inspection. (See art. 692.)

Inspections, how made.

1883. The president of a board of inspection, or an inspecting officer, as the case may be, shall make known his orders to the commanding officer or other officer in charge of the unit to be inspected, and the latter shall see that every facility and assistance, including clerical aid, if requested, is afforded such inspecting officers.

Inspecting officer to make orders known to commanding officer.

1884. A board of inspection, or an inspecting officer, shall have no authority over, nor give orders to, the personnel of the unit under inspection, except such as may be necessary to perform properly the duties of inspection.

Authority of inspecting officers.

Report to be submitted.

1885. After completing the inspection the board shall fill out the prescribed form for inspection and shall make a full and detailed report, setting forth such facts as come to its knowledge, with such recommendations as seem proper. The report shall be signed by the members concurring in the opinions of the majority. Any member or members who do not concur shall submit a minority report, stating wherein he or they differ with the majority and his or their reasons for so differing.

Procedure in regard to report of inspection of a unit.

1886. (1) Upon completion of an inspection of a depot, of the academy, or of a cruising cutter, inshore patrol cutter, harbor cutter, or harbor launch not attached to a division, the president of the board of inspection shall deliver to the commanding officer the original and one copy of the report of inspection. The copy shall be filed at the unit for the information of commanding and inspecting officers. The commanding officer shall, as soon as practicable, transmit the original to Headquarters with a statement showing what remedies he has applied, or intends to apply, to correct each of the defects or irregularities enumerated in the inspection report, and shall recommend what action should in his opinion be taken with regard to those he has not the power or authority to remedy.

(2) If the cutter be attached to a division, the president of the board shall deliver the original and two copies of the report of inspection to her commanding officer, who shall, as soon as practicable, forward the original report and his own statement in regard thereto to the division commander, together with a copy of each for the files of his office. The division commander shall transmit the originals to Headquarters with appropriate indorsement and recommendation.

(3) In the inspection of an office the procedure in regard to original and duplicate copies of the report shall be similar to that for a cutter not attached to a division.

(4) In the inspection of a station the procedure in regard to the report of inspection shall be similar to that of a cutter attached to a division, except that the officer in charge shall transmit within three days after its receipt the original and one copy of the inspection report and his statement through the district superintendent.

Condition and efficiency of command on inspection.

1887. (1) When an inspection of a unit in commission is made by a board of inspection or by a division commander or other officer delegated for such purpose, the report of inspection shall contain, at the end of the "General remarks," a concise statement of the condition and the efficiency of the unit and whether special credit or discredit should attach to the commanding officer or officer in charge in connection with its condition and efficiency, and shall name such other officers as have, in the opinion of the inspecting officer or board, derived from observation of the matters under direct charge of such officers, manifestly and notably contributed by their attention to duty, ability, energy, and zeal toward the excellent condition and high efficiency of the unit, or whose failure in any of the above respects has contributed toward unsatisfactory conditions or low efficiency, stating the duty performed by each of the officers so named. (See art. 732.)

(2) Copies of these statements will be taken by Headquarters from the reports of inspection and filed with the official records of the officers concerned. Copies will also be sent to the officers concerned, and any statement in reference thereto which an officer may make through official channels shall also be filed with his record.

BOARDS FOR INSPECTION, TRIAL, AND ACCEPTANCE OF CUTTERS.

1901. (1) A board for the inspection, trial, and acceptance of a new cutter, and for the inspection and trial of a cutter that has undergone extensive repairs and alterations, shall be composed of three or more officers of suitable rank. Composition of board for inspection of new cutters.

(2) The board shall make a thorough inspection of all accessible parts of the hull, of all compartments, of the machinery and boilers, and of all fittings, equipments, and outfits that may be on board, and shall make such trials of the cutter's steam machinery, and such speed and endurance trials, as are prescribed in the convening order. It shall ascertain, so far as circumstances permit, if the specifications for the construction or repairs to the cutter have been complied with, and for this purpose shall be furnished such papers—including the several reports of the officers who have superintended the construction or repairs—and drawings as may be necessary for its information and guidance. Duties and report of board.

(3) The report of the board shall be comprehensive and shall be signed by the members concurring in the conclusions of the majority. Any member or members who do not concur shall submit a minority report, stating wherein he or they differ with the majority and his or their reasons for so differing.

BOARDS OF SURVEY.

1905. (1) The purpose of a board of survey is to examine and ascertain the condition of stores, supplies, outfits, appurtenances, provisions, and clothing which are damaged or unfit for use through injury, deterioration, or other reason, and the probable cause of such damage, injury, or deterioration, and to submit recommendations regarding the disposal of the articles. Purpose.

(2) When articles of clothing or provisions are condemned by a board of survey, it shall, if possible, ascertain the cause of the damage and shall state whether or not it is due to unavoidable causes or to the fault or negligence of any person or persons, and shall name such person or persons, if possible, and state the degree of his or their responsibility.

(3) When a board is convened to examine the condition or quantity of clothing received, it shall report as to the character and extent of the damage or the amount of the shortage, as the case may be, and whether, in its opinion, the damage or shortage occurred in transit, or to what other cause it is probably due, whether to bad packing, imperfect packages, lack of care in transportation, etc. (See art. 964.)

1906. (1) On each vessel and at each depot and station there shall be a permanent board of survey, the duty of which shall be Permanent boards of survey.

to examine and report upon the condition of articles enumerated in the "Record of public property," except those indicated in article 1907.

(2) On vessels and at depots the board shall convene when directed by the commanding officer. At stations the board shall convene during such regular visits of the district superintendent as he may deem necessary. *29 Q 18*

(3) Whenever boats or other important outfits and appurtenances are reported as "poor," "bad," etc., they shall be surveyed. When such articles belong to a vessel or depot, the commanding officer shall convene the board for their survey immediately; when they belong to a station, the district superintendent shall convene the board on his next visit to that station.

Articles which need not be surveyed.

1907. The ordinary monthly supplies, such as brooms, brushes, soap, paints, oils, and engineer stores entering into daily use, may be expended as required and shall not be surveyed. All books, such as tide tables, nautical almanacs, lists of merchant vessels, and other publications, the dates of which render them useless after the year for which they are intended, may be dropped from the record without survey when a later edition is received.

Articles fit for reissue or repair.

1908. (1) Items such as desks, chairs, rugs, curtains, bed and table linen, silverware, etc., shall not be reported as being unfit for further use when they are susceptible of renovation.

(2) When units are placed out of commission, or in an inactive status, equipments and outfits shall not be condemned by boards of survey when they are suitable for reissue to other units.

(3) Commanding officers and officers in charge of units shall exercise care in approving the proceedings of boards of survey and shall see that all materials and outfits are kept in use as long as possible, and under no circumstances shall they ask for their replacement with new articles when it is practicable to continue their use or to make suitable repairs to permit their further use.

Members of boards to use their best judgment.

1909. All officers acting as members of such boards shall exercise their best judgment in arriving at conclusions concerning the articles passed upon, as to whether such articles are serviceable, unserviceable, repairable, or beyond repair, and in their recommendations as to the disposition of the surveyed property.

Description of articles.

1910. A comprehensive description of and accurate information regarding all condemned articles shall be furnished, in order that the reports may be acted upon without being returned for further explanation; and whenever important articles of apparatus, equipment, and furniture are condemned, detailed statements relating thereto shall be submitted, extra sheets of paper being used, if necessary, to describe properly the condition and defects of the articles.

Condition of articles.

1911. If the following words or phrases correctly describe the condition of the condemned articles, they shall be used, viz: "Worn out"; "Worthless"; "Rusted out"; "Torn and ragged"; "Broken"; "Burned out."

Disposition of articles.

1912. So far as applicable, the following terms shall be used in recommending what disposition shall be made of articles condemned, viz: "To be destroyed"; "To be thrown overboard"; "To be stricken from the 'Record of public property'"; "To be

used for cleaning purposes"; To be used for miscellaneous purposes"; "To be stored in public warehouse"; "To be sent to Headquarters"; "To be sent to purchasing officer (New York or San Francisco)"; "To be sent to depot, *Arundel Cove*"; "To be repaired." Any other disposition recommended shall be specified.

1913. All condemned ensigns shall be burned.

Ensigns.

1914. (1) A copy of the proceedings of each board of survey on a cutter, or at any other unit, shall be filed on the cutter or other unit concerned.

Copies of proceedings to be filed.

(2) A copy of the proceedings of each board of survey at a station shall be filed in the office of the district superintendent and also at the station concerned.

1915. (1) The proceedings of each board of survey at any unit, except at a station, shall be submitted to Headquarters in duplicate as soon as practicable, or as otherwise required by these regulations.

Submittal to Headquarters.

(2) The proceedings of each regular board of survey for all stations in a district shall be submitted to Headquarters in duplicate as soon as practicable and under one cover.

1916. Provisions and such other articles as it may be necessary to expend immediately to preserve the health of the ship's company shall, on condemnation by a board of survey and approval by the commanding officer, be thrown overboard, burned, or buried at once.

Disposition of condemned provisions.

1917. Such articles as a board of survey has condemned shall, when authority is granted, be expended, and such articles as it has recommended for conversion to other uses shall be entered in the "Record of public property," with appropriate remarks, and thereafter expended in the same manner as other stores.

Articles diverted to other uses.

1918. (1) Any article received from a contractor that may be condemned by survey as unfit for use or not conformable to contract shall be returned at once.

Articles not conformable to contract.

(2) Should the contractor refuse to make good the defects, a full report of the board of survey shall be forwarded to Headquarters by the commanding officer, accompanied by such remarks as he may deem necessary.

1919. All public property condemned by boards of survey (except provisions and such other articles as it may be necessary to expend immediately to preserve health) shall be retained on board the vessel, or at the other unit concerned, stored in a suitable place, until the proceedings, findings, and recommendations of such boards shall have been submitted to Headquarters, and the orders of the latter concerning the property shall have been communicated to the proper officer.

Retention of condemned property pending action of Headquarters.

1920. No articles of outfits, furnishings, furniture, tools, etc., carried upon the "Record of public property," shall be expended and dropped from said record unless condemned by boards of survey, and the recommendations of such boards have been approved by Headquarters and ordered carried into effect.

No article to be expended unless condemned by board of survey and approved by Headquarters.

1921. (1) Unless otherwise directed property belonging to the Coast Guard shall not be sold unless previously condemned by a board of survey which has been approved by Headquarters.

Sale of public property.

On proposals.

(2) When the sale of condemned property has been approved on a board of survey (Form No. 2582) proposals in triplicate shall be obtained and notices posted for the articles to be sold, unless sale by public auction be directed, when special instructions will be issued.

Highest bid to be accepted.

(3) When proposals have been solicited for the sale of condemned property the person designated by Headquarters is authorized to accept the highest bid, if deemed advantageous.

Proceeds from sale, disposition of.

(4) The proceeds received from the sale of condemned property shall be turned over to ~~any special disbursing agent disbursing Coast Guard funds~~, except when the sale is effected by a district superintendent. If the sale is by public auction special instructions for depositing the proceeds will be issued.

Special disbursing agents are authorized to receive such proceeds, which shall be deposited to the credit of the Treasurer of the United States, stating the source whence derived and citing this regulation as authority.

Report to Headquarters.

(5) Immediately after depositing the proceeds of a sale the original and one copy of all proposals received for the purchase of condemned property shall be transmitted to Headquarters, accompanied by a letter of transmittal stating where notices were posted, the parties to whom proposals were sent, the parties from whom bids were received, the amount of each bid, and to whom the proceeds of a sale have been delivered.

HULL BOARDS.**Purpose.**

1931. On board each cutter and launch there shall be a hull board for the purpose of detecting leaks, breaks, injuries, serious corrosion, and all other deteriorations and defects requiring remedy.

To convene.

1932. (1) The commanding officer shall direct the hull board to meet as follows:

a. Whenever the cutter is in dock.

b. At such times during the months of December and June as he may deem expedient.

(2) He shall afford the board every facility to make the required examinations.

Duties of.

1933. The duties of the board shall be as follows:

(a) When the cutter is in dock: To inspect and examine carefully the condition of the several parts of the hull as enumerated on the prescribed form under "vessel in dock" each time the vessel is taken out of the water, and to submit immediately a report thereon to the commanding officer, who shall forward it without delay to Headquarters.

(b) When the cutter is in the water: To inspect and examine carefully, during the months of December and June of each year, all parts of the ship and its appurtenances, as enumerated on the prescribed form under "Ship in the water," and to report thereon to the commanding officer on the last day of each of those months.

Report of board.

1934. (1) The report of the hull board shall be in duplicate on the prescribed form and shall include all the information called for thereon and such other particulars as may be of value. The original shall be forwarded to Headquarters and the copy retained on board.

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(2) It shall show opposite each item of iron or steel which is required by the regulations to be painted the date when the same was last scaled, cleaned, or painted. Where woodwork is required by the regulations to be painted, the report shall show when the paint was last thoroughly removed, or, if not removed, when such woodwork was last painted. Date of painting steel parts, etc.

(3) Whenever the condition of any part of the ship or of any article is reported as "poor," "bad," etc., denoting that it should be removed, repaired, overhauled, or condemned, such remarks should be entered opposite each item as will indicate clearly to the reviewing officers the part or articles defective, the particular nature and extent of the defect, and whether or not repairs can be made by the ship's force. Remarks as to condition.

1935. Should any member of the board not concur in the conclusions or recommendations of the majority regarding any item or items in the report, he shall submit a minority report, stating wherein he differs with the majority of the board and his reasons therefor. Minority report.

THE BOARD ON LIFE-SAVING APPLIANCES.

1941. (1) The board on life-saving appliances shall consist of seven members appointed by the Secretary or the Assistant Secretary of the Treasury. One member shall be designated as the president and another member as the recorder of the board. Composition.

(2) The board shall meet at the call of the president upon the request of the Commandant, and its procedure shall be governed by such rules and regulations as it may adopt with the approval of the Commandant. Meeting and procedure.

1942. The province of the board shall be to examine, test, and report upon such plans, devices, and inventions as may be referred to it by Headquarters. Province of the board.

1943. At the conclusion of its deliberations, the board shall submit to Headquarters a report, which shall include the following: What report of board shall include.

(a) Preamble.—Citing authority convening the board, stating changes in membership since the last preceding meeting, and giving present membership.

(b) Docket.—Class I. Wreck ordnance. Class II. Boats and miscellaneous appliances. A list of devices and by whom submitted shall be stated.

(c) Committees.

(d) Reports upon subjects considered, under appropriate classifications, which shall include description, results of tests, opinion, and recommendation with respect to each subject.

(e) Presence of exhibitors.

(f) Unfinished business continued on the docket.

1944. (1) The report shall be accompanied by the following:

a. Daily record of proceedings of the board.

b. Appointment and reports of standing committees.

c. Letter convening the board.

d. Letter of Commandant referring matters for consideration.

e. Correspondence of the board.

Preparation and submittal of report.

7. All papers of inventors, agents, or manufacturers transmitted by Headquarters, and those received from other sources.

(2) The report shall be signed by all the members of the board.

(3) If any member object to any part of the report he shall submit a minority report, which shall be recorded immediately after the report of the board and signed by the member or members who concur therein.

(4) The record of each day's proceedings shall be signed by the recorder, and the entire record shall be authenticated by the signatures of the president and the recorder.

Government to
defray no ex-
penses of ex-
hibitors.

1945. The Government will defray no expenses incurred by exhibitors in showing their devices or in testing them before the board or any of its committees.

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THE BOARD ON LIFE-SAVING APPLIANCES.

1941. (1) The board on life-saving appliances shall consist of five members appointed by the Secretary of the Department for a term of one year. One member shall be designated as the president and another member as the recorder of the board.

(2) The board shall meet at the call of the president upon the request of the Commandant, and its proceedings shall be governed by such rules and regulations as it may adopt with the approval of the Commandant.

1942. The president of the board shall be an examining, test, and recorder upon such plans, devices, and inventions as may be referred to it by Headquarters.

1943. At the conclusion of its deliberations the board shall submit to Headquarters a report, which shall include the following:

(a) Resolutions.—On any matter concerning the board, stating changes in membership since the last preceding meeting and giving present membership.

(b) Report.—Class I. Work submitted. Class II. Tests and examinations submitted. A list of devices and of whom submitted shall be stated.

(c) Resolutions.—On any matter concerning the board, stating changes in membership since the last preceding meeting and giving present membership.

(d) Resolutions.—On any matter concerning the board, stating changes in membership since the last preceding meeting and giving present membership.

(e) Resolutions.—On any matter concerning the board, stating changes in membership since the last preceding meeting and giving present membership.

(f) Resolutions.—On any matter concerning the board, stating changes in membership since the last preceding meeting and giving present membership.

(g) Resolutions.—On any matter concerning the board, stating changes in membership since the last preceding meeting and giving present membership.

CHAPTER XV.

CARE AND PRESERVATION OF VESSELS, MACHINERY, BOILERS, STATIONS, ELECTRIC PLANT AND FUEL-OIL EQUIPMENT; REPAIRS IN GENERAL.

DOCKING.

2001. The commanding officer shall give particular attention to the enforcement of the regulations for the care and preservation of steel and iron vessels, so that they may be at all times in the highest state of efficiency. Care of steel and iron vessels.

2002. (1) ~~Steel and iron vessels on the seacoast shall be docked~~ for the purpose of examining, cleaning, and painting the bottoms twice in each year if practicable. Docking of vessels.

(2) ~~Such vessels on the Great Lakes shall be docked once each year.~~ G.C. 19

(3) ~~Composite, sheathed, and wooden vessels shall be docked whenever necessary.~~

(4) Commanding officers shall report the necessity for such work and request authority to have their ships docked at suitable times.

2003. When a steel or an iron vessel is hauled out to have her bottom cleaned and painted, care shall be taken that no paint adhering firmly to the bottom is removed; only the marine growth and foul accumulations shall be taken off. Fresh paint shall not be applied until the bottom has been thoroughly cleaned and dried. Preparing bottom for painting.

2004. When submitting an application for authority to dock a vessel, the division commander or the commanding officer, as the case may be, shall be careful to include in the estimate of the cost the charge for each lay day, for the use and handling of the staging, for the shifting of the blocks, for fresh water, for cleaning and painting the bottom, and for such extra labor and materials as may be necessary. It should be stipulated in the contract that the ship's force may be employed to do any or all of the work without the payment of royalty. Proposals from three reliable sources shall be forwarded with the application if obtainable. Proposals for docking.

2005. Bronze screw propellers shall not be painted, but so far as possible shall be kept free of marine growth. Steel and iron propellers shall be coated with the same kind of anticorrosive paint or composition as the hull, and it shall be applied in the same manner. Care of propellers.

2006. Zinc protecting rings or strips shall always be fitted around sea-valve openings below the water line, when brass or composition valves or screens are used. These protectors shall be carefully examined, and renewed if necessary, whenever the vessel is Zinc protectors.

placed in dock, and a spare set shall always be kept on hand ready for use. Zinc protectors shall be placed around the sternpost, rudder frame, and skeg of steel and iron vessels fitted with bronze propellers.

CARE OF HULL.

Precaution in mooring unsheathed ships.

2009. A steel or iron unsheathed ship shall never be attached to the moorings or chains in use by a ship sheathed with copper or yellow metal, nor moored alongside the latter.

Loose articles of copper.

2010. No loose articles of copper or bronze, filings of the same, or rust scale, shall be allowed to rest in immediate contact with the iron or steel; and leaden pipes, strainers, and other such parts in the bilges shall be kept in good condition.

Corrosion.

2011. Particular attention shall be given to the following:

(a) Corrosion at the water line, and of the underwater exterior of the vessel, including valves, propellers, rudder, and all other fittings that are accessible.

(b) All parts of the topsides and inner hull.

(c) The efficiency of all hand pumps, testing them frequently for pumping the bilges and for fire purposes.

(d) All compartments, making frequent inspection of them.

(e) Keeping on hand a sufficient quantity of cement, composition, and paint for use in preventing corrosion. When places showing corrosion are detected they should be carefully scaled, dried, and coated with anticorrosive material.

(f) The surfaces of coal bunkers, which shall be kept free from scale and corrosion and properly painted. They shall be painted every six months, if necessary.

(g) The rubber gaskets of water-tight doors, manholes, hatches, air ports, etc. They shall not be painted, greased, or oiled.

(h) That whitewash is never applied to any of the steel or iron parts of a vessel.

To determine cause of corrosion.

2012. The recurrence of corrosion in any particular locality or compartment shall be followed by special investigation to determine its cause, and the best remedy to apply. Unusual cases shall be the subject of a special report to Headquarters, enumerating the extent and character of the corrosion, the cause or causes as far as discovered, and the remedies applied.

Necessity for laying up.

2013. In every case that may require the laying up of a vessel for cleaning or fumigating, or for any other purpose, the necessity for such laying up shall be fully reported to Headquarters.

CARE OF MACHINERY.

Machinery and boilers.

2017. Every part of the boilers and machinery shall be maintained in efficient working order and properly protected from undue deterioration. All accessible internal and external surfaces, working parts, attachments, and appurtenances of the boilers, propelling machinery, condensers, propellers, auxiliaries, and tools and other appliances shall be examined, cleaned, overhauled, and adjusted or tested at regular intervals to insure their good and efficient condition and proper preservation, and in all cases suitable entries shall be made in the machinery log. These oper-

ations shall be carried out as opportunities are afforded and as nearly as practicable in accordance with a definite routine, so arranged as to fulfill the following requirements:

(a)	Cylinders and valve chests of the main engines examined.	Once each year. During overhaul period.
(b)	Indicator cards taken.....	Once each month.
(c)	Propelling turbines.....	Once in two years. (See art. 2024.)
(d)	Thrust and spring bearings examined.	During overhaul period and whenever necessary.
(e)	Pumps opened and examined.	During overhaul period.
(f)	Surface condensers boiled out and examined.	Twice a year; more frequently if necessary.
(g)	Evaporators examined.....	Frequently, and tubes scaled as necessary.
(h)	Oiling system.....	Pipes cleaned out. Curled hair and wicks renewed every 3 months.
(i)	Main engine turned when not in use.	Daily.
(j)	Feed and fire pumps.....	Do.
(k)	All other auxiliaries.....	Do.
(l)	Stern tube repacked.....	Whenever vessel is docked, but not oftener than once in 6 months.
(m)	Sea valves repacked and new joints made.	Do.
(n)	Valves in boilers, steam lines, water lines, etc., oiled and operated.	Once a week.
(o)	Bilges cleaned.....	Once each month.
(p)	Bilges washed down.....	Once a week.
(q)	Renew filtering material in feed tank.	Once a week when cruising; oftener if necessary.
(r)	Zinc in feed tank renewed...	When necessary.
(s)	Safety-valve easing gear oiled and worked.	Twice a week.
(t)	Sentinel valves lifted off seats.	Do.
(u)	Steam gauges standardized..	Once a year.
(v)	Density of water in boilers ascertained.	Daily when under steam.
(w)	Boiler water tested for acidity, neutrality, and alkalinity.	Daily when under steam; once a week otherwise.

2018. The pipe lines, cylinders, receivers, and steam jackets shall be gradually and thoroughly heated by opening the connections between the boilers and the engines before full pressure is admitted to them. The greatest care shall be taken to guard against "water rams" by carefully draining all pipes while admitting steam. Cylinders, steam jackets, etc.

2019. The indicators shall not be allowed to remain attached to the cylinders when not wanted for immediate use. They shall be dried, cleaned, and lightly lubricated with cylinder oil before being put away. A book shall be kept in which all indicator cards taken, with the date and data relative to each, shall be filed. Indicators.

2020. The engineer officer shall personally make the inspections and examinations of machinery and boilers required by these regulations. Examination of machinery.

2021. The use of cylinder oil or lubricating compounds in the cylinders of the main engines and auxiliaries shall be restricted as much as practicable, and used only when necessary. Use of oils.

2022. Water shall not be mixed with the oil in thrust bearings which are fitted with oil-tight covers. Thrust bearings.

2023. When water has been used on a bearing care shall be taken to see that it is discontinued a sufficient length of time before the engines are stopped to allow the lubricating oil to find its way to all parts of the surfaces of the journals. The bearing Use of water on bearings.

shall be examined at the first opportunity thereafter, and all facts connected therewith noted in the remark book.

Propelling turbines.

2024. The casings of propelling turbines shall be lifted and their interiors examined once in each two years. When a propelling turbine is due for examination, that fact shall be reported to Headquarters, together with a statement in detail of the condition of the turbine so far as known, and a further statement as to whether or not the work is within the capacity of the ship's force. A propelling turbine shall not be opened solely for the purpose of examination without the explicit authority of Headquarters. Blade clearances shall be carefully watched, and rotors shall be adjusted axially as may be necessary. Particular attention shall be given to the condition and the proper lubrication of rotor thrust bearings.

CARE OF BOILERS.

Cleaning boilers.

2025. The boilers of cutters shall be cleaned in accordance with the following time schedule, and the engineer officer shall keep a careful record of the time chargeable to each boiler, entering the necessary data in the machinery log each day, so that the amount of accrued time on each boiler since the last cleaning day may be readily ascertained:

(a) Each boiler on cruising cutters shall be cleaned as soon after 700 hours' use as practicable, the time to be computed as follows: For each hour that the boiler is in use while the vessel is underway full time shall be charged, and for each hour that it is used while the vessel is not underway for running the principal auxiliaries, such as the dynamo, evaporator, etc., one-tenth hour shall be charged. When steam is being used only for heating purposes or for running the sanitary pump no time shall be charged. Each boiler shall be cleaned once every three months regardless of steaming hours.

(b) In special cases, when the operating conditions are not good, the boilers shall be opened at more frequent intervals than specified in the preceding paragraph, and examined to ascertain the condition of their interiors, and cleaned, if necessary. The engineer officer shall make a written report to the commanding officer in such cases.

(c) The boilers of inshore patrol cutters, harbor cutters, and harbor launches shall be cleaned once every two months.

(d) Commanding officers shall comply with the requirements of this article, except that in cases of emergency or urgent duty an extension of the time for cleaning may be permitted. A complete and full report of this need shall be made to Headquarters, and an entry showing the necessity of such extension shall be made in the machinery log on the date of the expiration of the steaming hours.

(e) If through unforeseen emergencies or from accident it is necessary to allow steam to go off a boiler before the regular cleaning period, the boiler shall, if practicable and necessary, be cleaned at that time; but a full explanation of the reasons for doing so shall be noted in the machinery log and signed by the engineer officer.

2026. No oil of any kind shall be allowed to enter the boilers with the feed water. This prohibition applies to all boilers of whatever type in use aboard ship. No oil in boilers.

2027. No salt water shall be fed into the boilers of a vessel provided with an evaporator, unless the evaporator is temporarily out of repair, or as provided in article 2030. No salt water to be fed into boilers.

2028. Evaporators shall be run to furnish fresh water for the boilers, and in case of necessity to supply water for drinking and cooking, but under no circumstances shall water be distilled for other purposes. Use of evaporators.

2029. (1) After each Scotch boiler is cleaned and before it is closed, it shall be seen that there are in such boiler 100 pounds of zinc for each 15 square feet of its grate surface. Particular care shall be used to preserve metallic contact between the zinc baskets and the stays of the boiler. Zinc in Scotch boiler.

(2) After each water-tube boiler is cleaned and before it is closed it shall be seen that there are in its drum 100 pounds of zinc for each 40 square feet of grate surface of such boiler. Zinc in water-tube boiler.

2030. When boilers are not in use for steaming purposes their interiors shall be kept dry, if advisable. Boilers shall not be used for trimming ship, nor for water tanks, except for a reserve of fresh water when steaming. Salt water shall never be introduced into a boiler except for the purpose of washing out the interior, or to make up a deficiency of feed when steaming and the supply of fresh water is not sufficient. When the interior of a boiler has been washed out with salt water it shall be thoroughly dried, or the boiler filled with fresh water immediately thereafter. Care of boilers when empty.

2031. When water is used from a spare boiler, the water level shall not be allowed to fall below the bottom of the gauge glass, except in case of emergency. Water level.

2032. The exteriors of boilers shall be kept as dry as possible and well coated with metallic paint where accessible. Nothing wet or combustible shall be stored over or around boilers. The space over them shall not be washed down with the hose. Exteriors.

2033. Sudden changes of temperature in the boilers shall be avoided, and, when circumstances permit, at least six hours shall be occupied in raising steam from cold water. This limitation does not apply to water-tube boilers. Time to raise steam.

2034. The uptakes shall be kept well painted and free from dirt. Uptakes.

2035. All valves by which steam or hot water could enter a boiler shall be shut and secured before any person is permitted to enter it, and care shall be taken that they can not be accidentally opened. The officer having the watch shall give personal attention to these precautions. Precautions when entering boiler.

2036. Whenever a stop valve on a main boiler or a steam manifold, or the main stop valve in the steam pipe, is to be opened or closed, it shall be done under the personal supervision of the engineer officer or the officer having the watch. Stop valves.

2037. The steam gauges and water columns, with the gauge glasses, shall at all times be kept clean and in good order. Gauges and water columns.

2038. Fires shall not be hauled after discontinuing steaming, except in cases of emergency, but they shall be allowed to burn Hauling fires.

down and die out in the furnaces, with the dampers and ash pits closed.

To empty boiler. 2039. To get the water out of a boiler in a vessel having more than one Scotch boiler, it shall be allowed to become cool and then be pumped out. In case there be but one boiler, or if there be no steam on any boiler, the water shall be run into the bilges and then pumped out.

Acid reaction. 2040. If water in any boiler be of an acid reaction only a sufficient quantity of soda or Navy boiler compound shall be fed into it with the feed water to produce and maintain neutrality.

Ashes in fireroom. 2041. When it is necessary to keep ashes in the fireroom for any considerable length of time, they shall not be stowed against the boilers or bulkheads, but on boards or heavy canvas used to protect the metal surfaces. If possible, provision shall be made to stow the ashes on deck under heavy canvas until they can be disposed of.

Coal stowed in fireroom. 2042. Coal shall not be stowed in the fireroom in such quantities as to get into the bilges or to cover the handles or wheels of valves, blow boxes, or ash ejector valves.

PLACING VESSELS OUT OF COMMISSION.

Care of machinery of vessels out of commission. 2043. When a vessel is ordered out of commission the following procedure, relative to the care of the machinery, shall be observed:

(a) The steel and iron bright work of the engines shall be well cleaned and covered with white lead and tallow, or other suitable substance. All packing shall be removed from rods. All rods, and the interiors of all steam cylinders and valve chests, shall be thoroughly cleaned and covered with a mixture of graphite and vaseline.

(b) Bearings shall be well oiled, and the oil holes plugged with waste and tallow. The engine shall be turned, and the pistons and valves brought to rest on well lubricated surfaces. The water cylinders and channelways of all pumps and condensers shall be drained and cleaned.

(c) The boilers shall be washed out with fresh water.

(d) Furnaces, back connections, tube sheets, and the interiors of boiler tubes in Scotch boilers shall be coated with heavy black oil. The top of the smokestack shall be suitably covered.

(e) The pipes to gauges shall be disconnected for drainage, and oil cups shall be removed, cleaned, marked with tags giving the name of the ship and the location of each pipe and cup, and stored. When a vessel is laid up in a cold climate, suitable provision shall be taken to prevent the freezing of the sea-valve boxes and stern tube.

(f) The sea valves shall be closed and properly secured.

(g) The storerooms shall be cleaned and locked.

(h) A record shall be kept detailing all steps taken during the operation of laying up the machinery and boilers, and stating where each removed part is stored. A copy of this record shall be left in a safe place on the vessel where it can readily be found, and the original sent to Headquarters.

THE ELECTRIC PLANT.

2045. Every part of the electric plant shall be maintained in efficient working order and properly protected from undue deterioration. (See art. 947.) Electric plant.

2046. No changes or alterations shall be made in the electric lighting system after the installation is completed, and no additional permanent outlets shall be made in the electric circuits of the ship. Should it be necessary to make temporary outlets, this fact and the reason therefor shall be noted in the ship's log, and the discontinuance of such temporary outlets shall be likewise noted. Changes forbidden.

2047. The use of lubricants, such as commutator paste, etc., on commutators, shall be restricted to the minimum consistent with efficiency. Lubricants.

2048. Oil shall not be allowed to accumulate around the bases or frames of electrical machinery nor upon the insulation of the field or armature windings. Dynamoes and engines kept clean.

2049. As soon as the use of electrical machinery is discontinued each day all parts shall be carefully wiped off and it shall be kept well protected by waterproof covers at all times when not in use. Protection of dynamo.

2050. Paint shall never be applied to the insulation on the windings of electrical machinery. A suitable insulating varnish may be used when necessary. Paint and varnish.

2051. Care shall be taken to adjust brushes and to keep commutators in such condition that there will be no sparking. Brushes and commutators.

CARE OF FUEL-OIL EQUIPMENT.

2053. The following provisions relative to fuel-oil tanks shall be observed: Fuel-oil tanks.

(a) Tanks shall not be filled to more than 95 per cent of their capacity. When filling tanks, men shall be stationed at the source of supply, at the tank to sound, and at the ship's cut-off valve to act in case of failure to close the valve on the source of supply. In filling tanks they shall be carefully watched to prevent overflow and leaks, and should such leaks develop the loading must at once cease and steps shall be taken to stop the leaks without generating excessive heat or causing sparks.

(b) Great differences of levels in adjacent oil tanks shall be avoided to prevent needless strain on bulkheads.

(c) Combined ventilators and air escapes extending above decks shall always be open and clear, and the wire gauze protectors shall be kept intact.

(d) It is particularly directed that the fuel-oil tanks and surrounding structure remain intact as installed. No attachments whatever shall be made to decks or plating forming any boundary of a tank.

2054. To prevent the accidental explosion of oil vapor and to insure the safe handling and stowage of fuel oil, the following rules shall be strictly observed: Fuel-oil safety precautions.

(a) No smoking and no naked light, electric fuse, switch (unless inclosed type), or other apparatus liable to sparks shall be

permitted at any time in a compartment containing a fuel-oil tank, fuel-oil pumps or piping, or in bilges or within the vicinity of vents to tanks, nor within 50 feet of an oil tank or compartment containing a tank or oil-filling apparatus or the vent from a tank while a supply of fuel oil is being received.

(b) Electric lamps in compartments containing fuel-oil equipment shall have steam-tight globes, or shall be of a type that will insure breaking of the circuit in case of the breaking of a bulb.

(c) No person shall be allowed to enter a fuel-oil tank until it has been freed of gas by the use of water or steam, and then anyone entering such tank shall have a life line around his body, properly tended, in order that he may be hauled out if overcome by gas.

(d) Dampers in the uptakes of boilers shall always be kept fully open while burning oil; otherwise there might result a dangerous accumulation of gas in the furnace with consequent blowing back into the fireroom.

(e) The valves on glass gauges fitted to the storage or settling tanks shall be kept shut habitually. When a reading of the gauge is desired, the valves may be opened, but they shall be shut again as soon as the reading has been obtained.

(f) Whenever that part of the oil system subject to pressure has not been in use for a period of a week, or after joints in the piping shall have been remade, it shall be tested cold under a pressure at least equal to the working pressure, and a careful inspection shall be made for leaks before fires are lighted. All fuel-oil fittings shall at all times be kept in working order; and the air slides, doors, and valves shall be frequently moved when not in use to insure that they are in good condition and ready for use. Before lighting fires, the engineer officer of the watch shall make sure that no oil, due to leaky valves or fittings, or otherwise, has accumulated in the furnace or ash pan while the boiler has been standing idle. If such conditions occur, the flue damper and ash-pan doors shall be opened and steam admitted until any gases which may be present are driven up the flues. When warming up a cold furnace the burner shall be watched closely, as it may go out; if it does, and is not relighted at once, the furnace shall be cleared of gas as above directed, before the burner is lighted.

(g) Fuel oil shall not ordinarily be heated above 175° F., and never above its flash point in any part of the system except the burners. Return connections from the burner-supply line to permit the recirculation of the oil through the heater shall not be permitted.

(h) Storage tanks and all other parts of the fuel oil outfit shall be closely watched and no oil due to leakage shall be allowed to accumulate. The furnaces shall be examined after fires in the boilers are out, and should any oil be found it shall be at once removed. Should a leakage from the oil system to the fireroom occur at any time immediate action shall be taken to shut off the oil supply by means of the stop valves provided and to stop the oil pump.

(i) For lighting the burners, a piece of burning waste at the end of an iron rod about 4 feet long, or other similar means,

shall be used to protect the fireman from a possible back flash upon ignition of the oil. When the burners are being lighted, no person shall stand directly in front of the furnace door.

(j) In each fireroom fitted for oil burning there shall be provided fire-extinguishing apparatus, consisting of steam fire hose permanently coupled and of sufficient length to reach all parts of the fireroom, a box containing about 2 bushels of dry sand with a large scoop, and portable fire extinguishers of approved types. The portable extinguishers shall be kept in the fireroom, engine room, compartments through which fuel-oil pipes pass, and in compartments adjacent to fuel-oil tanks, and shall be frequently inspected. The liquid in the foam extinguishers shall be tested at least once each month. The fireroom force shall be instructed as to the valves to close, or other procedure, in case of fire or explosion in connection with the oil apparatus.

(k) The inside of compartments and tanks used for carrying fuel oil shall be inspected every 12 months, and the plating of bulkheads separating fuel-oil compartments from others shall be carefully examined for leaks during the weekly inspection and also each time oil is taken on board.

(l) Compartments and tanks used for the storage of fuel oil shall not be painted on the inside, but shall be protected from corrosion either by the oil itself or by some special coating approved by Headquarters. If such compartments or tanks are covered with a special coating, the same kind of material shall always be used afterwards in touching up worn or abraded areas.

(m) Whenever the fuel-oil tanks are to remain empty for any length of time, or whenever any work is done in them requiring heated rivets, etc., or any lights other than portable electric, or whenever such work is done in the vicinity of open tanks or pipes, all such tanks and all pipes leading to or from such tanks shall, before the work is undertaken, be cleared of oil and oil vapors by pumping sufficient water through them to remove all accumulation. Care must be taken not to submit tanks to a pressure beyond their designed strength.

(n) When vessels carrying fuel oil of any kind are in dry dock, care shall be taken that no oil be allowed to drain into the dock. Should it be necessary to remove oil from tanks or receptacles on vessels in dry docks, such precautions shall be taken as will prevent any of the oil reaching the floor of the dock or escaping so as to permit the accumulating of explosive vapors in the dock.

CARE OF STATIONS.

2059. (1) Every effort shall be made to keep the station premises clean and free from debris and sand hills, and to maintain the fences and boundaries of the lot.

Station site.

(2) Every effort shall be made for the proper care, preservation, and good order of all buildings, apparatus, vehicles, boats, and their appurtenances, and for the treatment and appearance of service animals.

Proper care of buildings, apparatus, etc.

2060. (1) No change shall be made in the exterior or interior paint work of the stations or other buildings tending materially to change their appearance. The complete repainting of a building

No changes in paint work.

shall not be undertaken without authority from Headquarters, but touching up in the original color shall be done when necessary. Repainting of boats and apparatus will be authorized in the discretion of the district superintendent without reference to Headquarters.

Alterations and papering.

(2) No alterations in the station buildings, nor papering or decorating of any room shall be made without permission from Headquarters.

REPAIRS IN GENERAL.

Reporting necessity for repairs.

2067. Whenever urgent repairs of any kind are necessary and can not be effected with the materials and force on hand, all the facts shall be at once reported to Headquarters by the officer in responsible charge of the unit (through the proper channels), with his recommendation in the premises, and, if practicable, three proposals for doing the work shall be obtained upon specifications and submitted with the report. When the actual amount involved can not be definitely ascertained, the officer making the request shall state the approximate cost of the work to be done, or of the materials to be procured. (See art. 719.)

Repairs not to be made without authority.

See G.O. No. 25

(6)

Unit's force to be utilized.

2068. Except in the case of emergent repairs no repairs or other work involving expense shall be performed on board of, or in connection with, any unit in advance of authority granted by Headquarters. This prohibition does not include repairs that are ordinarily made by the unit's force with the materials on hand.

2069. In order to save expense in connection with repairs, etc., those officers having charge of the matters are directed, when specifications are being prepared for work, or for outfits, to see that no item of labor that can be performed by the unit's force is included therein, and that the materials therefor, with prices attached, are specified in the letter transmitting the proposals.

Superintendence of work.

2070. The officer in responsible charge of a unit shall, unless otherwise directed by Headquarters, superintend all work of repairing, altering, and refitting the unit under his command, the engineer officer of a cutter having immediate supervision over the repairs and other work done in the engine department.

Collusion or fraud.

2071. Any collusion or fraud in the superintendence of work of construction or repair will subject the offender to the punishment prescribed by law. (See art. 1763.)

Emergent repairs.

2072. In case of an emergency not covered by regulations or instructions and not coming within the provisions of article 2073, the officer in responsible charge of the unit shall telegraph Headquarters for authority to make the repairs, stating the estimated cost. He shall, if possible, obtain proposals upon specifications for the work to be done and submit them to Headquarters, forwarding at the same time a full report of the matter.

Stranding or accident.

2073. In case of stranding or other accident whereby the safety of the vessel and her crew is involved, the commanding officer may incur such expense for the protection of the ship and crew as the special circumstances may demand, immediately reporting his action to Headquarters by wire and giving an estimate of probable cost. A full report of the case shall be mailed as soon as possible. This authority contemplates only cases of great

urgency, when the delay necessary in referring the matter to Headquarters would jeopardize the safety of the ship or the lives of the crew, or entail considerable additional expense.

2074. The utmost diligence shall be exacted of all concerned in repairing vessels, machinery, stations, and other units. Careful and systematic economy shall be observed in the purchase and expenditure of materials. Diligence and economy.

2075. When authorization for repairs at a navy yard or naval station has been granted by Headquarters, the commanding officer of the vessel shall make request for the same in writing to the commandant of the yard or station, stating specifically each item of repairs. A copy of this letter shall be forwarded at once to Headquarters. Repairs at a navy yard.

2076. When items of repairs have been authorized by Headquarters, no other work nor any different work shall be done under that authorization than that which would ordinarily be necessary to accomplish such repairs. No extra work allowed.

PAINTING.

2077. The officer in responsible charge of each unit shall see that the regulations and instructions issued by Headquarters, regarding the painting of vessels, stations, other units, and boats, are adhered to. Painting.

CHAPTER XVI.

STEAM TRIALS.

2081. The commanding officer shall make careful trials of the vessel under steam. He shall inform himself thoroughly as to her qualities and fitness for every service and as to the length of time she can keep at sea under full steam and when running at the most economical speed; he shall also test her maneuvering qualities and determine her tactical diameter. He shall inform himself of the daily consumption of fuel for steaming at various rates of speed, and ascertain in particular the most economical speed of the vessel consistent with the proper performance of duty. In all ordinary cruising economical speed shall be maintained. Should the commanding officer deem it necessary to increase the speed for any purpose whatever, the fact and the reason therefor shall be noted in the ship's log and in the machinery log. (See art. 791.)

Trials under steam; consumption of fuel and rates of speed.

2082. The engineer officer shall determine by careful records the weight of fuel used, the horsepower developed by the engines, the resulting speed of the vessel, and the most economical speed. He shall plot curves showing the relations between these variables, so that a definite idea of what may be expected at various speeds may be readily ascertained. These curves shall be carefully plotted on a proper scale, framed, and posted in the engine room, and a copy of them shall be forwarded to Headquarters by the commanding officer.

Economical speed, and curves of speed, horsepower, etc.

2083. There shall be a full-power trial once a year of each cruising cutter in commission, and there shall be an interval of not less than four months between any two trials. Each trial shall consist of a two hours' run, the first half of which shall be under natural draft, and the remainder under forced draft if the vessel be provided with blowers, the maximum practicable air pressure being maintained.

Full-power trials.

2084. During full-power trials any assistance necessary to provide sufficient fuel in the fireroom shall be rendered by the deck force, the number of men detailed for such assistance being mentioned in the report of the trials.

Deck force to assist.

2085. The results of all steam trials shall be reported to Headquarters, giving full and accurate data in regard to the performance of the machinery, the total indicated horsepower developed, the kind of fuel used, the consumption of fuel per hour, the distance run per ton of fuel, the per cent of ash, and the speed of the ship with all corrections applied. The speed shall be determined in as many ways as practicable.

Results reported to Headquarters.

CHAPTER XVII.

REWARDS.

2091. A person in the Coast Guard who shall, in waters over which the United States has jurisdiction or on board an American vessel, endanger his own life in saving or in endeavoring to save the lives of others from the perils of the sea, or who shall make such signal exertions in rescuing and succoring the shipwrecked and saving persons from drowning as, in the opinion of the Secretary of the Treasury, shall merit such recognition, is entitled to receive from the Government a life-saving medal, as follows: Rewards for heroism.

(a) There are two classes of medals—gold and silver.

(b) The gold medal shall be awarded only in cases of extreme and heroic daring.

(c) The silver medal shall be awarded in cases not sufficiently distinguished to deserve the gold medal.

(d) For each subsequent act that would entitle a person to a medal of the same class as one already received, he shall receive, on presentation of satisfactory evidence, in lieu of a medal, a bar of the same metal as the medal, suitably inscribed, and so fitted that it can be attached to the medal, or to bars previously received.

(e) No award of either medal will be made to any person until sufficient evidence of his deserving it shall have been presented to the Secretary of the Treasury. This evidence must carefully and fully set forth all the attendant circumstances, in order that the degree of reward may be made commensurate with the daring displayed. The evidence should be in the form of affidavits made by eyewitnesses of good repute and standing, testifying of their own knowledge. The affidavits should be made before an officer duly authorized to administer oaths, and be accompanied by a certificate showing the affiants to be credible persons, certified by some United States official of the district in which the affiants reside.

(f) All acts of heroism and gallantry shall be promptly reported to Headquarters. (See art. 1426.)

CHAPTER XVIII.

QUARTERS AND MESSES—THE GENERAL MESS.

OFFICERS' QUARTERS.

2101. An officer assigned to the command of a cruising cutter shall occupy the cabin. (See art. 892.) Cabin to be occupied by commanding officer.

2102. All commissioned officers not in command, attached to a vessel, shall be wardroom officers. Wardroom officers.

2103. (1) When wardroom staterooms are arranged symmetrically on both sides of the vessel, the executive officer shall occupy the room fitted for him, and the other line officers shall occupy the other rooms on the starboard side, according to their precedence, starting with the room next to that occupied by the executive officer. Staterooms for commissioned officers.

(2) The engineer officer shall occupy the room fitted for him, and the engineer officers junior to him shall occupy the other rooms on the port side according to their precedence, starting with the room next to that occupied by the engineer officer.

(3) In case of an insufficient number of rooms in the wardroom to accommodate the commissioned officers attached, no senior in order of precedence shall be deprived of a room by an officer his junior in precedence.

(4) The medical officer shall occupy the room next, or opposite, to that occupied by the junior watch officer.

(5) On vessels having staterooms so arranged that the above disposition would not be consistent with the rank of the officers attached, the assignment of rooms will be fixed by Headquarters.

2104. Cadets serving on cruising cutters shall be quartered in the wardroom. Quarters for cadets.

2105. (1) Warrant officers on cruising cutters shall be quartered in the steerage. Quarters for warrant officers.

(2) Warrant officers on inshore patrol cutters, harbor cutters, and harbor launches shall be quartered in the wardroom, or as directed by Headquarters.

(3) Officers in charge of stations shall occupy the quarters provided for them.

2106. No officer or other person embarked on a cutter as a passenger shall be entitled to a stateroom to the exclusion of any officer belonging to the complement of the vessel. (See arts. 645 and 848.) Passengers.

2107. Officers having rank equal to or greater than the commanding officer, when passengers on a cutter, shall be quartered and shall mess in the cabin. Officers quartered in cabin.

OFFICERS' MESSES.

2108. Officers shall mess in the apartments assigned for that purpose. Separate messes shall not be formed in the same apartment. Messing of officers.

ment nor shall meals be taken in rooms or at other places than at the regular mess table, except in case of sickness.

Officer to preside.

2109. (1) In the wardroom mess the senior line officer present in line of succession to the command shall preside and have the power to preserve order.

(2) When no line officer in succession to the command is present, the senior engineer officer present shall preside.

(3) In the steerage mess the senior officer present, in order of precedence, shall preside and have the power to preserve order.

Permanent seats at mess table.

2110. The officers of the wardroom mess shall be assigned permanent seats at the mess table alternately, in the order of precedence, to the right and left of the presiding officer, except that the seat opposite the presiding officer shall be occupied by the mess treasurer.

Persons berthing outside of wardroom.

2111. No person attached to the vessel and berthing outside of the wardroom shall mess therein, except under special circumstances.

Subsistence of official passengers.

2112. As no allowance can be made to any mess for the subsistence of officers and other persons embarked as passengers by order or permission of Headquarters, the expense of subsistence must be paid by such passengers. The charge, as determined by the mess, shall be just and reasonable, and shall be paid to the treasurer of the mess furnishing the subsistence.

Mess treasurer.

2113. (1) Commissioned and warrant officers' messes on cutters shall each elect a mess treasurer, who shall have charge of all matters relating to the purchases and expenditures for the mess. He shall keep an accurate account of all receipts and expenditures, which shall be open at all times for the inspection of any member. At the close of each month he shall render to the mess a full statement of the accounts of the mess, which shall include all bills remaining unpaid. These accounts shall, if desired, be audited by a committee elected by the mess. He shall incur no indebtedness which can not be fairly discharged, and if for any reason he is obliged to relinquish the position of mess treasurer during the month, or on an extended cruise, he shall report to his successor in writing all bills unpaid, and turn over to him the mess accounts and any money there may be on hand, taking his receipt for the latter. The mess treasurer shall receipt for and receive the commuted ration money, if there be any, for all mess attendants, turn over to the other messes such part of the money as may belong to them, respectively, and settle in person all accounts against his mess at the end of each month, or at the end of the cruise, if it be longer than a month. Each officer of a mess is eligible to election as mess treasurer, and if elected shall so serve, but no officer shall be required to serve in that capacity for more than two months consecutively, except on an extended cruise of more than two months.

(2) Enlisted persons' messes at stations shall elect a mess treasurer from their number who shall not be required to serve more than two consecutive months and who shall be governed by the provisions of paragraph 1 of this article so far as they are applicable.

Hours for serving meals.

2114. The hours for serving meals in the wardroom shall be determined by a majority vote of the officers composing the mess,

provided the hours decided upon be not disapproved by the commanding officer.

2115. (1) Every wardroom and steerage officer attached to a cutter 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 latter may, in the interests of the mess, require the members to advance sufficient funds to enable him to make purchases and meet proper payments. Payment of officers' mess bills.

(2) Every enlisted person attached to a station shall pay monthly the full amount of his mess bill to the mess treasurer. Every officer in charge shall pay his mess bill monthly. Payment of mess bills at stations.

(3) When an officer is absent from a vessel, or any person from a station, for any period longer than one day, he shall not be required to pay a mess bill during such absence. Deductions for absence.

CREWS' QUARTERS.

2121. (1) The members of the crew of a cutter shall be quartered on the berth deck and in such other spaces as may be assigned for that purpose. Crew of a cutter to be quartered on berth deck.

(2) The members of the crew of a station shall be quartered in the rooms provided for that purpose. Crew of station quartered in rooms.

2122. The executive officer shall prepare a berthing plan for the crew of a cutter in accordance with their watches and stations, and shall have the berthing numbers put up, if that has not already been done. Berthing plan.

THE GENERAL MESS.

2131. There shall be organized on each cruising cutter one general mess in charge of the commissary officer, for the enlisted persons of the crew, exclusive of the officers' stewards, cooks, and officers' mess attendants. When authorized by Headquarters the general mess shall include the officers' stewards and the cooks. The general mess shall be conducted as provided by the regulations. (See art. 955.) Organization.

2132. (1) The executive officer shall prepare a messing plan for the crew of a unit in accordance with their watches and stations. Messing plans.

(2) The officer in charge of a station shall include in the routine bill the hours for each meal in accordance with the watches and duties of the crew.

2133. (1) No ration supplies purchased on voucher for the general mess shall be sold without first obtaining the authority of Headquarters, except as provided in the following paragraph. Sale of rations.

(2) Commanding officers are authorized to permit the sale of general-mess ration supplies to the cabin, wardroom, and warrant officers' messes, and payment therefor shall be made in cash to the commissary officer. The prices charged for general mess supplies sold to other messes of the vessel shall not be less than five per cent in advance of the purchase prices, and the cash received from such sales shall be accounted for on the ration return in the "Statement of cash transactions of the general mess."

(3) Cash derived from such sale of ration supplies may be expended for the benefit of the general mess, and all such expenditures shall be accounted for on the ration return.

**Cooking and
serving food.**

2134. (1) The cook shall cook the food for the general mess. When the meal is ready for serving, the commissary steward shall take charge of and divide it among the several mess tables according to the number of men at each table.

(2) Food for the general mess shall be regularly issued at such hour as may be designated by the commanding officer.

(3) Except under circumstances which make it necessary, the allowance of fresh water per man shall not be less than one gallon per day. When the crew is put on an allowance of water, the officers shall be correspondingly restricted.

(4) The cook shall, at 11.45 a. m., take to the officer of the deck for his inspection a sample of the food cooked for dinner.

(5) Morning coffee, and night rations for the engineer and dynamo force when the vessel is cruising at night, may be served from the ration allowance of the general mess.

**Rations for
shipwrecked or
destitute people.**

2135. One ration in kind for the use of the mess subsisting him shall be issued daily to each shipwrecked, destitute, or other person received on board by proper authority, and who may be assigned to the warrant officers' or the general mess. No commuted ration shall be allowed such a person.

MESSES AT STATIONS.**Messes at
stations.**

2139. (1) Except as provided in the following paragraph, only one mess shall be formed at a station, and all members of the crew who take their meals there shall belong to that mess, and shall bear their proportionate share of the expense attached to the mess.

(2) Where the family of the officer in charge is permitted to reside at a station, the officer in charge may maintain a separate mess for himself and the members of his immediate family, but he shall not utilize the services of any of the crew in connection therewith.

(3) Members of a station crew may be permitted to take their meals at their own homes or at other homes in the immediate vicinity of the station in the discretion of the district superintendent, provided such homes are connected with the station by an efficient signal arrangement and are within such distance of the station as will enable the men to reach the station within two minutes of the sounding of a call. Members of the crew granted such privilege shall not be compelled to join the station mess.

CHAPTER XIX.

SICKNESS AND MEDICAL TREATMENT.

2151. When there is no medical officer attached to the vessel or station, and in cases of persons on detached duty, the following procedure shall be observed in procuring medical assistance from the Public Health Service: Procedure in securing medical assistance.

(a) Officers and enlisted persons will receive hospital or office treatment, as hereinafter provided, on application signed by a division commander, commanding officer, executive officer, district superintendent, or officer in charge of a station. The application of a commissioned officer or of a cadet attached to a cutter shall be signed by the senior line officer present, and that for a warrant officer or enlisted person by the executive officer, and in his absence by the line officer next junior in rank to him. Division commanders, commanding officers, district ~~superintendents~~ ^{commissioned officers}, officers in charge of stations, and officers on detached service, leave of absence, or waiting orders, and retired persons may sign their own applications.

(b) The application for examination and medical treatment shall be made on Form 2522, and shall be presented in accordance with the directions on the back of the form by the person applying for treatment to the medical officer at a marine hospital, or to the medical officer or customs officer at a relief station indicated in the annual circular of the Public Health Service, entitled "Contracts for care of seamen, etc." The signature and description of a commissioned officer or of a cadet shall not be entered in the application.

(c) At places not mentioned in the said circular, when it is necessary to obtain medical treatment from a physician in private practice as provided in article 2153-2, the application shall be addressed to such physician.

(d) The medical officer or reputable private physician who renders the treatment shall fill in the required medical certificate on the application blanks (Form 2522), and immediately return the required number of copies to the officer who made the request for the examination and treatment, and the latter shall immediately forward the required number of the returned applications to Headquarters and retain one copy.

(e) Upon the return of the person to duty, or upon the conclusion of the treatment, the second medical certificate will be filled in and the required number of copies of the form returned to the officer who signed the request for treatment. When that officer receives the retained copies of the application form from the medical officer, contract physician, or attending private physician, with the second certificate properly filled in and signed, he shall thereupon fill in the third certificate and forward the

required number of copies of the completed form to Headquarters. (See art. 2155-2.) The instructions on the back of the form shall be rigidly observed in all cases.

(f) Officers and enlisted persons while on leave of absence, sick leave, or on the retired list will be furnished medical relief by the Public Health Service only at marine hospitals and dispensaries conducted by that service.

Excused from
duty only on
medical certifi-
cate.

2152. A commissioned officer, a cadet, a warrant officer, or an enlisted person shall be excused for absence from duty on account of ill health or disability only upon the medical certificate on Form 2522, of a medical officer of the Public Health Service, stating that he is unfit for duty, or, if no such officer is available, upon such certificate obtained from a contract physician or from some reputable private physician.

Hospital treat-
ment.

2153. (1) Any person on the active list whose condition requires treatment in hospital will be admitted to hospital at stations of the first class, and to all contract hospitals enumerated in the annual circular of the Public Health Service, entitled "Contracts for care of seamen, etc.," subject to the provisions of the said circular with regard to the transfer of patients from a contract to the nearest marine hospital. No admission to hospital will be granted at any port not mentioned in said circular, except as hereinafter prescribed. At all ports mentioned in the circular, where no specific arrangements for treatment in hospital are made, the regulations of the Public Health Service governing admissions at fourth-class (emergency) stations will be enforced.

Temporary
treatment when
there is no Pub-
lic Health sta-
tion.

(2) At ports not mentioned in the said circular, division commanders, commanding officers, officers on detached duty, district ~~superintendents~~ ^{commanders}, and officers in charge of stations, may, when absolutely necessary, in case of serious injury or illness, procure the temporary attendance of a physician, or temporary treatment in hospital, for themselves, and for persons under their command. If officers and enlisted persons are in need of medical relief at places where there is no relief station, they are entitled to examination so that it may be ascertained whether the illness or injury is or may prove to be of a serious character. In such cases report shall be made immediately to Headquarters, and the medical certificate of the contract physician or of the attending private physician on Form 2522, shall be forwarded as part of the report. There shall also be forwarded a statement from the contract physician, or from the attending private physician as to whether, in his opinion, the patient is in a physical condition to bear transportation without injurious results, to the nearest marine hospital or relief station of the Public Health Service (in charge of one or two attendants if necessary). If at any time during the course of treatment, a patient furnished relief recovers to the extent that he can bear transportation without injury, either with or without attendants, to the nearest marine hospital or relief station of the Public Health Service, and further treatment is required, the attending contract physician or private physician shall at once so inform the officer who signed the request for the treatment, stating how long in his opinion further treatment will be necessary. The commanding officer or the officer in charge of a vessel or other unit shall forward such in-

formation at once to the Surgeon General, Public Health Service. (See art. 2156.)

(3) When a person obtains medical treatment (except in emergency cases as provided for in the following paragraph) in any other way than through the Public Health Service, when treatment by that service is available, the Government will not bear the expense of such treatment. Treatment by a specialist without authority therefor from the Surgeon General of the Public Health Service will not be paid for by the Government.

Requirements for emergency or specialist treatment.

(4) When a person requires the immediate attention of a physician on account of serious illness or injury, at places where there is a relief station of the Public Health Service, and it is impossible on account of the exigency of the case to convey the patient to the marine hospital or office, provision for temporary medical attendance or care may be made by the officer in responsible charge of the unit, who shall immediately notify the proper Public Health Service representative at the place, and the treatment thereafter shall be conducted by the Public Health Service, if, in the judgment of such representative, it can be done without detriment to the patient. The facts in the case shall be reported as soon as possible to Headquarters, accompanied by the voucher for the emergency bills incurred. (See art. 2156.)

Emergency treatment.

~~2154. Enlisted persons discharged from the Coast Guard shall be entitled to the medical relief provided for in article 2151-7, at any time within a period of 60 days after having been discharged. The presentation of a discharge and the satisfactory identification of the applicant shall be considered sufficient authority for such medical relief.~~

Medical treatment of discharged persons.

E.O. 19

2155. (1) When a person is under the care of a medical officer, contract physician, or private physician, the following procedure shall be observed:

Procedure while undergoing treatment.

See Gen. O.R. 1752.

a. The request for treatment (Form 2522), signed by the officer requesting the treatment, shall be sent to the medical officer, contract physician, or private physician who is to render the treatment.

b. Each division commander, captain of the port, commanding officer, district ~~superintendent~~ *commander*, and officer in charge shall submit a completed copy of Form 2524 to Headquarters at the end of each month for each person under his authority who was absent from duty on account of sickness during any part of the period covered by the report.

c. A person on detached duty, and having no immediate commanding officer, shall, while absent from duty on account of sickness, submit a completed copy of Form 2524 to Headquarters, as prescribed in the preceding paragraph of this article.

d. A medical officer, contract physician, or private physician who has care of sick or disabled persons belonging to the Coast Guard shall render, on the last day of each month, to the officer of the Coast Guard signing the application for the treatment, and also to Headquarters, a statement showing the following particulars for each person he has treated during the month: Name, ship, or station to which the person is attached, diagnosis, date treatment began, probable duration of treatment, and the date such person returned to duty.

Application for sick leave.
Statement of attending physician.

(2) A person who has been absent on account of sickness or injury and who has received medical treatment in any other manner than at a marine hospital or a relief station of the Public Health Service, or under the supervision of a medical officer of that service, shall on return to duty immediately make application to Headquarters for leave of absence on account of sickness to cover the period of his absence. This application shall be transmitted by the proper responsible officer, together with the completed application for medical treatment in the case. (See art. 2151-e.)

Statement to accompany application.

(3) In forwarding an application from a person for leave of absence on account of sickness, the officer in responsible charge of the unit shall submit a statement showing the time when and the circumstances under which the injury was sustained or the disease contracted, if practicable, and all other information within his knowledge pertinent thereto. The division commander, commanding officer, district superintendent, or officer in charge shall indorse on each application for leave of absence on account of sickness his views regarding the merits of the case, together with a recommendation whether or not the sick leave should be granted.

Review of medical history of case.

(4) The medical history of each case, where treatment was rendered in any other manner than at a marine hospital or a relief station of the Public Health Service, or under the supervision of an officer of that service, shall be reviewed by the Surgeon General of the Public Health Service. If, after such review, it is concluded that the absence from duty was unjustifiable, the person shall be regarded as having been absent without leave.

Procedure upon discharge from hospital or treatment.

(5) When a person on the active list is discharged from hospital, or from treatment if not at a hospital, as fit for duty, he shall, unless granted leave of absence or otherwise directed, return at once by the shortest practicable route to the vessel, station, or other post of duty to which he is attached. If the vessel be absent from her headquarters, he shall at once report to the division commander, if there be one. (See arts. 725 and 842.)

Transportation.

See Gen. O.R. No 32

(6) When a person attached to a Coast Guard district or station is directed by proper authority to proceed to a hospital or relief station of the Public Health Service for medical treatment, transportation is hereby authorized for such person from his place of duty to the hospital or relief station and from the hospital or relief station, upon discharge therefrom, to his place of duty.

No medical treatment rendered, remote locality.

(7) a. If a member of the crew of a station in a remote locality where the services of a physician are not available is absent on account of illness or injury, the officer in charge of the station shall immediately make a report of the case to Headquarters, stating all the attendant circumstances and whether or not the person is able to bear transportation to the nearest marine hospital or relief station of the Public Health Service.

b. If the officer in charge is absent under the conditions specified in the preceding paragraph, the district superintendent shall make the reports required therein.

Completed application for medical treatment to accompany voucher.

2156. When a bill for hospital care or professional services is submitted by an attending private physician, the commanding officer or the district superintendent shall see that a voucher

covering the same is properly prepared and forwarded to Headquarters. Unless impracticable, voucher blanks of the Public Health Service (Form 1949) shall be used for this purpose. The voucher shall show the character of the treatment and the dates on which the same was furnished and shall be accompanied by an original or a certified copy of the completed application for examination and medical treatment.

2157. Whenever an officer is directed to carry out the sentence of a Coast Guard court which involves imprisonment, that officer shall take the following steps relative to medical attendance for the prisoner: He shall notify the warden, in writing, that if there is no physician attached to the jail or under contract to treat Federal prisoners, the warden should himself procure for the prisoner such treatment as may be necessary and at once notify the Coast Guard officer, by letter, of his action. The officer shall procure the necessary vouchers required by article 2156 and submit them to Headquarters. Medical attendance for prisoner.

VACCINATION OF COMMISSIONED AND WARRANT OFFICERS.

2161. (1) Each commissioned and warrant officer shall be vaccinated against smallpox at least once in every seven years, unless he has two pitted vaccination scars, or evidence of a previous attack of smallpox. Vaccination against smallpox.

(2) In case vaccination is not successful the operation shall be repeated as soon as practicable after a period of eight days. If a second vaccination is not successful the operation shall be again repeated as soon as practicable. The only acceptable evidence of successful vaccination is a pitted scar following vaccination.

2162. (1) Each commissioned and warrant officer who is under 45 years of age and has not had a well-defined case of typhoid fever, shall be inoculated against typhoid fever every four years. Inoculation against typhoid fever.

(2) The only acceptable evidence of inoculation against typhoid fever is the certificate of the medical officer who administered the same.

2163. (1) Each division commander, commanding officer of a vessel not attached to a division, officer assigned to detached or special duty, and district superintendent, who is required by articles 2161 and 2162 to be vaccinated against smallpox and inoculated against typhoid fever, shall notify Headquarters of the date on which each vaccination and inoculation was last performed, and also of the date when either of these operations is hereafter performed. Each officer who is required to submit periodical reports upon the fitness of the commissioned and warrant officers under his command shall be responsible for enforcing the provisions of articles 2161 and 2162. (See art. 2463-d.) Report of vaccination.

(2) When a commissioned officer or a warrant officer has two pitted vaccination scars, or has had typhoid fever, or is above 45 years of age, the report on the fitness of such officer, Forms 2513 and 2514, respectively, shall state these facts in reply to the question relative to vaccination and inoculation, and the current enlistment contract and record of each enlisted person who is exempt

from vaccination against smallpox or inoculation against typhoid fever shall contain a similar statement.

IDENTIFICATION AND FINGERPRINT RECORDS.

Identification
and fingerprint
records.

2173. The following requirements relative to identification and fingerprint records shall be strictly observed:

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

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

(c) Preparatory to taking fingerprints a small quantity of ink should be squeezed from the tube and carefully worked into a thin film on the plate by use of the roller. The spreading of the ink may be facilitated by frequently turning over the roller and by turning the plate so as to change the direction of the stroke. If too much ink is used, the impression will be blurred and consequently unsatisfactory. The thickness of the ink after being spread on the plate should be less than one-half the elevation of the ridges, and this can be tested by taking impressions. In a satisfactory impression the ridges will show as distinct black lines with no blurring over the intervening white spaces.

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

(e) Two kinds of impressions shall be taken—"plain" and "rolled." A plain impression is obtained by placing the bulb of the finger, with the fingers straight or flat, on the inked plate and then on the form in the same manner. A rolled impression is obtained by placing the side of the finger on the inked plate, with the plane of the nail at right angles to the plane of the plate, and rolling the finger over from one side to the other until the plane of the nail is again at right angles to the plane of the plate, but with the bulb surface of the finger facing in the opposite direction, thus inking the surface of the finger, and then rolling the finger over the paper in the same manner, in this way obtaining a clear impression of the ridges on the surface of the finger. This latter impression shall include both the palmar surface and

the sides of the finger between the tip and the flexure of the first joint. Always roll the fingers from the awkward position to the natural position. It is absolutely necessary that the finger prints shall be clear, that the ridges shall be distinctly outlined, and that the "rolled" impressions shall be taken to the first joint, and rolled from nail to nail. Black impressions are better than light ones if the spaces between the ridges are free from blur. When the skin of the fingers is in poor condition, special effort shall be made to get the best results, forwarding several impressions if necessary.

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

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

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

(i) In recording plain impressions the fingers shall be held close together and straight or flat (not bowed or arched) and applied in this position to the inked plate and in like manner recorded on the form. A slight pressure at the base of the nail, both in inking the finger and in making the impression will insure good results. When this has been done the thumb shall be recorded separately in the same way. Plain impressions shall be taken to the first joint. If a finger is missing, that fact shall be noted in the space for that finger; if, however, any portion of the first joint remains, the finger shall not be recorded as "missing," but

the mutilated or deformed end shall be inked and recorded in the usual manner.

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

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

(l) The efficiency of the files at Headquarters depends upon the care taken in the preparation of finger-print records. Those charged with this duty shall endeavor to secure the best impressions obtainable.

(m) It shall be explained to each recruit that finger prints of every enlisted person in the service are on file at Headquarters and have often been of value in determining identity in cases of accidental death, making possible the settlement of the person's accounts, the collection of insurance by his beneficiaries, and in other ways. It should be pointed out that by keeping undesirables out of the service the finger-print system is a direct benefit to everyone in the service.

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

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

IDENTIFICATION TAGS.

Identification tags.

2174. (1) Identification tags shall be worn by all persons in the Coast Guard in time of war or other emergency. The tag shall consist of an oval plate of Monel metal, 1.25 by 1.50 inches, perforated at one end and worn suspended around the neck.

(2) The following information is required on identification tags: Name, date of entry into service, date of birth, finger print, and, in case of officers, the rank also shall be entered.

CHAPTER XX.

DEATHS AND BURIALS.

2181. (1) When a death occurs, the commanding officer, or officer in charge of a unit, shall immediately report to Headquarters by dispatch, giving the following information: (a) Full name; (b) rank or rating; (c) date, place, and cause of death; (d) name and relationship of next of kin; (e) address of next of kin; (f) whether or not next of kin has been notified; (g) what disposition has been made of the body. Recording and reporting of deaths.

(2) The information contained in the above dispatch shall be confirmed by letter accompanied by certified copy of the death certificate.

(3) The next of kin or legal representative of the deceased, if residing within the United States, shall also be informed by dispatch and requested to communicate by telegraph with Coast Guard Headquarters, Washington, D. C., regarding disposition of the remains.

2182. (1) The commanding officer, or officer in charge of a unit, shall, whenever possible, solicit at least three proposals by personal representative from local undertakers to furnish proper preparation and encasement of the body of any person who dies while on the active list of the Coast Guard, or on the retired list while performing active duty. Notice requesting proposals shall also be posted in a public place. Preparation for burial.
See Sec 34

(2) Form 2632 shall be supplied competitive bidders, and their bids must be based on the standard of work specified therein.

(3) New clothing may be issued for the purpose of preparing the remains for burial when circumstances render such issue necessary. In case such issue is made, the necessity therefor shall be fully explained to Headquarters. Clothing thus issued shall be carried in the "Inventory of clothing" as "expended in the name of the deceased."

(4) The commanding officer shall detail an officer to superintend the preparation for burial or removal of the remains of any person who may die at any unit other than a station, and this officer shall inspect the remains to see that the work of the undertaker is satisfactory and in accordance with the specifications before the casket is closed for releasing or shipping to the next of kin.

(5) The officer in charge shall superintend the preparations for the burial or removal of the remains of persons who die at a station and shall inspect the remains to see that the work of the undertaker is satisfactory and in accordance with the specifications before the casket is closed for releasing or shipping to the next of kin.

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(6) Voucher and supporting papers shall be prepared and submitted to Headquarters in accordance with Pay and Supply Instructions. However, where emergent circumstances preclude soliciting proposals, voucher shall be accompanied by certified and itemized bill from the undertaker in duplicate as well as a letter of explanation citing fully the conditions which precluded advertising.

Burial of persons who die while patients in hospitals.

2183. (1) When any person on the active list of the Coast Guard, or performing active duty while on the retired list, dies in the hospital while a patient of the Public Health Service, the commanding officer, or officer in charge of the unit to which the deceased was attached, shall take charge of the remains and act in accordance with regulations, except as provided in paragraph (2) below.

(2) When the deceased is a member of a unit which is at such a distance from the hospital as to make it impracticable or inadvisable for the commanding officer, or officer in charge of the unit, to take charge of the remains, Headquarters will be so informed, and the commanding officer, or officer in charge of a unit in the vicinity of the hospital, will be authorized to take charge of the remains and act in accordance with regulations.

Remains released or shipped to friends or relatives.

2184. (1) When friends or relatives claim the body and assume charge of the funeral arrangements, no part of the burial expenses will be paid by the department except that the body may be prepared, encased, and shipped to such friends or relatives at Government expense.

(2) Transportation of the remains shall be effected either on two first-class tickets or by express on Government bill of lading. This bill of lading shall have the following wording typed across the face:

PAY NO CHARGES ON THIS SHIPMENT. TRANSPORTATION WILL BE PAID BY THE COAST GUARD, TREASURY DEPARTMENT. NO CHARGES OF ANY KIND IN CONNECTION WITH THIS BILL OF LADING WILL BE COLLECTED FROM CONSIGNEE.

One copy of the bill of lading on which transportation of remains of the dead is effected shall be securely pasted on top of the shipping casket with a dextrin paste, similar to that used by the express company, and then covered with shellac or varnish.

(3) A special label prohibiting collection of express charges from consignee should be obtained from the local express agent and attached to the outside case in addition to the copy of the bill of lading.

(4) The next of kin, family, legal representative of the deceased, or the consignee shall be informed by telegram of the time of forwarding and of any special attending circumstances, such as communicable disease and the advisability or inadvisability of opening the casket for the purpose of viewing the remains. The original and one copy of the bill of lading should be promptly forwarded to the consignee, under special delivery stamp and accompanied by Form No. 2635, "Information for next of kin."

(5) The commanding officer, or officer in charge of the unit, is authorized to issue the national ensign (United States national ensign No. 7) to accompany all bodies forwarded or delivered to the (February, 1927.)

next of kin or relatives for private interment in order that the ensign may be available for use at the time of burial. Request for such issue shall be construed as included in application for the body. The ensign shall be inclosed in a suitable canvas bag or sack securely attached to the casket or placed inside the shipping box, in which case the box shall be labeled "Flag inside" or the consignee otherwise notified.

2185. (1) Officers and enlisted persons of the Coast Guard who die in the service of the United States, retired persons, and those who die in a destitute condition after having been honorably discharged from the service may be buried in any national cemetery free of cost under the regulations providing for the burial of officers and men of the Army in national cemeteries.

Burial in national cemetery.

2186. (1) The shipping case containing the body of a person to be buried in Arlington Cemetery will be marked, "Superintendent, Arlington National Cemetery, Fort Myer, Va." and the remains billed to Washington, D. C.

Shipment of remains to Arlington.

(2) A telegram will be sent at the earliest possible moment to the "Army Depot Quartermaster, War Trade Building, Twentieth and C Streets NW., Washington, D. C.," giving the date and place of death, dimensions of outside box, and the date, hour, and number of the train on which the body will reach Washington. Whenever practicable, the shipment of the remains should be so timed as to arrive in Washington between the hours of 9 a. m. and 3 p. m.

2187. (1) The commanding officer, or officer in charge of unit, shall upon the death of any person under his command cause all of the effects of the deceased to be collected and inventoried. If the deceased was an officer, this shall be done by two officers of the ship; if a member of the crew or other person, by the officer of his division or one detailed for the purpose. The inventories shall be made out in duplicate, duly attested and signed by the officers making them. Upon the completion of the inventory, the effects if not of a perishable nature, shall be put up in a package of a convenient size and sealed. The commanding officer or officer in charge shall retain one copy of the inventory and shall deliver the other to the clothing officer, or to the senior petty officer if death occurs at a station, who shall take charge of the effects for safe-keeping.

Disposition of effects.

(2) If any of the effects of a deceased person are perishable and deteriorating, they shall be immediately sold at auction and the proceeds turned over to the clothing officer or to the senior petty officer, as the case may be, as a part of effects of the deceased.

Perishable or deteriorating effects.

2188. All of the effects of the deceased, except as provided in paragraph 2 of article 2187, shall be delivered to the person designated in the enlistment contract and record upon satisfactory proof to the officer in responsible charge of the unit of the identity of such person. Duplicate receipts shall be taken for these effects and one copy shall be forwarded to Headquarters and the other retained for the files of the unit concerned.

Effects to be delivered to person named in enlistment contract and record.

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Delivery to
legal representa-
tive.

2189. Should it be impossible to ascertain the whereabouts of the person designated in the enlistment contract and record, the effects of the deceased shall be delivered to his legal representative; but in this case, and before delivery is made, the commanding officer, or the officer in charge, shall forward a report to Headquarters, noting the fact that the person designated in the enlistment contract and record can not be found, and stating the name and address of the person claiming to be the legal representative of the deceased and the proofs offered by such person in support of his claim. Headquarters will then issue instructions as to further action.

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CHAPTER XXI.

HONORS AND DISTINCTIONS.

SPECIAL HONORS.

2201. When the President of the United States visits a cruising cutter he shall be received with the following honors: The President.

(a) All the officers shall assemble in full dress on the side of Ceremonies, the quarter deck on which he enters: he shall be received at the gangway by the commanding officer accompanied by such other officers as he may designate. The crew shall be mustered on the opposite side of the deck. When the President reaches the deck, officers and men shall salute, the bugle shall sound four flourishes, and the President's flag shall be broken out at the main and kept flying as long as he is on board. A salute of 21 guns shall be fired as soon as practicable after the President and his suite shall have been received. The same ceremonies shall be observed when the President leaves the vessel, the salute to be fired when the boats shall be sufficiently clear. The President's flag shall be hauled down with the last gun of the salute. (See art. 2289.)

(b) All other vessels of the Coast Guard present shall, unless Other cutters present. otherwise directed, fire a salute of 21 guns at the same time as the vessel visited.

(c) A Government vessel flying the flag of the President shall Senior vessel. be regarded as the senior vessel present, and her motions shall be followed accordingly.

(d) Whenever the President is embarked in a Government President's flag. vessel flying his flag, all cutters on meeting or passing near her shall fire a salute of 21 guns; and officers and crew shall assemble in a conspicuous place, stand at attention, and salute, the bugler sounding four flourishes.

2202. When an ex-President of the United States visits a cutter An ex-President. he shall receive the same honors as the President, except that no flag shall be displayed in his honor unless the reception takes place in a foreign port, when the national ensign shall be displayed at the main during the salute.

2203. When the Vice President of the United States visits a The Vice President. cutter he shall be received with the same honors as the President, except that there shall be one salute of 19 guns, which shall be fired at his departure, the national ensign being displayed at the fore during the salute.

2204. When the President of a foreign Republic or when a for- Foreign sovereign. eign sovereign visits a cutter, the same honors shall be extended as to the President of the United States, except that the national ensign of the country represented shall be displayed at the main during the entire visit.

- Member of royal family.** **2205.** When any member of a royal family visits a cutter the honors prescribed in the preceding article shall be extended, except that the national ensign of the country represented shall be displayed only during the salutes.
- Secretary of the Treasury.** **2206.** (1) When the Secretary of the Treasury visits officially a cutter, all officers shall assemble in full dress on the side of the quarter deck on which he enters; the crew shall be assembled on the opposite side of the deck. He shall be received at the gangway by the commanding officer, accompanied by such other officers as he may designate. When the Secretary reaches the deck, officers and men shall salute, the bugler shall sound four flourishes, and the Secretary's flag shall be broken out at the main and kept flying as long as he is on board. A salute of 19 guns shall be fired as soon as practicable after the Secretary shall have been received. The same ceremonies shall be observed when the Secretary officially leaves the vessel, the salute to be fired when the boat shall be sufficiently clear, the Secretary's flag being hauled down with the last gun of the salute.
- Senior cutter.** (2) A cutter flying the flag of the Secretary of the Treasury shall be regarded as the senior cutter present, if the President's flag be not displayed on any vessel, and her motions shall be followed accordingly.
- Assistant Secretary.** **2207.** (1) When an Assistant Secretary of the Treasury visits officially a cutter, he shall be received with the ceremonies prescribed in the preceding article, except that the Assistant Secretary's flag shall be displayed at the main while he is on board, the uniform shall be dress, the bugler shall sound three flourishes, and the salute shall be 15 guns. At his departure the same ceremonies shall be observed and a salute of 15 guns shall be fired, his flag being hauled down with the last gun of the salute.
- Senior cutter.** (2) A cutter flying the flag of the Assistant Secretary of the Treasury shall be regarded as the senior cutter present, if the President's or the Secretary's flag be not displayed on any vessel, and her motions shall be followed accordingly.
- Commandant.** **2208.** (1) When the Commandant of the Coast Guard visits officially a cutter he shall be received with the ceremonies prescribed in article 2206, except that the Commandant's flag shall be displayed at the main while he is on board, the uniform shall be dress, the bugler shall sound three flourishes, and the salute shall be 13 guns. At his departure, the same ceremony shall be observed and a salute of 13 guns shall be fired, his flag being hauled down with the last gun of the salute.
- Senior cutter.** (2) A cutter flying the flag of the Commandant of the Coast Guard shall be regarded as the senior cutter present, if the flag of the President or of the Secretary or the Assistant Secretary of the Treasury be not displayed on any vessel, and her motions shall be followed accordingly.
- Cabinet and other civil officers.** **2209.** The following civil officers, when visiting officially a cutter, shall be received with the same honors as the Secretary of the Treasury, except that the uniform shall be dress, the salute shall be fired only at departure, and the national ensign shall be displayed at the fore during the salute:
- (a) A member of the President's Cabinet other than the Secretary of the Treasury.

(b) The Chief Justice of the Supreme Court of the United States.

(c) The governor general, United States Islands.

(d) The governor of a State, Territory, or islands of the United States, when the vessel is within the waters of the State, Territory, or islands of which he is Governor.

(e) The President pro tempore of the Senate.

(f) The Speaker of the House of Representatives.

(g) A committee of Congress.

2210. Upon an official visit to the Coast Guard Academy or the depot, of an official entitled to a salute, the same ceremonies shall be observed, as far as may be practicable, as when such person visits a cutter officially. Visits to shore station.

2211. Members of the diplomatic corps and consuls of the United States, when visiting officially a cutter within the waters of the nation to which they are accredited, shall be received at the gangway by the senior officer on board and such other officers as the latter may designate, with appropriate honors as set forth in article 2230. Members of diplomatic corps and consuls.

2212. Military and naval officers when visiting officially a cutter shall be received at the gangway by the commanding officer, the line officer next in rank, and the officer of the deck if the visiting officer be of command rank, otherwise by the officer of the deck. Such officers shall be accorded the honors appropriate to their rank as prescribed in article 2230. Military and naval officers.

SALUTES.

2213. A boat having an official on board shall lay on oars or stop the engine, bows forward, parallel to and at a suitable distance from the ship, during the firing of a salute in his honor. Position of boat during salute.

2214. Only those officers of the Army and Navy whose rank entitles them to such honor shall be saluted with cannon. (See art. 2212.) Officers to be saluted.

2215. No military or naval officer in civilian clothes shall be saluted with cannon. Officers in civilian clothes.

2216. When two or more officials, each entitled to a salute, visit a cutter and depart in company, the senior only shall be saluted. If they depart in succession, each shall be saluted. Two or more officials entitled to salute.

2217. The same official, unless he is entitled to a salute of 19 or more guns, or has in the meantime been advanced in rank, shall not be saluted by the same cutter at the same place oftener than once in twelve months. Saluting same officer.

2218. Salutes or other ceremonies prescribed in honor of officials may be dispensed with at their personal request. Salutes may be omitted.

2219. When a cutter enters a port of any foreign nation the Government of which is recognized by the United States, where there is a fort or battery displaying the national flag, or where a commissioned ship of war of that nation is lying, she shall fire a salute of 21 guns unless her commanding officer has reason to believe that the salute can not be returned; and in this case he shall immediately take steps to ascertain the local regulations or customs. This salute shall be the first fired after entering the Salute in foreign port.

port. The ensign of the nation saluted shall be displayed at the main during the salute.

Nation not recognized. 2220. No salute shall be fired in honor of any nation, nor of any official of any nation, not formally recognized by the Government of the United States.

Salutes to flag officers. 2221. In port, if several flag officers are to be saluted, the salutes shall be fired in the order of their grade; if of the same grade, priority shall be given first, to the nationality of the port, and, second, to the length of service of the flag officers in their respective commands. These salutes shall be fired as soon as possible after the usual boarding visits have been made, if not fired before. The national ensign of the country of the officer saluted shall be displayed at the fore during such salute.

Return of salutes. 2222. It is the duty of a fort or other Army post to return a national salute fired by a foreign ship of war entering a port of the United States. In case there be no fort or post capable of returning a salute, and there be no vessel of the Navy, or naval battery or station to return it, then the senior Coast Guard cutter shall return the salute gun for gun.

First visit of foreign official. 2223. On the first official visit of a foreign naval or military officer, a member of the diplomatic corps, or other distinguished official, to a cutter, he is to receive the same honors as an official of the United States of the same grade or rank. If a salute be fired the ensign of the foreign nation represented shall be displayed at the fore during the salute.

Foreign national anniversaries. 2224. In celebrating foreign national anniversaries or festivals, when salutes are fired, the ensign of the nation celebrating the day shall be displayed at the main during the salute and for such further time as the ships of such nation present may remain dressed, and in the case of an anniversary of the nation in whose waters the ship is lying, where no ships of that nation are present, until sunset.

National salute. 2225. A national salute shall consist of 21 guns.

Information to be obtained when in doubt. 2226. When in doubt as to what officials are to be visited, saluted, or otherwise honored, or as to the rank of any official, or as to whether certain salutes will be returned, commanding officers shall first send an officer to obtain the desired information.

United States forts. 2227. (1) Forts and cities of the United States shall not be saluted.

When forbidden. (2) Salutes shall not be fired in ports where they are forbidden by local authorities, nor, except under special circumstances, shall a vessel lying at a wharf fire a salute.

When salutes are not to be fired. 2228. No salute shall be fired between sunset and sunrise, nor on Sunday. As a rule salutes shall be fired between 8 a. m. and sunset. The national ensign shall be displayed during a salute.

What vessels shall salute. 2229. Only cruising cutters armed with three or more guns shall salute with cannon. The interval between guns in all salutes shall be 5 seconds.

Honors and ceremonies. 2230. The following honors and distinctions shall be given when the same are appropriate and the occasion requires their observance:

Honors and distinctions.

Rank.	Uniform.	Salute.				Side honors.	Flag.
		Arrival.	Departure.	Guns.	Flourishes.		
President.....	Full dress.	1	1	21	4	Yards or rail manned and 8 side boys.	President's, at main, during visit.
President of foreign republic or a foreign sovereign.....	do.....	1	1	21	4		National, at main, during visit.
Member of a royal family.....	do.....	1	1	21	4		National, at main, during salute.
Ex-president.....	do.....	1	1	21	4		No flag, except the visit be in a foreign port, when national flag will be displayed at main, during salutes.
Vice President.....	do.....	1	19	4	do.....	do.....	National, at fore, during salute.
Ambassador of United States (when within waters of country, accredited, etc.).....	do.....	1	19	4	do.....	do.....	Do.
Secretary of the Treasury.....	do.....	1	1	19	4	do.....	Secretary's, at main, during visit.
Assistant Secretary of the Treasury.....	Dress.....	1	1	15	3	do.....	Assistant Secretary's, at main, during visit.
Cabinet officer.....	do.....	1	19	4	do.....	do.....	National, at fore, during salute.
Chief Justice.....	do.....	1	17	4	do.....	do.....	Do.
Governor General, United States Islands.....	do.....	1	17	4	do.....	do.....	Do.
Governor of State, Territory, or United States Islands.....	do.....	1	17	4	do.....	do.....	Do.
President pro tempore of the Senate.....	do.....	1	17	4	do.....	do.....	Do.
Speaker of the House of Representatives.....	do.....	1	17	4	do.....	do.....	Do.
Committee of Congress.....	do.....	1	17	4	do.....	do.....	Do.
Envoy extraordinary.....	do.....	1	15	3	do.....	do.....	Do.
Minister resident, or "diplomatic representative.".....	do.....	1	13	2	6 side boys.	do.....	Do.
Chargé d'affaires.....	do.....	1	11	1	do.....	do.....	Do.
Consul general.....	Of the day.....	1	11	1	do.....	do.....	Do.
First secretaries of embassies or legations.....	do.....	1	11	1	do.....	do.....	Do.
Consul.....	do.....	1	7	do.....	do.....	do.....	Do.
Vice consul (where only representative of the United States).....	do.....	1	5	do.....	do.....	do.....	Do.
Admiral of the Navy.....	Dress.....	1	19	4	8 side boys.	In case of foreign officers, national at fore during salute.	
Admiral.....	do.....	1	17	4	do.....		
General.....	do.....	1	15	3	do.....		
Vice admiral.....	do.....	1	13	2	6 side boys.		
Lieutenant general.....	do.....	1	11	1	do.....	In case of foreign officers, national at fore during salute.	
Rear admiral.....	do.....	1	11	1	do.....		
Major general (Army or Marine Corps), Commandant, Coast Guard.....	do.....	1	11	1	do.....		
Commodore.....	do.....	1	11	1	do.....		
Brigadier general.....	do.....	1	11	1	do.....	In case of foreign officers, national at fore during salute.	
Chief of staff, if not a flag or general officer.....	Of the day.....	1	11	1	4 side boys.		
Captain.....	do.....	1	11	1	do.....		
Colonel.....	do.....	1	11	1	do.....		
Commander.....	do.....	1	11	1	do.....	In case of foreign officers, national at fore during salute.	
Lieutenant colonel.....	do.....	1	11	1	do.....		
Engineer in chief.....	do.....	1	11	1	do.....		
Lieutenant commander.....	do.....	1	11	1	do.....		
Major.....	do.....	1	11	1	do.....	2 side boys.	In case of foreign officers, national at fore during salute.
All other commissioned officers.....	do.....	1	11	1	do.....	2 side boys.	

1 4 side boys if commanding; 2, if not commanding.

Salutes to official embarked as passenger. 2231. When an official entitled to a salute embarks in a cutter for the purpose of making a passage in her, he shall be saluted when going on board and again when disembarking.

Salute not to be fired without permission of senior. 2232. No salute shall be fired in the presence of a senior without his permission, except it be one in honor of such senior.

Piping the side. 2233. On the occasion of the official reception or departure of a civil, diplomatic, or consular officer, or of any commissioned officer of the Coast Guard, Army, Navy, Marine Corps, Public Health Service, Naval Militia, or National Guard, the side shall be piped. The side shall not be piped for shore boats, but officers in them, if in uniform, shall be so saluted on reaching or leaving the deck.

Commanding officer of cutter. 2234. When the commanding officer of a cutter leaves or goes on board the vessel under his command between the hours of 8 a. m. and sunset, he shall be attended at the side by the line officer on board next in rank and the officer of the deck; between the hours of sunset and 10 p. m. by the officer of the deck only; if later than 10 p. m. by the quartermaster of the watch, or if sea watches are being stood, by the officer of the deck.

DISTINCTIONS IN GENERAL.

Official visit of commanding officer. 2235. When a commanding officer visits officially another vessel of the Coast Guard he shall be attended at his reception and departure by the commanding officer and the officer of the deck.

Officer of deck to attend gangway. 2236. The officer of the deck shall attend the gangway on the arrival and departure of any commissioned officer or distinguished visitor, except that (in the case of the former) between 10 p. m. and "turn to" hour, when sea watches are not being stood, the side may be attended only by the quartermaster of the watch or the anchor watch. (See art. 999.)

When side honors rendered, persons in view salute, etc. 2237. When side honors only are rendered to a flag officer or to a commanding officer, officers and men on deck and in view from the gangway shall stand at "attention," face the gangway, and salute as the officer appears over the side, and shall remain at the salute until the end of the pipe.

Honors to be dispensed with. 2238. All honors, except as prescribed in article 2236, and such as social courtesy demand, shall be dispensed with at the reception or departure of all officers under the following conditions:

(a) When they are in plain clothes.

(b) When the reception or departure takes place between sunset and 8 a. m.

(c) During meal hours of the crew, for officers of the Coast Guard.

Gangways. 2239. The starboard gangway shall be used by all commissioned officers and cadets and their visitors; the port gangway shall be used by warrant officers and enlisted persons. If any special circumstances make a temporary change in this regulation expedient, the change may be made in the discretion of the commanding officer.

Saluting ensign when coming on board or leaving. 2240. All officers and enlisted persons, when coming on board either from a boat, from a gangway, or from the shore, shall salute the national ensign. In making this salute, which shall be entirely distinct from the salute to the officer of the deck, the

person making it shall stop at the top of the gangway, if there be a gangway rigged, or upon arriving on board, face the colors, and render the salute, after which the officer of the deck shall be saluted. In leaving the vessel the same salutes shall be rendered in inverse order. The officer of the deck shall return both salutes in each case, and shall require that they be properly made.

2241. The commanding officer shall clearly define the limits of the quarter deck; it shall embrace so much of the main deck or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions. Limits of the quarter deck.

2242. (1) The composition consisting of words and music known as "The Star Spangled Banner" is designated the national anthem of the United States of America. The national anthem.

(2) Whenever the national anthem is played on board a vessel or at any other unit of the Coast Guard, or at any place where persons belonging to the service are present, all officers and enlisted persons not in formation shall stand at attention, facing toward the music (except at colors, when they shall face toward the colors). If in uniform and covered, they shall salute at the first note of the anthem, and maintain the position of salute until the last note of the anthem. If not in uniform and covered, they shall uncover at the first note of the anthem, holding the head-dress opposite the left shoulder, and so remain until the last note of the anthem, except that in inclement weather the head-dress may be slightly raised.

(3) When played by a Coast Guard band under the circumstances contemplated by this paragraph, the national anthem shall be played through without the repetition of any part not required to be repeated to make it complete.

(4) The same marks of respect prescribed for observance during the playing of the national anthem of the United States shall be shown toward the national anthem of any other country when played upon official occasions.

(5) The playing of the national anthem of the United States, or of any other country, as a part of a medley is prohibited.

PERSONAL SALUTES.

2245. The hand salute shall be exchanged between officers and enlisted persons, when on shore and not in military formation nor at work, on every occasion of their meeting, passing near, or being addressed, the officer junior in rank or the enlisted person saluting first. Similarly, when afloat, every officer and enlisted person shall salute a flag officer and every officer senior to himself from another ship. When several officers in company are saluted, all entitled to the salute shall return it. Exchange of hand salutes.

2246. Personal salutes and other marks of respect due their rank shall always be extended to officers of the Army, Navy, Marine Corps, Public Health Service, Naval Militia, National Guard, and to foreign officers. Personal salutes.

2247. In accompanying other officers, juniors shall walk or ride on the left of their seniors, unless there be special reason for the contrary. Relative position of juniors and seniors.

Salute to commanding and other officers.

2248. On board the cutter or at the unit to which they are attached all officers and enlisted persons shall salute their commanding officer on every occasion of meeting, passing near, or being addressed by him. They shall salute all officers their seniors on their first daily meeting or passing near, and whenever addressing or being addressed by them, and shall salute the executive officer or other officer their senior when he is making an inspection. At other times they shall clear the gangway and stand at attention, facing the officer until he has passed.

Salutes not given when at work.

2249. Men shall not leave off work nor salute unless addressed by an officer or called to attention. A person in military formation shall not salute when directly addressed, but shall come to attention if at rest.

Salutes not given at mess or at games.

2250. Men seated at work, at games, or at mess, are not required to rise when an officer passes, unless called to attention or necessary to clear a gangway.

The orderly.

2251. A person on duty as orderly shall not remove his head-dress when entering officers' quarters.

PASSING VESSELS.

"Attention" in passing vessels.

2252. (1) When one cruising cutter is passing another or passing a vessel of the United States Navy, or a foreign man-of-war, under command of a senior officer, close aboard, the bugler shall sound "attention," at which call all persons about decks shall stand at attention and face the passing vessel, and after the vessels have passed each other the bugler shall sound "carry on," when the usual duties shall be resumed. By "close aboard" is meant within 600 yards. For high personages and foreign ships the term shall be interpreted liberally, and in any case of doubt the officer responsible shall be careful not to render less honor than may be due.

Brevity.

(2) The sounding of "attention" in rendering honors shall be regulated so as not to keep officers and crew at attention longer than is necessary to make the salute effective and distinctly recognizable. All persons in sight shall stand at attention while the ships are passing and shall make the hand salute at "carry on."

Boat hails and answers.

2253. Except when there is a special countersign, the answering hail from an approaching boat, in reply to a ship's hail, shall be as follows:

- (a) President of the United States....."United States."
- (b) The Secretary or Assistant Secretary....."Treasury."
- (c) Commandant....."Coast Guard."
- (d) Division commander....."Division."
- (e) Commanding officer.....Name of vessel
under his command.
- (f) Other commissioned officers....."Aye, aye."
- (g) Cadets and warrant officers....."No, no."
- (h) Enlisted persons....."Hello."
- (i) A boat not intending to go alongside....."Passing."

BOAT SALUTES.

Motor-launch signals.

2254. (1) Motor launches approaching a ship, and not displaying a flag or pennant at the bow, shall sound short blasts of

the whistle at night, or during the day when the curtains are so drawn that the rank of the passenger can not be distinguished, as follows:

a. President of the United States.....	8
b. Secretary of the Treasury.....	7
c. Assistant Secretary of the Treasury.....	6
d. Commandant.....	5
e. Division commander.....	4
f. Commanding officer.....	3
g. Other commissioned officers.....	2
h. All others.....	1

(2) When approaching other launches or vessels underway care shall be taken to make the foregoing signals at a time when they may not be mistaken for passing signals.

2255. Salutes shall be exchanged between boats meeting or *Boat salutes.* passing each other as indicated in the following table. No junior shall pass a senior, when going in the same direction, without permission:

Rank or rating of the senior in the saluting boat.	Rank of the senior officer in the boat to be saluted.				
	Flag officer, Navy, or general officer, Army or Marine Corps (with flag flying).	Division commander (with pennant flying).	Commanding officer above rank of lieutenant (with pennant flying).	Other commissioned officer.	Line or engineer cadet or warrant officer.
Division commander.....	Stops engine, lays on oars, and salutes with hand.	Junior salutes with hand.....			
Commanding officer above rank of lieutenant (with pennant flying).	Stops engine, lays on oars, and salutes with hand.	Stops engine, lays on oars, and salutes with hand.	Junior salutes with hand.....		
Other officers below rank of commander and above rank of lieutenant and engineer officers of corresponding rank.	Stops engine, lays on oars, and salutes with hand.	Stops engine, lays on oars, and salutes with hand.	When meeting a senior commanding officer, or immediate commanding officer, stops engine, lays on oars, and salutes with hand.		
Other commissioned officers.....	Stops engine, tosses or trails oars, and salutes with hand.	Stops engine, lays on oars, and salutes with hand.	Stops engine, lays on oars, and salutes with hand.	Junior salutes with hand.	
Cadet or warrant officer.....	Stops engine, tosses or trails oars, and salutes with hand.	Stops engine, lays on oars, and salutes with hand.	Stops engine, lays on oars, and salutes with hand.	Salutes with hand.	Junior salutes with hand.
Officer and coxswain in loaded boat, or towing boat, or boat under sail.	Salutes with hand.....	Salutes with hand.....	Salutes with hand.....	Junior salutes with hand.	Junior salutes with hand.
Coxswain.....	Stops engine, tosses or trails oars, stands, and salutes with hand.	Stops engine, lays on oars, stands, and salutes with hand.	Stops engine, lays on oars, stands, and salutes with hand.	Stands and salutes with hand.	Salutes with hand.

2256. The junior shall always salute first and the senior shall return the salute with the hand. Junior to salute first.

2257. Officers of the Army, Navy, Marine Corps, Public Health Service, Naval Militia, National Guard, and foreign officers in boats shall always be saluted when recognized as such. Officers to be saluted.

2258. When a boat flying the flag of a flag officer passes close aboard, the bugler shall sound the proper number of flourishes, and the officers on deck and in sight shall face the boat and stand at attention until it shall have passed, saluting with the first flourish and remaining at the salute until the end of the last flourish. When a commanding officer, with his pennant flying, passes close aboard, the bugle call of "attention" shall be sounded. "Attention" for flag officer in passing.

2259. Officers in uniform, but without flag or pennant flying, or when in civilian clothes, shall be saluted with the hand only. Hand salute.

2260. Coxswains in charge of boats, and also when steering boats, shall always rise and salute when officers enter or leave their boats, extending or returning salutes to or from commissioned officers. But when steering loaded or towing boats, or boats under sail, they shall salute with the hand only. Coxswains to rise and salute.

2261. Boat keepers and other men in boats not underway, and not containing an officer, shall, when boat awnings are not spread, stand and salute when a boat containing an officer comes alongside of the ship, leaves the ship, or passes near them, and shall remain standing until the boat passes or reaches the ship's side; they shall salute with the hand without rising, if boat awnings be spread. Boat keepers to salute.

2262. Men working on the ship's side do not salute, but continue their work, except when the bugle sounds the call of attention. Men working on the ship's side not to salute.

2263. At morning and evening colors, pulling boats passing near a cutter, or a man-of-war of any nationality, shall lie on their oars, and power launches shall stop their engines, the coxswains saluting, and the members of the crews of power launches outside the canopies shall stand, face toward the colors, and salute. Salute at colors.

BOAT COURTESIES.

2264. Officers shall enter ship's boats in inverse order of their precedence and shall leave them in the order of their precedence as established by the official register, except as provided in article 882. Precedence in boats.

2265. The senior line officer in any boat belonging to the unit to which he is attached shall have charge of and be responsible for the safety and management of such boat under all circumstances.

2265. At landings and gangways juniors shall give way to seniors, and at all times juniors shall show deference to their seniors, by abstaining from crossing the bows of their boats, passing them when going in the same direction, crowding them, or ignoring their presence. Juniors to give way to seniors.

2266. Boats shall always haul clear of shore landings and ship's gangways while waiting. The crews shall not be allowed to leave the boat except by proper authority. Waiting boats to haul clear of gangway, etc.

COLORS.

2267. (1) Except as otherwise provided all vessels in commission shall set their colors at 8 a. m. and keep them flying until National ensign to be displayed.

sunset. At all stations during the active season colors shall be set at 8 a. m. and kept flying until sunset. When sunset occurs later than 8 p. m., evening colors shall be made at 8 p. m.

Ensign to be displayed during daylight.

(2) Unless there be good reason to require action to the contrary, the colors shall be set, even though it be before 8 a. m. or after sunset, if there be sufficient light for them to be seen when getting underway or coming to anchor, when entering or leaving port, in passing and meeting, joining or parting from other Government vessels, on falling in with a vessel at sea, and in approaching or passing towns, forts, batteries, naval stations, light-houses, and light vessels.

Entering port at night.

(3) If a cutter enter any port other than her headquarters at night, her colors shall be set at daylight for a short period to enable the authorities of the port and Government vessels present to determine her nationality.

Entering port after daylight.

(4) When a cutter arrives in port after daylight, but before 8 a. m., after keeping the colors set sufficiently long for the port authorities to recognize them, they shall be hauled down, and at 8 a. m. "colors" shall be made with the usual ceremonies.

Colors set before 8 a. m. or after sunset.

(5) When colors are set before 8 a. m. or after sunset as a mark of courtesy to a vessel coming into or leaving port, they shall be hauled down when the vessel anchors or when she shall have proceeded to a reasonable distance.

Ship of senior officer to be followed.

2268. When two or more vessels of the Coast Guard are present, "colors" and "bells" shall follow the vessel commanded by the senior officer; and when vessels are at anchor in harbors with naval vessels of the United States, "colors" and "bells" of the senior naval commander shall be followed, if he be the senior officer present. When a cutter is at or near the academy or the depot, or a naval station, the above procedure shall be followed relative to colors and bells if they can be seen and heard. When vessels are lying sufficiently near to hear each other's bugle calls distinctly, the senior ship only shall sound the bugle at "colors."

Morning and evening colors.

2269. (1) The following ceremonies shall be observed on all cruising cutters in commission at "colors": The preparatory call shall be sounded five minutes before "colors." At "morning colors" the bugler shall sound "morning colors," at the beginning of which the ensign shall be started up and hoisted smartly to the peak or truck. All persons on deck, or in sight, shall face the ensign, stand at attention, and, if covered, shall bring the hand to the position of salute at the first note of the music and remain at that position until the end of the ceremony. Similar ceremonies shall be observed at sunset, the ensign to be started from the peak or truck as the beginning of "evening colors" is sounded, the ensign to reach the taffrail at the completion of the music.

Colors at stations.

(2) At stations in commission, at "colors" the crew shall face the flagstaff, stand at attention, and, if covered, shall bring the hand to the position of salute during the hoisting or lowering of the ensign.

No bugler.

(3) At units where there is no bugler the ceremony shall be as prescribed for stations.

Signal letters to be displayed.

2270. Whenever a vessel of the Coast Guard shall anchor near or pass within signal distance of a fortification garrisoned by

troops of the United States, her signal letters shall be displayed sufficiently long to be recognized, if circumstances warrant such a course. If it may reasonably be presumed that the identity of the vessel is known at the fort, the signal letters need not be displayed.

2271. When a cutter is passing Washington's Tomb, Mount Vernon, Va., between sunrise and sunset, the bell shall be tolled and the colors half-masted at the beginning of the tolling of the bell. When opposite Washington's Tomb, taps shall be sounded on the bugle, during which officers and men on deck shall stand at attention. The colors shall be mastheaded at the last note of taps, all hands saluting. "Carry on" shall then be sounded.

Honors in passing Washington's Tomb.

VISITS OF CEREMONY.

2272. When the President of the United States, the Secretary of the Treasury, an Assistant Secretary of the Treasury, or the Commandant of the Coast Guard arrives at a port at which there is a cutter, the senior officer present shall send an officer to ask officially for instructions and shall himself call officially, if the duration of such visit and the attendant circumstances render such action appropriate.

Arrival of President, Secretary, or Assistant Secretary.

2273. (1) When a foreign ship of war arrives in port the senior officer commanding a cutter shall send an officer to such ship to offer the customary courtesies, if there be no ship of the Navy present. In case two ships of the same nation arrive in company, the visit shall be made to the senior one only.

Arrival of foreign ship of war.

(2) When such a visit is made to a vessel of the Coast Guard, an officer shall be sent to return it at once.

Return of visit.

2274. Visits of ceremony in the Coast Guard shall be exchanged by commanding officers as soon as practicable after meeting or arriving within communicating distance, whether they command ships, the Coast Guard Academy, or the depot. The junior shall make the first visit, and it shall be returned within 24 hours.

Exchange of visits, Coast Guard.

2275. It will be considered a compliance with the requirements of the preceding article if, when cutters fall in with one another or arrive frequently at the places designated during their cruising, the visits of ceremony be omitted after the first exchange of calls therein provided.

When visits may be omitted.

2276. Commanding officers shall return all official visits made to them by officers of the Army, Navy, Marine Corps, Public Health Service, Naval Militia, National Guard, and by foreign officers. These calls shall be returned within 24 hours whenever practicable.

Returning visits.

2277. When operating as a part of the Navy, in accordance with the provisions of law, such official visits shall be made as are prescribed in the Navy regulations.

When operating as part of Navy.

2278. After the interchange of the usual visits between commanding officers, wardroom officers shall call upon the commanding and wardroom officers of other ships in port, when, in the opinion of their commanding officer, such visits are usual and desirable, as follows: Wardroom officers of a ship arriving in port shall call upon the commanding officer and wardroom officers

Wardroom officers to visit.

of the ship or ships already in port. The officers to make the visit shall be designated by the commanding officer.

Visits of courtesy.

2279. An officer reporting for duty at Headquarters, to a division commander, or to a commanding officer shall, in addition to reporting for duty, make a visit of courtesy to the Commandant, division commander, or commanding officer at his home within 48 hours after reporting.

To obtain information as to officials to visit.

2280. (1) When in a foreign port, and not informed as to the officials whom it is usual to visit, or as to the interchange of other courtesies, the commanding officer shall send an officer to the senior representative of the United States at the port, or in the absence of any such representative, to the highest local official, in order to inform himself.

Arrival at a foreign port.

(2) Upon the arrival of a cutter at a foreign port the commanding officer shall pay the first visit to a diplomatic officer of or above the rank of chargé d'affaires, and to a consul general. He will receive the first visit from other consular officers. Diplomatic and consular officers in charge of legations or consulates shall be notified of the arrival of the vessel in port. The commanding officer shall, when notifying these officers of his arrival, offer to furnish a suitable boat to enable them to visit the vessel at such time as they may select.

Calls on foreign officials.

(3) The commanding officer shall make calls on such of the civil, military, and naval officials of the port as is customary in such cases.

Governors of United States islands.

(4) All officers in command of cutters shall make the first visit to a governor general, or governor of an island, Governor of Canal Zone, or governor of a group of islands of the United States.

ENSIGNS, FLAGS, AND PENNANTS.

Distinguishing marks.

See G. O. No. 29
2285. The distinguishing marks of a vessel of the Coast Guard are the Coast Guard ensign and pennant. The ensign shall be shown at the foretruck; the pennant, the distinctive mark of the commanding officer, at the main truck, and both shall be kept flying day and night, except as provided in articles 2288, 2289, and 2290. The national ensign shall be displayed at the staff aft, if the vessel have one, and if not, then at the main peak (or mizzen peak on vessels having three masts), from 8 a. m. until sunset, except as otherwise indicated in these regulations. (See arts. 2267, 2268, and 2269.)

Harbor duty.

2286. (1) Vessels on harbor duty shall display the national ensign at the flagstaff aft and the Coast Guard ensign and pennant at the pennant staff or the jack staff.

Anchorage duty.

(2) Vessels when performing duty in connection with the enforcement of the rules and regulations governing the anchorage and movements of vessels shall display the national ensign at the flagstaff aft, the Coast Guard ensign and pennant at the pennant staff, and the Coast Guard anchorage flag at the jack staff.

Size of flag prescribed.

2287. The Coast Guard ensign to be displayed as prescribed in the preceding article shall be the No. 4, and all boats when doing boarding duty shall display a Coast Guard ensign of the same size.

2288. During such time as the United States flag is displayed at the fore, in compliance with these regulations, the Coast Guard ensign shall not be flown. When Coast Guard ensign is not flown.

2289. The pennant of the commanding officer shall be hauled down when the flag of the President of the United States, or the Secretary of the Treasury, or of an Assistant Secretary of the Treasury, or of the Commandant of the Coast Guard is broken out at the main, and kept down so long as any of those flags is displayed. Such distinctive flag shall be kept flying day and night until the official takes his departure from the ship. Pennant to be hauled down.

2290. When in foreign waters, or operating as a part of the Navy in accordance with law, the national ensign and pennant shall be displayed during the usual hours, and the distinguishing marks of a Coast Guard cutter shall not be flown. Colors on foreign voyage.

2291. When at anchor in port, the union jack shall be flown from the jack staff from morning colors to evening colors. Union jack.

2292. When men are paraded on shore the detachment shall carry, in addition to the national ensign, a distinguishing standard of the service, which shall be the union of the Coast Guard ensign with the addition, below the eagle, of the motto of the service, "Semper Paratus," and the date of its organization, "1790," in blue letters and figures. The distinguishing flag shall be attached to a suitable staff mounted with a polished brass spearhead. (See art. 2304-2.) Coast Guard standard, use of at parades. See G.O. 1635

BOAT FLAGS.

2293. (1) Except as provided in the following paragraph, boats shall display the national ensign during the usual hours on all occasions when it is necessary or desirable that they fly flags. National ensign in boats.

(2) Boats on boarding duty in the enforcement of the customs-revenue laws, the motor boat laws, and the navigation laws shall carry the Coast Guard ensign at all times when it can be seen. Coast Guard ensigns in boats.

(3) When in a foreign port boats away from the ship shall always display the national ensign between 8 a. m. and sunset, and at such other times as the commanding officer may direct. Boats in foreign ports.

2304. (1) A division commander shall, upon official occasions, when he is the senior officer present, carry on a staff at the bow of the boat in which he is embarked a pennant of the same character as that provided in paragraph 3 of article 2305. This pennant shall be 1 foot in the hoist. Pennant of senior officer.

(2) A commanding officer shall, upon official occasions, carry on a staff at the bow of the boat in which he is embarked a pennant of the same character as that which is carried at the main truck of the vessel under his command. Commanding officer's pennant.

(3) An officer when embarked in a boat without his distinctive pennant flying shall be considered as present in an unofficial capacity. Without pennant.

FLAG CEREMONIES.

2295. In half-masting the ensign it shall, if not previously hoisted, be first hoisted to the truck or peak, and then lowered to half-mast. Before lowering from half-mast it shall be first hoisted to the truck or peak, and then lowered. Half-masting ensign.

Not to dip ensign.

2296. A cutter or a station shall not dip its ensign except in return for such compliment. When a vessel salutes a cutter or station by dipping her ensign, the salute shall be returned, dip for dip.

Senior officer's pennant, when to be flown.

2297. When two or more cutters are acting in concert under special orders from Headquarters, the senior in command shall display his pennant at the truck of the aftermast of the senior ship, in addition to the narrow pennant at the main. If there be but two masts, the senior officer's pennant and the narrow pennant shall be displayed at the main.

DRESSING SHIP.

Ship "dressed."

2298. On the occasion of dressing ship the national ensign shall be displayed at each masthead (except that when in domestic waters a Coast Guard ensign shall be set at the fore), and at the peak or at the flagstaff aft there shall be displayed the largest national ensign with which the vessel is furnished. The flags at the mastheads should be of the same size. The union jack shall be displayed at the jack staff forward. When the flags are thus disposed, the ship is "dressed."

Ship "full dressed."

2299. Coast Guard cutters shall, when occasion requires, be "full dressed" as follows: In addition to the dressing of the mastheads, as provided in the preceding article, there shall be a line of signal flags, rainbow fashion, extending from the water line to the jib-boom end (or from the jackstaff at the height of the ridge rope, if without a jib boom), thence to the highest masthead on the fore, thence to the highest masthead on the main, thence to the highest masthead on the mizzen, thence to the peak, to the boom end or flagstaff at the height of the ridge rope aft, and to the water line aft. In vessels of other rigs the disposition of the decorations shall conform as nearly as possible to the foregoing.

Motions of senior ship followed.

2300. If two or more cutters are together on any occasion when it becomes necessary to dress ship, they shall be dressed similarly under the directions of the senior officer present. In dressing and undressing ship the motions of the senior ship shall be followed.

Ceremonies and hours for dressing.

2301. Vessels shall be "dressed" or "full dressed" at 8 a. m. with the ceremonies of "colors." At sunset colors the vessel shall be undressed. Should it be necessary to haul the colors down before sunset, it shall be done without ceremony.

Ensigns in boats at booms and carrying officers.

2302. When a vessel is dressed, the ensigns of the boats which are absent, or which are riding at the booms or astern, shall be displayed. Ensigns shall as a rule be displayed in running boats and launches carrying commissioned officers during such hours as the colors are set on the ship. Boats riding at the booms or astern shall not fly ensigns except as prescribed above.

DESCRIPTIONS OF FLAGS.

National ensign.

2303. (1) An act to establish the flag of the United States, approved April 4, 1818, reads as follows:

SECTION 1. "Be it enacted, etc., That from and after the fourth day of July next the flag of the United States be thirteen hori-

zontal stripes, alternate red and white; that the union have twenty stars, white in a blue field."

SEC. 2. "*Be it further enacted*, That on the admission of every new State into the Union, one star be added to the union of the flag; and that such addition shall take effect on the fourth of July next succeeding such admission."

(2) The union jack is the union of the national flag and its size shall be the size of the union of the flag with which it is flown.

(3) The size of the national ensign used in boats shall be the No. 11.

2304. (1) The Coast Guard ensign has 16 perpendicular stripes ^{Coast Guard flags.} alternate red and white, beginning with red at the hoist. In the upper quarter, next to the hoist, is the union, being the coat of arms of the United States in dark blue on a white field, eight-sixteenths of the length of the flag, and extending down the hoist halfway. The whole depth of the ensign is ten-sixteenths of the whole length. The distinctive emblem of the Coast Guard in blue and white is placed with its center on a line with the lower edge of the union and over the center of the seventh vertical red stripe from the hoist of the flag, the emblem covering a horizontal space of three stripes.

(2) The Coast Guard jack is the union of the Coast Guard ensign.

(3) The flag of the Secretary of the Treasury shall consist of the seal of the Treasury Department on crossed anchors of white on a blue field, encircled by 13 white stars.

(4) The flag of the Assistant Secretary of the Treasury shall consist of the same design as the Secretary's flag, with the seal, crossed anchors, and stars of blue on a white field.

(5) The flag of the Commandant of the Coast Guard shall consist of the seal of the Coast Guard on crossed anchors of white at the fly, with two white stars, placed vertically at the hoist, on a field of blue. Each of the stars shall be inscribed in a circle 18 inches in diameter, with their centers 17.4 inches from the hoist; the lower star shall have its center placed 10.2 inches from the lower edge of the flag, the center of the upper star being 20.6 inches above the center of the lower star. The outer white circle of the seal shall be of a diameter of 12 inches and the anchors shall each be of a total length of 19.6 inches, crossing the center line of the seal at angles of 45°; the center of the seal shall be placed at a distance of 16.8 inches from the fly and midway of the depth of the flag.

(6) The Coast Guard anchorage flag shall be a white field with a blue fowl anchor placed diagonally in the center, with the ring toward the upper corner of the hoist; it shall measure 3 feet 6 inches in the hoist and 5 feet in length.

2305. (1) The national pennant shall have the union part composed of 13 white stars in a horizontal line on a blue field, one-fourth the length of the pennant, the remaining three-fourths of its length to be composed of a red and a white stripe, of equal breadth at any part of the taper, with the red uppermost.

(2) The Coast Guard pennant shall have the union part composed of 13 blue stars in a horizontal line on a white field, one-

See 2306/35

and pennant

Pennants.

See 2306/35

fourth the length of the pennant; the remaining three-fourths shall consist of 16 perpendicular stripes of equal width, alternate red and white, beginning with red, and a tailpiece of red about one-fifth the entire length of the pennant, ending in a swallowtail.

(3) The senior officer's pennant shall be made of blue and red bunting, in two vertical stripes; it shall measure 4 feet in the hoist, and 6 feet in length, tapering to a point. The blue shall be next to the hoist and shall extend one-third the length of the pennant, the remaining two-thirds being red.

(4) The meal pennant shall be red, 2 feet at the hoist and 6 feet long, tapering to a point.

2306. Flags and pennants furnished by Headquarters will be limited to the following sizes:

(a) National ensigns:	Feet hoist
No. 6.....	8.94
No. 7.....	5.14
No. 9.....	3.52
No. 11.....	2.37
(b) Coast Guard ensigns:	
No. 3.....	5.0
No. 4.....	2.5
(c) National jacks:	
No. 6.....	4.81
No. 7.....	2.77
(d) Coast Guard jack:	
4.33 feet hoist by 5.5 feet length.	
(e) Flag of the Secretary or the Assistant Secretary of the Treasury:	Feet.
No. 1.....	10.20 by 14.40
No. 2.....	7.73 by 10.88
No. 3.....	4.81 by 6.77
No. 4.....	3.60 by 5.13
(f) Flag of the Commandant:	
No. 2.....	7.73 by 10.88
No. 4.....	3.60 by 5.13
(g) Pennants (national or Coast Guard):	Feet.
No. 2.....	.42 by 40
No. 3.....	.35 by 25
No. 4.....	.30 by 20
No. 5.....	.25 by 9
No. 6.....	.21 by 6

ANNIVERSARIES AND HOLIDAYS.

National holidays.

2321. The 1st of January, the 22d of February, the 30th of May, the 4th of July, the first Monday in September, 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, and all unnecessary work, drills, and exercises shall be suspended thereon.

Observance of national anniversaries.

2322. (1) On the 22d of February and the 4th of July all cutters in commission and not underway shall "full dress" ship at 8 a. m. and remain so dressed until sunset; at noon saluting ships shall fire a national salute. At sea the same salute

shall be fired with the colors set. At the academy and at the depot a national salute shall be fired at noon. (See art. 2267-1.)

(2) When weather or other circumstances render it advisable, "dressing" may be substituted for "full dressing," and these flags may be hauled down, if necessary, at any time after being hoisted. Weather unfavorable.

(3) On Memorial Day (May 30) a salute of 21 minute guns shall be fired at noon by all saluting ships in commission, and at the academy and at the depot, during which the ensign shall be at half-mast. Detachments from vessels in United States ports, shall, in the discretion of the commanding officers, take part in the Memorial Day parades in the immediate vicinity, if requested by competent authority, and if it can be done without expense to the Government, and if there is no urgent need of the vessel's services to answer a call of distress. Memorial Day.

(4) When a national holiday falls on Sunday, the following day shall be observed as a holiday. 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. Postponement.

(5) When the 22d of February or the 4th of July occurs during a period of properly authorized mourning, the mourning shall be suspended on that day, and the ceremonies provided for shall be observed. When they occur during a period of mourning.

2223. Upon the occasion of the celebration of a national anniversary of the United States, or upon observing any national solemnity, in a foreign port or in the presence of a foreign ship or ships of war (there being no United States naval vessel present), due notice of the time and manner of conducting the celebration or solemnity shall be given by the commanding officer to the port authorities and to the senior officer of the foreign ship or ships of each nationality present. Should any foreign authorities or ships participate in any such celebration or solemnity, by firing salutes or otherwise, an officer shall be sent, upon its completion, to return thanks for the courtesy. Foreign ships of war present to be notified.

2224. Upon the occasion of the celebration of their national anniversaries by the authorities or ships of war of a friendly nation, in foreign or domestic ports, a Coast Guard cutter present shall on receiving official intimation "full dress" or "dress" ship, with the foreign national ensign at the main, and fire such salutes as are fired by the foreign authorities or ships, not exceeding 21 guns, unless it is deemed necessary to fire a larger number in order to participate properly in the celebration or solemnity, to show proper courtesy to the nation complimented, or to avoid giving offense. Under similar circumstances cutters shall participate in the observance of national solemnities of foreign States. Upon all occasions efforts shall be made to accord, so far as possible, with the foreign authorities in the time and manner of conducting the ceremonies. Participating in foreign national anniversaries.

2225. Cutters acting in concert with naval vessels shall conform to the formalities and observances of the latter. Acting with naval vessels.

2226. Cutters while in port may participate in celebrating State holidays and festivals by dressing ship, firing appropriate salutes, and other ceremonies, when officially invited to do so by State holidays.

the proper authorities, but the vessels shall not be diverted from their regular duties in so doing.

Anniversary of
the Coast Guard.

2327. August 4, the anniversary of the establishment of the Revenue Cutter Service, subsequently merged in the United States Coast Guard, shall be fittingly observed throughout the service. All work, drills, and exercises not immediately necessary shall be suspended on that date. Commanding officers and officers in charge shall see that the personnel under their command understand the reason the day is observed as a holiday by units of the Coast Guard, and shall take such steps as are practicable and appropriate to instill in the men further knowledge of the history of the Coast Guard and an understanding and appreciation of its high traditions. Sports and athletic contests shall be encouraged. Should the fourth day of August fall on Sunday, the anniversary shall be observed on the following day.

FUNERAL CEREMONIES.

Death of Presi-
dent.

2331. Upon the day following the receipt of authentic intelligence, official or otherwise, of the death of the President of the United States, the ensign and union jack shall be displayed at half-mast from sunrise to sunset on each vessel in commission, and guns shall be fired every half-hour from every saluting vessel. At the academy and at the depot the ensign shall be similarly displayed and guns similarly fired. At stations the ensign shall be displayed at half-mast from sunrise to sunset.

Death of Vice
President, Sec-
retary or Asst-
ant Secretary of
the Treasury, or
the Comman-
dant.

2332. Upon the day following the receipt of authentic intelligence, official or otherwise, of the death of the Vice President, the Secretary of the Treasury, the Assistant Secretary of the Treasury, or the Commandant, the ensign and union jack shall be displayed at half-mast from 8 a. m. to sunset on each vessel in commission, and minute guns shall be fired at noon by all saluting vessels, the number of the guns to be the same as that contained in the respective salutes to the above-named officials. At the academy and at the depot the ensign shall be similarly displayed and guns similarly fired. At stations, the ensign shall be displayed at half-mast from 8 a. m. to sunset.

Death of civil
official.

2333. A civil official, who was entitled to a salute, is entitled to minute guns at his funeral. Whenever a cutter joins in the funeral honors of a civil official of the Government, other than as prescribed in articles 2331 and 2332, the ensign and the union jack shall be displayed at half-mast from 8 a. m. to sunset, and minute guns, not exceeding in number his official salute, shall be fired (when there is no naval vessel present), when the funeral cortege moves.

Death of per-
son.

2334. On the death of a person in the Coast Guard the following ceremonies shall be observed:

Division com-
mander.

(a) If the deceased was at the time of death a division commander, his pennant (if he die aboard ship) shall be displayed at half-mast until sunset of the day of the funeral or of the removal of the body; the ensign and the union jack of all vessels present and in sight shall be displayed at half-mast between 8 a. m. and sunset during the same period, unless at sea. During the transfer of the body to the place of interment or, if at sea,

during the funeral, seven minute guns shall be fired. At sunset on the day of the funeral, or of the transfer of the body from the vessel, or scene of his command, his pennant shall be rounded up with the ensign, and hauled down.

(b) If the deceased was the commanding officer of a ship, his pennant shall be displayed at half-mast until sunset of the day of the funeral or removal of the body from the ship; the ensign and the union jack of all ships present and of all units in sight shall be displayed at half-mast from the beginning of the funeral ceremonies until sunset of that day, unless at sea. During the transfer of the body to the place of interment, or, if at sea, during the funeral, five minute guns shall be fired. At sunset on the day of the funeral, or transfer of the body from the ship, the pennant shall be rounded up with the ensign and retained at the masthead as the insignia of command of the deceased officer's successor. The above ceremonies shall be followed in the case of the death of the commanding officer of the academy or of the depot, except as to the pennant.

(c) If the deceased was a commissioned officer attached to a cutter, other than a commanding officer, the ensign and the union jack of all vessels present and of all units in sight shall be displayed at half-mast during the funeral service and until the return of the escort, or for an hour after the transfer of the body from the ship, or to the place of interment, should the escort have returned within such period.

(d) If the deceased was a cadet or a warrant officer, the ensign and the union jack of all vessels present and of all units in sight shall be displayed at half-mast during the funeral service and the transfer of the body to the shore or place of interment and for one hour afterwards.

(e) On the death of a petty officer or other enlisted person, the ensign and the union jack of all vessels present and of all units in sight shall be displayed at half-mast during the funeral service and the transfer of the body to the shore or to the place of interment.

2335. When at sea the vessel shall be hove to and the ensign displayed at half-mast during any funeral service and while committing the body to the deep.

2336. When it is necessary to bury the dead at night such funeral services as are practicable shall take place. Funeral honors shall not be paid between sunset and sunrise.

2337. (1) Suitable and appropriate funeral honors shall be accorded to both officers and enlisted persons who are buried from a cutter or a station, or who die at a port at which a cutter may be.

(2) An escort, consisting of as many persons as can be spared from the vessel, shall accompany the funeral cortege of any officer or enlisted person to the place of interment when the latter occurs at the port where the vessel may be. Only the escort shall be under arms. ~~The national ensign, draped in mourning, shall be carried by the escort.~~

(3) The funeral procession shall be commanded, if practicable, by an officer as high in rank as the deceased.

Commanding officer.

Commissioned officer.

Cadet or warrant officer.

Enlisted person.

Burial at sea.

Burial at night.

Funeral honors.

G.C. 17

(4) Six pallbearers as near the grade of the deceased as practicable shall be selected, who shall march at the side of the hearse or pall, the junior to the left and leading, the next in rank to the right and leading, and so on.

(5) Eight men shall be selected as body bearers, who shall march immediately behind the body in the procession ashore.

(6) If the funeral take place from the vessel, a procession of boats with flags at half-mast shall carry the funeral party from the vessel to the shore, and the body bearers shall be in the boat with the coffin.

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~~(7) Whatever the grade or rate of the deceased, the coffin shall be covered with the union Jack, and in the case of a commissioned officer, the cocked hat, epaulets, and sword of the deceased shall be placed thereon.~~

(8) While attending funerals, officers and pallbearers shall wear the mourning badge on the left arm and on the sword hilt.

(9) After the funeral service at the grave, the escort (if there be one from a vessel) shall fire three volleys of musketry over the body, and the bugler shall sound taps. At sea, the same ceremony shall be followed after committing the body to the deep.

(10) The funeral procession of boats shall move from the ship to the shore in the following order:

- a. Escort.
- b. Clergy.
- c. Body and body bearers.
- d. Pallbearers.
- e. Mourners from the ship of the deceased, in inverse order.
- f. Mourners from other ships, in inverse order.

Procession on shore.

(11) The funeral procession on shore shall be formed as follows:

- a. Escort.
- b. Clergy.
- c. Body and pallbearers.
- d. Body bearers.
- e. Mourners, in inverse order of rank:

1. Enlisted persons.
2. Officers from the ship of the deceased.
3. Other officers.

f. Citizens.
 The procession moves in common time.

Return.

(12) In returning, the procession shall form in order of rank and march in quick time. The mourning shall be removed from the ensign on leaving the cemetery.

Band.

(13) Should there be music, the band shall head the procession both in going to and returning from the place of interment.

Death in a foreign port.

2338. When a death occurs among the officers or the crew while in a foreign port, the commanding officer shall arrange with the local authorities, through the consul, if there be one, for the interment of the body. Suitable ceremonies shall be observed upon the occasion of the funeral. If permission to land an armed escort can not be obtained, three volleys of musketry shall be fired over the body after it has been lowered into the boat alongside.

CHAPTER XXII.

CORRESPONDENCE.

2401. (1) All official papers originating in the service, intended for submission to Headquarters, shall conform to the standard size of 8 by 10½ inches. When the use of a larger size is unavoidable, it must be a multiple of the standard size and folded to the proper size before transmission. This does not apply to printed forms, charts, drawings, tracings, blue prints, etc.

Standard size for paper.

(2) The following authorities, in the order given, shall govern the spelling of geographic names:

Standards for spelling.

a. Correct Orthography of Geographic Names (decisions of the United States Geographic Board).

Geographic names.

b. United States Postal Guide.

c. Lippincott's Gazetteer of the World.

d. International Postal Guide.

e. Rand, McNally & Co.'s Atlas.

(3) Webster's New International Dictionary shall generally be followed in spelling, compounding, and dividing words. The Standard and Century Dictionaries may also be used as works of reference.

Compounding and dividing words.

2402. The abbreviation to designate the United States Coast Guard, when used, shall be U. S. C. G.

Abbreviation.

2403. Every communication received calling for information shall be answered as promptly as circumstances permit, unless the sender of it has been otherwise formally notified of its receipt and disposal.

Every communication to be answered.

2404. Official communications addressed to other departments or officials which have not adopted the form of correspondence described in article 2405 shall be formulated in the manner following. If indorsements become necessary in this class of correspondence, they shall be prepared in the manner prescribed in article 2409; also, references and inclosures shall be as indicated in article 2405. The body of the letter shall be single spaced, with double spacing between paragraphs.

Form of letters to other departments.

EXAMPLE A.

Name of unit where written.

Place and date.

Title of official addressed (or name of person).

(Title, if any, of person.)

Place of residence.

Subject:-----

References:----- (If any.)

Inclosures:----- (If any.)

Sir (or Madam):

1-----
2----- } Body of letter.

Respectfully,

Signature of writer.

Official title, if any.

Form of letter
within the serv-
ice.

2405. (1) The forms prescribed in this article shall apply to all correspondence within the Coast Guard, and with such departments as may adopt a similar form; but not with departments, officials, or persons which have not adopted this or similar forms.

(2) The letter shall begin with the place, date, and the name of the unit. The line of the place and date shall be about 1½ inches from the top of the page. An indorsement shall be headed with the same information, similarly arranged.

(3) Below the heading, with 1 inch margin from the left side of the page, shall be written the word "From," followed by the official designation, or the name and rank of the writer. At a single space below this shall be written, with the same margin, the word "To," followed by the official designation of the office or official addressed, the word "To" to begin immediately below the beginning of the word "From"; and following this, the channel through which the communication is to pass, if not submitted direct.

(4) At two spaces below the address, the word "Subject" shall be written with 1-inch margin followed by a brief of not to exceed 15 words, in single spacing, of the subject of the correspondence. The brief should state the main theme of the correspondence concisely, and include the names of the principal units affected and the circumstance or condition which necessitated the correspondence: For example, "Cape Henry Station, additional surfboat recommended," "*Manning*; recommends deck repairs," "New York Division: Reports operations *Manhattan* in water front fire."

(5) The subject shall not be repeated for indorsements unless required by the filing system of the writer's office, or the indorsements begin new sheets.

(6) If there be any references of previous letters or other documents on the same subject the word "References" shall be written at two spaces below the last line of the subject, leaving a 1-inch margin, and be followed by the identification of the documents constituting the references. References shall be lettered consecutively (a), (b), etc., and may be referred to in the correspondence as "Reference (a)," "Reference (b)," etc. The identification of a reference shall include the name of its originating office or official, together with its date and file number, as, "Commandant's letter, March 6, 1917 (461)."

(7) If there be any inclosures, the word "Inclosures" shall be written with 1-inch margin, two spaces below the completed references, followed by the number and description of inclosures. If the inclosures be forwarded under separate cover, the fact shall be stated, together with the means of conveyance, as "mail," "registered mail," "express," etc.

(8) The absence of "Reference" or "Inclosure" will indicate that the communication carries no reference or inclosure.

(9) The file number of a letter or an indorsement prepared at Headquarters shall be placed in the upper right-hand corner of each sheet. The file number of a letter or of an indorsement prepared on a vessel or at any other unit shall be placed in the upper left-hand corner of each sheet.

(10) The body of a letter or indorsement shall begin and end without any ceremonial form. It shall be single spaced, with double spacing between paragraphs, which shall be numbered consecutively. Subparagraphs shall be lettered (a), (b), etc., consecutively throughout the letter. Thus, if the first paragraph contain subparagraphs (a) and (b), subparagraphs in the second paragraph shall be lettered (c), (d), etc.

(11) When any articles referred to as an inclosure in a communication are forwarded under separate cover, a tagged reference shall be included with the articles, identifying them with the communication.

(12) The body of the letter shall be followed immediately by the signature of the writer, without accompaniment of title or rank, since this will be apparent from the heading of the communication. An officer or official signing for another, in whose absence he is in command or in charge, shall write or stamp the word "Acting" after his signature; in this case the title of the official from whose office the letter emanates indicated after the word "From," shall not be changed. "Acting" shall not be used by officers left in command of ships.

(13) An officer or official in charge of a division or section at Headquarters, who is authorized to sign mail of his division or section, shall write or stamp the words "By direction" after his signature; and the title of the chief of the bureau or office shall appear after the word "From" at the head of the communication.

(14) Except in documents pertaining to Coast Guard courts, such distinguishing words or initials as "U. S. Coast Guard," "Coast Guard Cutter," "Cutter," "U. S. C. G.," "U. S. C. G. C.," shall not be used in the body of a communication moving wholly within the Coast Guard. When a communication is to pass outside of Coast Guard channels, necessary distinguishing words or initials may be used.

2406. The following shall be observed relative to official communications. Rules for official communications.

(a) Communications shall be in concise terms, and if not type-written, shall be legibly written in ink. The signature shall be in ink or other indelible material. Only one side of the paper shall be used.

(b) Information shall be imparted, reports and requests made, and questions asked directly; and communications shall not contain such introductory or ceremonial forms as "I have the honor," "Information is (respectfully) requested as to," "It is directed that you," "Respectful consideration is requested," etc.

(c) The answer to a letter or other document shall contain the identification of that letter or document under "References," as prescribed in article 2405-6; and the fact that the communication constitutes such answer need not be stated in the body of the communication.

(d) In communications dated on board a vessel at sea, the latitude and longitude shall be stated if exactness be necessary; otherwise, the expression "Passage — to —" shall be used.

(e) Abbreviations of words shall be avoided.

(f) The sheets of a letter or report shall be arranged in regular order, face up, from bottom to top; i. e., the first sheet on the

bottom, the last sheet on top. Additional sheets bearing indorsements shall be attached each on top of the preceding one, so that the last indorsement shall be uppermost. Whenever an indorsement begins a new page, the subject shall be repeated. Each page of a letter and indorsements shall be numbered consecutively in the middle of the page about one-half inch from the bottom. Inclosures, if any, shall be attached in regular order below the letter, the letter, indorsements, and inclosures all being held securely together by proper fasteners, the heads of the fasteners on the bottom, in order that the top sheet may be readily removed for indorsement.

(g) No blank sheet shall be used or filed with any letter, report, or paper.

(h) When folding is necessary for communications referred to in article 2405, letter paper shall be folded in three equal folds parallel to the writing.

(i) Separate letters shall be written on separate subjects, unless the subjects are of like nature. In submitting reports or recommendations relative to repairs, alterations, etc., each vessel or unit shall be treated in a separate communication.

(j) As far as possible, all communications of the same address and date issuing from an office shall be inclosed in the same envelope.

Styles of address.

2407. (1) Official communications as covered by article 2405 shall be addressed in the following styles:

- a. The Secretary of the Navy.
- b. Commandant.
- c. Navy Department (Operations, Bureau of Ordnance, Bureau of Navigation, etc.). } Coast Guard operating under Navy Department.
- d. Navy Department (Operations). } Coast Guard not operating under Navy Department.
- e. Navy Department (Bureau of Ordnance).
- f. Navy Department (Bureau of Navigation), etc.
- e. Commander _____ Division.
(Name of vessel.)
- f. Commanding Officer _____
(Name of station.)
- g. Superintendent, _____ District.
(Number of district.)
- h. Officer in Charge, Station No. _____
(Number of station.)
- i. Purchasing Officer, New York.
- j. Commandant, Depot.
- k. Superintendent, Academy.
- l. Superintendent of Construction and Repair.
- m. Inspector.
- n. Assistant Inspector, _____
(Place.)
- o. Engineer in Chief.
- p. Captain of the Port, _____
(Place.)
- q. (An officer) Rank or rating, name.
- r. (Enlisted person) Rating, name.
- s. Supervisor of communications, _____ Division.
(Name of division.)

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t. Section supervisor of communications, _____

(Place.)

u. Field assistant, _____

(Name.)

(2) Official communications other than those covered by article 2405 shall be addressed in the following styles:

a. The President.

b. The honorable the Secretary of _____

(Name of department.)

c. Commissioner of lighthouses.

d. Superintendent, _____ lighthouse district.

(Number of district.)

e. Surgeon General, Public Health Service.

f. United States District Attorney.

g. Supervising Inspector General, Steamboat Inspection Service.

h. Supervising inspector, _____ district, Steam-

(Number of district.)

boat Inspection Service.

i. Collector of customs.

j. Postmaster.

(3) The address of the payee (heading) on vouchers for pay, supplies, and repairs shall be in three lines, so placed as to fit the window of the window envelope.

(4) Reference to Coast Guard stores in communications shall be "Coast Guard store, _____"

(Place.)

(5) All official written communications to Headquarters shall be addressed to the commandant.

2408. As a general rule, a letter shall be answered by a separate letter and not by indorsement on the original. These instructions are not intended to prevent the use of stamped or written indorsements on papers or reports of which copies are not retained, nor to prevent the use of indorsements on papers necessarily referred for appropriate action; they are intended to prevent having an original letter returned to the writer by an indorsement containing the information requested, which necessitates including in the indorsement a request that the papers be returned.

2409. (1) Indorsements, whether written or stamped, except those referred to in the next paragraph, shall be placed in regular order, beginning on the last page of the letter immediately below the signature, if there be room there; if not, additional full-sized sheets shall be appended to the letter to accommodate them. They shall be single spaced and consecutively numbered, with a space of about one-half inch intervening between indorsements. They shall be prepared in conformity with the provisions of article 2405 and article 2406, paragraphs a, b, d, e, f, g, and h.

Method of indorsements.

(2) All indorsements affecting pay, mileage, transportation, and traveling expenses shall be placed on the face of the original order involving travel, if practicable, otherwise on the back of the order. Such indorsements shall never be placed on sheets which might be detached from the original order.

(3) Stamps showing date of receipt of papers shall be so placed as not to occupy any writing space. If stamps constituting pro forma indorsements, such as "Forwarded," "Forwarded, ap-

proved," etc., are used, they shall be placed in position in the indorsement space as though written in a more formal manner, and be numbered as prescribed for indorsements.

(4) When an official communication, addressed to one person, is required to pass through the office of another and there be indorsed, there shall be inclosed with such communication a sufficient number of carbon copies so that one carbon copy may be retained for the files of each office through which the communication passes. Letters or indorsements transmitting papers which are to be returned will be accompanied by a sufficient number of carbon copies of such letters or indorsements to permit each office through which they pass to retain one of the carbon copies. (See art. 2408.)

(5) The following are examples of the forms of correspondence referred to in articles 2405, 2406, and 2407:

EXAMPLE B.

MOHAWK,

*New York, N. Y., May 2, 1923.*From: Commanding Officer, *Mohawk*.

To: Commandant (via New York Division).

Subject: *Mohawk*; requests special size hammocks.

References: (a) Board of Survey, May 1, 1916.

(b) Commanding Officer's letter, March 22, 1923 (431).

(c) Commandant's letter, March 28, 1923 (411).

Inclosures: 1. Hammock (separate cover, by messenger to division commander).

1. I request that the depot be authorized to manufacture and ship to the *Mohawk* 20 hammocks of the dimensions and material of the inclosure.

2. The necessity for this material is explained in reference (b).

3. Return of inclosure requested upon completion of the transaction.

A. B. WHITE.

[1st indorsement.]

NEW YORK DIVISION,

New York, N. Y., May 4, 1923.

Inclosures: 1. Hammock (separate cover, by express).

1. Approved, and recommended that the material be furnished.

C. D. BLACK.

EXAMPLE C.

GLOUCESTER STATION.

Gloucester, Mass., June 2, 1923.

From: Surfman A. H. Smith.

To: Superintendent Second District.

Subject: Surfman A. H. Smith requests transfer to Galveston Station.

1. I request transfer to Galveston Station in my present rating.

2. I desire, through this transfer, to gain experience in service duty on the Gulf coast.

A. H. SMITH.

[1st indorsement.]

JUNE 2, 1923.

1. Forwarded, approved.
2. The marks of the applicant for his current enlistment are: Proficiency in rating, 4; sobriety, 4; obedience, 4; conduct, 4.

E. B. JONES, Acting.

[2d indorsement.]

SECOND DISTRICT,
OFFICE OF THE ~~Commander~~ SUPERINTENDENT,
Provincetown, Mass., June 5, 1923.

From: ~~Commander~~ Superintendent, Second District.
To: ~~Commander~~ Superintendent, Eighth District.

1. Approved and transfer of the applicant recommended for reason stated in paragraph 2 of his letter.

FRANK E. BROWN.

(Assume new sheet used here.)

[3d indorsement.]

EIGHTH DISTRICT,
OFFICE OF THE ~~Commander~~ SUPERINTENDENT,
Galveston, Tex., June 11, 1923.

From: ~~Commander~~ Superintendent, Eighth District.
To: Commandant.

Subject: Surfman A. H. Smith requests transfer to Galveston Station.

1. Forwarded, approved.
2. Galveston Station will be ready for occupancy _____, on which date the applicant should report at this office, if his transfer is authorized.

R. M. PERKINS.

2410. When any letter or other paper is referred to an officer by indorsement, and such paper is to be returned or forwarded, it shall be suitably indorsed by the officer before being disposed of. Any official communication containing information for an officer and forwarded to him, or passing through his hands, shall be indorsed by him.

Indorsements
required when
forwarding let-
ters.

2411. In forwarding returns, requisitions, vouchers, reports and accounts on prescribed forms, no letters of transmittal or advice shall be sent, unless they be necessary to give information or explanations which can not be inserted in such papers.

Forwarding re-
ports and re-
turns.

2412. (1) Each written official communication from any person attached to a unit of the Coast Guard, intended for any person therein other than the person in responsible charge of such unit, shall be submitted to the latter to be by him properly indorsed and forwarded.

Forwarding offi-
cial communica-
tions.

(2) Each written official communication intended for a bureau of the Treasury Department other than Coast Guard Headquarters, or for any other department or bureau therein, shall except as otherwise provided in these regulations, be submitted to the person in responsible charge of the unit at which the communication originated, and the latter shall suitably indorse the com-

Communication
for other
bureau.

munication and forward it through the proper official channels to Headquarters.

Official communications through senior officer present.

(3) Written official communications shall be sent to Headquarters through the following channels:

a. When the communication originates on a cutter—commanding officer, division commander.

b. When the communication originates at a station—officer in charge, district ~~superintendent~~.

(4) No written communication shall be received as official which has not been forwarded through the prescribed official channels and with the indorsement of each person through whom it should be forwarded.

Communications to be promptly indorsed and forwarded.

2413. (1) All officers through whom communications from subordinates are sent for transmittal to higher authority shall forward the same, if in proper form and language, as soon after their receipt as practicable, and shall invariably state their opinions in writing, by indorsement or otherwise, in relation to every subject presented for decision. The term "Forwarded," by itself, shall be affixed only to such papers as require no action by Headquarters or other authority, except as provided in article 1728 and in paragraph b, article 2463.

(2) A petty officer or other enlisted person left in charge of a station during the temporary absence of the officer in charge shall sign all official communications with his name, followed by the word "Acting."

Communications signed by commanding officer.

2414. (1) All communications addressed to Headquarters or to a division commander relating to the efficiency or requirements of a command shall be signed by the commanding officer.

Communications signed by a division commander.

(2) All communications from a division commander to an individual vessel relating to the efficiency or requirements of that command shall be addressed to the commanding officer.

Communications from heads of ship's departments.

(3) Official communications from officers attached, relating to the ship or the efficiency or condition of any of her departments, shall in all cases be addressed to the commanding officer. The commanding officer, if he deems the matters involved to be of sufficient importance to warrant such action, shall bring them to the attention of the proper authority in a separate communication signed by himself. He may forward with his letter the communication from his subordinate when it contains important details which it is not necessary to duplicate in his own communications. Where the regulations provide specifically for certain reports to be made by an officer to the commanding officer, and to be forwarded by the latter, the commanding officer shall forward such reports by proper indorsement and not by means of a separate communication.

Action of commanding officer upon communications from heads of departments.

(4) All official communications from a district superintendent relating to the duties of his office shall be signed by him. In case of his absence for more than 24 hours, official communications from his office shall be signed "Acting" by the person in charge of the office, if such person be a warrant officer. All original papers pertaining to accounts must be signed by the district ~~superintendent~~ himself. If it be necessary, on account of the absence of all warrant officers attached to the office, for a clerk

to a district ~~superintendent~~ ^{commander} to sign official communications, he shall write after his signature the words "For the District ~~Superintendent~~ ^{Commander}."

(5) Official communications from officers in charge of stations relating to the efficiency or requirements of the station shall be addressed to the district ~~superintendent~~ ^{commander}, who shall, if he deems the matters involved to be of sufficient importance, follow the procedure specified in paragraph 3 of this article. Official communications from officers in charge.

2415. (1) All official letters addressed to a subordinate on a vessel attached to a division shall be forwarded through the division commander and commanding officer. Letters to subordinates.

(2) All official letters addressed to a subordinate on a vessel not attached to a division shall be forwarded through his commanding officer.

(3) All official letters addressed to a subordinate at a station shall be forwarded through the district ~~superintendent~~ ^{commander} and the officer in charge. (See art. 1431.)

2416. Any officer who may be required to take official action under any regulation of the department, or any law governing or referring thereto, and who may desire instructions or explanations as to the force, meaning, or effect of such regulation or law, shall address his communication to Headquarters, except as otherwise provided in these regulations, and forward it through the proper channels. (See art. 2504.) Inquiries as to interpretation.

2417. All communications, orders, vouchers, requisitions, and papers which by law or regulation are to be signed, approved, or forwarded by any officer shall be actually signed by such officer, or, in his absence, by the officer or person temporarily in command or charge. Papers to be actually signed.

2418. Where a violation of law has been committed, the board-ing officer shall make a report of the same on the proper form, which shall be indorsed by the commanding officer, with such comments as he may desire to make or as the case may require, and forwarded to the proper official. (See art. 1031.) Report in cases of violation of law.

2419. In the transmission within the United States of official mail matter free of postage the following rules shall be observed:

(a) Officers of the Coast Guard may send official mail matter between themselves, or to other officers of the Government, or to any of the executive departments, in penalty envelopes, without the payment of postage. Penalty envelopes between public officials.

(b) Official mail matter may be transmitted under cover of the penalty envelope by officers of the Government to private persons. Between public officials and private persons.

2420. (1) There shall be kept in proper files copies of all official letters and dispatches sent by division commanders, commanding officers, district ~~superintendents~~ ^{commanders}, and officers in charge, and all official documents received by them shall be preserved and systematically filed as may be directed by Headquarters. The date of the receipt and of the acknowledgment of every document shall be written or stamped upon its face. Official documents.

(2) Complete files of all general orders, circular letters, instructions, and other official matter of like tenor, except confidential communications issued by the department or by Headquarters, General orders and circulars.

shall be kept so as to be accessible at all reasonable times to the commissioned officers attached to a vessel. The official letter books of, and confidential communications to, division commanders, commanding officers, district ^{Commanders} superintendents, and officers in charge of stations, shall be in their custody.

Stationery,
books, and
blanks.

^{Com} 2421. Division commanders, commanding officers, district superintendents, and officers on detached duty shall keep themselves supplied with the necessary stationery, books, and blanks by requisition on Headquarters at the proper times. District ^{Com} superintendents shall include in their requisitions for stationery, books, and blanks a supply of these articles for use at the stations in their respective districts.

Confidential
publications.

2422. In all cases in which confidential letters or publications are sent through the mails, the letters or publications shall be placed in an inner envelope plainly marked "confidential." This envelope shall be inclosed in another envelope or sealed wrapper, bearing the address only, and under no circumstances shall the outer envelope be marked "confidential." The inner envelope shall be opened only by the person to whom addressed. ~~Confidential mail matter shall always be registered.~~

TELEGRAPHIC AND RADIO COMMUNICATION.

Explanation.

2431. Whenever, in the Regulations, the word "dispatch" is used it shall be understood to include "telegram," "radiogram," and "cablegram"; and whenever the word "telegraph" is used it shall be understood to include "telegraph," "radio," and "cable."

Promptness.

2432. All important information which Headquarters should possess without delay shall be promptly reported by dispatch. This shall not be used when communication by mail would answer the purpose.

Brevity.

2433. (1) Dispatches sent at Government expense shall be as brief as possible, and shall be so worded as to be intelligible without the use of punctuation marks.

(2) Dispatches between officers in the field and Headquarters, or between units in the field, shall conform in all respects to the latest instructions issued by Headquarters.

(3) Dispatches addressed to units are official and intended for the senior officer present, in succession to command, and attached to the unit.

Payment for
telegrams and
cablegrams.

2434. Official telegrams and cablegrams, with the exception of messages to and from Washington, D. C., are to be charged and paid for at the sending office. Official telegrams and cablegrams to Washington, D. C., whether from permanent stations or offices or from persons in a travel status, must be sent "collect."

Report move-
ments by dis-
patch.

2435. Commanding officers shall keep Headquarters advised of the movements of their commands by dispatch, as follows:

(a) When a cutter leaves port and it is intended not to return the same day, the commanding officer shall notify Headquarters by dispatch of the time of his departure, his intended destination, and the purpose for which he leaves port. If he is leaving for any specific purpose, it shall be so noted in the dispatch; if for general

cruising, the word "cruising," will suffice to explain the purpose. (See par. e of this art.)

(b) If for any reason the vessel does not reach the intended 8 p. m. position, destination the same day, the commanding officer shall report his 8 p. m. position, together with his intended destination the following day.

(c) When cruising offshore, the commanding officer shall endeavor to notify Headquarters by dispatch of the noon position of the vessel each day, providing no other message regarding her movements has been sent that day. When the vessel finally returns to port, the commanding officer shall report his arrival by dispatch. In all dispatches which involve positions at sea, the figures indicating latitude, longitude, and bearings shall be spelled out. The latitude shall always precede the longitude, and the words "latitude" and "longitude" shall not be used.

(d) Whenever necessary to coal ship, clean boilers, make repairs, or to do anything that will prevent the vessel from moving for six hours or more, Headquarters shall be advised by dispatch as to the probable date of the completion of such operations. When practicable, the above information shall be conveyed in the dispatch announcing the movements of the vessel.

(e) When a vessel is assigned to a division, the information required by this article shall be sent to the division commander instead of to Headquarters.

(f) Division commanders shall report daily to Headquarters by dispatch before 3.30 p. m. the movements of all cruising cutters in their respective divisions that day.

(g) The foregoing paragraphs apply only to cruising cutters, and do not apply to cutters stationed at Porto Rico and Hawaii.

2436. A district ~~commander~~ ^{superintendent} shall report daily by dispatch to Headquarters a summary of all important assistance, if any, rendered by the stations in his district that day.

2437. Each officer in charge of a station shall immediately notify the district ~~commander~~ ^{superintendent} by dispatch or by telephone of all cases of material assistance rendered to a vessel, crew, or person, and of all important news of wrecks, strandings, or other accidents within the scope of operations of his station, whether assistance is rendered or not, and shall, when practicable, notify him when his crew leaves the station for the scene of a serious wreck, and in cases where the rescue and salvage work extends over a number of hours. Dispatches of this character should set forth in as few words as possible the following:

- Name of vessel.
- Locality of disaster.
- Number of persons rescued.
- How and by whom rescued.
- Number of persons lost, if any.
- State of weather and sea.

2438. Cablegrams are charged for at a rate per word, including address and signature. Official land line telegrams within the United States are transmitted at rates fixed by the Postmaster General. As the rates for "night messages" and "night letters" are considerably less than for day messages, officers are directed

Noon position.

When repairs require over six hours.

To notify the division commander.

Division commanders to notify Headquarters.

To what vessels applicable.

District ~~superintendent~~ ^{superintendent} shall report daily important assistance rendered. Officers in charge of stations shall telegraph district ~~superintendent~~ ^{superintendent} concerning cases of assistance rendered, etc.

What dispatches shall contain.

Rates for telegrams and cablegrams.

to transmit dispatches by "night message" or "night letter" whenever the circumstances warrant the delay involved.

Government messages have precedence.

2439. Dispatches between Headquarters and officers or agents over lines which are subject to the provisions of the order of the Postmaster General fixing Government rates have priority over all other business. Officers shall report any failure to transmit their official messages in such priority.

Confirmation.

2440. (1) Except as provided in the following paragraph, each dispatch shall be confirmed immediately by mailing a carbon copy marked "Confirmation." When deemed advisable, a letter giving additional information in regard to the matter should accompany the confirmation.

Dispatches not to be confirmed by letter.

(2) Dispatches reporting arrivals, departures, and positions of cutters shall not be confirmed by letter, unless circumstances make such course desirable.

Reference numbers for dispatches.

2441. (1) Office reference numbers, date groups, and time of origin numbers shall not be used in dispatches transmitted wholly by land wire. They shall be used in each official dispatch sent via a naval radio station, or to a naval unit.

(2) The first group of a dispatch sent via a naval radio station shall be the "office reference number and date," and the last group shall be the "time of origin number."

(3) The "office reference number and date" group is merely a file number and date placed on the dispatch by the officer originating the dispatch. This group shall consist of four figures. The first two figures shall be the "office reference number," and the last two figures shall be the "date number." The "office reference number" 99 will be used on all dispatches originating at Headquarters or at a shore unit and transmitted via a naval radio station to a vessel of the Coast Guard. The "office reference number" 10 will be used on all dispatches originating on board ship and transmitted via a naval radio station. The "date number" shall be the date of the current month and shall be expressed in two figures. Dates lower than the 10th of the month shall be written as 01, 02, etc.

(4) The "time of origin number," the last group of the text of a dispatch, shall indicate the time of day the dispatch is written in the office of origin. The "time of origin number" group shall consist of four figures, the first two figures shall represent the hour of the day as reckoned from midnight to midnight and numbered from 00 to 23; the last two figures shall represent the minutes of the hour and numbered from 00 to 59. The time shall be the civil time of the local meridian or the standard time of the local zone, as the case may be.

Personal dispatches.

2442. Dispatches strictly personal or for the convenience or in the interest of the sender shall not be transmitted at Government expense. (See art. 525.)

CHAPTER XXIII.

REPORTS AND RETURNS.

2461. (1) The officer in responsible charge of each unit shall see that the weekly, monthly, quarterly, and other official papers and communications required by these regulations, or by orders from Headquarters, are promptly and correctly prepared and submitted to him by the officers charged with their preparation. All requisitions, vouchers, and other official papers required to be submitted to Headquarters shall be approved, or otherwise indorsed, and forwarded.

Preparation of official documents and papers.

(2) Correct copies of the papers referred to in paragraph 1 of this article, except the report on fitness of officers, return of public property, transcript of log, smooth machinery log, and boat transfer report, shall be kept in the files of the unit where they were prepared.

Copies of papers to be kept in files of each unit.

2462. (1) At the close of each fiscal year (June 30) and when a vessel is placed in or out of commission (except on the Great Lakes), the commanding officer shall cause the "Record of public property" to be completed to date so as to show a complete inventory of all the public property in his charge. He shall approve the "Record of public property," if correct, and transmit a "Return of public property" to Headquarters as required by article 2478-2. He shall see that the "Record of public property" is kept properly and up to date at all times by the officers responsible for its preparation, and that it is submitted for his approval at the proper times. The above procedure shall also apply to the depot, to each office of a division commander, captain of the port, and district superintendent, and to the academy.

Record of public property on a cutter.

(2) The officer in charge of a station shall keep a "Record of public property" and shall at the close of each fiscal year (June 30), and when a station is placed in commission (except on the Great Lakes each spring) or when a station is discontinued, make in the "Record of public property" a complete inventory of all the property in his charge and shall certify to its correctness. He shall transmit two copies of the "Return of public property" to the district ^{Commercial} superintendent at the proper time. He shall see that the "Record of public property" is kept up to date at all times and shall certify to its correctness when detached. (See art. 2478-2.)

Record of public property at a station.

2463. The commanding officer shall submit reports upon the prescribed form as to the fitness of commissioned and warrant officers serving under his command, and a district superintendent shall submit similar reports on the warrant officers in his district. In making such reports the following instructions shall be adhered to:

Reports on fitness of officers.

Semiannually.

(a) The reports shall be made semiannually, on the 31st day of March and the 30th day of September, in each year, and also whenever an officer, the commanding officer, or the district superintendent is detached.

Written answers.

(b) The answers to all questions shall be written by the officer reported upon and by the officer making the report, as indicated on the form. The report shall be based wholly upon the record of the officer for the period covered by the report. For his guidance in the preparation of his report on the professional fitness of the junior engineer officers and the machinist, the commanding officer shall call upon the engineer officer for his opinion. When the mark given in answer to any question, required to be marked on a scale of 4.0, is less than 2.5, the reason for such mark shall be clearly and fully stated under the head of "Remarks;" if more space be required for a full statement of the reasons, the "Remarks" shall be continued on an ordinary sheet of letter paper which shall be attached to and filed with the report, being marked "Page 5." A copy of the "Remarks" appertaining to such unsatisfactory marks shall be furnished by the officer who makes the report to the officer upon whom the report is made. The latter officer shall be given seven full days from the date of receipt by him of such copy of the "Remarks," in order that he may prepare and submit such written statement as he may desire to make, and this statement shall be indorsed: "Forwarded, _____," by the reporting senior, and transmitted with the report. The reporting senior shall make no rejoinder or reply to such statement by the officer reported upon, unless called upon by Headquarters to do so. Should the officer concerned not desire to make a statement, he shall write a communication to the reporting senior so stating, and this communication shall be forwarded with the report. Under the heading "Remarks," the reporting officer may also make such favorable comment as he may desire.

Unbiased opinion.

(c) An officer making this report is particularly cautioned not to permit personal feeling for or against any officer to influence his judgment in making reply to the various questions. What is expected by these reports is an unbiased opinion embodied in a certificate "on honor" in reply to said questions, based wholly upon the records of the officers concerned.

Reports on fitness of commanding officer.

(d) A division commander shall submit reports upon the prescribed form for commanding officers attached to his division and a full report of the fitness of all officers attached to his office, and shall be governed by the provisions of paragraphs a, b, and c of this article applicable thereto. Each commissioned and each warrant officer on detached duty, where he has no immediate superior, shall on March 31 and September 30 submit to Headquarters or to the superior officer under whom he is serving a report on himself on the prescribed form for fitness of officers. He shall also submit a fitness report when detached from such duty and when his superior is detached. Each report of fitness of officers upon commissioned and warrant officers shall contain a notation, signed by the officer reported upon, giving the date upon which he was last successfully vaccinated against smallpox and

inoculated against typhoid fever, or, if he has had an attack of smallpox or typhoid fever, the approximate date of such illness, and the part relating to physical condition shall be filled in by the medical officer, if there be one, otherwise ~~by the person reported upon.~~ (See art. 2163-2.) *By the S. O. 17.*

2464. (1) The commanding officer and the officer in charge of a small unit, shall submit a monthly inspection report on the prescribed form. *Monthly inspection report.*

(2) An officer in charge shall make a monthly report on the prescribed form to the district ~~superintendent~~ *superintendent*, relative to the proficiency of each member of his crew and to the general conditions at his station. *Monthly reports on crew, officer in charge.*

2465. (1) Commanding officers and officers in charge of small units, shall submit to Headquarters as soon as possible after the last day of each month the "Schedule of expenses incurred under general authority," which shall include all the items required by these regulations, for which expense was incurred during the month. *Monthly schedule of expenses incurred under general authority.*

(2) Commanding officers of cutters stationed at Porto Rico, Hawaii, and in Alaska waters, and elsewhere beyond the seas, shall on the 31st of May and on the 30th of June of each year, or as soon thereafter as practicable, send by dispatch to Headquarters the total under each column of the data called for in the schedule of expenses incurred under general authority, for the months named. *Schedule of vessels at Hawaii, Porto Rico, and in Alaska.*

(3) Where no expense has been incurred during a month the officer in responsible charge of each unit shall submit a schedule with that fact noted thereon. *Where no expense has been incurred.*

2466. The total of all purchases during a month (except by cash) shall be entered on the monthly "Schedule of expenses incurred under general authority," in the column headed "Rations." *Expense for rations.*

2467. (1) When vessels in distress or their crews are supplied with provisions or other articles of public property from cutters, receipts in triplicate shall, if circumstances permit, be taken for such articles from the parties receiving them; if, however, no receipts can be procured, the commanding officer shall cause a detailed list, in triplicate, of the articles, specifying the quantity of each, to be made out and certified by the officer or officers having charge of the provisions or other supplies furnished, which list he shall countersign. One copy of such receipt or list shall be retained on board and two copies forwarded to Headquarters with the "Report of assistance rendered." *Receipts for provisions or other public property furnished.*

(2) Whenever shipwrecked persons are sheltered at a station and supplied with provisions from the station mess and are destitute of means for paying for the same, the officer in charge shall make out a bill for the provisions so supplied at a rate of 50 cents a meal for each person, procure a certificate of its correctness from the persons concerned, and present the bill for payment to the master of the vessel, or to any owner or agent thereof who may be on the ground. If the master, agent, or owner is inaccessible or refuses to settle the bill, the officer in charge shall forward it, in triplicate, accompanied by his certificate upon Form 2669, to the district ~~superintendent~~ *superintendent*, and shall state his reasons *Supplying shipwrecked persons at stations with provisions.*

for presenting it for payment by the Government. The officer in charge shall state in the bill the name of the vessel, date and nature of the disaster, number of meals, and dates upon which furnished.

Report of assistance rendered.

(3) A report shall be submitted to Headquarters on the prescribed form of each and every case of assistance rendered, irrespective of its magnitude and character, whether to vessels, to other property, or to individuals. The report in each case shall state fully the service performed, giving the details in a clear and comprehensive manner, and shall be forwarded as soon as possible after rendering the assistance.

Report on derelicts.

(4) The form "Report of assistance rendered" shall be submitted for each derelict removed or recovered. Any wreck or other obstruction to navigation, which is considered to be a menace to vessels, shall be regarded as a derelict. (See art. 797.)

Supplementary reports.

(5) In addition to the regular official reports of assistance rendered on the blank forms provided for the purpose, commanding officers and officers in charge shall make supplementary reports on any subject connected with the work performed, which may be of value either as a matter of human interest or from a technical or scientific standpoint. Such reports shall be as much in detail as possible. Photographs of assistance work shall be obtained whenever practicable and forwarded with the report of assistance to which each relates. (See art. 798.)

Reports to be numbered serially.

(6) Reports of assistance submitted from each cutter or station shall be numbered serially for each fiscal year. Reports of assistance in the case of derelicts shall also be numbered serially for each fiscal year and independently of other assistance reports.

Money or supplies in kind.

2468. Except as provided in paragraph 2 of the preceding article, commanding and other officers are forbidden to receive money, or orders for money, for any damage or expense incurred by cutters in aiding vessels in distress. Provisions and other supplies not excepted in paragraph 1 of the preceding article expended for the benefit of vessels in distress may be received in kind if the owners or masters of such vessels prefer to reimburse the United States in that manner. (See art. 1767.)

Muster rolls.

2469. At the close of each month, and when a cutter is about to sail on a foreign cruise or on a cruise to Alaska, a muster roll shall be prepared and submitted as follows:

(a) The names of the commissioned and the warrant officers and of the enlisted persons, ~~temporary surfmen, and substitutes~~ shall be entered in the order of precedence.

(b) All of the columns on the muster roll shall be filled out under their proper headings in the case of each person attached to each unit.

(c) 1. The name of each person received on board a cutter for one day or more shall appear.

2. The name of each person succored at a station for one day or more and of each person employed to assist at a wreck shall be entered.

(d) All changes affecting officers and enlisted persons, ~~temporary surfmen, and substitutes~~, including promotion and reduction in number in the case of surfmen, shall be noted, giving dates.

(e) In the case of a warrant officer the date of his permanent appointment or acting appointment, as the case may be, shall be inserted in the column "Date of current enlistment."

(f) In noting absences the abbreviations on the back of the muster-roll blank shall be used.

(g) When any person has been absent for one day or more a note shall be made showing whether such absence was on duty, leave, on account of sickness, or without leave. If absent on leave, the authority for such leave shall be stated.

(h) The name of an officer who has reported for duty by assignment, or of an enlisted person, ~~temporary surferman, or substitute~~, shall be carried on the rolls until detached or until the termination of his service, when the fact and date and reason for the termination of the service shall be noted.

(i) In case of the discharge of an enlisted person, the date thereof, and, when not on account of expiration of his term of enlistment, the date of the authority or approval of Headquarters or, in case the discharge be by the commanding officer or district ~~superintendent~~ ^{commander}, the authority under which he acted and the date thereof shall be noted.

(j) On a vessel which has a general mess, the number of rations that were issued each member thereof, including officers' stewards, cooks, and mess attendants if rations in kind have been issued to them, shall be indicated by marking the number of days he was present with an asterisk. If, for example, a person's ration is commuted for 3 days and issued for 28, or if on 3 of the 31 days he was present no ration was issued him, that fact will be shown thus: 3/28*.

2470. In the preparation of the "Record of public property" and "Return of public property" the following instructions shall be followed: Preparation of
"Record of pub-
lic property."

(a) The requirements of the various footnotes shall be observed, especially those relative to the name of the manufacturer and the pattern of all plated ware. The pattern refers to the design and should not be confused with the trade-marks.

(b) The date of the edition of all publications of the Naval Institute, Steamboat Inspection Rules and Laws, and other books and pamphlets of a similar nature shall be noted in the "Record" and in the "Return."

(c) In all cases involving the transfer of any item from one part to another part of the book the item shall be first entered in the same place as in the previous "Record," followed by a notation showing to what page it has been transferred, and no item appearing as remaining on hand on the "Record" for the previous year shall be dropped without explanation.

(d) The make and serial number of all typewriters and time-pieces, when the same have a number, shall be noted.

(e) Where an article of Infantry equipment differs from the standard it shall be so noted in the "Remarks" column opposite the item.

(f) Under the heading "Description of vessel" shall be noted the number and kind of deck pumps, stating shop number, diameter of cylinder, stroke, condition, etc.

(g) The description of the boats shall be carefully verified. The designation "Schooner" or "Sloop," under the heading "Rig," is not sufficient, the type of sail being required.

(h) Shop numbers and dimensions of all auxiliaries in the engine department shall be noted.

(i) There shall be entered the serial number of each rifle and revolver on hand, and in case of any further receipts, transfers, or expenditures, this number shall be noted.

(j) When fixed ammunition or saluting charges are expended, an equal number of empty cases shall be noted under the proper heading as received.

(k) No expenditures of empty cases shall be made except by the action of a board of survey or when the same are reloaded, in which event they shall be taken up as received, either as saluting charges or fixed ammunition, as the case may be.

(l) Empty rifle and revolver cartridge cases and clips shall be accounted for on the "Record of public property." (See art. 1670.)

(m) An accurate record shall be kept of all barrels, half barrels, and drums received on board containing oils or gasoline. There shall be noted under "Engineer stores," following "Repairs," the number of each class of such barrel or drum received, returned, and remaining on hand. Any discrepancies shall be fully explained in the column of "Remarks."

**Preparation of
pay rolls.**

2471. The pay rolls shall be prepared in triplicate, as follows:

(a) The names of all persons shall be entered in the order of precedence. Each person whose name appears thereon shall receipt the rolls opposite his name, except when payment is made by check.

Columns footed.

(b) The columns shall be footed in pencil. Two copies of each roll shall be sent to the special disbursing agent or disbursing officer who is to make the payments; the third copy shall be kept as a record.

**Machinery re-
port.**

2472. The engineer officer shall submit to the commanding officer on July 4 and January 4 an inspection report, on the prescribed form, relative to the condition of the propelling machinery, boilers, and their dependencies.

Ordnance forms.

2473. (1) Gun-mount cards, gun cards, ordnance equipment cards, and fire-control cards will be issued to all vessels equipped with ordnance outfits from the Navy Department.

(2) All ordnance forms which Headquarters requires to be submitted are of material value both to the Coast Guard and to the Navy. The ordnance material is loaned to the Coast Guard; hence the regulations covering the submission of forms relative to ordnance material must be obeyed. The instructions on the back of the cards should be carefully followed to avoid needless work in returning the cards for correction. The number of forms required by the instructions on the back thereof should always be increased by one, so that the additional copy can be used for Headquarters' files and the number required by the instructions can be submitted by Headquarters to the Bureau of Ordnance, Navy Department.

(3) Except where noted, the forms specified in this article shall be submitted to Headquarters in duplicate: a, Annually, to arrive

*See O.R.
C.O. 91.*

at Headquarters by June 15; *b*, when the vessel goes out of commission; *c*, when guns or other material are transferred to another ship or station (in this case another copy shall be made out and submitted to ship or station to which transferred) or received on board; *d*, whenever changes occur in the data on the cards. All data noted on the forms must be filled out whether the material is on board or not; if not on board, that fact will be noted.

(4) The gun card, N. Ord. 39, which is a description of the guns, is to be submitted as noted in paragraph 3.

(5) The gun-mount card, N. Ord. 40, which is a description of the mount and accessories, is to be submitted as noted in paragraph 3, except that it is to be ~~semiannually instead of annually, to arrive at Headquarters by June 15 and December 15, and in triplicate.~~ *Submit in triplicate*

(6) The ordnance equipment card, N. Ord. 70, which is a description of the ordnance equipment, such as dotter, etc., and also small arms, is to be submitted as noted in paragraph 3.

(7) The powder card, target-practice ammunition, N. Ord. 41-A, which is a description of the target-practice ammunition on board, is to be submitted as noted in paragraph 3. If no target-practice ammunition has been on board during the time covered by the report, the notation "none on board" shall be made on the report.

(8) The powder card, service ammunition, N. Ord. 41, which is a description of the service ammunition on board, is to be submitted as noted in paragraph 3.

(9) The projectile card, service ammunition, N. Ord. 42, which is a description of the service ammunition projectiles on board, is to be submitted as noted in paragraph 3.

(10) The projectile card, target-practice ammunition, N. Ord. 42-A, which is a description of the target-practice ammunition and projectiles on board, is to be submitted as noted in paragraph 3. In all cases of ammunition being transferred, received, or expended, cards must be submitted immediately. If no target-practice ammunition has been on board during the time covered by the report, the notation "none on board" shall be made on the report.

(11) The smokeless-powder test card, service ammunition, N. Ord. 67, which is a record to be used to check up the tests necessary for smokeless powder, is to be submitted in duplicate at the end of each month, and also when ammunition is received and transferred. The instructions relative to the preparation of this card must be carried out; otherwise the card is worthless.

(12) The smokeless-powder test card, target-practice ammunition, N. Ord. 67-A, which is a record to be used to check up the tests necessary for smokeless powder, is to be submitted in duplicate at the end of each month during the time when the target-practice ammunition is on board and also when ammunition is received and transferred. The instructions relative to the preparation of this card must be carried out; otherwise, the card is worthless.

(13) N. Ord. 70-A shows a record of all service ammunition and miscellaneous ammunition expended, to be used to estimate

the cost for the same, and is to be submitted as noted in paragraph 3, except that ammunition transferred is not to be reported on this card.

(14) N. Ord. 70-B is a record of all target-practice ammunition expended, to be used to estimate the cost for the same, and is to be submitted as noted in paragraph 3, except that ammunition transferred is not to be reported on this card. If no target-practice ammunition has been on board during the time covered by the report, the notation "none on board" shall be made on the report.

(15) The fire-control card, N. Ord. 51-B, is a record of instruments and binoculars used in fire control and is to be submitted as noted in paragraphs 3, and 5. *Submit in triplicate*

(16) Gun target-practice reports are to be submitted annually, not later than July 15. If no target practice was held the report is to be submitted stating the reason for not holding the practice.

(17) Small-arm target-practice reports are to be submitted annually, not later than July 15. If no practice was held the report is to be submitted stating the reason for not holding the practice.

(18) Mine reports showing the expenditure of mines, mines received and on hand, and the cost thereof are to be submitted annually, June 30.

(19) The academy, the depot, and each vessel equipped with a battery loaned by the Navy Department shall submit all cards required by these regulations.

Transcript
of log.

2474. (1) The weekly transcript of the ship's log (ending Saturday) shall be submitted not later than 9 a. m. the following Tuesday to the commanding officer. The transcript shall be an exact copy of the ship's log. At the end of the weekly transcript the junior line officer shall make and sign the following certificate:

"Examined and certified to be a correct copy of the ship's log."

(2) In the case of inshore patrol cutters, harbor cutters, and harbor launches where there is but one commissioned officer attached, the certificate, "examined and found to be a correct copy of the ship's log," shall be made and signed by him; when there are no commissioned officers attached the officer in charge shall make and sign the certificate.

(3) The transcripts of all vessels shall be typewritten, single spaced, on the prescribed forms, leaving one double space between watches. The name and rank of the signer of the watch shall be placed on the same line.

(4) The weekly transcript of the station log shall be submitted on the prescribed form to the officer in charge in conformity with the provisions of paragraph 1 of this article. The senior petty officer shall make and sign the required certificate, except when a station is not in commission, when the officer in charge shall make and sign it.

Procedure in
forwarding.

2475. Official papers, reports, returns, etc., shall be forwarded in accordance with the provisions of article 2478-2. Whenever a vessel is assigned to a division, all such papers, reports, and returns (except as provided in article 2477) shall be trans-

mitted to the division commander and by him forwarded to the proper officer. (See arts. 728 and 2413.)

2476. Abstracts of totals of pay rolls shall be forwarded to Headquarters direct. The following papers shall, unless otherwise directed, be forwarded to the disbursing officer direct: Pay rolls, vouchers for pay of officers and members of crews.

To whom forwarded.

2477. The following books, returns, and papers of record shall be kept on board Coast Guard cutters, at offices of division commanders, captains of ports, and district superintendents, and at stations, respectively, and are hereby summarized for convenient reference. They shall be in charge of the several officers mentioned, respectively, who shall be responsible for their proper preparation:

Books and papers.

(a) *Division commanders, captains of ports.*—Journal of daily proceedings of the office; semiannual reports on the fitness of commissioned and warrant officers; muster roll of enlisted men; correspondence files; record of public property; commanding officer's monthly report; and fingerprint records.

Division commanders, captains of ports.

(b) *The commanding officer.*—Correspondence files; commanding officer's monthly report; semiannual reports on the fitness of commissioned and warrant officers; and fingerprint records, if in command of small units.

Commanding officer.

(c) *The executive officer.*—Ship's general files; application for medical examination for enlistment or reenlistment; record of physical examination of applicant for enlistment or reenlistment; enlistment contract and record; muster roll; liberty book; conduct records; application for medical examination and treatment; and fingerprint records (if there be no medical officer attached); discharges of enlisted persons; requisitions for Classes I, IV, VI, and VIII; requisitions for medical supplies (if there be no medical officer attached); vouchers for purchases and repairs relative to deck department; invoices; bills of lading; record and return of public property, except such portions as are assigned to other officers; boat transfer reports; and, if there be no pay clerk or acting pay clerk attached, the following: Requisitions for Class III, for stationery, and for books and blanks; schedule of expenses incurred under general authority.

Executive officer.

(d) *The navigating officer.*—Ship's log; compass reports; navigation circulars; the navigator's department of the record and of the return of public property; reports of hull board and permanent board of survey, when junior member of such boards; and if there be no pay clerk or acting pay clerk attached, the following: Pay rolls, pay vouchers; abstract of totals of pay rolls.

Navigating officer.

(e) *The assistant to the navigating officer.*—Navigation circulars; the navigator's department of the record and of the return of public property; reports of hull board and permanent board of survey, when junior member of such boards; and if there be no pay clerk or acting pay clerk attached the following: Pay rolls; pay vouchers; abstract of totals of pay rolls.

Assistant to navigating officer.

(f) *The gunnery officer.*—Gun-mount cards; gun cards; ordnance equipment cards; fire control cards (optical); powder cards, projectile cards, smokeless powder test cards, ammunition cards, mine reports; requisitions for ordnance material; the ordnance

Gunnery officer.

department of the record and of the return of public property; reports of hull board and permanent board of survey, when junior member of such boards.

Radio officer.

(g) *The radio officer.*—Radio log; electric and radio outfits of the record and of the return of public property; radio records and accounts; copies of radiograms; statement of vessels seized, reported, warned, etc.; reports of hull board and permanent board of survey, when junior member of such boards.

Commissary officer.

(h) *The commissary officer.*—Commissary report and vouchers for rations (except when there is a pay clerk or an acting pay clerk attached); reports of hull board and permanent board of survey, when junior member of such boards; such other clerical work as the commanding officer may direct.

Clothing officer.

(i) *The clothing officer.*—Requisitions for clothing, balance sheet, clothing account, inventory of clothing, vouchers for clothing (except when there is a pay clerk or an acting pay clerk attached); reports of hull board and permanent board of survey, when junior member of such boards; such other clerical work as the commanding officer may direct.

Junior line officer.

(j) *The junior line officer.*—Transcript of the ship's log; abstracts of drills held; weekly return to collector; cruising report; report of hull board and permanent board of survey, when junior member of such boards; such other official clerical work as the commanding officer may direct.

Engineer officer.

(k) *The engineer officer.*—Requisitions for engineer stores; vouchers for purchases and repairs relative to the engine department (the junior engineers to assist in their preparation); that part of the record and of the return of public property embracing the engine department; fuel report; indicator cards; semiannual report of inspection of steam machinery; performance and engineering expenses.

Senior assistant.

(l) *The senior assistant to the engineer officer.*—The machinery log; indicator card file.

Junior assistant.

(m) *The junior assistant to the engineer officer.*—Smooth copy of machinery log; such other official clerical work as the commanding officer or the engineer officer may direct.

Medical officer.

(n) *Medical officer.*—Requisitions for medical supplies; vouchers for medical supplies; medical log; report of medical officer; report of medical treatment; fingerprint records; that part of the record and of the return of public property relating to his department.

Pay clerk.

(o) *The pay clerk or the acting pay clerk.*—Pay rolls; pay vouchers; abstract of totals of pay rolls; schedule of expenses incurred under general authority; requisitions for Class III, for stationery, and for books and blanks; commissary report; vouchers for rations; clothing requisitions; balance sheet, clothing account; inventory of clothing; vouchers for clothing.

Boarding books.

(p) *The boarding books* shall be in charge of the boarding officers.

Bridge book.

(q) *The bridge book* shall be in charge of the officer of the deck.

Reports of assistance and violations of law.

(r) *The reports of assistance rendered and the reports of violations of law* shall be prepared and copied by the officer who obtained the necessary data or who reported the facts in the case.

(s) Each officer attached to an inshore patrol cutter, or to a harbor cutter or a harbor launch shall keep and prepare the books of record, returns, requisitions, vouchers, and other papers pertaining to his own department. Papers on harbor cutters and launches.

(t) *The district superintendent.*—Journal of the daily proceedings of the office; fitness of warrant officers; application for examination and medical treatment; schedule of expenses incurred under general authority; vouchers; requisition for stationery; requisition for books and blanks; discharges of enlisted persons; estimate for funds; application for medical examination for enlistment or reenlistment; boards of survey; schedule of disbursements; account current of disbursements; office files; invoices and bills of lading; record of public property; report of vessels seized, reported, warned, etc.; enlistment contract and record; and fingerprint records. District superintendents.

(u) *The officer in charge of a station.*—Report on surfmen and conditions at stations; application for examination and medical treatment; schedule of expenses incurred under general authority; requisitions for supplies; vouchers; enlistment contract and record; application for medical examination for enlistment or reenlistment; muster roll; pay roll; record of public property; return of public property; report of assistance; report of resuscitation; boat transfer report; report of violation of law; report on telephone lines; return of telephone material; station files; report of vessels seized, reported, warned, etc.; and fingerprint records. Officer in charge.

2478. (1) Except as otherwise provided, all monthly, quarterly, semiannual, and annual papers, reports, and returns required by paragraph 2 of this article shall be submitted to the division commander, commanding officer, or district superintendent, as the case may be, not later than the third day of the month following the period embraced by them, and shall be forwarded to the proper office by the officer in responsible charge of the unit. Date of submitting papers to officer in responsible charge of unit.

(2) The following papers, reports, and returns, with such others as are called for by these regulations, shall be prepared and forwarded through the regular official channels to the office specified, unless otherwise indicated. (See art. 2412.): Preparation and forwarding of papers, etc.

DIVISION COMMANDER.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Vacancy list (for division).....	2505.....	Division commander.....	As soon as compilation is completed.....	Original to Headquarters. (See Circular No. 51.)
Muster roll.....	2506.....	do.....	Monthly, within 5 days after end of month.....	Original to Headquarters.
Fitness of officers.....	2513, 2514.....	do.....	Semiannually, Mar. 31 and Sept. 30; when commanding officer, division officer, or division commander is detached.	Do.
Special monthly fitness reports for temporary commissioned and warrant officers.....	2513A, 2514A.....	do.....	Monthly.....	Do.
Application for examination and medical treatment.....	2522.....	do.....	At beginning and end of treatment.....	(See art. 2151.)
Report of medical treatment.....	2524.....	do.....	Monthly.....	Original to Headquarters.
Report of destruction of secret and confidential publications.....	2567.....	do.....	Upon destruction of any confidential publication.	Original and 1 copy to Headquarters.
Report of secret and confidential publications.....	2568.....	do.....	Semiannually, Mar. 31 and Sept. 30.....	Original to Headquarters.
Return of public property.....	2570.....	do.....	25 days after end of the fiscal year.....	Do.
Purchase vouchers.....	2667.....	do.....	(See arts. 351-354, Pay and Supply Instructions.)	
Ordinance equipment card.....	N. Ord. 70.....	do.....	Annually, June 30, and when changes occur.....	Original and 1 copy to Headquarters.
Report of bills of lading issued.....	F. T. B. 1.....	do.....	Monthly, last day of month.....	Original to Headquarters.
Report of transportation requests issued.....	Letter.....	do.....	Monthly, within 5 days after end of month.....	Do.
Report of distinguished conduct, acts of valor, etc.....	do.....	do.....	When occurring.....	Do.
Account current.....	1022.....	Pay clerk.....	Monthly, within 10 days after close of period.....	Original and 1 copy to Headquarters, direct.
Schedule of disbursements.....	1025.....	do.....	Monthly, with account current.....	Do.
Schedule of collections.....	1026.....	do.....	do.....	Do.
Abstract of agreement.....	1036.....	do.....	To accompany all accepted proposals.....	Original to Headquarters.
Requisition for stationery.....	2162, 2163.....	do.....	Annually to reach Headquarters by June 1. (To include harbor cutters and harbor launches attached to the division.)	3 originals to Headquarters.
Proposals.....	2550.....	do.....	(See arts. 277, 280, and 283, Pay and Supply Instructions.)	
Requisition for books and blanks.....	2560.....	do.....	Semiannually, to reach Headquarters by Mar. 1 and Sept. 1. (To include harbor cutters and harbor launches attached to the division.)	Do.
Report of loss or damage to shipments.....	2626.....	do.....	Immediately upon receipt of shipment.....	2 copies to Headquarters; 1 copy to shipper, direct.
Pay vouchers.....	2661.....	do.....	Monthly, with account current.....	Original to Headquarters; original and 1 copy in case of civilian employees.
Pay roll.....	2671, 2671A.....	do.....	Monthly, within 10 days after end of month.....	Original to Headquarters, direct.
Abstract of totals of pay roll.....	2690.....	do.....	Monthly, with pay roll.....	Do.
Schedule of expenses incurred under general authority.....	2691.....	do.....	Promptly at close of each month.....	Do.

Check book transactions.....	5584.....	do.....	do.....	Treasurer of the United States, direct.
Retirement deduction voucher.....	do.....	Monthly, with account current.....	Original and 1 copy to Headquarters; 1 copy with check to disbursing officer, Bureau of Pensions, direct.
List of checks drawn.....	do.....	Not later than 10th day of each month.....	General Accounting Office, check accounting division, direct.
Statement of accounts (trial balance).....	do.....	Monthly, with account current.....	Original to Headquarters, direct.

CRUISING CUTTERS AND DESTROYERS.

Fitness of officers.....	2513, 2514.....	Commanding officer.....	Semiannually, Mar. 31 and Sept. 30; when officer or commanding officer is detached.	Original to Headquarters.
Special monthly reports for temporary commissioned and warrant officers.	2513A, 2514A.....	do.....	Monthly.....	Do.
Report of destruction of secret and confidential publications.	2567.....	do.....	Upon destruction of any confidential publication.	Original and 1 copy to Headquarters.
Report of secret and confidential publications.	2568.....	do.....	Semiannually, Mar. 31 and Sept. 30.....	Original to Headquarters.
Commanding officer's monthly report.	2595.....	do.....	Monthly.....	Do.

CRUISING CUTTERS AND DESTROYERS—Continued.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Report of transportation requests issued.	Letter.....	Commanding officer.....	Monthly, within 5 days after end of month.	Original to Headquarters.
Statement of recreation allotment.	do.....	do.....	Quarterly.	Do.
Cruise report.	do.....	do.....	As provided.	Do.
Progress report.	do.....	do.....	Weekly, while in overhaul.	Original to Headquarters; copy to division commander.
Report of distinguished conduct, acts of valor, etc.	do.....	do.....	As soon as practicable.	Original to Headquarters.
Report relative to seizure or other customs matter.	do.....	do.....	do.....	3 copies to Headquarters; 1 original to collector of customs or district attorney, direct; 1 copy to division commander.
Grounding, serious accident to hull, machinery, spars, etc.	do.....	do.....	do.....	Original to Headquarters.
Collision or shipwreck.	do.....	do.....	do.....	Do.
Report of employment of another vessel.	do.....	do.....	do.....	Do.
Enlistment contract.	2500, 2500B.	Executive officer.....	At time of enlistment.	Original to Headquarters. (See arts. 321 and 467.)
Service record (and sheets 1, 2, 3, and 4).	2500C.	do.....	On termination of service.	Do.
Application for medical examination.	2501.	do.....	At time of examination.	Original to medical officer, direct.
Report of transfer of enlisted men.	2503.	do.....	When transferred.	3 copies to receiving unit, 1 copy filed.
Vacancy list.	2505.	do.....	Weekly, mailed Saturday.	Original to Headquarters. (See Circular No. 51.)
Muster roll.	2506.	do.....	Monthly, within 5 days after end of month; when vessel is about to sail on foreign or Alaskan cruise.	Original to Headquarters.
Report of discharges issued.	2512.	do.....	Upon completion of form.	Do.
Application for examination and medical treatment.	2522.	do.....	At beginning and end of treatment.	(See art. 2151.)
Designation of beneficiaries for death gratuity.	2529.	do.....	Upon enlistment.	Original and 1 copy to Headquarters.
Requisitions, Class I.	2556.	do.....	Quarterly, 15 days before beginning of quarter.	Original and 2 copies to Headquarters.
Requisitions, Classes IV, VI, and VIII.	2556.	do.....	do.....	Original and 2 copies to Headquarters; copy only to Headquarters if on allowance basis.
Boat transfer report.	2580.	do.....	When a boat is received or transferred.	Original to Headquarters.
Boat record.	2580 (complete).	do.....	When a boat is disposed of.	Do.
Boat description.	2580A.	do.....	Upon receipt of a new boat.	Do.
Change of personnel.	2599.	do.....	When occurring.	Do.
Purchase vouchers.	2667.	do.....	(See arts. 351-354, Pay and Supply Instructions.)	Do.
Report of examination for petty officer.	9555.	do.....	When occurring.	Do.
Report of bills of lading issued.	FTB1.	do.....	Monthly, last day of month.	Do.

Report on chief petty officers at end of probationary period and examination for permanent appointment.	Letter	do	When occurring	Do.
Compass report (deviation table)	2596	Navigating officer	When new deviation table is prepared. (See art. 817 (1).)	Do.
Board of survey ordnance material (Navy).	2582	Gunnery officer	As required	Original and 2 copies to Headquarters.
Gun card	N. Ord. 39	do	Annually, June 30, and when changes occur	Do.
Gun-mount card	N. Ord. 40	do	do	Do.
Powder card	N. Ord. 41	do	do	Original and 1 copy to Headquarters.
Do	N. Ord. 41A	do	do	Do.
Projectile card	N. Ord. 42	do	do	Do.
Do	N. Ord. 42a	do	do	Do.
Mine reports	N. Ord. 50	do	Annually, June 30, target practice	Original to Headquarters.
Fire-control card	N. Ord. 51A	do	Annually, June 30, and when changes occur	Original and 2 copies to Headquarters.
Fire-control card (optical)	N. Ord. 51B	do	do	Do.
Smokeless powder test card	N. Ord. 67	do	Monthly and when changes occur	Original and 1 copy to Headquarters.
Do	N. Ord. 67a	do	do	Do.
Ordnance equipment card	N. Ord. 70	do	Annually, June 30, and when changes occur	Do.
Ammunition card	N. Ord. 70a	do	Annually, June 30	Do.
Do	N. Ord. 70b	do	do	Do.
Requisition for ordnance material (Navy).	S. and A. 44d	do	Quarterly, and as required	Original and 4 copies to Headquarters.
Abstract of radiograms	2586	Radio officer	Monthly	Original and 1 copy to Headquarters.
Radio log	2587	do	do	Original to Headquarters.
Description of radio apparatus	2614	do	do	Copy to Headquarters.
Fitness report on radiomen	2642	do	Annually, not later than Jan. 10	Original to Headquarters.
Commissary report	2576	Commissary officer	Semiannually, Jan. 1 and July 1	Do.
Requisition for clothing	2556	Clothing officer	Monthly; upon being relieved	Do.
Clothing stock ledger	2577	do	Quarterly, 15 days before beginning of quarter.	Original and 2 copies to Headquarters.
Balance sheet—clothing account	2578	do	To be kept current	Retained at unit.
Inventory of clothing	2579	do	Monthly	Original to Headquarters.
Record of clothing sales	2581	do	Quarterly, not later than the 7th of month following; upon being relieved.	Do.
Report of assistance rendered	2628	Boarding officer	Monthly	Original to Headquarters; copy to division commander.
Report of resuscitation	2631	do	As soon as practicable	Do.
Report of violation of navigation and customs laws.	2636	do	With report of assistance rendered	3 originals to collector of customs, direct; 1 original to Secretary of Commerce; 3 copies to Headquarters.
Requisitions, Classes V, VII, and IX.	2556	Engineer officer	As soon as practicable	Original and 2 copies to Headquarters; copy only to Headquarters if on allowance basis.
Report of inspection, machinery	2598	do	Quarterly, 15 days before beginning of quarter.	Original to Headquarters.
Engineering log	2616-G (sheet A)	do	Semiannually, Jan. 4 and July 4	Do.
Monthly fuel account and summary sheet	2616-G (sheet B)	do	Monthly, 5 days after end of month	Do.
Boiler record sheet	2616-G (sheet C)	do	do	Do.
Machinery history	2616-G (sheet D)	do	Quarterly	Do.
			do	Do.

CRUISING CUTTERS AND DESTROYERS—Continued.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Indicator cards (reciprocating engines only). ¹	2617	Engineer officer	Monthly	Original to Headquarters.
Fuel report	2618	do	Daily, not later than 9.30 a. m.	Original to commanding officer.
Performance and engineering expenses.	2621	do	Monthly, 5 days after end of month.	Original to Headquarters.
Purchase vouchers	2667	do	(See arts. 351-354, Pay and Supply Instructions.)	Do.
Description of machinery	9511	do	When vessel is commissioned	Do.
Machinery index	9518	do	Quarterly	Do.
Joint report of machinery trial upon relief of engineer officer.	Letter	Both engineer officers	When engineer officer is relieved	Do.
Engineering log (Diesel) ¹		Engineer officer	Monthly, 5 days after end of month	Do.
Report on operation of oil engines		do	do	Do.
Transcript of log	2611	Junior line officer	Weekly, Tuesday of following week	Do.
Abstract of drills held	2612	do	Monthly	Do.
Cruising report and cruising supplement sheet.	2615	do	do	Do.
Weekly return to collector	2634	do	Weekly, Tuesday of following week	Original to collector of customs, direct.
Statement of vessels, seized, reported, warned, etc.	2637	do	Quarterly	Original to Headquarters.
Report of board of survey	2582	Junior member	As soon as practicable	Original and 1 copy to Headquarters.
Hull board report	2600	do	Semiannually, January and July, and immediately after vessel is hauled out of the water.	Original to Headquarters; copy to division commander.
Hull description	9511	do	When vessel is commissioned	Do.
Return of public property	2570	Officer in charge of department.	25 days after end of fiscal year; when vessel is placed in or out of commission.	Do.
Record of public property	2571	do	To be kept current	Retained at unit.
Account current	1022	Pay clerk	Monthly, within 10 days after close of period	Original and 1 copy to Headquarters, direct.
Schedule of disbursements	1025	do	Monthly, with account current	Do.
Schedule of collections	1026	do	do	Do.
Abstract of agreement	1036	do	To accompany all accepted proposals	
Requisition for stationery	2162, 2163	do	Annually, to reach Headquarters June 1	3 originals to Headquarters.
Proposals	2550	do	(See arts 277, 280, and 283, Pay and Supply Instructions.)	
Requisitions, Class III	2556	do	Quarterly, 15 days before beginning of quarter.	Original and 2 copies to Headquarters.
Requisition for books and blanks	2560	do	Semiannually, to reach Headquarters by Mar. 1 and Sept. 1.	3 originals to Headquarters.
Report of loss or damage to shipments	2626	do	Immediately upon receipt of shipment	2 copies to Headquarters; 1 copy to shipper, direct.
Pay vouchers	2661	do	Monthly, with account current	Original to Headquarters.
Pay roll	2671, 2671 A	do	Monthly, within 10 days after end of month	Original to Headquarters, direct.
Abstract of totals of pay rolls	2690	do	Monthly, with pay roll	Do.
Schedule of expenses incurred under general authority.	2691	do	Promptly at close of each month	Do.

Report of allotment expenditures.....	2695.....	do.....	do.....	Do.
Check-book transactions.....	3384.....	do.....	do.....	Treasurer of the United States, direct.
List of checks drawn.....	do.....	Not later than 10th day of each month.....	General Accounting Office, check accounting division, direct.
Statement of accounts (trial balance).....	do.....	Monthly with account current.....	Original to Headquarters, direct.
Report of physical examination for service.....	2502.....	Medical officer.....	At time of examination.....	Original to Headquarters.
Finger-print record.....	2515.....	do.....	With enlistment contract.....	Do.
Report of medical treatment.....	(2523).....	do.....	Immediately upon completion of treatment.....	(See art. 2151.)
Requisition for medical supplies.....	2556.....	do.....	Monthly.....	Original to Headquarters.
Purchase vouchers.....	2607.....	do.....	Quarterly, 15 days before beginning of quarter.....	Original and 4 copies to Headquarters.
Report of medical officer.....	Letter.....	do.....	(See arts 351-354, Pay and Supply Instructions.)	Original to Headquarters.
Report of gun-target practice.....	do.....	Chief observer.....	Monthly.....	Original and 1 copy to Headquarters.
Report of small-arms target practice.....	Navy form.....	Target-practice officer.....	Annually, immediately after completion of target practice.	Original to Headquarters.
			do.....	

- * Submitted by cruising cutters only.
- * Submitted by vessels equipped with range keeper.
- * Not submitted by following vessels: Cahokia, Kickapoo, Mascoutin, Saukee, and Tamarca.
- * Submitted by destroyers only.
- * Submitted by cutter Northland only.

HARBOR CUTTERS.

Abstract of agreement.....	1036.....	Officer in charge.....	To accompany all accepted proposals.....	3 originals to Headquarters.
Requisition for stationery.....	2162, 2163.....	do.....	Annually, to reach Headquarters June 1.....	Original to Headquarters. (See arts. 321 and 467.)
Enlistment contract.....	2500, 2500B.....	do.....	At time of enlistment.....	Do.
Service record (and sheets 1, 2, 3, and 4).....	2500C.....	do.....	On termination of service.....	Original to medical officer, direct.
Application for medical examination.....	2501.....	do.....	At time of examination.....	3 copies to receiving unit; 1 copy filed.
Report of transfer of enlisted men.....	2503.....	do.....	When transferred.....	(See Circular No. 51.)
Vacancy list.....	2505.....	do.....	Weekly, mailed Saturday.....	Original to Headquarters.
Mustering roll.....	2506.....	do.....	Monthly, within 5 days after end of month.....	Do.
Report of discharges issued.....	2512.....	do.....	Upon completion of form.....	Do.
Fitness of officers.....	2513, 2514.....	do.....	Semiannually, Mar. 31 and Sept. 30; when officer or officer in charge is detached.....	Do.
Special monthly reports for temporary commissioned and warrant officers.....	2513A, 2514A.....	do.....	Monthly.....	Do.

HARBOR CUTTERS—Continued.

302B

REGULATIONS, U. S. COAST GUARD.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Finger-print record.....	2515.....	Officer in charge.....	With enlistment contract.....	Original to Headquarters.
Application for examination and medical treatment.....	2522.....	do.....	At beginning and end of treatment.....	(See art. 2151.)
Report of medical treatment.....	2524.....	do.....	Monthly.....	Original to Headquarters.
Designation of beneficiaries for death gratuity.....	2529.....	do.....	When enlistment is made.....	Original and 1 copy to Headquarters.
Proposals.....	2550.....	do.....	(See arts. 277, 280, and 283, Pay and Supply Instructions.)	
Requisitions, Classes I, III, IV, and VIII.....	2556.....	do.....	Quarterly, 15 days before beginning of quarter.....	Original and 2 copies to Headquarters.
Requisition for clothing.....	2556.....	do.....	do.....	Do.
Requisition for medical supplies.....	2556.....	do.....	do.....	Original and 4 copies to Headquarters.
Requisition for books and blanks.....	2560.....	do.....	Semiannually, in time to reach Headquarters by Mar. 1 and Sept. 1.	3 originals to Headquarters.
Return of public property.....	2570.....	do.....	25 days after end of fiscal year; when vessel is placed in or out of commission.	Original to Headquarters.
Record of public property.....	2571.....	do.....	To be kept current.....	Retained at unit.
Commissary report.....	2576.....	do.....	Monthly; upon being relieved.....	Original to Headquarters.
Clothing stock ledger.....	2577.....	do.....	To be kept current.....	Retained at unit.
Balance sheet—clothing account.....	2578.....	do.....	Monthly.....	Original to Headquarters.
Inventory of clothing.....	2579.....	do.....	Quarterly, not later than 7th of month following; upon being relieved.	Do.
Boat transfer report.....	2580.....	do.....	When a boat is received or transferred.....	Do.
Boat record.....	2580 (complete).....	do.....	When a boat is disposed of.....	Do.
Boat description.....	2580A.....	do.....	Upon receipt of a new boat.....	Do.
Record of clothing sales.....	2581.....	do.....	Monthly.....	Do.
Board of survey ordnance material (Navy).....	2582.....	do.....	As soon as practicable.....	Original and 2 copies to Headquarters.
Abstract of radiograms.....	2586.....	do.....	Monthly.....	Original and 1 copy to Headquarters.
Commanding officer's monthly report.....	2587.....	do.....	do.....	Original to Headquarters.
Compass report (deviation table).....	2595.....	do.....	do.....	Do.
Change of personnel.....	2596.....	do.....	When new deviation table is prepared. (See art. 817 (1).)	Do.
Abstract of drills held.....	2612.....	do.....	When occurring.....	Do.
Radio log.....	2614.....	do.....	Monthly.....	Copy to Headquarters.
Cruising report.....	2615.....	do.....	do.....	Original to Headquarters.
Transcript of log.....	2620.....	do.....	do.....	Do.
Report of loss or damage to shipments.....	2620.....	do.....	Weekly, Tuesday of following week	2 copies to Headquarters; 1 copy to shipper, direct.
Report of assistance rendered.....	2628.....	do.....	Immediately upon receipt of shipment.....	Original to Headquarters; copy to division commander.
Report of resuscitation.....	2631.....	do.....	As soon as practicable.....	Do.
Weekly return to collector.....	2634.....	do.....	With report of assistance rendered.....	Original to collector of customs.
			Weekly, Tuesday of following week.....	

Report of violation of navigation and customs laws.	2636.	do	As soon as practicable.	3 originals to collector of customs, direct; 1 original to Secretary of Commerce; 3 copies to Headquarters.
Statement of vessels seized, reported, warned, etc.	2637.	do	Quarterly	Original to Headquarters.
Description of radio apparatus.	2642.	do	Annually, not later than Jan. 10.	Do.
Pay vouchers.	2661.	do	As issued.	Original and 1 copy to disbursing officer.
Purchase vouchers.	2667.	do	(See arts. 351-354, Pay and Supply Instructions).	Do.
Pay roll.	2672, 2672A.	do	Monthly, last day of month.	Original and 1 copy to Headquarters.
Schedule of expenses incurred under general authority.	2691.	do	Promptly at close of each month.	Do.
Report of a lotment expenditures.	2695.	do	do.	Do.
Report of bills of lading issued.	FTB1.	do	Monthly, last day of month.	Original to Headquarters.
Gun card ¹ .	N. Ord. 39.	do	Annually, June 30, and when changes occur.	Original and 2 copies to Headquarters.
Gun-mount card ¹ .	N. Ord. 40.	do	do.	Do.
Powder card ¹ .	N. Ord. 41.	do	do.	Original and 1 copy to Headquarters.
Do. ¹	N. Ord. 41A.	do	do.	Do.
Projectile card ¹ .	N. Ord. 42.	do	do.	Do.
Do. ¹	N. Ord. 42a.	do	do.	Do.
Smokeless powder test card ¹ .	N. Ord. 67.	do	Monthly, and when changes occur.	Do.
Do. ¹	N. Ord. 67a.	do	do.	Do.
Ordnance equipment card.	N. Ord. 70.	do	Annually, June 30, and when changes occur.	Do.
Ammunition card.	N. Ord. 70a.	do	Annually, June 30.	Do.
Do. ¹	N. Ord. 70b.	do	do.	Do.
Requisition for ordnance material (Navy).	S. and A. 44d.	do	Quarterly, and as required.	Original and 4 copies to Headquarters.
Report of transportation requests issued.	Letter.	do	Monthly, within 5 days after end of month.	Original to Headquarters.
Progress report.	do	do	Weekly, while in overhaul.	Original to Headquarters; copy to division commander.
Report of distinguished conduct, acts of va or, etc.	do	do	As soon as practicable.	Original to Headquarters.
Reports relative to seizure or other customs matter.	do	do	do.	3 copies to Headquarters; 1 original to collector of customs or district attorney, direct; 1 copy to division commander.
Grounding, serious accident to hull, machinery, spars, etc.	do	do	do.	Original to Headquarters.
Collision or shipwreck.	do	do	do.	Do.
Report of employment of another vessel.	do	do	do.	Do.
Requisitions, Classes V, VII, and IX.	2656.	Engineer officer	Quarterly, 15 days before beginning of quarter.	Original and 2 copies to Headquarters.
Monthly fuel account and summary sheet.	2616-G (sheet B).	do	Monthly, 5 days after end of month.	Original to Headquarters.
Boiler record sheet.	2616-G (sheet C).	do	Quarterly	Do.
Fuel report.	2618.	do	Daily, not later than 9.30 a. m.	Original to officer in charge.
Performance and engineer expenses.	2621.	do	Monthly, 5 days after end of month.	Original to Headquarters.
Purchase vouchers.	2667.	do	(See arts. 351-354 Pay and Supply Instructions).	

HARBOR CUTTERS—Continued

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Description of machinery.....	6511.....	Engineer officer.....	When vessel is commissioned.....	Original to Headquarters.
Joint report of machinery trial upon relief of engineer officer.....	Letter.....	Both engineer officers.....	When engineer is relieved.....	Do.
Report on operation of oil engines ¹	2582.....	Engineer officer.....	Monthly, 5 days after end of month.....	Do.
Report of board of survey.....	2600.....	Junior member.....	As soon as practicable.....	Original and 1 copy to Headquarters.
Hull board report.....	2600.....	do.....	Semiannually, January and July; immediately after vessel is hauled out of the water.	Original to Headquarters; copy to division commander.
Hull description.....	6511.....	do.....	When vessel is commissioned.....	Do.
Report of gun target practice ²	Letter.....	Chief observer.....	Annually, immediately after completion of target practice.	Original and 1 copy to Headquarters.
Report of small arms target practice.....	Navy form.....	Target practice officer.....	do.....	Original to Headquarters.

¹ Required only from vessels not attached to a division.² Required only from vessels carrying 1-pounder or larger guns.³ Required only from vessels propelled by oil engines.

AB BOATS.

Abstract of agreement.....	1036.....	Officer in charge.....	To accompany all accepted proposals.....	Original to Headquarters. (See arts. 321 and 467.)
Enlistment contract.....	2500, 2500B.....	do.....	At time of enlistment.....	Do.
Service record (and sheets 1, 2, 3, and 4).....	2500C.....	do.....	On termination of service.....	Original to medical officer, direct.
Application for medical examination.....	2501.....	do.....	At time of examination.....	3 copies to receiving unit; 1 copy filed.
Report of transfer of enlisted men.....	2503.....	do.....	When transferred.....	Original to Headquarters. (See Circular No. 51.)
Vacancy list.....	2505.....	do.....	Weekly, mailed Saturday.....	Original to Headquarters.
Muster roll.....	2506.....	do.....	Monthly, within 5 days after end of month.....	Original to Headquarters.
Application for examination and medical treatment.....	2522.....	do.....	At beginning and end of treatment.....	(See Art. 2151.)
Proposals.....	2350.....	do.....	(See arts. 277, 280, and 283, Pay and Supply Instructions.)	
Requisitions.....	2556.....	do.....	Quarterly, 15 days before beginning of quarter.	Original and 2 copies to Headquarters.

Return of public property.....	2570.....	do.....	25 days after end of fiscal year; when vessel is placed in or out of commission.	Original to Headquarters.
Record of public property.....	2571.....	do.....	To be kept current.	Retained at unit.
Boat transfer report.....	2580.....	do.....	When boat is received or transferred.	Original to Headquarters.
Boat record.....	2580 (complete).....	do.....	When a boat is disposed of.	Do.
Boat description.....	2580A.....	do.....	Upon receipt of a new boat.	Do.
Commanding officer's monthly report.....	2595.....	do.....	Monthly.	Do.
Compass report (deviation table).....	2596.....	do.....	When new deviation table is prepared. (See art. 817 (1)).	Do.
Change of personnel.....	2599.....	do.....	When occurring.	Do.
Abstract of drills held.....	2612.....	do.....	Monthly.	Do.
Transcript of log.....	2620.....	do.....	Weekly, Tuesday of following week.	Do.
Performance and engineering expenses.....	2621.....	do.....	Monthly, 5 days after end of month.	Do.
Report of loss or damage to shipment.....	2626.....	do.....	Immediately upon receipt of shipment.	2 copies to Headquarters; 1 copy to shipper, direct.
Report of assistance rendered.....	2628.....	do.....	As soon as practicable.	Original to Headquarters; copy to division commander.
Report of resuscitation.....	2631.....	do.....	With report of assistance rendered.	Do.
Weekly return to collector.....	2634.....	do.....	Weekly, Tuesday of following week.	Original to collector of customs.
Report of violation of navigation and customs laws.....	2636.....	do.....	As soon as practicable.	3 originals to collector of customs, direct; 1 original to Secretary of Commerce; 3 copies to Headquarters.
Statement of vessels seized, reported, warned, etc.....	2637.....	do.....	Quarterly.	Original to Headquarters.
Pay vouchers.....	2661.....	do.....	As issued.	Original and 1 copy to disbursing officer.
Purchase vouchers.....	2667.....	do.....	(See arts. 351-354, Pay and Supply Instructions.)	
Pay roll.....	2672, 2672A.....	do.....	Monthly, last day of month.	Original and 1 copy to disbursing officer, direct.
Report of bills of lading issued.....	FTB1.....	do.....	do.	Original to Headquarters.
Ordnance equipment card ¹	N. Ord. 70.....	do.....	Annually, June 30, and when changes occur.	Original and 1 copy to Headquarters.
Ammunition card ¹	N. Ord. 70a.....	do.....	Annually, June 30.	Do.
Report on operation of oil engines ²	Letter.....	do.....	Monthly, 5 days after end of month.	Original to Headquarters.
Report of distinguished conduct, acts of valor, etc.....	do.....	do.....	As soon as practicable.	Do.
Report relative to seizure or other customs matter.....	do.....	do.....	do.	3 copies to Headquarters; 1 original to collector of customs or district attorney, direct; 1 copy to division commander.
Grounding, serious accident to hull, machinery, spars, etc.....	do.....	do.....	do.	Original to Headquarters.
Collision or shipwreck.....	do.....	do.....	do.	Do.
Report of employment of another vessel.....	do.....	do.....	do.	Do.

¹ The AB boats carrying 1-pound guns shall submit ordnance reports required of harbor cutters.² Required only from vessels propelled by oil engines.

SECTION BASES.

302F

REGULATIONS, U. S. COAST GUARD.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Fitness of officers.....	2513, 2514.....	Base commander.....	Semiannually, Mar. 31 and Sept. 30; when officer or base commander is detached.	Original to Headquarters.
Special monthly report of temporary commissioned and warrant officers.	2513A, 2514A.....	do.....	Monthly.....	Do.
Report of destruction of secret and confidential publications.	2567.....	do.....	Upon destruction of any confidential publication.	Original and 1 copy to Headquarters.
Report of secret and confidential publications.	2568.....	do.....	Semiannually, Mar. 31 and Sept. 30.....	Original to Headquarters.
Commanding officer's monthly report.	2595.....	do.....	Monthly.....	Do.
Report of transportation requests issued.	Letter.....	do.....	Monthly, within 5 days after end of month.	Do.
Statement of recreation allotment.	do.....	do.....	Quarterly.....	Do.
Report relative to seizure or other customs matter.	do.....	do.....	As soon as practicable.....	3 copies to Headquarters; 1 original to collector of customs or district attorney, direct; 1 copy to division commander.
Report of distinguished conduct, acts of valor, etc.	do.....	do.....	do.....	Original to Headquarters.
Grounding, serious accident to hull, machinery, spars, etc. (Base and boats attached.)	do.....	do.....	do.....	Do.
Collision or shipwreck of boats attached.	do.....	do.....	do.....	Do.
Report of employment of another vessel.	do.....	do.....	do.....	Do.
Enlistment contract.....	2500, 2500B.....	Executive officer.....	At time of enlistment.....	Original to Headquarters. (See arts 321 and 467.)
Service record (and sheets 1, 2, 3, and 4).	2500C.....	do.....	On termination of service.....	Do.
Application for medical examination.	2501.....	do.....	At time of examination.....	Original to medical officer, direct.
Report of transfer of enlisted men.	2503.....	do.....	When transferred.....	3 copies to receiving unit; 1 copy filed.
Vacancy list.....	2505.....	do.....	Weekly, mailed Saturday.....	Original to Headquarters. (See Circular No. 51.)
Muster roll (to include base and boats attached).	2506.....	do.....	Monthly, within 5 days after end of month.....	Original to Headquarters.
Report of discharges issued.	2512.....	do.....	Upon completion of form.....	Do.
Application for examination and medical treatment.	2522.....	do.....	At beginning and end of treatment.....	(See art. 2151.)
Designation of beneficiaries for death gratuity.	2529.....	do.....	When enlistment is made.....	Original and 1 copy to Headquarters.
Requisitions, Class I.	2536.....	do.....	Quarterly, 15 days before beginning of quarter.	Original and 2 copies to Headquarters.
Requisitions, Classes IV, VI, and VIII.	2538.....	do.....	do.....	Copy to Headquarters.
Boat transfer report.....	2580.....	do.....	When boat is received or transferred.	Original to Headquarters.
Boat record.....	2580 (complete).....	do.....	When boat is disposed of.....	Do.
Boat description.....	2580A.....	do.....	Upon receipt of a new boat.....	Do.

Compass report (deviation table) (for boats attached)	2596	do.	When new deviation table is prepared. (See art. 817 (1)).	Do.
Change of personnel	2599	do.	When occurring.	Do.
Purchase vouchers	2667	do.	(See arts. 351-354, Pay and Supply Instructions.)	
Report of examination for petty officer	9555	do.	When occurring	Original to Headquarters.
Report of bills of lading issued	FTB1	do.	Monthly, last day of month	Do.
Report on chief petty officer at end of probationary period and examination for permanent appointment	Letter	do.	When occurring	Do.
Boards of survey, ordnance material, Navy (boats attached)	2582	Gunnery officer	As required	Original and 2 copies to Headquarters.
Gun card (boats attached) ¹	N. Ord. 39	do.	Annually, June 30, and when changes occur.	Do.
Gun-mount card (boats attached) ¹	N. Ord. 40	do.	do.	Do.
Powder card (boats attached) ¹	N. Ord. 41	do.	do.	Original and 1 copy to Headquarters.
Do. ¹	N. Ord. 41A	do.	do.	Do.
Projectile card (boats attached) ¹	N. Ord. 42	do.	do.	Do.
Do. ¹	N. Ord. 42a	do.	do.	Do.
Smokeless powder test card (boats attached) ¹	N. Ord. 67	do.	Monthly, and when changes occur.	Do.
Do. ¹	N. Ord. 67a	do.	do.	Do.
Ordnance equipment card (boats attached) ¹	N. Ord. 70	do.	Annually, June 30, and when changes occur.	Do.
Ammunition card (boats attached) ¹	N. Ord. 70a	do.	Annually, June 30.	Do.
Do. ¹	N. Ord. 70b	do.	do.	Do.
Requisition for ordnance material, navy (boats attached)	S. and A. 44d	do.	Quarterly and as required	Original and 4 copies to Headquarters.
Description of radio apparatus (base)	2642	Radio officer	Annually not later than Jan. 10.	Original to Headquarters.
Fitness report on radiomen	do.	do.	Semiannually, Jan. 1 and July 1.	Do.
Commissary report	2576	Commissary officer	Monthly; upon being relieved.	Do.
Requisition for clothing	2556	Clothing officer	Quarterly; 15 days before beginning of quarter.	Original and 2 copies to Headquarters.
Clothing stock ledger	2577	do.	To be kept current.	Retained at unit.
Balance sheet—clothing account	2578	do.	Monthly.	Original to Headquarters.
Inventory of clothing	2579	do.	Quarterly, not later than 7th of month following; upon being relieved.	Do.
Record of clothing sales	2581	do.	Monthly.	Do.
Report of assistance rendered	2028	Boarding officer	As soon as practicable.	Original to Headquarters; copy to division commander.
Report of resuscitation	2631	do.	With report of assistance rendered.	Do.
Report of violation of navigation and customs laws	2036	do.	As soon as practicable.	3 originals to collector of customs, direct; 1 original to Secretary of Commerce; 3 copies to Headquarters.
Requisitions, Classes V, VII, and IX	2556	Engineer officer	Quarterly, 15 days before beginning of quarter.	Original and 2 copies to Headquarters.
Performance and engineering expenses	2621	do.	Monthly, 5 days after end of month.	Original to Headquarters.
Purchase vouchers	2667	do.	(See arts. 351-354, Pay and Supply Instructions.)	

Based
SECTION CASES—Continued.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Transcript of log.....	2611.....	Junior line officer.....	Weekly, Tuesday of following week.....	Original to Headquarters
Abstract of drills held.....	2612.....	do.....	Monthly.....	Do.
Weekly return to collector.....	2634.....	do.....	Weekly, Tuesday of following week.....	Original to collector of customs.
Statement of vessels seized, reported, warned, etc. (base report to include boats attached). Report of board of survey.....	2637..... 2582.....	do..... Junior member.....	Quarterly..... As soon as practicable.....	Original to Headquarters. Original and 1 copy to Headquarters.
Hull board report (floating bases only).....	2600.....	do.....	Semiannually, January and July; immediately after vessel is hauled out of the water. 25 days after end of fiscal year; when base is placed in or out of commission.	Original to Headquarters.
Return of public property.....	2570.....	Officer in charge of department.....	To be kept current.....	Do.
Record of public property.....	2571.....	do.....	Monthly, within 10 days after close of period.....	Retained at unit.
Account current.....	1022.....	Pay clerk.....	Monthly, with account current.....	Original and 1 copy to Headquarters, direct.
Schedule of disbursements.....	1025.....	do.....	do.....	Do.
Schedule of collections.....	1026.....	do.....	To accompany all accepted proposals.....	Do.
Abstract of agreement.....	1036.....	do.....	Annually, to reach Headquarters June 1.....	3 originals to Headquarters.
Requisition for stationery (boats attached.) Proposals.....	2162, 2163..... 2550.....	do..... do.....	(See arts 277, 280, and 283, Pay and Supply Instructions.) Quarterly, 15 days before beginning of quarter.	
Requisitions, Class III.....	2556.....	do.....	Semiannually, in time to reach Headquarters by Mar. 1 and Sept. 1.	Original and 2 copies to Headquarters.
Requisition for books and blanks (boats attached). Report of loss or damage to shipments.....	2560..... 2626.....	do..... do.....	Immediately upon receipt of shipment.....	3 originals to Headquarters.
Pay vouchers.....	2661.....	do.....	Monthly, with account current.....	2 copies to Headquarters; 1 copy to shipper, direct.
Pay roll.....	2671, 2671A.....	do.....	Monthly, within 10 days after end of month.....	Original to Headquarters.
Abstract of totals of pay roll.....	2690.....	do.....	do Monthly at close of each month.	Original to Headquarters, direct.
Schedule of expenses incurred under general authority.....	2691.....	do.....	Promptly at close of month.....	Do.
Report of allotment expenditures.....	2695.....	do.....	do.....	Do.
Check-book transactions.....	5584.....	do.....	Promptly at close of each month.....	Treasurer of the United States, direct.
Statement showing cost of issues to patrol boats. List of checks drawn.....	Letter..... do.....	do..... do.....	Monthly..... Not later than 10th of each month.....	Original and 1 copy to Headquarters (see Pay and Supply Instructions). General Accounting Office, check accounting division, direct.
Statement of accounts (trial balance).....	do.....	do.....	Monthly, with account current.....	Original to Headquarters, direct.
Report of physical examination for service. Finger-print record.....	2592..... 2515.....	Medical officer..... do.....	At time of examination..... With enlistment contract.....	Original to Headquarters.
Report of medical treatment.....	2523.....	do.....	Immediately after completion of treatment.....	Do.
Do.....	2524.....	do.....	Monthly.....	(See art. 2151.) Original to Headquarters.

Requisition for medical supplies.	2556	do	Quarterly, 15 days before beginning of quarter.	Original and 4 copies to Headquarters.
Purchase vouchers.	2667	do	(See arts. 351-354, Pay and Supply Instructions.)	
Report of medical officer.	Letter	do	Monthly	Original to Headquarters.
Report of gun target practice (boats attached).	do	Chief observer.	Immediately after completion of target practice.	Do.
Report of small-arms target practice (boats attached). ¹	Navy form	Target practice officer.	do	Do.

¹ Individual reports shall be submitted for each boat attached as well as individual reports from base where applicable.

PATROL BOATS.

Abstract of agreement.	1036	Officer in charge.	To accompany all accepted proposals.	
Muster roll.	2506	do	Monthly, within 5 days after end of month.	Original to Headquarters.
Proposals.	2550	do	(See arts. 277, 280, and 283, Pay and Supply Instructions.)	
Return of public property.	2570	do	25 days after end of fiscal year; when patrol boat is placed in or out of commission.	Do.
Record of public property.	2571	do	To be kept current.	Retained at unit.
Boat transfer report.	2580	do	When a boat is received or transferred.	Original to Headquarters.
Boat record.	2580 (complete)	do	When a boat is disposed of.	Do.
Boat description.	2580A	do	Upon receipt of a new boat.	Do.
Commanding officer's monthly report.	2595	do	Monthly.	Do.
Compass report (deviation table).	2596	do	When new deviation table is prepared.	Do.
Patrol boat log.	2608	do	(See art. 817 (1).)	
Abstract of drills held.	2612	do	Daily.	Pink copy to Headquarters; yellow copy to division commander.
Performance and engineering expenses.	2621	do	Monthly.	Original to Headquarters.
Report of loss or damage to shipment.	2626	do	do	Do.
Report of assistance rendered.	2628	do	Immediately upon receipt of shipment.	2 copies to Headquarters; 1 copy to shipper direct.
Report of resuscitation.	2631	do	As soon as practicable.	Original to Headquarters; copy to division commander.
Report of violation of navigation and customs laws.	2636	do	With report of assistance rendered.	Do.
Statement of vessels seized, reported, warned, etc.	2637	do	As soon as practicable.	3 originals to collector of customs, direct; 1 original to Secretary of Commerce; 3 copies to Headquarters.
			Quarterly.	Original to Headquarters.

PATROL BOATS—Continued.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded.
Pay vouchers ¹	2661.....	Officer in charge.....	As issued.....	Original and 1 copy to disbursing officer, direct.
Purchase vouchers ¹	2667.....	do.....	(See arts. 351-354, Pay and Supply Instructions.)	Do.
Pay roll ²	2672, 2672A.....	do.....	Monthly, last day of month.....	Original to Headquarters, direct.
Report of bills of lading issued ¹	FTB1.....	do.....	do.....	do.
Ordnance reports (see section bases) ³				Original to Headquarters; copy to division commander.
Hull board report ¹	2600.....	Junior member.....	Semiannually, January and July and immediately after vessel is hauled out of the water.	Original to Headquarters.
Report on operation of oil engines ¹		Officer in charge.....	Quarterly.....	

¹ To be prepared and forwarded by officer in charge when patrol boat is not attached to a section base or unit.

² Officer in charge will prepare and forward ordnance reports ordinarily prepared by base gunnery officer, when patrol boat is not attached to a section base.

³ 100 and 125 foot patrol boats only.

PICKET BOATS.

Muster roll.....	2506.....	Commanding officer of unit.....	Monthly, within 5 days after end of month.....	Original to Headquarters.
Return of public property.....	2570.....	do.....	25 days after end of fiscal year; when picket boat is placed in or out of commission.	Do.
Record of public property.....	2571.....	do.....	To be kept current.....	Retained at unit.
Boat transfer report.....	2580.....	do.....	When a boat is received or transferred.....	Original to Headquarters.
Boat record.....	2580 (complete).....	do.....	When boat is disposed of.....	Do.
Boat description.....	2580A.....	do.....	Upon receipt of a new boat.....	Do.
Compass report (deviation table).....	2598.....	do.....	When new deviation table is prepared. (See art. 817 (1).)	Do.
Performance and engineering expenses.....	2621.....	do.....	Monthly.....	Do.
Statement of vessels seized, reported, warned, etc.....	2637.....	do.....	Quarterly.....	Do.
Ordnance equipment card.....	N. Ord 70.....	do.....	Annually, June 30, and when changes occur.....	Original and 1 copy to Headquarters.
Ammunition card.....	N. Ord 70a.....	do.....	Annually, June 30.....	Do.
Transcript of log.....	2620.....	Officer in charge.....	Weekly, Tuesday of following week.....	Original to Headquarters.
Report of assistance rendered.....	2628.....	do.....	As soon as practicable.....	Original to Headquarters; copy to division commander.
Report of resuscitation.....	2631.....	do.....	With report of assistance rendered.....	Do.

Report of violation of navigation and customs laws.	2636.....	do.....	As soon as practicable.....	3 originals to collector of customs, direct; 1 original to Secretary of Commerce; 3 copies to Headquarters.
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DISTRICT COMMANDER.

Account current.....	1022.....	District commander.....	Monthly, within 10 days after close of period.	Original and 1 copy to Headquarters.
Schedule of disbursements.....	1025.....	do.....	Monthly, with account current.....	Do.
Schedule of collections.....	1026.....	do.....	do.....	Do.
Abstract of agreement.....	1036.....	do.....	To accompany all accepted proposals.	Original to Headquarters.
Requisition for stationery.....	2162, 2163.....	do.....	Annually, to reach Headquarters by June 1. (To include all stations of the district.)	3 originals to Headquarters.
Application for medical examination.....	2501.....	do.....	At time of examination.....	To medical officer, direct.
Vacancy list (for district).....	2505.....	do.....	As soon as compilation is completed.....	Original to Headquarters. (See Circular No. 31.)
Muster roll.....	2507.....	do.....	Monthly, within 5 days after end of month.....	Original to Headquarters.
Report of discharges issued.....	2512.....	do.....	Upon completion of form.....	Do.
Fitness of officers.....	2513, 2514.....	do.....	Semiannually, Mar. 31 and Sept. 30; when officer or district commander is detached.	Do.
Application for examination and medical treatment.....	2522.....	do.....	At beginning and end of treatment.....	(See art. 2151.)
Report of medical treatment.....	2524.....	do.....	Monthly.....	Original to Headquarters.
Proposals.....	2550.....	do.....	(See arts. 277, 280, and 283, Pay and Supply Instructions.)	
Requisitions for books and blanks.....	2560.....	do.....	Semiannually, to reach Headquarters by Mar. 1 and Sept. 1. (To include all stations of the district.)	3 originals to Headquarters.
Report of destruction of secret and confidential publications.....	2567.....	do.....	Upon destruction of any confidential publication.	Original and 1 copy to Headquarters.
Report of secret and confidential publications.....	2568.....	do.....	Semiannually, Mar. 31 and Sept. 30.....	Original to Headquarters.
Return of public property.....	2569.....	do.....	25 days after end of the fiscal year.....	Do.
Balance sheet—clothing account.....	2578.....	do.....	Monthly.....	Do.
Record of clothing sales.....	2581.....	do.....	do.....	Do.
Report of board of survey.....	2582.....	do.....	As soon as practicable.....	Original and 1 copy to Headquarters.
Report of loss or damage to shipments.....	2626.....	do.....	Immediately upon receipt of shipment.....	2 copies to Headquarters; 1 copy to shipper, direct.
Statement of vessels seized, reported, warned, etc.....	2637.....	do.....	Quarterly. (Compilation of all station reports.)	Original to Headquarters.
Pay vouchers.....	2661.....	do.....	Monthly, with account current.....	Original to Headquarters; original and 1 copy in case of civilian employees.
Purchase vouchers.....	2667.....	do.....	(See arts. 351-354, Pay and Supply Instructions.)	
Pay roll.....	2672, 2672A.....	do.....	Monthly, within 10 days after end of month.....	Original to Headquarters.
Abstract of totals of pay roll.....	1690.....	do.....	Monthly, with pay roll, <i>except for clothing and bounty.</i>	Do.
Schedule of expenses incurred under general authority.....	2691.....	do.....	Promptly at close of each month.....	Do.
Check-book transactions.....	5584.....	do.....	do.....	Treasurer of the United States, direct.
Ordnance equipment card.....	N. Ord. 70.....	do.....	Annually, June 30, and when changes occur.....	Original and 1 copy to Headquarters.
Report of bills of lading issued.....	FT B1.....	do.....	Monthly, last day of month.....	Original to Headquarters.

DISTRICT COMMANDER—Continued.

Paper, report, or return.	Form.	Persons responsible for preparation.	When forwarded.	To whom forwarded
Retirement deduction voucher (civilian employees).		District commander.	Monthly, with account current.	Original and 1 copy to Headquarters; 1 copy with check to disbursing officer, Bureau of Pensions, direct.
List of checks drawn.		do.	Not later than 10th day of each month.	General Accounting Office, check-accounting division, direct.
Statement of accounts (trial balance).		do.	Monthly, with account current.	Original to Headquarters.
Report of transportation requests issued.	Letter	do.	Monthly, within 5 days after end of month.	Do.
Statement of recreation allotment.	do.	do.	Quarterly.	Do.
Report of distinguished conduct, acts of valor, etc.	do.	do.	When occurring.	Do.

OFFICER IN CHARGE OF STATION.

Abstract of agreement.	1036	Officer in charge.	To accompany all accepted proposals.	Original to Headquarters. (See arts. 321 and 467.)
Enlistment contract.	2500, 2500B	do.	At time of enlistment.	Do.
Service record (and sheets 1, 2, 3, and 4).	2500C	do.	On termination of service.	To medical officer, direct.
Application for medical examination.	2501	do.	At time of examination.	3 copies to receiving unit; 1 copy filed.
Report of transfer of enlisted men.	2503	do.	When transferred.	Original to district commander.
Vacancy list.	2505	do.	Weekly, mailed Saturday.	Original to Headquarters; copy to district commander.
Muster roll.	2507	do.	Monthly, within 5 days after end of month.	Original to Headquarters.
Fitness of warrant officers.	2514	do.	Semiannually, Mar. 31 and Sept. 30; when warrant officer or district commander is detached.	Do.
Finger-print record.	2515	do.	With enlistment contract and record.	(See art. 2151.)
Application for examination and medical treatment.	2522	do.	At beginning and end of treatment.	Original and 1 copy to Headquarters.
Designation of beneficiaries for death gratuity.	2529	do.	When enlistment is made.	(See Pay and Supply Instructions.)
Proposals.	2550	do.	(See arts. 277, 280, and 283, Pay and Supply Instructions.)	(See Pay and Supply Instructions.)
Requisitions.	2556	do.	Annually.	Original and 4 copies to Headquarters.
Requisitions for medical supplies.	2556	do.	Quarterly, 15 days before beginning of quarter.	

Return of public property.....	2569.....	do.....	25 days after end of fiscal year; when station is placed in or out of commission.	Original to Headquarters; copy to district commander.
Return of telephone material and equipment.....	2575A.....	do.....	Annually, July 4.....	Original to Headquarters.
Boat transfer report.....	2580.....	do.....	When boat is received or transferred.....	Do.
Boat record.....	2580 (complete).....	do.....	When a boat is disposed of.....	Do.
Boat description.....	2580A.....	do.....	Upon receipt of a new boat.....	Do.
Compass report (deviation table).....	2596.....	do.....	When new deviation table is prepared (picket boats). (See art. 817 (1).)	Do.
Report on surfmen and station.....	2602.....	do.....	Monthly.....	Original to district commander.
Performance and engineering expenses.....	2621.....	do.....	Monthly, for picket boats attached.....	Original to Headquarters; copy to district commander.
Transcript of log.....	2623.....	do.....	Weekly, Tuesday of following week.....	Original to Headquarters.
Report of assistance rendered.....	2625.....	do.....	As soon as practicable.....	Original to Headquarters; copy to district commander.
Report of loss or damage to shipments.....	2626.....	do.....	Immediately upon receipt of shipment.....	2 copies to Headquarters; 1 copy to shipper, direct.
Report of resuscitation.....	2631.....	do.....	With report of assistance rendered.....	Original to Headquarters; copy to district commander.
Weekly return to collector.....	2634.....	do.....	Weekly, Tuesday of following week.....	Original to collector of customs direct.
Report of violation of navigation and customs laws.....	2636.....	do.....	As soon as practicable.....	3 originals to collector of customs, direct; 1 original to Secretary of Commerce; 3 copies to Headquarters.
Statement of vessels seized, reported warned, etc.....	2637.....	do.....	Quarterly.....	Original to Headquarters.
Boat trouble card.....	2640.....	do.....	When a boat is out of commission for 48 hours or longer on account of repairs; when a boat is in commission again.	Original to Headquarters.
Pay voucher.....	2661.....	do.....	As issued.....	Original and 1 copy to district commander.
Purchase voucher.....	2667.....	do.....	(See arts. 351-354, Pay and Supply Instructions.)	
Pay roll.....	2672, 2672A.....	do.....	Monthly, last day of month.....	Do.
Schedule of expenses incurred under general authority.....	2691.....	do.....	On last day of month.....	Original to district commander.
Report of examination for petty officer.....	9555.....	do.....	When occurring.....	Original to Headquarters; copy to district commander.
Ordnance equipment card.....	N. Ord. 70.....	do.....	Annually, June 30. (See instructions).....	Do.
Report on chief petty officers at end of probationary period and examination for permanent appointment.....	Letter.....	do.....	When occurring.....	Do.
Report of distinguished conduct, acts of valor, etc.....	do.....	do.....	As soon as practicable.....	Do.
Report relative to seizure or other customs matter.....	do.....	do.....	do.....	3 copies to Headquarters; 1 original to collector of customs or district attorney, direct; 1 copy to district commander.

HONORS AND DISTINCTIONS.

CHAPTER XXIV.

ENFORCEMENT OF THE LAWS OF THE UNITED STATES.

2501. It shall be the duty of every person in the Coast Guard to use his utmost endeavor to detect, apprehend, and bring to justice all offenders against the customs-revenue laws, navigation laws, motor boat laws, and all other maritime laws of the United States, and to assist, as far as practicable, all persons legally appointed to administer and enforce the laws of the United States; and all persons in the Coast Guard shall use their best efforts to protect Government property. Apprehension of offenders.

2502. At the request of the master or other officer in charge of any vessel officers shall use all force at their command, if necessary, in quelling mutiny on board such vessel. (See art. 808.) To quell mutiny.

2503. In case of a seizure being made for the violation of any law falling within the jurisdiction of the customs authorities, report shall be made to and the seized vessel or property delivered into the keeping of the chief officer of the customs at the nearest port. Seizures made because of violation of any law not within the jurisdiction of the customs authorities shall be reported to the nearest United States district attorney and the vessel or property delivered into the keeping of the nearest United States marshal or deputy marshal. (See art. 815.) Reporting seizures.

2504. All official communications requesting information regarding the interpretation of the customs-revenue laws, navigation laws, rules of the road, and motor-boat laws shall be made to Headquarters in duplicate. (See art. 2416.) Interpretation of the laws.

2505. (1) Each unit of the Coast Guard shall be particularly vigilant in the boarding and examination of vessels of every description for the purpose of seeing that the customs, navigation, motor boat and other laws relating to vessels and the importation of merchandise are strictly observed. Boarding vessels.

(2) Especial care shall be exercised in the boarding and examination of motor boats.

(3) Commanding officers and officers in charge shall satisfy themselves that officers assigned to boarding duty are thoroughly acquainted with the laws applicable to such work, to the end that violations of the law may be detected and that violators of the law may be apprehended. Perfunctory performance of this important duty will not be approved.

(4) Vessels found violating the above-mentioned laws in any respect will be seized or reported, as circumstances may require.

CHAPTER XXV.

THE COAST GUARD ACADEMY.

2511. The Coast Guard Academy is located at Fort Trumbull, Location.
New London, Conn.

2512. It shall be under the immediate supervision of a super- Superintendent
intendent, who shall be detailed from the list of line officers in of.
the service.

2513. The superintendent shall be assisted by officers and Assistants.
civilian instructors in the instruction of the cadets at the academy.

2514. The general duties of the superintendent and other General duties.
officers, and of the civilian instructors attached to the academy,
and of the cadets undergoing instruction, are prescribed in the
"Rules and Regulations for the Government of the Coast Guard
Academy," which shall be observed by all attached thereto.

2515. (1) The Fort Trumbull Reservation and all Govern- Control of res-
ment property within its limits shall be under the control of the ervation.
superintendent of the academy, and he shall be responsible for
the care and preservation of the same.

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

(3) During the practice cruise for cadets, the duties pre-
scribed in the preceding paragraphs of this article shall be per-
formed by the officer detailed by Headquarters for that purpose.

CHAPTER XXVI.

AVIATION.

2521. A commissioned officer who has satisfactorily completed the required course of training and passed the prescribed tests therefor may be designated a "Coast Guard Aviator." A commissioned officer undergoing training in flying may be designated a "Student Coast Guard Aviator." A warrant officer or an enlisted person whose duties involve the necessity of frequent flights may be detailed to duty involving actual flying in aircraft. It will be noted that, under the law, a designation as Coast Guard aviator or as Student Coast Guard aviator is not sufficient to entitle an officer to increased pay for flight duty. An officer must, in addition to being designated as either, be detailed to duty involving actual flying in aircraft. The detail of an officer or enlisted person to such duty may be made by the commanding officer of a Coast Guard aviation station, detail, or detachment, or by the Commandant or by an officer regularly authorized by the Commandant to make such designation.

2522. Until experience has demonstrated the peculiar qualifications required for flight personnel in the Coast Guard, the qualifications for Coast Guard aviator and the tests therefor shall be substantially the same as those prescribed by the Secretary of the Navy for naval aviator.

2523. A student Coast Guard aviator may be designated a Coast Guard aviator on passing the prescribed tests to the satisfaction of a board composed of at least two Coast Guard aviators. Upon satisfactory completion of these tests the commanding officer of the unit to which the officer is attached shall designate him a Coast Guard aviator and shall forward the designation to Headquarters for approval. The designation shall be effective, upon approval by the Commandant, from the date of designation by the commanding officer.

2524. A commissioned officer of the Coast Guard who has qualified or may hereafter qualify as a naval aviator may be designated a Coast Guard aviator without further test.

2525. (1) Enlisted men and warrant officers when fully qualified by a course in practical and theoretical flight training (seaplane) will be designated by Headquarters as Coast Guard aviation pilots (seaplane). When so designated they are authorized to wear the insignia of Coast Guard aviators and will be given a certificate of their designation by Headquarters.

(2) Coast Guard aviators will be commissioned officers in all cases.

CHAPTER XXVII.

THE COAST GUARD DEPOT.

COMMANDANT OF THE DEPOT.

2531. The commanding officer of the Coast Guard depot shall be its commandant. Defined.

2532. During the absence of the commandant, or should he be incapable of exercising command, his authority shall devolve upon the senior line officer attached to the depot and present for duty. Succession to command.
(See art. 638-1.)

2533. The commandant shall exercise control over work of every kind at the depot and shall be responsible for the preservation of all buildings and stores contained therein, of all vessels out of commission thereat, and for the judicious application of all labor. Duties of commandant.

2534. He shall see that all officers and enlisted persons under his command and all the employees of the depot perform their duties faithfully and efficiently and that all necessary reports and returns are made. To require duties to be performed properly.

2535. He shall see that no materials of any kind are diverted from the use for which procured, except for proper purposes; that no employee does any work during working hours other than in connection with the public service, and that no part of the machinery, plant, or other Government appliances under his charge is used in doing work for private parties except in cases of emergency or when authorized by Headquarters. Not to allow improper use of labor and material.

2536. He shall not purchase any stores except coal, fuel oil, wood, oils, gasoline, and water, nor sell, nor permit the sale of, any article of public property unless authorized by Headquarters. In making purchases he shall satisfy himself of the reasonableness of the prices charged. Not to buy or sell without authority.

2537. He shall approve all pay rolls and all vouchers for supplies furnished after satisfying himself of their correctness. To approve pay rolls and vouchers.

2538. He shall report promptly to Headquarters the arrival at and departure from the depot of all vessels of the service ordered there for overhauling, painting, or repairing. Movements of vessels at depot.

2539. He shall submit a report in duplicate to the Secretary of Labor, through the proper channels, of all accidents and injuries that occur to civilian employees at the depot. Injuries to civil employees.

2540. He shall establish regulations to guard against accidents by fire in the ships and buildings within the limits of the depot. Fire drill shall be held once each week. Fire regulations.

2541. Smoking shall not be allowed at the depot outside of the officers' quarters or the limits prescribed by the commandant. No smoking.

- Fire department.** 2542. He shall cause a fire brigade to be organized and ready for duty both day and night.
- Fire alarm.** 2543. The fire alarm shall be the rapid ringing of the depot's and ships' bells and the sounding of a number of blasts at short intervals by the depot's whistle.
- Vessels at the depot.** 2544. Vessels in commission which are at the depot for any purpose shall, from arrival to departure, be subject to the direction of the commandant. He shall limit the exercise of such direction to matters pertaining to the purposes for which the vessels are at the depot, and to the enforcement of the police and fire regulations thereof.
- Authority over officers and crews at the depot.** 2545. When vessels in commission are at the depot for overhauling or repairs, or when vessels not in commission are thereat, the commandant shall have authority to detail any officer (not senior in rank to himself) or enlisted person to perform temporarily any duty in connection with the work of the depot, not inconsistent with the rank or grade of such officer or enlisted person.
- Reporting arrival and departure.** 2546. The commanding officer of a vessel arriving at the depot shall immediately and in person report his arrival to the commandant, unless he be senior to the latter, in which case he shall send an officer of his command to make the report. The intended departure of a vessel from the depot shall be similarly reported immediately before such departure.
- Control over depot force.** 2547. Except in matters coming under the police regulations of the ship, the commanding officer of a vessel at the depot shall exercise no control over the officers or enlisted persons attached to, or persons employed at, the depot unless authorized by the commandant.
- Moving vessel at depot.** 2548. A vessel at the depot shall be moved only by authority of the commandant.
- Police and fire regulations of depot to be observed.** 2549. The police, fire, and other regulations established by the commandant for the maintenance of discipline and the protection of property shall be observed by the officers and crews of all vessels at the depot.
- Accounts to be opened.** 2550. When the commandant is directed to build, fit out, or repair any vessel or boat, or to make any improvement at the depot, he shall cause an account to be opened against the vessel, boat, or depot, as the case may be, debiting it with the cost of the labor and materials and the overhead charges. Detailed reports covering work done shall be forwarded to Headquarters from time to time, as may be prescribed.
- Alterations.** 2551. No alterations in the hull, boilers, machinery, or equipments of any vessel which has been sent to the depot for repairs shall be made without the previous sanction of Headquarters. If, in making authorized repairs, it is the opinion of the commandant that changes can be made to improve the qualities of the vessel, he shall report the same to Headquarters, giving his reasons therefor and forwarding estimates of the probable increase of expense which such alterations would entail.
- Removal of officers and crew of vessel repairing.** 2552. When a vessel in commission is about to receive extensive repairs at the depot her officers and crew may be removed to some other vessel, or to quarters on shore, at the depot for as

long a period as may be necessary. The vessel and quarters thus used shall be kept and left in good order and condition.

2553. When a vessel is placed out of commission at the depot she shall be considered as having been transferred to the charge of the commandant, who shall have all of her supplies and outfits inventoried, properly marked, and safely stored. Vessel out of commission.

2554. In making repairs to, or doing work on, a vessel at the depot the services of her crew shall be utilized as far as practicable. Using the ship's force.

OTHER OFFICERS ATTACHED.

2561. The line officer attached to the depot who is next junior in rank to the commandant shall be designated the "Captain of the yard," and shall, while executing the orders of the commandant, take precedence over all other officers attached. During the absence of the captain of the yard for more than 24 hours his duties shall be performed by the line officer next junior in rank attached to the depot. Authority of.

2562. (1) He shall have immediate charge of the police and of the enforcement of the police regulations; of the fire department; of all vessels out of commission and their deck stores and outfits; of the landings; and of the means of transportation. General duties.

(2) He shall have the immediate control of the fires and lights in the workshops and shall see that precautions are taken to guard against fire after working hours. Fires and lights.

2563. In addition to his duties as captain of the yard, the senior line officer attached shall have immediate supervision of all work assigned to him by the commandant and shall be responsible to the latter for the condition and preservation of all property, tools, and outfits pertaining thereto. Additional duties.

2564. (1) The senior engineer officer attached to the depot shall have immediate supervision of all work in connection with the machinery and boilers and of other work assigned to him by the commandant and shall be responsible to the commandant for the condition and preservation of all machinery and boilers of the depot and of vessels out of commission thereat, together with all stores, tools, and outfits pertaining thereto. Senior engineer. Responsibility in supervision of work.

(2) He shall inspect quarterly all steam generators at the depot, and shall report to the commandant their condition and the steam pressure to which they may be safely subjected. He shall, at any time, make such suggestions as in his opinion will add to their safety and efficiency. Steam generators.

2565. All other officers attached to the depot shall perform such duties as may be assigned them by the commandant. Perform duties assigned by commandant.

2566. (1) Officers attached to the depot shall have immediate supervision, charge, and direction of all persons connected with the work for which they are respectively responsible. Control of work and employees.

(2) They shall make such returns of expenditures for labor and materials as may be directed by the commandant. Reports.

(3) They shall make requisitions upon the storekeeper for such supplies and materials as may be required in their work, and shall keep him advised in advance as to the probable needs of their several departments. Supplies and materials from store.

Vouchers.

2567. All vouchers shall be certified by the officer immediately responsible for the expenditure of the items enumerated therein and shall be approved by the commandant.

DEPOT LOG.

Depot log.

2571. (1) A depot log shall be kept under the direction of the junior line officer attached, and there shall be entered therein the following particulars:

- a. Reporting for duty and detachment of officers.
- b. Arrival and departure of vessels.
- c. Placing vessels in or out of commission.
- d. Receipt of stores for the depot.
- e. The number of employees each day.
- f. The principal transactions of the depot.
- g. Nature, kind, and extent of any accident that may happen to any employee.
- h. A daily meteorological record.
- i. All enlistments, reenlistments, ratings, promotions, discharges, desertions, deaths, and retirements, and all other matters relating to officers and enlisted persons required to be entered in the ship's log.
- j. All other matters of interest or importance at the depot.

Shall sign log daily.

(2) He shall sign the log daily and shall submit it weekly for the approval of the commandant.

CORRESPONDENCE.

Transmittal of correspondence of vessels in commission at depot.

2574. (1) When a vessel is at the depot and in commission correspondence relating to repairs and all other matters under the cognizance of the commandant, or of which he should have knowledge, shall be forwarded through him. Reports, returns, and correspondence dealing with matters not connected with the depot shall be forwarded direct.

Of vessels out of commission.

(2) When a vessel is out of commission all correspondence shall be conducted by or through the commandant.

CHAPTER XXVIII.

REMOVAL AND DESTRUCTION OF DERELICTS, WRECKS, AND OTHER OBSTRUCTIONS TO NAVIGATION.

2601. The following are extracts from the laws of the United States:

(a) "That whenever the navigation of any river, lake, harbor, sound, bay, canal, or other navigable waters of the United States shall be obstructed, or endangered by any sunken vessel, boat, water craft, raft, or other similar obstruction, and such obstruction has existed for a longer period than thirty days, or whenever the abandonment of such obstruction can be legally established in a less space of time, the sunken vessel, boat, water craft, raft, or other obstruction shall be subject to be broken up, removed, sold, or otherwise disposed of by the Secretary of War at his discretion, without liability for any damage to the owners of the same: *Provided*, That in his discretion, the Secretary of War may cause reasonable notice of such obstruction of not less than thirty days, unless the legal abandonment of the obstruction can be established in a less time, to be given by publication, addressed 'To whom it may concern,' in a newspaper published nearest to the locality of the obstruction, requiring the removal thereof: *And provided also*, That the Secretary of War may, in his discretion, at or after the time of giving such notice, cause sealed proposals to be solicited by public advertisement, giving reasonable notice of not less than ten days, for the removal of such obstruction as soon as possible after the expiration of the above specified thirty days' notice, in case it has not in the meantime been so removed, these proposals and contracts, at his discretion, to be conditioned that such vessel, boat, water craft, raft, or other obstruction, and all cargo and property contained therein shall become the property of the contractor, and the contract shall be awarded to the bidder making the proposition most advantageous to the United States: *Provided*, That such bidder shall give satisfactory security to execute the work: *Provided further*, That any money received from the sale of any such wreck, or from any contractor for the removal of wrecks, under this paragraph shall be covered into the Treasury of the United States.

(b) "That under emergency, in the case of any vessel, boat, water craft, or raft, or other similar obstruction, sinking or grounding, or being unnecessarily delayed in any Government canal or lock, or in any navigable waters mentioned in section nineteen, in such manner as to stop, seriously interfere with, or specially endanger navigation, in the opinion of the Secretary of War, or any agent of the United States to whom the Secretary may delegate proper authority, the Secretary of War or any such agent shall have the right to take immediate possession of such boat, vessel, or other water craft, or raft, so far as to remove or to destroy it and to clear immediately the canal, lock, or navigable

Law relative to obstructions to navigation.

Act approved Mar. 3, 1899 (30 Stats., p. 1154).

Obstruction in Government canal.

waters aforesaid of the obstruction thereby caused, using his best judgment to prevent any unnecessary injury, and no one shall interfere with or prevent such removal or destruction: *Provided*, That the officer or agent charged with the removal or destruction of an obstruction under this section may in his discretion give notice in writing to the owners of any such obstruction requiring them to remove it: *And provided further*, That the expense of removing any such obstruction as aforesaid shall be a charge against such craft and cargo; and if the owners thereof fail or refuse to reimburse the United States for such expense within 30 days after notification, then the officer or agent aforesaid may sell the craft or cargo, or any part thereof that may not have been destroyed in removal, and the proceeds of such sale shall be covered into the Treasury of the United States."

Construction of
derelict de-
stroyer.
Act approved
May 12, 1906
(34 Stats., p.
190).

(c) "That the Secretary of the Treasury is hereby authorized to have constructed, at a cost not to exceed \$250,000, a steam vessel specially fitted for and adapted to service at sea in bad weather, for the purpose of blowing up or otherwise destroying or towing into port wrecks, derelicts, and other floating dangers to navigation, said vessel to be operated and maintained by the Revenue-Cutter Service under such regulations as the Secretary of the Treasury may prescribe."

Cooperation
with Engineer
Department,
U. S. Army.

2602. Under the provisions of sections 19 and 20 of the act of March 3, 1899, the duty of removing wrecks which may endanger navigation has been assigned to the district engineers of the Engineer Department at Large, United States Army, and the responsibility for such work rests upon them as agents of the Secretary of War. Officers of the Coast Guard shall cooperate with and assist the district engineers in the execution of that duty. In emergencies when the district engineer can not be reached, the commanding officers of cutters shall, on their own responsibility as additional agents of the Secretary of War, take the immediate action necessary to clear the channel. If doubt arises concerning the proper action in particular cases, the general principle should be borne in mind that the existence of a wreck within navigable waters of the United States, so situated that it endangers, or is likely to endanger, navigation, should be brought to the attention of the district engineer as speedily as possible, and that his action concerning the disposition of the wreck should be awaited, if the emergencies of the case will permit of reasonable delay. The jurisdiction of the Secretary of War over navigable waters of the United States is not strictly limited to the waters within the usual marine league, but includes all the coast waters in which aids to navigation or other structures are established by authority of the United States Light-house Establishment or of the War Department.

Instructions relative to derelicts, wrecks, etc.
Search for.

2603. The following instructions shall be observed by the commanding officers of all cutters relative to derelicts, wrecks, etc.:

(a) Upon receiving information from any authentic source of the existence of a derelict, or other floating danger to navigation, within the cruising limits of his command, he shall without delay, make diligent search to locate the same.

Taken to most
convenient port.

(b) Derelicts and other floating dangers to navigation wherever found shall be taken to the most convenient port whenever practicable.

(c) Whenever it is not practicable to take a derelict or other floating danger into port it should be destroyed or beached, extreme care being exercised in each case that such destruction does not leave sunken or floating wreckage of such size or character as to constitute a menace to passing ships. If the derelict or other floating danger is to be destroyed within the navigable waters of the United States and the emergencies of the case permit, the district engineer shall be communicated with by dispatch or otherwise consulted before final action is taken.

Destruction of derelicts.

(d) Whenever circumstances make it necessary for a cutter to destroy a derelict or other floating danger to navigation, within the navigable waters of the United States, the commanding officer shall at once notify the district engineer.

Notification to district engineer when necessary to destroy derelict.

2604. Whenever the commanding officer of a cutter has knowledge of any obstruction to navigation of the character described in sections 19 and 20 of the act of March 3, 1899, in any river, lake, harbor, or canal, or inside a line connecting the headlands of any sound or bay, he shall at once notify the district engineer and shall take no further action, except as provided in article 2605, unless requested by that officer, in which case he shall proceed as soon as the duties of the vessel permit.

Obstructions in harbors, etc.

2605. When the commanding officer of a cutter has knowledge of any obstruction to navigation of the character described in sections 19 and 20 of the act of March 3, 1899, within the navigable waters of the United States (not being in any river, lake, harbor, or canal, or not inside a line connecting the headlands of any sound or bay) he shall proceed as follows:

Not within harbor.

(a) If the obstruction does not stop, seriously interfere with, or specially endanger navigation, and immediate removal is not necessary, the commanding officer shall notify the district engineer and shall take no further action, unless requested by that officer.

Action when immediate removal is not necessary.

(b) If the obstruction stops, seriously interferes with, or specially endangers navigation, and there is not time to communicate with the district engineer, the commanding officer is authorized to remove or destroy such obstruction so far as to clear the channel, using his best judgment to prevent any unnecessary injury in the premises. He shall notify the district engineer of his action as soon as practicable.

Wrecks to be removed.

(c) In either of the cases cited in paragraphs a and b of this article the commanding officer shall see that the wreck is properly buoyed or lighted before he leaves it, the details and cost of the same to be reported to the district engineer. Commanding officers shall, in all cases where wrecks are buoyed and lighted by vessels of the Coast Guard, promptly notify the nearest lighthouse inspector of the fact, giving full information as to the character of the buoy or light established, and forwarding, if practicable, a section of the chart showing its position in order that such information may be published in the weekly Notice to Mariners.

Wrecks to be lighted or buoyed.

2606. Sunken obstructions outside the navigable waters of the United States shall be removed or destroyed by the Coast Guard when deemed practicable.

Obstructions to be destroyed by Coast Guard.

2607. (1) A division commander is authorized, upon request from a district engineer, to direct any vessel of his division to

Authority of division commander.

Assistance by commanding officers.

To correspond with district engineers.

Report taking derelict into port.

Report destruction, etc., of derelict.

Report location.

Expense borne by War Department.

Recommendation for removal of wrecks.

Other duties not affected.

give the latter officer such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

(2) Commanding officers of cutters not attached to a division are authorized, upon request from a district engineer, to give the latter such assistance in the removal of wrecks as may be practicable and mutually agreed upon.

(3) Division commanders and commanding officers are authorized to correspond direct with district engineers on matters concerning the removal of wrecks.

2608. (1) Whenever a derelict, or other floating danger to navigation, has been taken into port, or whenever a floating or sunken danger has been destroyed outside of the navigable waters of the United States by a cutter, a full written report of the operation, in addition to the report on form No. 2628, shall be forwarded to Headquarters.

(2) Whenever a derelict or other floating danger, or a wreck or other sunken obstruction, has been beached or destroyed by a cutter within the navigable waters of the United States, a full written report of the operation, in addition to the report on form No. 2628 shall be forwarded to Headquarters, and a carbon copy of the written report shall be forwarded at the same time direct to the district engineer of the district in which the operation took place. This report shall particularly state the original condition of the wreck as fully as practicable, its location, as closely as possible by latitude and longitude, and by reference to established aids to navigation or other prominent features shown on United States coast charts, and the depth of water remaining over the site of the wreck, and either the stage of water or the hour, minute, and date when the depths were measured. If the vessel submitting the above report is attached to a division, the original report shall be forwarded to Headquarters through the division commander, accompanied by an extra carbon copy for the files of the latter's office.

(3) All special expense attached to the removal or destruction of wrecks or other sunken obstructions within the navigable waters of the United States will be borne by the War Department. An itemized statement of the expense involved in each such case shall be transmitted with the written report required by the preceding paragraph. This statement shall include the quantity, unit price, and total price of each article purchased or used in the removal or destruction of the wreck or other obstruction, and also a statement as to how the price was obtained, whether from service requisitions, Navy invoices, or, where purchases were made to meet the emergency, by written proposal or acceptance, or otherwise, as the case may be.

2609. When a commanding officer can not remove obstructions with such appliances as are furnished him he shall at once report the matter to Headquarters with such recommendations regarding the manner of removing them as he may deem expedient.

2610. Nothing in this chapter is to be construed as affecting or changing in any way whatever the duties and responsibilities resting upon the commanding officers of all cutters to give assistance to vessels in distress. Whenever a stranded vessel is floated by a cutter such assistance does not fall within the class of operations comprehended by the foregoing instructions.

CHAPTER XXIX.

PAINTING SHIP—BOATS.

2621. (1) Only such materials as are included in the formulae given in the Naval Artificer's Handbook and such others as are approved by Headquarters will be authorized for painting ship.

(2) The following paints shall be procured on Class VIII requisitions from navy yards, and naval stations by vessels which procure other ship chandlery in that manner:

	Naval formula No.
a. Metallic brown.....	35
or—	
Red lead.....	1
Outside black.....	13
Red shellac.....	54
White enamel.....	30
Spar color.....	7
Spar color, smokestack.....	9
Spar varnish.....	0

(3) Vessels which do not procure ship chandlery from navy yards, or naval stations, shall place on the Class VIII requisition the necessary ingredients for mixing the required quantities of these paints in accordance with the above formula as specified in the "General Instructions for painting and cementing vessels of the United States Navy."

2622. In preparing the hulls of steel, iron, composite, and sheathed ships for general painting above the water line, and the bulwarks inboard, all rust spots and blisters shall first be cleaned to the metal and the metal then cemented and painted. When dry, all surfaces shall be scrubbed with burlap or scrubbing brushes, using soap, fresh water, and, if necessary, fine sand to make them clean and smooth. The ironwork of wooden vessels shall be treated in the same manner. Paint shall not be applied over scale, rust, or dirt.

2623. Metal or copper on all wooden hulls, or sheathed vessels, shall be kept clean and bright above the water line.

2624. On steel or iron hulls the paint used on the bottom shall extend from 9 to 18 inches above the load water line.

2625. Prepared smokestack paint will be authorized for use on the smokestack and in the engine department for use where exposed to extreme heat. Heat and oil proof paint will be allowed for use in the engine department on surfaces exposed to extreme heat and to the action of oil, but not for general painting. When painting in the engine department care should be taken to see that the stems of valves, screw studs, etc., are not painted.

Use of Naval Artificer's Handbook.

Paints procured at navy yards on Class VIII requisitions.

Paints procured on Class VIII requisitions but not at navy yards.

Preparing hulls for painting above water line.

Copper kept bright above water line.

Bottom paint extended above water line. Heat and oil proof paint in engine department.

Prepared paints specified by name.

2626. (1) Prepared black paint will be authorized for use on the hulls of harbor cutters and harbor launches. All prepared paints asked for on requisition shall be specified by the name of the manufacturer and by the brand.

Painting harbor cutters.

(2) Hulls of harbor cutters and harbor launches shall be painted black above the water line. The anchors and such portions of the chain cables as are visible shall be black, but in all other respects vessels of this class shall be painted in accordance with the regulations prescribed for larger vessels of the service.

TO BE PAINTED WHITE.

Parts painted white.

2629. All hulls, except those of harbor cutters and harbor launches, from the painted water line or metal up, including rails, shall be painted white, as follows:

Bowsprit and its gear.

Anchors and visible parts of chains (from hawse pipes to anchors).

Boom ladders and pendants.

Bulwarks inside.

Bulwark stanchions.

Deck houses, to and including covering boards on tops of houses.

Awning ridgepoles.

Awning stanchions, below rails.

Boat davits, below rails.

Anchor davits, below rails.

All topgallant or monkey rails.

All iron handrails (handrails where paint is liable to be worn off should be canvas covered).

Flagstaffs, below rails.

House and hatch coamings.

Skylight frames and companionways, if of iron.

TO BE PAINTED REGULATION STRAW COLOR.

Parts painted straw color.

2631. The following parts shall be painted straw color:

Awning stanchions above rails.

Boat davits, above rails.

Anchor davits, above rails.

Gallows frame, above rails.

Smokestack and umbrella, except a ring extending one-third the diameter of the pipe down from top, which shall be painted black.

Guys of every description.

Boat davit spans.

Ventilators (inside of cowls to be painted vermilion).

All masts (except those parts whereon yards are hoisted or hoops travel, which shall be kept bright and greased).

Doublings of masts and poles.

Yards.

Gaffs.

Blocks.

Flagstaffs (above rails).

Waterways.

Covering boards (inside).
 Windlasses and capstans.
 Iron cavils.
 Bollards.
 Rails on harbor cutters and harbor launches.
 All tops of deck houses and pilot houses, when canvas covered.

WOODWORK TO BE KEPT BRIGHT.

2635. The following woodwork shall be kept bright:
 Topgallant and quarter rails of mahogany or other hard wood.
 Hurricane-deck rails, handrails, and stanchions to same.
 Swinging booms.
 Hatch covers, movable and others.
 Skylights, frames, and companionways, if of wood.
 Sashes.
 Blinds.
 Gratings.
 Corners of deck houses, if of wood.
 Berth decks.
 Deck ladders and steps.
 Side ladders and steps.

Woodwork kept bright.

BOATS. *See 0634*

2639. (1) All boats shall be painted in accordance with the following standard scheme as nearly as their designs permit.
 (2) The following surfaces shall be finished bright with approved spar varnish:

Painting of boats.

Finished bright.

a. Gunwales, guards, wood towing and quarter bitts, masts and spars.

b. Thwarts to knees. (If the boat has side air cases or compartments only that portion of thwarts between inboard sides of the air cases or compartments shall be kept bright.)

c. Such trimmings, gratings, portable stretchers, moldings, handgrabs, etc., of oak, mahogany, ash or other similar hard wood as were finished bright when the boat was originally accepted.

d. Water breakers, boat hooks, and flagstaffs.

e. Oars shall be kept bright, without varnish.

(3) Surfaces to be white:

a. Outside of boat above water line (except that ship's boats shall be white below water line), including tops and outsides of end compartments and engine inclosures above the sheer line. The water line for painting shall be about 4 inches above the actual water line of boats 30 feet long and over, and about 2 inches above the actual water line of boats less than 30 feet long.

White surfaces.

b. Inside of boat above sheer line of top of thwarts or side compartments. This includes outsides, above the sheer line or top of thwarts, of engine compartment and compartments when such compartments project appreciably above the gunwale of the boat, and obtain the equivalent of white deck houses above the sheer.

c. The inside of all compartments not ordinarily exposed to view, as compartments below deck of self-balling boats, inside of

compartments visible above the gunwale and inside of compartments, such as engine compartments, to improve the lighting.

Straw color.

(4) *Surfaces to be regulation straw color:*

a. All inboard surfaces exposed to weather up to the sheer line of top of thwarts or side air compartments, except parts finished bright. This includes tops of side and end compartments unless they come above the gunwale; ends of thwarts; and the outside of engine inclosure when it is below the gunwale line or projects only slightly above it.

b. Whole interior of the engine inclosure of all classes of boats, except in motor lifeboats, where straw color shall extend up to about 3 feet above the walking flat, only.

c. All surfaces, inside and outside, of small working boats such as pulling dories, skiffs, scows, or scooters.

Bottom painting.

(5) *Bottom painting:*

All station boats regularly kept afloat shall be well painted on bottoms with an approved brown antifouling copper paint, as follows:

a. Once each year if located on the Great Lakes or on other fresh water. Ordinary ~~brown~~ ^{red} paint may be used on boats on fresh water in the discretion of the district superintendent.

b. Twice each year if located on the Pacific coast or on the Atlantic coast north of New York.

c. Three times each year if located south of New York on the Atlantic Coast.

d. ~~All station boats regularly kept out of water shall be painted white on bottoms as often as protection of the surfaces requires it, in the judgment of the officer in charge.~~

e. Copper paint must in all cases be of the best quality. It shall be applied with the greatest care so that no spots are missed, in order to prevent damage by worms. Wooden freeing trunks of self-bailing boats shall be thoroughly coated on the inside with the same kind of paint from deck to bottom whenever the bottom is painted.

(6) Letters on ship's boats, except gigs, shall be painted black; the letters to be 6 inches high, cut from yellow metal or lead approximately one-eighth inch thick, and securely fastened to the boat. Lettering on station boats to be black, laid out in accordance with the Standard Instructions.

Boat number plates and boat reports.

2643. (1) Coast Guard boats less than 40 feet long will be designated by number. Boats and vessels over 40 feet long will be designated by name, or by letters and number.

(2) A boat number plate and a boat record book (Form 2580) shall be issued to the custodian of every boat in the numbered class. In boats with thwarts, the boat number plate shall be secured by brass screws to the top of the after permanent thwart at its starboard end so as to be clearly visible. In boats without permanent thwarts, the boat number plate shall be secured to the bulkhead forming the after cockpit, the plate to be on the after side near the starboard cockpit coaming.

(3) Upon the receipt of a boat by any unit, all available data concerning the boat should be recorded on Form 2580 and Form 2580A and the latter form forwarded to Headquarters as soon as practicable.

(4) Whenever a boat is transferred from one unit to another, instructions contained on the inside front cover sheet of Form 2580 shall be followed.

(5) Officers in charge of the building or purchase of boats shall apply to Headquarters for number plates and record forms for such boats.

STANDING RIGGING.

2645. The lanyards, service, and seizings of standing rigging and other exposed hemp rope shall be tarred or blacked at least once every six months. The exposed parts of wire standing rigging and other wire rope (except as otherwise provided in these regulations) shall be painted lead color as often as may be necessary to prevent them becoming rusty.

2646. Wire rope actuating through blocks or over sheaves shall be covered with a preservative of the following, or equally good, composition: Preservative for pliable wire rope.

Lubricating machinery oil.....	1 pint.
Stockholm or American tar.....	1 quart.
Tallow or Albany grease.....	5 pounds.
Graphite.....	1 pound.

EXTERIOR GILT WORK.

2648. The following parts shall be kept gilded: Gilt work.
 Eagles, when mounted on pilot houses of harbor cutters and launches.
 Figureheads and scrollwork on bow and headboards.
 Trucks and balls.
 Name or designation of vessel on stern.
 Letters and arrows on bows of gigs.
 One-quarter inch cove on gig below the bright gunwale.

GENERAL PAINTING.

2650. Decks shall never be painted except by express authority of Headquarters. Berth decks shall be kept clean and coated with shellac, carefully and evenly applied, each coat to be hard and dry before the next is applied. They shall be touched up weekly. Decks.

2651. (1) Outside of hulls above the water line shall be painted three times each year, if necessary. Hulls painted three times a year.

(2) Deck houses and other deck work shall be painted once each year, care being taken in all cases that all surfaces are carefully cleaned and smoothed before paint is applied. Deck houses, etc., painted once a year.

(3) The use of putty to fill nail holes is prohibited, and beeswax shall be used for that purpose. To prevent beeswax melting when thus used in hot climates or hot weather, a little resin should be mixed or rolled into it. Filling nail holes.

2652. The holds, bunkers, and bilges of steel and iron vessels shall be painted with red lead. Holds, etc., painted with red lead.

2653. All finished brass handrails and other brass work except skylight rods shall be kept bright and polished. Skylight rods Brass work.

fitted in wooden frames shall be painted vermilion. Skylight rods fitted in metal frames shall be kept bright and polished.

Paint work to be touched up.

2654. All paint work shall be touched up as frequently as may be necessary to keep it in proper condition.

General instructions in handbook to be followed.

2655. The general instructions as to painting and the formulæ given in the Naval Artificer's Handbook shall be followed wherever the same do not conflict with the regulations of the service and the instructions in this chapter.

EXTERIOR GILT WORK.

2648. The following parts shall be kept gilded:

Locks when mounted on iron boxes of pattern cutters and

Fireproof and anti-theft safes and their handles.

Trunks and valises.

Trunks or boxes of tools or stores.

Paints and colors on parts of ship.

(The number 2648 is the number of the instruction.)

GENERAL PAINTING.

2649. Locks shall never be painted except by persons specially trained.

of the Department. Locks shall be kept clean and coated

with oil or paint, and every part of the lock

and key before the lock is applied. They shall be touched up

as needed.

2651. (1) Outside of hulls shall be painted with red lead paint.

(2) Lock boxes and other lock work shall be painted with black paint.

(3) The use of paint on the hull shall be restricted to the following:

(a) The use of paint on the hull shall be restricted to the following:

(b) The use of paint on the hull shall be restricted to the following:

(c) The use of paint on the hull shall be restricted to the following:

(d) The use of paint on the hull shall be restricted to the following:

CHAPTER XXX.

ORDERS TO THE WHEEL AND TO THE ENGINE TELEGRAPHS.

2661. (1) The commands to the wheel and to the engineer's telegraph prescribed by this article shall be used on all boats and vessels operated by the Coast Guard.

(2) The term "helm" shall not be used in any command or directions connected with the operation of the rudder; in lieu thereof the term "rudder" shall be used.

ORDERS TO THE WHEEL.

MANNER OF GIVING ORDERS.

(3) In conning: In giving commands to the quartermaster or steersman, the first command will be one of direction, i. e., **RIGHT** or **LEFT**, followed by the amount of rudder, such as **RIGHT, STANDARD RUDDER**; **LEFT, TEN DEGREES RUDDER**. The object being to insure the quick carrying out of the order by the steersman, who starts turning his wheel instantly on receiving the command, **RIGHT** or **LEFT**.

STANDARD ORDERS.

(4) **RIGHT (LEFT) RUDDER** or **RIGHT (LEFT)**. A command to give her right (left) rudder instantly, an indeterminate amount. In all such cases the officer conning the ship should accompany the order with a statement of his motive, or the object to be obtained, in order that the steersman may execute the order with intelligence and judgment. Thus, "**RIGHT RUDDER. Head for the lighthouse.**" "**LEFT RUDDER. Pass the buoy close on your starboard hand.**"

(5) **RIGHT (LEFT) FULL RUDDER.**

(6) **RIGHT (LEFT) STANDARD RUDDER.**

(7) **RIGHT (LEFT) STANDARD HALF RUDDER.**

(8) **RIGHT (LEFT) FIVE (TEN, etc.) DEGREES RUDDER.** This order is issued in making changes of course. The steersman should then be informed of the new course (by such terms as **COURSE 275**) in time to permit him to "meet her" on the new course.

(9) **RIGHT (LEFT) HANDSOMELY.** This order is given when a very slight change of course is desired.

(10) **GIVE HER MORE RUDDER.** Increase the rudder angle already on to make her turn more rapidly.

(11) **EASE THE RUDDER.** Decrease the rudder angle already on, when she is turning too rapidly, or is coming to the heading required. The order can be given **EASE TO FIFTEEN (TEN, FIVE, etc.)**.

(12) **RUDDER AMIDSHIPS.**

(13) **MEET HER.** Use rudder as may be necessary to check, but not entirely stop her swing. Given when the ship's head is nearing the desired course, and she is to be kept from swinging past the new course.

(14) **STEADY, or STEADY SO; or STEADY AS YOU GO.**

(15) **SHIFT THE RUDDER.** Change from right to left rudder, or vice versa. Given, for example, when the ship loses headway and gathers sternboard, to keep her turning in the same direction.

(16) **MIND YOUR RUDDER.** A warning to the quartermaster (or steersman) (a) to exact more careful steering, or (b) to put him on the alert for the next command to the wheel.

(17) **MIND YOUR RIGHT (LEFT) RUDDER.** A warning that the ship shows a tendency frequently to get off her course, and that if right (left) rudder be not applied from time to time to counteract this tendency the ship will not make good the course set.

(18) **NOTHING TO THE RIGHT (LEFT).** Given when the course to be made good is a shade off the compass card mark, and therefore that all small variations from the course in steering must be kept, for example, to the southward of the course set.

(19) **KEEP HER SO.** A command to the quartermaster (or steersman), when he reports her heading, and it is desired so to steady her.

(20) **VERY WELL.** Given to the quartermaster (or steersman), after a report by him, to let him know that the situation is understood. (The expression "all right" should not be used. It might be confused as an order to the wheel.)

ORDERS TO THE ENGINE TELEGRAPHS.

(21) The command is in three parts:

a. The first part is to the engine; as, **STARBOARD (PORT) ENGINE, or, ALL ENGINES.** This puts the proper telegraph man (or both) on the alert. This is the preparatory command, and he should at once start his lever.

b. The second part of the command is the command of execution, and it is the direction the engine telegraphs are to be moved; as, **AHEAD, or, BACK.**

c. The third part of the command gives the speed at which the engines are to be moved.

(22) The following are all the commands to the engine telegraphs:

a. **ALL ENGINES, AHEAD ONE-THIRD (TWO-THIRDS, STANDARD, FULL; or, ALL ENGINES, BACK ONE-THIRD (TWO-THIRDS, FULL).**

b. **STARBOARD (PORT) ENGINE, AHEAD ONE-THIRD (TWO-THIRDS, STANDARD, FULL); PORT (STARBOARD) ENGINE, BACK ONE-THIRD (TWO-THIRDS, FULL).**

ORDERS CONCERNING SHIP'S COMPASS COURSE.

(23) All orders as to the course should be preceded by the word "Compass"; "Compass course, zero" (Two—one; Three—0—four; Six—five, etc.); in every case naming the numbers separately.

REPEATING AND REPORTING.

(24) *a.* Every command of the officer of the deck to the wheel or to the engine telegraphs must be repeated word for word by the quartermaster (or steersman) or engine telegraph men, as the case may be. This should be insisted upon. When the order to the engines is acknowledged by the engine room, the telegraph men must report; for example, "Starboard engine backing one-third, sir." "Port engine backing one-third, sir."

b. In all cases the officer of the deck must check the execution of his orders. This must be done to eliminate all chances of error.

(25) When the compass card of the steering compass is not marked in degrees from 0 to 360, a suitable course, expressed in degrees, however, shall be given the wheel; for example, "North four—two west," "South six—0 east," "North three—five east," "South seven west."

CHAPTER XXXI.

NATURALIZATION OF ALIENS.

2667. (1) The act of May 9, 1918, amending the act of June 29, 1906 (34 Stats. 596), providing a uniform rule for naturalization of aliens throughout the United States, contains the following provisions applicable to the personnel of the Coast Guard: Naturalization of aliens.

a. "Any alien, or any Porto Rican not a citizen of the United States, of the age of twenty-one years and upward, who has enlisted or entered or may hereafter enlist in or enter * * * the United States Coast Guard * * * and while still in the service on a reenlistment or reappointment, or within six months after an honorable discharge or separation therefrom, * * * may, on presentation of the required declaration of intention, petition for naturalization without proof of the required five years' residence within the United States if upon examination by the representative of the Bureau of Naturalization, in accordance with the requirements of this subdivision, it is shown that such residence can not be established; * * *."

b. "Any alien, or any person owing permanent allegiance to the United States embraced within this subdivision, may file his petition for naturalization in the most convenient court without proof of residence within its jurisdiction; * * *."

(2) When any alien, or any Porto Rican not a citizen of the United States, of the age of 21 years and upward, is about to be discharged from the Coast Guard, he shall be informed that, if he desires to become an American citizen, in order to avail himself of his service in the Coast Guard for that purpose it is incumbent upon him (unless he reenlists) to proceed within six months from the date of his discharge. In case he reenlists immediately upon discharge, he may proceed as outlined in paragraph 3 of this article at any time while in the service, provided two years have elapsed since the date when he made declaration of intention to become a citizen.

(3) In order to receive the benefits of the act quoted in paragraph 1 of this article, an alien who has enlisted in the Coast Guard must meet the following requirements:

- a. He must be at least 21 years of age.
- b. He must have received an honorable discharge or an ordinary discharge with recommendation for reenlistment.
- c. He must have made declaration of intention to become a citizen of the United States at least two years prior to appearing before the naturalization examiner for final citizenship papers and must have served at least one full period of enlistment in the Coast Guard.

d. He should appear before a naturalization examiner, accompanied by two citizens of the United States who are personally

acquainted with him, for preliminary examination. These two witnesses should preferably be two superior officers of the applicant, who must make affidavit to the fact that the alien has served (or is now serving) in the Coast Guard, that he is loyal to the United States, and that his character and conduct have been good. These witnesses may also make affidavit to such portions of the alien's United States residence of which they may have knowledge.

(4) Naturalization examiners are stationed at the places indicated in paragraph 6 of this article. In the event that the alien can not call at one of these places, he should communicate with the appropriate naturalization examiner for the purpose of meeting him when in the alien's vicinity. In communicating with the examiner advice should be given as to the date of the alien's arrival in the United States, the date of declaration of intention (first citizenship papers), and period of service in the Coast Guard, including date of discharge.

(5) The applicant should be cautioned that he must present himself to the naturalization examiner immediately upon discharge. Failure to appear before the examiner and file petition for naturalization within six months of discharge from the service (except in case he reenlists) will result in the loss to the alien of the exemption from the usual requirements of law provided by the provision quoted above, and he will be under the necessity of proving five years of continuous residence in the United States, the last year, at least, of which must have been spent in the State in which the petition is filed, immediately preceding the filing of the petition, and of waiting at least 90 days after the petition has been filed and notice posted in the office of the clerk of the court.

(6) Naturalization examiners are located at the following addresses:

Boston, Mass., post office building.
Providence, R. I., Federal building.
New York, N. Y., Tribune building.
Philadelphia, Pa., Federal building.
Washington, D. C., 1712 G Street NW.
New Orleans, La., post office building.
San Antonio, Tex., Federal building.
Pittsburgh, Pa., Federal building.
Buffalo, N. Y., Federal building.
Cleveland, Ohio, post office building.
Chicago, Ill., Federal building.
Detroit, Mich., Federal building.
St. Louis, Mo., customhouse.
Des Moines, Iowa, Federal building.
St. Paul, Minn., Federal building.
Duluth, Minn., Federal building.
Denver, Colo., post office building.
Salt Lake City, Utah, Federal building.
San Francisco, Calif., Federal building.
Los Angeles, Calif., Federal building.
Seattle, Wash., Federal building.
Portland, Oreg., post office building.

CHAPTER XXXII.

DISTRIBUTION OF REGULATIONS AND AMENDMENTS.

2671. Each commissioned and warrant officer of the Coast Guard shall be furnished with a copy of these regulations, for which he shall be responsible. Each cruising cutter shall be supplied with one copy for use on the berth deck, for which the executive officer shall be responsible. *Copies of regulations.* *and Coast Guard Destroyers*
~~Each inshore patrol cutter, harbor launch and pilot boat.~~ *Each harbor cutter.*
Each harbor cutter and harbor launch shall be supplied with one copy, for which the officer in charge shall be responsible. Each station shall be furnished with one copy, for which the officer in charge shall be responsible. Each person disbursing Coast Guard funds shall be supplied with a copy, and he shall duly account for the same and turn it over to his successor, or, in case there be no successor, forward it to Headquarters.

2672. (1) General orders and circular letters amendatory of, explanatory of, or in addition to, these regulations, will be issued by the department or by Headquarters as circumstances may require, and such orders and letters shall have the force and effect of regulations. *General orders and circular letters.*

(2) The Coast Guard regulations shall be changed by general orders; all books of instructions, including courts and boards, shall be changed by amendments, which shall be consecutively numbered; circular letters shall be explanatory of the regulations, without changing them, and may relate to other matters, and shall be issued by Headquarters.

2673. Special orders, regulations governing uniforms, Coast Guard Courts and Boards, Pay and Supply Instructions, Gunnery Instructions, Radio Instructions, Telephone Instructions, and publications of a similar nature shall have the force and effect of regulations for the guidance of all persons in the Coast Guard. *Other regulations and instructions.*

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AMENDMENTS TO THE REGULATIONS.

Coast Guard Headquarters



General Order No. 1.

TREASURY DEPARTMENT,

Washington, December 12, 1923.

1. All general orders of the Coast Guard issued prior to this date are canceled and shall be removed from the binder. This and all subsequent general orders shall be inserted in the binder with the Regulations immediately after the index.

2. Each commissioned and each warrant officer on the active list and each petty officer in charge of a unit shall report to Headquarters, within one month after the receipt by him of a copy of the Regulations, United States Coast Guard, that he has read them throughout.

McKENZIE MOSS,

Assistant Secretary.

84089—24

AMENDMENTS TO THE REGULATIONS.

Coast Guard Headquarters.



General Order No. 2.

TREASURY DEPARTMENT,
Washington, December 12, 1923.

1. The act making appropriations for the Coast Guard for the fiscal year ending June 30, 1924, authorizes the expenditure of not exceeding \$15,000 "for the recreation, amusement, comfort, contentment, and health of the enlisted men of the Coast Guard, to be expended in the discretion of the Secretary of the Treasury."

2. Quarterly allotments are authorized for the vessels named below in the amounts stated opposite the names of the vessels. In determining the amount of the allotment for each vessel named, consideration has been given in each case to the number of enlisted men in the authorized complement, the character of the cruising in which the vessel is normally engaged, and the facilities for recreation available to the men at the headquarters port of the vessel.

Vessel.	Quarterly allotment.	Vessel.	Quarterly allotment.	Vessel.	Quarterly allotment.
Cahokia.....	\$35	Apache.....	\$50	Manning.....	\$70
Kankakee.....	35	Morrill.....	50	Seminole.....	70
Kickapoo.....	35	Shawnee.....	50	Seneca.....	70
Mascoutin.....	35	Comanche.....	60	Tallapoosa.....	70
Pamlico.....	35	Ossipee.....	60	Unalga.....	70
Pequot.....	35	Snohomish.....	60	Yamacraw.....	70
Sauksee.....	35	Tuscarora.....	60	Halda.....	80
Tamara.....	35	Algonquin.....	70	Modoc.....	80
Yocoma.....	35	Bear.....	70	Mojave.....	80
Acushnet.....	50	Gresham.....	70	Tampa.....	80

3. Quarterly allotments are authorized for Coast Guard districts in the amounts as stated below. In determining quarterly allotments for each district, consideration has been given to the number of stations in the district and to the location of the stations in the district; that is, whether they are in or near settled communities or at isolated spots. In expending their allotments, district superintendents are expected to favor stations situated in isolated places.

District.	Quarterly allotment.	District.	Quarterly allotment.	District.	Quarterly allotment.
First.....	\$100	Sixth.....	\$100	Tenth.....	\$80
Second.....	100	Seventh.....	150	Eleventh.....	100
Third.....	80	Eighth.....	80	Twelfth.....	80
Fourth.....	125	Ninth.....	80	Thirteenth.....	80
Fifth.....	125				

4. Quarterly allotments are authorized for the Coast Guard Academy and for the Coast Guard Depot as follows:

Coast Guard Academy (including Alexander Hamilton).....	\$80
Coast Guard Depot.....	45

A. W. MELLON,
Secretary of the Treasury.

AMENDMENTS TO THE REGULATIONS.

Coast Guard Headquarters.



General Order No. 3.

TREASURY DEPARTMENT,
Washington, February 9, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 510 (4). A commissioned officer who may be granted leave of absence shall rejoin the vessel or other unit to which he is attached upon the expiration thereof. If he be attached to a vessel he shall keep himself informed of her whereabouts and shall rejoin the vessel, wherever she may be, upon the expiration of his leave. If the vessel be at sea upon the expiration of his leave, he shall report to the division commander and request instructions. If there be a division commander at the headquarters of the vessel to which such commissioned officer is attached, the division commander shall assign him to duty in his office until the return of the vessel to port.

ART. 1403 (a) When there is no line officer junior to the commanding officer, the commanding officer shall consider himself as constantly on duty, the watches being stood by himself and the warrant officers of the deck department, provided the commanding officer certifies to Headquarters that the latter are competent to stand such duty. When there is but one warrant officer of the deck department and a chief petty officer of the deck department attached, they may stand day's duty in port and sea watches in rotation, provided the commanding officer has certified to Headquarters that each is, in his opinion, competent and worthy of being intrusted with such duty and watches. While underway, the commanding officer shall be on deck and in responsible charge of the navigation of the vessel when entering and leaving port, making land, etc., and shall stand the 4 a. m. to 8 a. m. watch, the remaining watches being stood by the warrant and chief petty officers of the deck department who may have been certified as competent for such duty. When there is an engineer officer attached who is qualified in all respects to perform deck duty, such officer may be authorized to take a deck watch, both underway and in port, provided there is a competent warrant machinist or chief machinist's mate present for duty who is capable of supervising the working of the machinery of the vessel and the engineer officer certifies in writing to the commanding officer as to the qualifications of such warrant machinist or chief machinist's mate for this duty. A copy of such certification shall be forwarded to Headquarters in each case. Where a chief petty officer is permitted to take an officer's watch, either underway or in port, the log shall be signed by both such chief petty officer and the commanding officer, and, so far as practicable, his duties shall be performed under the direct supervision of the commanding officer.

ART. 1403 (a). Change to Art. 1403 (b).

ART. 1403 (b). Change to Art. 1403 (c).

ART. 1403 (c). Change to Art. 1403 (d).

ART. 1403 (d). Change to Art. 1403 (e).

ART. 1431 (5). If the order detach the person from a cutter, station, duty, or office, the person concerned shall, before leaving the unit, notify Headquarters of the date and hour of his actual departure therefrom.

ART. 2405 (15). Whenever an enlisted person is referred to in an official communication or record, his name shall be spelled out in full. Christian names other than the first may be indicated by initial letters.

McKENZIE MOSS,
Assistant Secretary.

ENLISTMENTS

Coast Guard Headquarters



General Order No. 4

TREASURY DEPARTMENT,

Washington, April 22, 1924.

1. The act of Congress approved April 21, 1924, provides:

"Under such regulations as he may prescribe, the Secretary of the Treasury is authorized to appoint temporary warrant officers, and to make special temporary enlistments, in the Coast Guard. No person shall be entitled to retirement because of his temporary appointment or enlistment under this section."

2. On and after this date there shall be two forms of enlistment in the Coast Guard.

1. Special temporary enlistments in accordance with the provisions of the act of Congress approved April 21, 1924, executed on Form 2500B.
2. Enlistments for the regular establishment of the Coast Guard executed on Form 2500.

Until further directed by Coast Guard Headquarters all original enlistments and all reenlistments after three months' separation from the service shall be special temporary enlistments. All reenlistments of persons discharged from a special temporary enlistment shall be special temporary reenlistments, unless otherwise directed by Headquarters. All reenlistments of persons now in the service which occur within three months from the date of discharge shall be enlistments for the regular establishment of the Coast Guard.

3. All persons serving in a special temporary enlistment, while in service, shall receive the same pay, allowances, and benefits as enlisted persons of the regular establishment of the Coast Guard of corresponding rating and length of service, except that no such person shall be entitled to retirement because of his special temporary enlistment. In all respects, with the single exception of retirement, the status of a special temporary enlisted person shall be the same as that of an enlisted person of the regular establishment, and the Regulations of the Coast Guard are applicable, without distinction, to all enlisted persons of the Coast Guard.

4. For the purpose of making special temporary enlistments, the rules governing the physical examination of applicants for enlistment in the Coast Guard, promulgated in department pamphlet, "Physical Requirements for Service in the United States Coast Guard, July, 1916," are so far suspended as to permit the enlistment for one year of a man who is found by the examining surgeon not to meet all the requirements of the above-mentioned circular, but to have only minor physical disqualifications which do not render him incapable of performing duty in the Coast Guard for a period of one year.

See G.O. 7
~~5. All applicants for enlistment and reenlistment, both special temporary and for the regular establishment, shall be examined under the requirements of standard A or B physical examination, as now prescribed by the Regulations, using Form 2502. In the case of special temporary enlistments, however, the examining surgeon shall be advised of the provisions of paragraph 4 of this general order by the enlisting officer, and in the event that an applicant can not pass the standard A examination but is deemed physically capable of performing duty in the Coast Guard for a period of one year, the examining surgeon will execute the certificate for a standard B examination on Form 2502, enumerating thereunder the physical defects of the applicant, and the enlisting officer is authorized to enlist such applicant for a period of one year.~~

6. Provision will be made subsequently, under instructions promulgated by the Commandant of the Coast Guard, for the transfer of the men, properly qualified, from a special temporary enlisted status to the status of an enlisted man in the regular Coast Guard.

By direction of the Secretary,

ELIOT WADSWORTH,
Assistant Secretary.

Res July 29, 1924

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 5

TREASURY DEPARTMENT,
Washington, May 13, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Art. 381 (1), last line. Strike out the word "original" and after the word "enlistment" add the words "or reenlistment, except when a person reenlists on the day following his discharge at the unit from which discharged."

Art. 381 (2). Strike out.

Art. 939 (1). Add the words "and shall supervise the preparation for all target practice."

McKENZIE MOSS,
Assistant Secretary.

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Rec July 29, 1924

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 6

TREASURY DEPARTMENT,
Washington, June 18, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 918. (5) In thick weather, or when in doubt as to position of the vessel, the navigator shall make use of all available radio direction-finding facilities for assisting in the determination of the ship's position.

ART. 952. (2) On the second day of each month he shall submit to the commanding officer the return or abstract of radio messages handled during the preceding month, together with the necessary copies of all radiograms received, relayed, and transmitted during that period, for forwarding to headquarters.

ART. 1344. Each radiogram of whatever nature received, transmitted, or relayed by the vessel, shall be neatly copied on the typewriter on its appropriate form, and all the notations necessary for checking and tracing the message will be entered on the blanks. The radioman sending or receiving the message shall do this copying.

ART. 2407. s. Supervisor of telephone lines.....
(Name of division)

Division.

t. Section supervisor of telephone lines.....
(Place)

ART. 2441. (1) Reference numbers, consisting of an "office reference and date" group and a "time of origin" group, shall be used on all dispatches. They may be omitted on domestic messages which are not to be transmitted over any part of the naval communication system. Reference numbers are placed on messages primarily for the purpose of filing and identification.

(2) Reference numbers consist of two parts, viz:

a. The "office reference and date" group which will be placed as the first group in the text of dispatches. This group shall consist of four figures. The first two figures shall be the "office reference numbers" and the last two figures shall be the "date number." The "office reference number" 99 will be used on all dispatches originating at headquarters or at a shore unit. The "office reference number" 10 will be used on all dispatches originating on board ship. The "date number" shall be the date of the current month and shall be expressed in two figures. Dates lower than the 10th of the month shall be written as 01, 02, etc.

b. The "time of origin number," the last group of the text of a dispatch, shall indicate the time of day the dispatch is written in the office of origin. The "time of origin number" group shall consist of four figures. The first two figures shall represent the hour of the day as reckoned from midnight to midnight and be numbered from 00 to 23. The last two figures shall represent the minutes of the hour and be numbered from 00 to 59. The time shall be the civil time of the local meridian or the standard time of the local zone, as the case may be.

McKENZIE MOSS,
Assistant Secretary.

Rec Aug 16, 1924

FUNDS FOR RECREATION AND WELFARE PURPOSES

Coast Guard Headquarters



General Order No. 7

TREASURY DEPARTMENT,

Washington, July 1, 1924.

1. The act making appropriations for the Coast Guard for the fiscal year ending June 30, 1925, authorizes the expenditure of a sum not exceeding \$15,000 "for recreation, amusement, comfort, contentment, and health of the enlisted men of the Coast Guard, to be expended in the discretion of the Secretary of the Treasury."

2. Quarterly allotments, until December 31, 1924, are authorized for the vessels named below in the amounts stated opposite the names of the vessels. In determining the amount of the allotment for each vessel named, consideration has been given in each case to the number of enlisted men in the authorized complement, the character of the cruising in which the vessel is normally engaged, and the facilities for recreation available to the men at the headquarters port of the vessel.

Vessel	Quarterly allotment	Vessel	Quarterly allotment
Cahokia.....	\$35	Snohomish.....	\$60
Kankakee.....	35	Tuscarora.....	60
Kickapoo.....	35	Algonquin.....	70
Mascoutin.....	35	Bear.....	70
Pamlico.....	35	Gresham.....	70
Pequot.....	35	Manning.....	70
Saukee.....	35	Seminole.....	70
Tamaroa.....	35	Seneca.....	70
Yocona.....	35	Tallapoosa.....	70
Acushnet.....	50	Unalga.....	70
Apache.....	50	Yamacraw.....	70
Morrill.....	50	Haida.....	80
Shawnee.....	50	Modoc.....	80
Comanche.....	60	Mojave.....	80
Ossipee.....	60	Tampa.....	80

3. Quarterly allotments are authorized for the vessels named below in the amounts stated opposite the names of the vessels. However, the allotments hereby authorized shall in each case begin only with the quarter in which the vessel is placed in commission, and allotments of previous quarters shall not accrue.

Vessel	Quarterly allotment	Vessel	Quarterly allotment
Carrabasset.....	\$35	Henley.....	\$70
Redwing.....	35	Jouett.....	70
Ammen.....	70	McCall.....	70
Beale.....	70	McDougal.....	70
Burrows.....	70	Monaghan.....	70
Cassin.....	70	Patterson.....	70
Conyngham.....	70	Paulding.....	70
Cummings.....	70	Porter.....	70
Downes.....	70	Roe.....	70
Ericsson.....	70	Terry.....	70
Fanning.....	70	Trippe.....	70

4. Quarterly allotments are authorized for Coast Guard districts in the amounts as stated below. In determining quarterly allotments for each district, consideration has been given to the number of stations in the district and to the location of the stations in the district; that is whether they are in or near settled communities or at isolated spots. In expending their allotments, district superintendents are expected to favor stations situated in isolated places.

District	Quarterly allotment	District	Quarterly allotment
First.....	\$100	Eighth.....	\$80
Second.....	100	Ninth.....	80
Third.....	80	Tenth.....	80
Fourth.....	125	Eleventh.....	100
Fifth.....	125	Twelfth.....	80
Sixth.....	100	Thirteenth.....	80
Seventh.....	150		

5. Quarterly allotments are authorized for the Coast Guard Academy and for the Coast Guard Depot as follows:

Coast Guard Academy (including <i>Alexander Hamilton</i>).....	\$80
Coast Guard Depot.....	45

C. S. DEWEY,
Acting Secretary of the Treasury.

Rec Aug 29, 1924

AMENDMENTS TO REGULATIONS

Coast Guard Headquarters



General Order No. 8

TREASURY DEPARTMENT,
Washington, July 31, 1924.

1. General Order No. 4 of the Regulations, United States Coast Guard, 1923, is amended to read as follows:

Paragraph 5. Strike out entire paragraph and insert the following:

"Applicants for special temporary enlistment shall be examined under the same general requirements as now prescribed by the Regulations for enlistment in the regular establishment, using Form 2502-B. If the applicant is certified by the examining surgeon to be physically fit for duty in the Coast Guard for a period of one year, the enlisting officer is authorized to enlist such applicant for a period of one year. Applicants for reenlistment in the regular establishment, when physical examination is required, shall be examined under the requirements of standard A or B physical examination, as now prescribed by the Regulations, using Form 2502."

McKENZIE MOSS,
Assistant Secretary.

6455-24

Rec. Oct. 21, 1924

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 9

TREASURY DEPARTMENT,

WASHINGTON, September 3, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 205 (c). Strike out figures "20" and insert figures "18." Strike out figures "25" and insert figures "23."

ART. 315. Strike out entire article and substitute the following:

"Preference shall be given by the enlisting officer: first to citizens of the United States and second to those who have legally declared their intention to become citizens. An alien who has not declared his intention to become a citizen of the United States shall not be enlisted."

ART. 316. Strike out entire article and substitute the following:

"Alien applicants who have no satisfactory evidence that they have paid their head tax and have lawfully entered shall be referred to the nearest immigration officer for compliance with the law in this regard."

ART. 334. Strike out entire article and insert:

"When the term of an enlistment (see Art. 307) expires at sea, or beyond the limits of any State of the United States, or when the vessel is absent from her headquarters and the person concerned is not discharged under the provisions of Article 417, the commanding officer shall extend his enlistment until the first arrival of the vessel at a port within the limits of any State of the United States where his accounts can be settled."

ART. 417. (b), first line. After word "enlistment" insert words "if he desire to accomplish his separation from the service."

ART. 614 (1). Strike out words "Brigadier General" and insert words "Major General". Insert after fourth line the following line: "Commodore, Brigadier General, Commodore."

ART. 730, second line. After word "drills", insert the words, "small arms and gun target practice."

ART. 763. Add the following paragraphs:

"(3) He shall require every person under his command to be thoroughly familiar with all small arms and to be proficient in their use."

"(4) On units where target practice is not required or where regular target practice can not be held, commanding officers are directed to have all enlisted men instructed in the use of small arms and guns and are further directed to hold preliminary practices whenever possible to familiarize the officers and men with the use of small arms under service conditions."

ART. 800, first line. Insert the number "1," and add the following paragraph:

"(2) He shall have the line-throwing gun tested semiannually and the crew instructed in its use."

ART. 1131 (1). Strike out entire paragraph and insert the following:

"(1) He is authorized to visit any stations in his district whenever he deems it necessary in the interest of the Government. Mileage will be allowed for such travel."

ART. 1131 (2). Strike out entire paragraph.

ART. 1131 (3). Change the number of this paragraph to "(2)."

ART. 1132 (1). Strike out the words "He shall be the drill officer of his district, and in drilling and instructing the crews under his authority."

ART. 1132. Insert the following paragraph:

"(3) He shall be responsible for the proper instruction in small arms and small-caliber guns and shall encourage the holding of target practice."

ART. 1132 (2). Strike out entire paragraph and insert the following:

"On each visit to a station he shall, if he deems it necessary and conditions permit, cause the crew to be exercised at any or all of the various drills required by Regulations."

ARTS. 1133 and 1135 (1). Strike out word "regular" wherever it appears in these articles.

ART. 1233, line 5. After word "emergency" add the following:

"He shall be responsible for the proper instruction in small arms and small-caliber guns and shall hold the regular target practice whenever possible. When regular target practice can not be held, instruction practices should be held to familiarize the officers and men in the use of small arms under service conditions."

ARTS. 1281 (1), 1281 (2), 1283 (2), 1284 (2), 1639 (1), and 1639 (2). Change the words "ordnance officer" to read "gunnery officer" wherever they occur in these articles.

Page 181. Insert the following article:

"1634. Stations equipped with rapid-fire guns shall hold gun drills at least once each week. They shall include instruction relative to the gun and mounts as well as the gun drill itself, the men being required to understand the mechanism of the guns and the nomenclature of the principal parts of both gun and mounts. The officer in charge of a station shall be responsible for the proper instruction and efficiency of the gun's crews."

ART. 1635. Add the following paragraph:

"(6) At stations equipped with rifles and pistols, instructions in infantry drill limited to the school of the recruit and the school of the squad (see Instructions for Coast Guard Stations, 1922) shall be given to all enlisted persons by the officer in charge at least once a week, or as often as deemed necessary by him to make his unit efficient."

ART. 1641. Add the following paragraph:

"(4) ~~Station boats and launches equipped with rapid-fire guns~~ and vessels excused from regular target practice shall hold preliminary practice from time to time as conditions permit. This practice shall consist of firing at an improvised target approximately 5 by 10 feet if practicable, otherwise as large as can be conveniently constructed or handled, at a range of approximately 300 yards for 1-pounder guns and approximately 750 yards for 3 and 6 pounder guns. Practice shall be held in the open sea with favorable conditions. The vessel shall maneuver from her station so as to approach the target on a line parallel to the line of the face of the target, which line when continued will bring her at a distance of about 300 yards from the target when abeam for 1-pounder guns and about 750 yards for 3 and 6 pounder guns. Regulate speed so that when the target bears approximately 27° forward of the beam of the firing vessel the firing vessel will be making the regular cruising speed

See 1000

through the water. This speed shall be maintained throughout the run. When the target bears approximately $27\frac{1}{2}^{\circ}$ forward of the beam, hoist the explosive flag at the yardarm nearest the target, blow one blast on the whistle, and commence firing with the guns. When the firing has ceased at the end of the run, haul down the explosive flag. Report shots and hits as soon as practicable to Headquarters. An annual allowance of 60 rounds per gun for 1-pounder guns and 20 rounds per gun for 3 and 6 pounders guns is authorized."

Art. 1645 (6), line 5. Strike out the words "eight or more."

Art. 1645. Add the following paragraph:

"(7) Preliminary target practice must be held sufficiently often to make the men proficient."

Art. 1658 (1) and 1658 (4). Strike out the word "verbatim" wherever it occurs.

Page 195. Add the following article:

~~"1696. Gun storage batteries shall be frequently tested to prevent deterioration."~~

Art. 1912, line 8. Strike out words "Arundel Cove" and insert words "Curtis Bay."

Art. 2264, line 4. Strike out reference "639 (6)" and insert "882 (2)."

Art. 2407 (1) (e). Change to read "Commander _____"
(Name of division)

Division."

Art. 2407 (1) (f). Change to read "Commanding Officer _____"
(Name of vessel)

Art. 2407 (1) (h). Change to read "Officer in Charge _____"
(Name of station)

Art. 2478 (2), page 300. After words "Report of medical treatment" strike out word "semimonthly" and insert word "monthly." After words "Report of assistance rendered" strike out "do" and insert words "as soon as practicable."

Page 301. Strike out word "semiannually" after words "requisitions for stations" and insert word "annually."

McKENZIE MOSS,
Assistant Secretary.

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AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 10

TREASURY DEPARTMENT,
Washington, October 3, 1924.

1. The Regulations United States Coast Guard, 1923, are amended to read as follows:

ART. 615. Change to read 615 (1) and add the following paragraphs:

CHIEF WARRANT OFFICERS

(2) The chief warrant officers shall be as follows:

Chief boatswains.	Chief carpenters.
Chief gunners.	Chief pay clerks.
Chief machinists.	

(3) They shall take precedence with each other on the active list of the Coast Guard according to the order in which their names are borne upon the Official Register of the Coast Guard.

(a) In case the commissions of two or more chief warrant officers are of the same date, they shall take precedence as follows: Chief boatswains, chief gunners, chief machinists, chief carpenters, chief pay clerks.

(4) In succession to command and succession to other duties, chief machinists are restricted to the performance of engineering duty only.

(5) Chief warrant officers other than chief machinists succeed to command in the following order and take precedence as established by the Official Register of the Coast Guard:

- (a) Chief boatswains and chief gunners.
- (b) Next after chief boatswains and chief gunners, chief carpenters.
- (c) Next after chief carpenters, chief pay clerks.

ART. 616 (1). After words "acting pay clerk" insert words:

"Gunners (R).
Gunners (E)."

ART. 616 (2) (c). Add the following: "In case the warrants of two or more of them are of the same date, they shall take precedence as follows: Boatswains, gunners, machinists, carpenters, pay clerks, acting pay clerks, gunners (R), gunners (E), sailmakers."

ART. 616. Add the following paragraphs:

"(3) In succession to command and succession to other duties, machinists, gunners (R), gunners (E), and sailmakers are restricted to the performance of duties in their respective departments.

"(4) Warrant officers other than machinists, gunners (R), gunners (E), and sailmakers succeed to command in the following order and take precedence as established by the Official Register of the Coast Guard:

- "(a) Boatswains and gunners.
- "(b) Next after boatswains and gunners, carpenters.
- "(c) Next after carpenters, pay clerks.
- "(d) Next after pay clerks, acting pay clerks."

McKENZIE MOSS,
Assistant Secretary.

Rec. Nov. 20. 1924

AMENDMENT TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 11

TREASURY DEPARTMENT,
WASHINGTON, October 20, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 2422. Strike out last sentence and substitute the following:

"Confidential mail matter of the following nature shall be registered: Coast Guard ciphers; code books; confidential publications issued by registered publication section, Navy Department and communications relating thereto; examination papers; court proceedings; boards of investigation in serious cases; more important matters relating to smuggling; commissions; warrants; and other important matter that it is deemed advisable to register."

McKENZIE MOSS,
Assistant Secretary.

16928-24

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 12

TREASURY DEPARTMENT,
Washington, October 30, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Article 400, fourth line, strike out last sentence and substitute the following: "He shall immediately prepare Form 2599 and forward same direct to headquarters."

Article 444 (1), twelfth line, strike out word "and." Thirteenth line, strike out period, substitute a comma, and add the following: "and a certified copy of authorization for transfer."

Article 444 (3), second line, strike out word "quadruplicate" and insert word "triplicate." Third line, strike out word "triplicate" and insert word "duplicate."

Article 444 (4) (c), first line, strike out words "one copy" and insert word "original."

Article 444 (4) (d), strike out entire paragraph and substitute the following: "Upon the reporting of the person prepare Form 2599 and forward same direct to headquarters."

Article 444 (5) (c), add the following: "(d) Preparation of Form 2599 and forwarding of same direct to headquarters."

F. A. BIRGFELD,
Acting Assistant Secretary.

17891-241

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 13

TREASURY DEPARTMENT,
Washington, November 3, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 2294. Strike out entire article.

ART. 2305 (3). Strike out entire paragraph and substitute the following: "The senior officer present pennant shall be made of blue hunting surcharged with a white Coast Guard seal. The shape of the pennant shall be that of an equilateral triangle with the seal placed in the center; the diameter of the seal shall be one-third of the length of the hoist."

ART. 2305 (4). Strike out entire paragraph.

ART. 2305. Add the following paragraphs:

"(4) The division commander pennant shall be made of white hunting surcharged with a red Coast Guard seal and with a red stripe at the top and bottom. The shape of the pennant shall be that of the Navy broad command pennant. The center of the seal shall be placed midway of the depth of the flag and six-tenths of the length of the hoist from the hoist; the diameter of the seal shall be one-half of the length of the hoist. The width of the stripes shall be one-eighth of the length of the hoist.

"(5) The force commander pennant shall be as stated in paragraph (4), except that the seal and stripes shall be blue.

"(6) The pennant of the commander of an organized division of vessels shall be made of white hunting surcharged in red with the block letters 'C G' and with a red stripe at the top and bottom. When this pennant is used by the commander of a destroyer division it shall also be surcharged in red with the Arabic numeral corresponding to the number of the destroyer division. The shape of the pennant shall be that of the Navy burgee command pennant. The width of the stripes shall be one-eighth of the length of the hoist. The letters and numerals shall be in height one-third of the length of the hoist.

"(7) The section base commander pennant shall be made of white hunting surcharged in red with the block letters 'C G' and the Arabic numerals corresponding to the number of the section base, and with a red stripe at the top and bottom. The shape of pennant shall be that of an isosceles triangle. The width of the stripes shall be one-sixth of the length of the hoist. The letters and numerals shall be in height one-quarter of the length of the hoist.

"(8) The meal pennant shall be red, 2 feet at the hoist and 6 feet long, tapering to a point."

ART. 2306. Add the following:

(h) Pennants (senior officer present):	Feet hoist
No. 4.....	4.0
No. 6.....	2.9
(i) Pennants (division commander, force commander, division (afloat) commander): No. 6.....	2.9
(j) Pennants (section base commander).....	2.0

F. A. BIRGFELD,

Acting Assistant Secretary.



AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 14

TREASURY DEPARTMENT,
Washington, November 4, 1924.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 21. Strike out entire article and substitute the following:

"Vessels of the Coast Guard shall be classified as follows:

"(a) Cruising cutters, first class.

"(b) Cruising cutters, second class.

"(c) Coast Guard destroyers.

"(d) Harbor cutters and harbor launches.

"(e) Patrol boats.

"(f) Base vessels."

ART. 23. Strike out entire article and substitute the following:

"Coast Guard destroyers, harbor cutters, harbor launches, and patrol boats will be assigned to such duties as may be necessary from time to time."

McKENZIE MOSS,
Assistant Secretary.

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AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 15

TREASURY DEPARTMENT,
Washington, January 5, 1925.

1. The Regulations, United States Coast Guard, 1923, are amended as follows:

ART. 306, second line. Strike out the words "at the option of the applicant" and insert the words "as the Commandant may prescribe from time to time."

2. The following articles, authorizing the employment of temporary and substitute surfmen, are rescinded, effective April 1, 1925, and will be stricken out on that date:

Articles 354, 355, 356, 357, 358, 1228, 1229 (1), (2), and (3).

3. Strike out article 393 (2) and (3) and substitute the following:

ART. 393 (2). Before being advanced to petty officer rating, all enlisted persons will be required to demonstrate their qualifications for advancement as outlined in "Standards of Examinations for Promotion of the Personnel of the United States Coast Guard, November, 1923," and the report of the oral examination shall be filed with the service record of the enlisted person. No petty officer shall be advanced more than one rating at a time, nor shall he be advanced within a period of three months from the date of his last advancement, except by special authority of Headquarters.

ART. 393 (3). A commanding officer or a district superintendent may revoke the rating of a petty officer, below the rating of chief petty officer, for incompetency, should the petty officer prove not qualified for the position he is holding. No petty officer shall be reduced more than one rating at a time, nor shall he be again reduced within a period of three months from the date of his last reduction. The commanding officer or district superintendent may also, upon the written request of a petty officer, revoke his rating.

4. Articles 395 (2), 396 (3), and 396 (4) are amended as follows:

ART. 395 (2). Strike out the words "(other than a permanently rated petty officer)."

ART. 396 (3). Strike out the words "or who has been confirmed as a petty officer."

ART. 396 (4). Strike out the words "or a rating, not confirmed, as a petty officer."

5. Strike out all of article 414 and substitute the following:

ART. 414 (1). An enlisted person will be discharged at his own request only on special order from headquarters. A request for discharge shall be written, addressed to the Commandant, and forwarded to headquarters with suitable indorsement through the proper channels. Such discharges will be authorized by headquarters only in very urgent cases where the circumstances that cause the requests did not exist and could not be foreseen at the time of enlistment and the applicants have good service records.

ART. 414 (2). No person serving in the first year of his original enlistment shall receive his discharge upon his request therefor, or for his own convenience, until he reimburses the Government in the manner prescribed by headquarters for the cost of the outfit of uniform clothing furnished him.

6. Strike out paragraphs 1 and 2 of subdivision (e), article 417.

7. Strike out article 424 (1-c).

8. Strike out article 447 and substitute the following:

ART. 447. A district superintendent is authorized to make temporary transfers of enlisted men, other than chief petty officers in charge of stations, between stations in his district, when no travel expense is involved. He shall report promptly to headquarters all such transfers and the reasons therefor. Whenever a district ~~superintendent~~ ^{commander} considers it necessary or desirable, in the interest of efficiency, to transfer a warrant officer or a chief petty officer in charge of a station from one station to another in his district, either temporarily or permanently, he shall forward his recommendation for such transfer, together with his reasons therefor, to headquarters, but such transfer shall not be made until authorized by headquarters. (See article 444.)

McKENZIE MOSS,
Assistant Secretary.

Rec Feb 9. 1925

FUNDS FOR RECREATION AND WELFARE PURPOSES

HEADQUARTERS



General Orders No. 16

TREASURY DEPARTMENT,
Washington, January 7, 1925.

1. General order No. 7 is hereby rescinded.
2. Quarterly allotments, until June 30, 1925, from funds appropriated "for recreation, amusement, comfort, contentment, and health of the enlisted men of the Coast Guard, to be expended in the discretion of the Secretary of the Treasury," are authorized for the vessels named below in the amounts stated opposite the names of the vessels. In determining the amount of the allotment for each vessel named, consideration has been given in each case to the number of enlisted men in the authorized complement, the character of the cruising in which the vessel is normally engaged, and the facilities for recreation available to the men at the headquarters port of the vessel.

Vessel	Quarterly allotment	Vessel	Quarterly allotment
Pegot	\$35	Tallapoosa	\$70
Acushnet	50	Yamacraw	70
Comanche	60	Algonquin	80
Ossipee	60	Bear	80
Redwing	60	Unalga	80
Snohomish	60	Haida	100
Gresham	70	Modoc	100
Seminole	70	Mojave	100
Seneca	70	Tampa	100

3. Quarterly allotments are authorized for Coast Guard districts in the amounts stated below. In determining quarterly allotments for each district, consideration has been given to the number of stations in the district and to the location of the stations in the district; that is, whether they are in or near settled communities or at isolated spots. In expending their allotments, district superintendents are expected to favor stations situated in isolated places.

District	Quarterly allotment	District	Quarterly allotment
First	\$100	Eighth	\$80
Second	100	Ninth	80
Third	80	Tenth	80
Fourth	125	Eleventh	100
Fifth	125	Twelfth	80
Sixth	100	Thirteenth	80
Seventh	150		

4. Quarterly allotments are authorized for the Coast Guard Academy and for the Coast Guard Depot as follows:
Coast Guard Academy (including Alexander Hamilton) \$80
Coast Guard Depot 45

5. All allotments authorized under General Order No. 7 remaining unexpended may be expended by the units to which they are credited.

A. W. MELLON,
Secretary of the Treasury.

Rec Mar 3, 1925 -

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 17

TREASURY DEPARTMENT,
WASHINGTON, January 23, 1925.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Article 817 (1). Fourth line. Strike out figures "919" and substitute therefor the figures "924-3."

Article 1472 (a). Second line. After the word "sea" strike out the comma and insert the following: "(If circumstances render it necessary to a proper interpretation of the columns), the."

Article 2337 (2). Fifth line. Strike out the last sentence and substitute therefor the following: "The national ensign and the Coast Guard ensign, the latter only draped in mourning by attaching two streamers of black crêpe to the spear head, shall be carried in the center of the escort. The national colors carried by a funeral escort shall not be draped except when ordered by the Secretary of the Treasury for an occasion of national mourning."

Article 2337 (7). Strike out entire paragraph and substitute therefor the following: "(7). Whatever the grade or rate, the coffin shall be covered with the national flag, placed so that the union is at the head and over the left shoulder, and in the case of an officer, the cap and the side arms of the deceased placed thereon."

Article 2473 (5). Third line. Change comma after the figure "3" to a period, strike out rest of paragraph, and add "(Submit in triplicate)."

Article 2473 (15). Third line. Insert a period after the figure "3," strike out the word and figure "and 5," and add "(Submit in triplicate)."

Article 2473 (15). Change present paragraph to "15 (a)" and add the following: "(b) The fire control card, N. Ord. 51-A, is a record of the description of range keepers, etc., used in fire control and is to be submitted as noted in paragraph 3, in triplicate."

Article 2478. Page 299. In fourth column "When forwarded" under "Gun-mount card" strike out the words "Semiannually, June 15 and Dec. 15" and substitute therefor "Annually, June 15."

Article 2478. Page 299. After line 20, first column, insert the following: "FIRE CONTROL CARD: N. Ord. 51-A: do: Annually, June 15: Original and 2 copies to Headquarters."

Article 2478. Page 299. After words "Fire-control card," line 22, first column, "Paper, report or return," insert word "(Optical.)" Strike out, in fourth column, under this report, the words "Semiannually June 15 and Dec. 15" and substitute therefor "Annually, June 15."

Article 2671. Third line. After word "cutter" insert words "and Coast Guard destroyer." Fifth and sixth lines. Strike out words "Each inshore patrol cutter, and each harbor cutter and harbor launch," and substitute therefor "Each harbor cutter, harbor launch, and patrol boat."

F. A. BIRGFELD,
Acting Assistant Secretary.

Rec April 22, 1925

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 18

TREASURY DEPARTMENT,
Washington, March 28, 1925.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 315. Add the following: "An alien who has declared his intention to become a citizen shall not be enlisted unless he produces to the enlisting officer, in addition to his declaration of intention, documentary evidence that he has lawfully entered the United States and paid head tax."

ART. 1641 (1). Line 4: Substitute a period for the comma and strike out "and vessels having two or more guns on a broadside shall fire day spotting practice and long-range battle practice also."

ART. 1644 (1), (2), and (3). Strike out.

ART. 1644. Insert the following paragraph:

"(1) The ammunition allowance for short-range battle practice shall be as shown on the allowance table, except that the allowance for 6-pounder guns is 20 rounds per gun (10 rounds per string) plus 10 rounds for the officers' string."

ART. 1644 (4). Renumber paragraph "(2)."

~~ART. 1668. Lines 2 and 3: Strike out words "at the earliest opportunity" and substitute therefor "to the nearest naval ammunition depot as soon as practicable."~~

~~ART. 1670. Line 2: After word "rifle" insert a comma, strike out word "and," and after word "revolver" insert words "and machine gun."~~

ART. 1856 (3). Line 1: Insert after word "superintendent" the words "or assistant inspector."

ART. 1906 (2). Line 3: After word "during" strike out remainder of paragraph and substitute therefor "the regular visits of the assistant inspector attached to the office of the district superintendent if deemed necessary."

McKENZIE MOSS,
Assistant Secretary.

40096-25

Rec May 27 1925

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 19

TREASURY DEPARTMENT,

WASHINGTON, April 28, 1925.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Article 392. Strike out paragraph (1) and substitute therefor the following:

"(1) Commanding officers and district superintendents shall from time to time recommend to Headquarters competent and deserving petty officers, first class, serving under their command, for advancement to chief petty officer rating. No person shall be recommended for such advancement who is not eligible therefor under article 394 (2). Each recommendation shall be accompanied by a copy of the report of examination for advancement. When a vacancy occurs in the rating of chief petty officer, the commanding officer or district ~~superintendent~~ ^{commander} shall immediately notify Headquarters, and the vacancy will be filled by the advancement and transfer of a petty officer, first class, on the eligible list, or by the transfer of a chief petty officer in excess at another unit."

Article 394 (2). Add the following subparagraphs:

"d. Be entitled to a mark of not less than 3.5 in proficiency in rating, in sobriety, and in obedience.

"e. Have had no insobriety or unexcused absence without leave for one year.

"f. Pass the required examination for advancement."

Add the following:

"Article 430. (1) Section 125 of the act of Congress approved June 3, 1916, as amended by section 1 of the act of August 29, 1916, prohibits the wearing of the Coast Guard uniform by any person not an officer or enlisted man of the Coast Guard, except that it shall not be construed to prevent honorably discharged members of the Coast Guard from wearing the uniform from the place of discharge to their homes within three months after the date of discharge.

"(2) The term 'honorably discharged members' in paragraph 1 of this article shall be construed to mean men discharged under honorable conditions. A commanding officer or district ~~superintendent~~ ^{commander} shall inform every enlisted man who is discharged under conditions not honorable (inaptitude, undesirability, unsatisfactory probationary period, sentence of a Coast Guard court, etc.) that he is prohibited from wearing the uniform subsequent to discharge, and if he does so he becomes liable to arrest by civil authorities for illegal wearing of the uniform. He shall likewise inform every enlisted man who is discharged under honorable conditions that he is permitted to wear the uniform from the place of discharge to his home within three months from date of discharge, and if he does so after the expiration of three months from date of discharge he becomes liable to arrest by civil authorities for illegal wearing of the uniform.

"(3) Any person discharged in accordance with the sentence of a Coast Guard court, or for undesirability, or inaptitude, shall be required to dispose of his outer uniforms and shall be furnished with an outfit of civilian clothes.

The outfit of civilian clothes should be procured by the discharged person at his own expense, if possible, or be supplied at no expense to the Government whenever practicable. If necessary, the outfit shall be furnished at the expense of the Government at a cost not exceeding \$15 in each case."

Arr. 441. Strike out and substitute the following:

"(1) No permanent transfer of an enlisted person from one unit to another shall be made except as prescribed by paragraph (2) of this article or upon authority from Headquarters.

"(2) The following permanent transfers of enlisted persons are authorized without reference to Headquarters, provided no expense to the Government be involved and the authorized complement of the unit to which transfer is made be not exceeded:

- (a) By a division commander, between units of his division.
- (b) By a section base commander, between units of his base.
- (c) By the force commander, between units of the destroyer force.
- (d) By a district superintendent, between stations in his district. A chief petty officer in charge of a station shall not be transferred under this authority. (See art. 447.)

"(3) All transfers which are made under general authority contained in paragraph (2) of this article shall be immediately reported to Headquarters by the units concerned on the prescribed form, quoting the article as authority."

Arr. 442. Add the following paragraph:

"(4) Requests for transfer from enlisted persons shall be forwarded to Headquarters only when the transfer desired can not be effected under authority of article 441 (2)."

Arr. 2002. Strike out paragraphs (1), (2), and (3) and substitute the following:

"(1) Docking once each year for examination, cleaning, and painting of bottom will be authorized, if practicable, for all vessels in fresh water and for vessels in salt water with wood hulls completely protected by metal sheathing.

"(2) Docking twice each year will be authorized, if practicable, for steel or iron vessels in salt water and for vessels with wood hulls not completely protected by metal sheathing at, and north of, New York or Seattle.

"(3) Docking three times each year will be authorized in spring, summer, and fall, if practicable, for vessels with wood hulls, not completely protected by metal sheathing, south of New York or Seattle."

Arr. 2154. Strike out and substitute the following:

"Enlisted persons discharged from the Coast Guard will not be afforded medical relief at marine hospitals and dispensaries conducted by the Public Health Service subsequent to discharge, except under the following conditions:

"(a) If an enlisted person is undergoing treatment at a marine hospital or dispensary at the time of discharge his treatment will be continued until his condition, in the opinion of the medical officer in charge, warrants discontinuance, when he will be discharged from the hospital or dispensary and shall not thereafter be afforded medical relief by reason of his previous service in the Coast Guard.

"(b) If an enlisted person, though not undergoing treatment at a marine hospital or dispensary at the time of discharge, is on that date in need of medical relief, he will be afforded such relief by the Public Health Service, provided he applies therefor within three days after date of discharge to the marine hospital or dispensary nearest the Coast Guard unit from which he is discharged. The commanding officer shall advise such person that he will

not be afforded treatment by the Public Health Service after the expiration of three days from date of discharge.

"(c) The presentation of a discharge and the satisfactory identification of the applicant shall be considered sufficient authority for the medical relief provided for herein."

ART. 2463. (d) Page 289, fourth line, after the words "by the," strike out remainder of paragraph and substitute: "reporting senior, or by the officer concerned when on detached duty. (See art. 2163-2.)"

L. C. ANDREWS,

Assistant Secretary.

Rec July 31. 1925

REPRINT OF CHAPTER XII, AND AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 20

TREASURY DEPARTMENT,

WASHINGTON, June 25, 1925.

1. Chapter XII of the Regulations, pages 191 to 195, both inclusive, have been reprinted, and the revised pages are inclosed herewith. The old pages will be removed from the binder and the new pages inserted in their place.

2. The Regulations, United States Coast Guard, 1923, are amended as follows:
The reference to article 1696 in General Order No. 9 and to articles 1668 and 1670 in General Order No. 18 are hereby rescinded.

3. The Index to the Regulations is amended as follows:

Page 331, under "Ammunition:" opposite "How obtained and returned" before "1644" insert "1642, 1643, and".

Opposite "Live, not to be used for drill" after "1673" add "(13-a)."

Opposite "Not to remain outside of magazine" strike out "1688" and substitute therefor "1665 (1), 1673 (13-c)."

Opposite "Smokeless powder, surveillance tests of" strike out "1693" and substitute therefor "1675."

Opposite "Stowage, care, preservation, inspection of, etc." strike out "1694" and substitute therefor "1665, 1676."

Page 334, under "Cartridge case(s):" opposite "Breech plug not to be closed until" strike out "1675" and substitute therefor "1673 (34)."

Opposite "Jammed" strike out "1683" and substitute therefor "1673 (33)."

Opposite "Live, precautions in fitting in gun" strike out "1674" and substitute therefor "1673 (13), (33)."

Page 348, under "Explosives:" opposite "Shipment of" strike out "1692" and substitute therefor "1674."

Under "Firing pin:" opposite "Broken" strike out "1682" and substitute therefor "1673 (34)."

Opposite "Condition of" strike out "1681" and substitute therefor "1673 (34)."

Opposite "Housing of" strike out "1680" and substitute therefor "1673 (34)."

Page 349, under "Gun(s):" after the word "Breech" add the word "plug".

Opposite the words "Breech plug" strike out "1674-1676, 1678" and substitute therefor "1673 (26), (28)-(31), (34)."

Opposite "Fire hose" strike out "1687" and substitute therefor "1673 (23)".

Opposite "Hangfire" strike out "1684" and substitute therefor "1673 (36), (39-f)."

Opposite "Misfire" strike out "1685, 1686" and substitute therefor "1673 (36), (39-f)."

Opposite "Sponging of" strike out "1691" and substitute therefor "1673 (27)."

Page 352, under "Magazine(s) : " opposite "Lights in, naked, prohibited" strike out "1672" and substitute therefor "1673 (8)."

Page 353, opposite "Misfire, gun" strike out "1685" and substitute therefor "1673 (36), (39-f)."

Opposite "Morris tube" strike out "1690" and substitute therefor "1673 (38)."

Page 361, opposite "Safety orders, posting of" strike out "1677" and substitute therefor "1673 (4)."

Page 363, under "Smokeless powder : " opposite "Surveillance tests of" strike out "1693" and substitute therefor "1675."

Page 364, under "Target practice : " opposite "Ammunition for" strike out "1689" and substitute therefor "1642, 1644, 1673 (14)."

Strike out "Spotting ——— 1644."

Opposite "Tompions" strike out "1679" and substitute therefor "1673 (20)."

Page 366, opposite "Wrecking mines" strike out "1695" and substitute therefor "1677."

L. C. ANDREWS,
Assistant Secretary.

Rec Aug 1st. 1925-

Canceled July 1, 1926

FUNDS FOR RECREATION AND WELFARE PURPOSES

Coast Guard Headquarters



General Order No. 21

TREASURY DEPARTMENT,
WASHINGTON, June 29, 1925.

1. General Order No. 16 is hereby rescinded.
2. The act making appropriations for the Coast Guard for the fiscal year ending June 30, 1926, authorizes the expenditure of a sum not exceeding \$15,000 "For recreation, amusement, comfort, contentment, and health of the enlisted men of the Coast Guard, to be expended in the discretion of the Secretary of the Treasury."
3. Quarterly allotments are authorized for the vessels named below in the amounts stated opposite the names of the vessels. In determining the amount of the allotment for each vessel named, consideration has been given in each case to the number of enlisted men in the authorized complement, the character of the cruising in which the vessel is normally engaged, and the facilities for recreation available to the men at the headquarters port of the vessel.

Vessel	Quarterly allotment	Vessel	Quarterly allotment
Cahokia	\$20	Fanning	\$35
Carrabasset	20	Gresham	35
Kickapoo	20	Henley	35
Mascoutin	20	Jouett	35
Pamlico	20	McCall	35
Pequot	20	McDougal	35
Saukee	20	Manning	35
Tamaroa	20	Monaghan	35
Acushnet	25	Patterson	35
Apache	25	Paulding	35
Morrill	25	Porter	35
Shawnee	25	Roe	35
Comanche	30	Seminole	35
Ossipee	30	Seneca	35
Redwing	30	Tallapoosa	35
Snohomish	30	Terry	35
Tuscarora	30	Trippe	35
Ammen	35	Yamacraw	35
Beale	35	Algonquin	40
Burrows	35	Bear	40
Cassin	35	Unalga	40
Conyngham	35	Haida	50
Cummings	35	Modoc	50
Downes	35	Mojave	50
Eriesson	35	Tampa	50

4. Quarterly allotments are authorized for the section bases named below in the amounts stated opposite the names of the bases. However, the allotments hereby authorized shall in each case begin only with the quarter in which the base is placed in operation, and allotments of previous quarters shall not accrue.

	Quarterly allotment		Quarterly allotment
Base 1.....	\$35	Base 9.....	\$35
Base 2.....	35	Base 10.....	35
Base 3.....	35	Base 11.....	35
Base 4.....	35	Base 12.....	35
Base 5.....	35	Base 13.....	35
Base 6.....	35	Base 14.....	35
Base 7.....	35	Base 15.....	35
Base 8.....	35		

5. Quarterly allotments are authorized for Coast Guard districts in the amounts stated below. In determining the amount of the allotment for each district, consideration has been given to the number of stations in the district and to the location of the stations in the district; that is, whether they are in or near settled communities or at isolated spots. In expending their allotments, districts superintendents are expected to favor stations situated in isolated places.

District	Quarterly allotment	District	Quarterly allotment
First.....	\$50	Eighth.....	\$40
Second.....	50	Ninth.....	40
Third.....	40	Tenth.....	40
Fourth.....	70	Eleventh.....	50
Fifth.....	70	Twelfth.....	40
Sixth.....	50	Thirteenth.....	40
Seventh.....	75		

6. Quarterly allotments are authorized for the Coast Guard Academy, and for the Coast Guard Depot, as follows:

Coast Guard Academy (including Alexander Hamilton).....	\$40
Coast Guard Depot.....	30

7. Any balance not allotted to a specific unit or any balance allotted but not expended may be expended by authority of the Commandant of the Coast Guard in the same manner as that provided for commanding officers and district superintendents.

8. Balances which remained on hand June 30, 1925, have lapsed.

9. Attention is invited to amendment No. 4, Pay and Supply Instructions.

A. W. MELLON,
Secretary of the Treasury.

Rec Sept-12, 1925

Coast Guard Headquarters



General Order No. 22

TREASURY DEPARTMENT,

WASHINGTON, July 20, 1925.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Art. 616. Strike out and substitute the following:

"616 (1). The warrant officers shall be as follows:

Boatswains.	Carpenters.	Radio electricians.
Gunners.	Pay clerks.	Electricians.
Machinists.	Acting pay clerks.	Sailmakers.

"(2). They shall take precedence with each other on the active list of the Coast Guard according to the order in which their names are borne upon the Official Register of the Coast Guard. The names of warrant officers shall be borne upon that register in the following order:

"a. Those appointed boatswains from the grade of master's mate, according to the date of appointment as master's mate.

"b. Those appointed boatswains from the grade of acting master's mate, according to date of advancement to that grade.

"c. All other warrant officers according to date of appointment as warrant officer. In case the warrants of two or more of them are of the same date, they shall take precedence, as follows: Boatswains, gunners, machinists, carpenters, pay clerks, acting pay clerks, radio electricians, electricians, sailmakers.

"(3). In succession to command and succession to other duties machinists, radio electricians, electricians, and sailmakers are restricted to the performance of duties in their respective departments.

"(4). Warrant officers other than machinists, radio electricians, electricians, and sailmakers succeed to command in the following order and take precedence as established by the Official Register of the Coast Guard:

"a. Boatswains and gunners.

"b. Next after boatswains and gunners, carpenters.

"c. Next after carpenters, pay clerks.

"d. Next after pay clerks, acting pay clerks."

Art. 947. Insert "(a)" after 947 and add following paragraph:

"(b). Storage batteries in use with radio equipment shall never be used for any other purpose, such as for lighting circuits, ignition, bell circuits, etc. On oil-burning vessels the storage battery furnished for auxiliary power supply for the radio apparatus may be used to supply a permanent emergency lighting circuit for the fire room only, provided, however, that not more than two 15-watt lights are connected to such circuit. In this case these lights shall not be used when the ship's lighting circuit is in operation."

L. C. ANDREWS,

Assistant Secretary.

Rec Jan 11, 1926

Coast Guard Headquarters



General Order No. 23

TREASURY DEPARTMENT,
Washington, November 19, 1925.

1. The Regulations United States Coast Guard, 1923, are amended as follows:
Page 175 is hereby canceled. New pages have been printed to take its place and shall be inserted in their proper places in the binder.

ART. 1618 (b). Line 1, strike out "an inshore patrol cutter or on a harbor cutter" and substitute therefor "a harbor cutter, harbor launch, patrol boat, or base vessel."

ART. 1619. Lines 1 and 2, strike out "cruising, an inshore patrol, or a harbor cutter" and substitute therefor "Coast Guard vessel in commission."

ART. 1621 (1). Line 3, after "cutters," insert "and destroyers."

ART. 1640 (2). Line 2, insert a comma after "belt." Strike out "and of an olive-drab woven holster with metal tip and clasp" and substitute therefor "a magazine pocket and holster."

ART. 1646. Strike out entire article.

ART. 1648. Line 1, strike out "cutters" and substitute therefor "Coast Guard vessels in commission."

ART. 1652 (1). Lines 1 and 2, strike out "cruising cutters, inshore patrol cutters in commission, and on harbor launches" and substitute therefor "Coast Guard vessels."

ART. 1658 (1). Line 2, strike out "cutters" and substitute therefor "vessels."

ART. 1659 (1). Lines 1 and 2, insert, after "cutters," "and destroyers."

ART. 1673 (36-f). Line 4, strike out the period after "39-f" and add "and g."

ART. 1673 (39-g). Add the following sentence: "Powder which has been immersed in distilled water shall be turned in to the nearest naval ammunition depot at the first opportunity."

ART. 1759. Change to read "1759 (1)" and add the following:

"(2) Articles may be brought on board vessels, or within the limits of any unit of the Coast Guard, for the purpose of being used as evidence in cases of violations of law. Such articles must not in any way be changed by opening a case, bottle, or package, but must be delivered in unbroken package to the senior officer immediately upon arrival in port, or in the absence of such senior officer to the collector of customs, together with a full statement of all circumstances connected with the case."

ART. 1915. Add the following paragraph:

"(3) The proceedings of each board of survey at any unit, covering Navy ordnance material (1-pounder or larger guns, parts thereof, and their equipment), shall be submitted to headquarters in triplicate as soon as practicable and under one cover."

ART. 2155 (1) (a). Line 4, add the following: "The request must state whether the person requiring treatment is serving under a regular or special temporary enlistment."

ART. 2473 (3) (a). Strike out the words "Annually, to arrive at headquarters by June 15," and substitute therefor "Annually, June 30."

ART. 2478 (2). Page 299, opposite each of the ordnance reports required to be forwarded "Annually, June 15," change to read "Annually, June 30."

ART. 2478 (2). Page 300, line 13, in the last column, after the words "Secretary of Commerce," add "Copy to headquarters."

ART. 2667 (2). Line 11, strike out period and add "and five years have elapsed since the date of his original entry into the United States."

ART. 2667 (3) (c). Line 5, strike out period and add "and must have resided in the United States continuously for five years immediately preceding the appearance before the naturalization examiner."

Index, page 352. Insert, after line 10, the following:

"Liquor, intoxicating, and drugs, medicinal and other purposes..... 1759"

L. C. ANDREWS,

Assistant Secretary.

Rec March 26, 1926

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 24

TREASURY DEPARTMENT.

WASHINGTON, January 28, 1926.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Art. 5 (e). Line 1, after word "Inspector," strike out colon and insert words "in chief:"

Art. 307 (a). Line 7, after word "enlistment," substitute a semicolon for the period and add the following: "provided, that an enlistment shall not be regarded as complete until an enlisted man shall have made good any time in excess of one day lost by unauthorized absences or on account of disease resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct, or while in confinement awaiting trial or disposition of his case if the trial results in conviction, or while in confinement under sentence."

Art. 321. Strike out and substitute therefor the following:

"321. The enlistment contract shall be made and executed in duplicate, but only one service record shall be made. The original of the contract shall be forwarded to headquarters and the copy placed in the service record. The service record shall be retained until the discharge, death, desertion, or retirement of the enlisted man, when it shall be properly completed and forwarded to headquarters. In case the man is transferred to another unit, the procedure indicated in article 444 shall be followed. (See art. 467.)"

Art. 325 (4). Line 5, strike out word "four" and substitute therefor word "three."

Art. 333. Line 3, strike out words "within four months from the date thereof."

Art. 337. Strike out and substitute therefor the following:

"337. (1) An enlisted man who deserts the service, or without proper authority absents himself from his station and duty for more than one day, said absence not being excused by proper authority, or who is confined for more than one day under sentence, or while awaiting trial and disposition of his case, if the trial results in conviction, or through intemperate use of drugs or alcoholic liquor, or through disease or injury the result of his own misconduct, renders himself unable for more than one day to perform duty, or while in civil arrest resulting in sentence and while serving said sentence, shall, if subsequently restored to a duty status, be required to serve for such period as shall, with the time he may have served prior to such desertion, unauthorized absence, confinement, inability to perform duty, or civil arrest, amount to the full term for which he enlisted. He shall not be discharged prior to expiration of said term, except by authority from headquarters. (See art. 304.)

"(2) The term of enlistment of a man who has been granted leave of absence without pay during his enlistment may be extended, in the option of

the man concerned, for a period equal to that of his leave of absence without pay. If his enlistment be not so extended, he will not be entitled to enlistment allowance and longevity pay based on a full period of enlistment, which might otherwise accrue."

Art. 444 (1). Strike out and substitute therefor the following:

"(1) When an enlisted man is transferred from one unit to another, the officer in responsible charge of the unit from which the transfer is made shall notify in writing the officer in responsible charge of the district or other unit to which the transfer is made, giving the man's name, rate of pay, amount of allotment (if he have any), name of payee, disbursing official paying same and the date of his authority, date of transfer and authority therefor, the number of days of reenlistment leave granted, if any, and of leave otherwise granted during the current enlistment period, transmitting therewith the man's service record completed to date of transfer. If the transfer is from one district to another district the service record shall be forwarded to the superintendent of the district to which the man is transferred, who shall make such notations as he may desire for the personnel records of his office and forward the service record to the station where the man's records are to be kept."

Art. 444 (2). Strike out and renumber succeeding paragraphs accordingly.

Arts. 685 to 704, inclusive. Wherever word "inspector" appears in these articles change to read "inspector in chief," and wherever words "assistant inspector" appear, change to read "inspector."

Art. 817 (2). Strike out and substitute therefor the following:

"(2) He shall cause the navigating officer to calibrate the radiocompass at least once every six months. After each calibration that officer shall prepare a deviation curve for the radiocompass, one copy of which shall be forwarded to headquarters. In cases where all of the deviation has been compensated for and no deviation curve can be drawn, a statement only shall be forwarded to headquarters advising that the radiocompass has been calibrated. (See art. 924 (3).)"

L. C. ANDREWS,

Assistant Secretary.

Re May 28/1926

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 25

TREASURY DEPARTMENT,
Washington, March 17, 1926.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Art. 801 (1). Strike out and substitute the following:

"(1) On every vessel equipped with radio apparatus he shall cause radio watches to be maintained in accordance with the requirements of the 'Radio Instructions, United States Coast Guard.'"

Art. 2068. Change to read "2068 (a)" and add the following paragraph:

"(b) When repairs are of such a nature as to require the contractor to supply steam, air, and fresh water, the work shall be so arranged as to make such requirements a minimum, especially in the case of steam supply, the necessity for which shall be foreseen and covered by a definite provision in the specifications; or in lieu of this, shall be shown as a separate item with rate per hour and total cost entered."

Art. 2185 (1). Strike out and substitute the following:

"(1) Upon the death of any person on the active list of the Coast Guard, including those who die in a hospital, the necessary expense of a plain burial, or for the preparation and encasement of the body for transportation to relatives or friends, will be paid from the proper Coast Guard appropriation in an amount not to exceed \$100, unless authority to incur a greater expense, in view of the special circumstances of the case, has been obtained from headquarters, except as otherwise provided in paragraph (2) of this article."

Art. 2185. Strike out paragraph (2) and renumber paragraphs (3), (4), and (5) to read "(2)," "(3)," and "(4)."

Art. 2186 (1). Strike out and substitute the following:

"(1) The commanding officer shall detail an officer to superintend the preparation for burial or removal of the remains of any person who may die at any unit other than a station."

Page 300, line 13, last column: After word "Commerce" insert figure "3," and change word "copy" to read "copies."

L. C. ANDREWS,
Assistant Secretary.

89069—26

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 26

TREASURY DEPARTMENT,
Washington, March 20, 1926.

1. The regulations, United States Coast Guard, 1923, are amended as follows:

ART. 1513. Change to Art. 1513 (1) and add the following:

(f) Except in case of emergency a motor boat shall not be operated without adequate fire-extinguishing equipment on board, intact, filled, and ready for use. When fire-extinguishing equipment has been used it shall be immediately refilled.

2. The following precautions shall be taken regarding the handling and use of gasoline:

(a) Plugs in filling connections to tanks shall be habitually and securely kept in place except when tanks are actually being filled. Flame lights and other devices or articles which could ignite gasoline vapor shall not be allowed in the vicinity while filling plug is removed.

(b) Motor boats shall not fuel except when in the water and with engines stopped. Except in emergencies, boats shall not be fueled at night.

(c) All gasoline containers, except the permanent tanks, shall be stowed in the open on the weather deck, and so located that they can readily be dumped overboard in emergency. Gasoline in open containers is prohibited.

(d) Every gasoline feed line shall be fitted with a shut-off valve installed near the tank. The valve shall invariably be kept closed when the engine is not actually in operation.

(e) The air intake opening on every carburetor and the end of every crank case breather connection shall be completely covered with a wire gauze screen of brass or copper, securely attached so that it will not be blown off by backfire. The screens shall not be painted, and shall be kept clean and in good condition.

(f) Shellac may be used in making joints in gasoline lines if necessary. The use of white or red lead for this purpose is prohibited.

(g) Every gasoline leak, no matter how small, shall be promptly remedied. Drip pans shall be kept dry.

(h) Bilges shall be kept free of gasoline and oil. When gasoline has escaped to the bilge the boat shall not be operated, except in case of emergency, until the bilge has been thoroughly cleaned.

(i) Before starting an engine every precaution shall be taken to see that any gasoline in the bilge, or any gasoline vapor in the engine compartment has been removed.

(j) The use of gasoline for any cleaning purpose, of any sort, and in any place, is forbidden. The use of gasoline on motor boats for any purpose whatever, except the production of power, is forbidden.

L. C. ANDREWS,
Assistant Secretary.

Rec Key 28 1926

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 27.

TREASURY DEPARTMENT,
WASHINGTON, April 10, 1926.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

Art. 947 (a). Strike out and substitute the following:

"The radio officer shall have charge of and be responsible for the upkeep, efficiency, and operation of the radio apparatus, including storage batteries used therewith, except the radio motor-generator. In the performance of this duty the radiomen are his assistants."

Art. 1040 (b). Strike out and substitute the following:

"All electrical generating apparatus, including the radio motor-generator; all electrical motors and their control, wherever located; all wiring and cables for propelling machinery; and all other electrical equipment and wiring, wherever located, aside from the equipment assigned to the radio officer. (See art. 947 (a).)"

Art. 1337 (1). Strike out and substitute the following:

"The senior radioman shall, under the supervision of the radio officer, have charge of and be responsible for the care of the radio room and for the care, upkeep, and efficient operation of the radio outfit."

Art. 1855 (a) (4). Lines 8 and 9. Strike out and substitute the following:

"To be turned in to the nearest navy yard."

L. C. ANDREWS,
Assistant Secretary.

94192—26

Rec June 16. 1926

FUNDS FOR RECREATION AND WELFARE PURPOSES

Coast Guard Headquarters



General Order No. 28

TREASURY DEPARTMENT,
WASHINGTON, May 17, 1926.

1. General Order No. 21 is rescinded on July 1, 1926.
2. The act making appropriations for the Coast Guard for the fiscal year ending June 30, 1927, authorizes the expenditure of a sum not exceeding \$20,000 "For the recreation, amusement, comfort, contentment, and health of the enlisted men of the Coast Guard, to be expended in the discretion of the Secretary of the Treasury."
3. Quarterly allotments are authorized for vessels in the amounts stated below.

Vessel	Quarterly allotment	Vessel	Quarterly allotment
Cahokia	\$20	Henley	\$35
Carrabasset	20	Jouett	35
Kickapoo	20	McCall	35
Mascoutin	20	McDougal	35
Pamlico	20	Manning	35
Pequot	20	Monaghan	35
Saukee	20	Patterson	35
Tamaroa	20	Paulding	35
Acushnet	25	Porter	35
Apache	25	Roe	35
Morrill	25	Seminole	35
Shawnee	25	Seneca	35
Comanche	30	Shaw	35
Ossipee	30	Tallapoosa	35
Redwing	30	Terry	35
Snohomish	30	Trippe	35
Tuscarora	30	Tucker	35
Ammen	35	Wilkes	35
Beale	35	Wainwright	35
Burrows	35	Yamacraw	35
Cassin	35	Algonquin	40
Conyngham	35	Bear	40
Cummings	35	Unalga	40
Davis	35	Haida	50
Downes	35	Modoc	50
Ericsson	35	Mojave	50
Fanning	35	Tampa	50
Gresham	35		

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4. Quarterly allotments are authorized for section bases in the amounts stated below.

	Quarterly allotment		Quarterly allotment
Base 1.....	\$35	Base 9.....	\$35
Base 2.....	35	Base 10.....	35
Base 3.....	35	Base 11.....	35
Base 4.....	35	Base 12.....	35
Base 5.....	35	Base 13.....	35
Base 6.....	35	Base 15.....	35
Base 7.....	35	Base 17.....	35
Base 8.....	35	Base 18.....	35

5. Quarterly allotments are authorized for Coast Guard districts in the amounts stated below. In expending their allotments, district superintendents are expected to favor stations situated in isolated places.

District	Quarterly allotment	District	Quarterly allotment
First.....	\$50	Eighth.....	\$40
Second.....	50	Ninth.....	40
Third.....	40	Tenth.....	40
Fourth.....	70	Eleventh.....	50
Fifth.....	70	Twelfth.....	40
Sixth.....	50	Thirteenth.....	40
Seventh.....	75		

6. Quarterly allotments are authorized for the following units:

Academy (including Alexander Hamilton).....	\$40
Depot.....	30
Receiving Unit.....	35

7. Any balance not allotted to a specific unit or any balance allotted but not expended may be expended by authority of the Commandant of the Coast Guard in the same manner as that provided for commanding officers and district superintendents.

8. Balances remaining on hand June 30, 1926, will lapse.

9. Attention is invited to article 311, Pay and Supply Instructions.

A. W. MELLON,
Secretary of the Treasury.

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AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 29

TREASURY DEPARTMENT,
Washington, June 11, 1926.

1. The Regulations, United States Coast Guard, 1923, are amended to read as follows:

ART. 477. Lines 4 and 5, strike out words "less the cost of a United States money order for the same, when necessary." At the end of the article add the following:

"When the disbursing officer is located at a distance from the place of sale, funds will be transmitted by certified check of the purchaser or remitting officer, if practicable, or by postal money order or New York draft, payable to the Treasurer of the United States. No deduction for money order fee or other expense of transmission shall be made, but such expense is reimbursable on voucher, Form 2667."

Add the following:

"THE RADIO ELECTRICIAN AND ELECTRICIAN

"ART. 1304. (1) The radio electrician shall perform such duties in connection with radio material and radio communications as may be assigned him by proper authority. When attached to a ship as part of the regular complement he will be the assistant to the radio officer and will be in charge, under the radio officer, of the vessel's radio plant.

"(2) The electrician assigned to the land line communication system shall perform the duties of division supervisor, section supervisor, or such other duties in connection with that system as may be assigned him by proper authority. In the performance of these duties he shall, in addition to other special instructions, be guided by the provisions of the 'Telephone System Instructions, U. S. Coast Guard.'"

ART. 1641. (4) Line 1, strike out words "Station boats and launches equipped with rapid-fire guns" and substitute therefor the following: "Seventy-five foot patrol boats, or any other boats, equipped with a one-pounder rapid-fire gun."

ART. 1840. Strike out.

ART. 1921. (4) Strike out the first sentence and substitute the following:

"The proceeds from the sale of condemned property shall be turned over to a Coast Guard special disbursing agent or a district ^{commissioner} ~~superintendent~~, accompanied by a copy of receipt given the purchaser. When the disbursing officer is located at a distance from the place of sale, remittance shall be made by certified check of the purchaser or remitting officer, if practicable, or by postal money order or New York draft, payable to the Treasurer of the United States. No deduction for money order fee or other expense of transmission shall be made, but such expense is reimbursable on voucher, Form 2667."

ART. 2285. Change to read "2285. (1)" and add the following paragraph:

"(2) Patrol and picket boats, when moored at their bases for repairs or rest, will, except on anniversaries or holidays as provided in article 2321, and on special occasions as provided in article 2326, display only the national ensign and Coast Guard pennant."

L. C. ANDREWS,
Assistant Secretary.

Res Nov 19. 1926

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 30

TREASURY DEPARTMENT,
Washington, October 18, 1926.

1. The Regulations, United States Coast Guard, 1923, are amended as follows:
Strike out articles 462, 463, and 464 and substitute the following:

"462. When a man has been on unauthorized absence for 10 days, or for less than 10 days, if intention to desert or not to return is manifest, he shall be considered to have deserted and shall be declared a deserter. If a man leave his ship which is about to sail to be absent from the United States for a period longer than 10 days, or overstay his leave or liberty until after the ship sails on such cruise, having known that the ship was to sail and with manifest intention of escaping duty, and deliver himself on board of or at another unit after his ship has sailed, or present himself on board his ship when she returns to port, such offense shall be considered desertion.

"463. Specifications alleging desertion, absence from duty without leave, or absence from duty after leave has expired shall set forth the approximate hour and date of departure as well as the approximate hour and date of surrender or delivery.

"464. If a man leave his ship which is about to sail on a cruise other than of the character described in article 462, or overstay his leave or liberty until after the ship sails, having known that the ship was to sail and with manifest intention of escaping duty, and deliver himself on board of or at another unit, or present himself on board his ship when she returns to port, he shall be amenable to appropriate punishment."

L. C. ANDREWS,
Assistant Secretary.

15931*—26

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 31

TREASURY DEPARTMENT,

Washington, December 4, 1926.

1. The Regulations, United States Coast Guard, 1923, are amended as follows: Pages 181, 182, and 183 have been reprinted and will be inserted in their proper places.

Wherever the words "district ~~superintendent~~ ^{commander}" appear in these regulations change to read "district commander."

Strike out the words "cadet engineer" wherever they appear in these regulations.

Wherever the words "temporary chief warrant officer" appear in these regulations, strike out the word "temporary."

ART. 393 (2), sixth line. Strike out the words "petty officer" and substitute the words "enlisted man."

ART. 430 (3). Strike out and substitute the following:

"(3) Any person discharged in accordance with the sentence of a Coast Guard court, or for undesirability, or inaptitude, shall be required upon discharge to surrender his outer garments or distinctive parts of the uniform, and shall be furnished with a suit of civilian clothes. The suit shall be furnished at the expense of the Government, at a cost not exceeding \$15 in each case."

ART. 817 (1), fourth line. Substitute a comma for the period and add the following:

"and as soon as practicable after target practice, or extensive alterations in the vicinity of the magnetic compasses causing changes in magnetic surroundings. A copy of the new deviation table will be forwarded to headquarters."

ART. 945. Strike out.

Add the following:

"1427. (1) Efforts for the resuscitation of persons apparently drowned involve the question as to what may be considered the best method of producing the desired results. After a careful study of the methods advocated and practiced in recent years for the resuscitation of apparently drowned persons, and of experiments and tests made by scientific experts, and after a comparison of the results of the use of the several methods (including the use of mechanical devices) where such results could be authenticated, it is concluded that the method practiced by the Coast Guard is the best yet devised.

"(2) Officers and enlisted men of the Coast Guard are directed to continue the use of the method of restoring the apparently drowned now employed to the exclusion of all other methods. Whenever members of the Coast Guard shall have begun the work of resuscitating an apparently drowned person they will not permit interference with their operations in any way, nor give heed to any suggestions regarding the use of mechanical or other devices or systems.

"(3) It is not intended that these instructions shall preclude medical assistance by a physician when proffered, if such assistance does not interfere with the operation of the manual method of resuscitation.

"(4) Whenever members of the Coast Guard are called to the assistance of an apparently drowned person, and find that any mechanical device, or any system of resuscitation other than the method practiced by the Coast Guard, is being employed in the case, they shall decline to take the person in charge until the use of such mechanical device, or other such system, is discontinued.

"(5) When members of the Coast Guard have once ceased operations in a case of resuscitation without successful results, and a mechanical device, or any system of resuscitation other than that practiced by the Coast Guard, is subsequently introduced into the case by other persons, members of the Coast Guard shall not participate or assist in such subsequent efforts.

"(6) Members of the Coast Guard shall not in any circumstances participate or assist in any case by the use of any part of the service method concurrently or in conjunction with the use of any mechanical device, or any system of resuscitation other than that practiced by the Coast Guard."

Art. 1493, ninth line. Strike out the word "page" and insert the words "log for the date the incident occurred."

Art. 1601 (2) b, last line. Strike out words and figures "and art. 1641 (4)."

Art. 1601 (2) d, ninth and tenth lines. Strike out words and figures "and art. 1641 (4)" and substitute words and figures "arts. 1643 and 1644."

Art. 1601 (2) e, second line. Change to read "100-foot and 125-foot patrol boats—." Twelfth line. Change to read "Target practice instructions. (See arts. 1643 and 1644).". Thirteenth line. After the word "100-foot" insert the words "and 125-foot." Twenty-ninth line. Strike out word and figures "and 1641 (4)" and substitute word and figures "1643 and 1644."

Art. 1621. Strike out and substitute the following:

"1621. Quarters for inspection shall be held daily (except on Saturday, Sunday, and holidays) under ordinary circumstances, at 9.30 a. m. or earlier, on all cruising cutters and destroyers in commission."

Art. 1623. Change to read "General quarters shall be held at least once each week."

Art. 1645 (5), seventh line. Beginning with the word "end," strike out remainder of sentence and substitute the words "completion of target practice." Strike out the next sentence. Strike out the period after the last sentence and add the words "not later than July 10."

Add the following:

"1679. No ammunition except remnants of target practice shall be returned to a naval ammunition depot without authority from headquarters (see art. 1644 (6))."

"1680. At least once a year each gun shall be lifted, in order to insure proper care and preservation of the roller paths and bearings. Four and five inch guns shall be lifted at navy yards after estimates have been obtained from the navy yard and authority for the work has been secured from headquarters or Commander, Destroyer Force, as the case may be. All work possible shall be done by the ship's force."

Art. 2473 (16) and (17). Strike out and substitute the following:

"(16) Gun target-practice reports shall be submitted to headquarters immediately after target practice, and in no case later than July 10. The number of copies required by the Navy is specified on each form. One additional copy shall be forwarded in each instance so that a copy may be retained for headquarters files. A supply of blank forms will be furnished upon proper application to headquarters.

"(17) Small-arm target-practice reports shall be submitted immediately after the practice. If no practice was held, a letter shall be submitted not later than July 10 stating the reason for not holding the practice."

Change the index as follows:

Page. 331. Under caption "Ammunition: How obtained and returned," change references to read "1644, 1679." Under caption "Ammunition: Return of," change reference to read "1679." Under caption "Ammunition: Smokeless powder, surveillance tests of," change references to read "1644, 1675, 1676."

Page 334. Under caption "Cartridge case(s): Empty—Disposition of," change references to read "1644, 1668, 1670."

Page 349. Under caption "Fuel: Supply of, to be maintained," change reference to read "783."

Page 364. Under caption "Target practice: Ammunition for," change references to read "1644, 1673 (14)." Under caption "Target practice: Gun, ammunition for," change reference to read "1644."

All references to articles 1634 to 1644, inclusive, in General Orders 9, 18, and 23 are hereby canceled.

L. C. ANDREWS,
Assistant Secretary.



AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 32

TREASURY DEPARTMENT,
WASHINGTON, December 21, 1926.

1. The Regulations, United States Coast Guard, are amended as follows:

ART. 467. Strike out, and substitute the following:

"467. In case of desertion the date of desertion shall be the date when the unauthorized absence began, and the commanding officer, or the officer in charge of the unit, shall immediately report to headquarters all the circumstances connected therewith, utilizing Form 2599 (Report of Change in Enlisted Personnel), at the same time transmitting the service record to headquarters. If the man surrenders at any Coast Guard unit, or is apprehended and returned, a report on Form 2599, including all the attendant circumstances and a recommendation, shall be made at once to headquarters by the commanding officer or the officer in charge of the unit to which he surrenders himself or is delivered. Headquarters will then decide what further action shall be taken. (See art. 462.)"

ART. 2155 (6). Strike out, and substitute the following:

"(6) Such travel as is necessary, and which is directed by competent authority, in obtaining the medical treatment authorized by articles 2153 and 2155 is hereby authorized for patients and attendants. (See art. 167-1, P. & S. Inst.)"

ART. 2478 (2). The report table, pages 298 to 302, inclusive, has been revised and reprinted, and the new pages will be substituted.

L. C. ANDREWS,
Assistant Secretary.

26074°—27

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 33

TREASURY DEPARTMENT,
Washington, January 22, 1927.

1. Chapter XX of the Regulations, as amended by General Order No. 25, is hereby canceled. A new chapter has been printed to take its place, and shall be inserted in its proper place in the binder.

L. C. ANDREWS,
Assistant Secretary.

33886—27

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 34

TREASURY DEPARTMENT,
Washington, March 22, 1927.

1. The Regulations, United States Coast Guard, are amended as follows:

Art. 308 (1). Strike out the last sentence, including the reference.

Art. 308 (3). Strike out. Renumber paragraph (4) to read "(3)."

Art. 326 (a), third line. Place a period after the word "examination" and strike out the rest of the paragraph, including the references.

Art. 335. Strike out and substitute the following:

"335. When the term of enlistment of any man expires while he is in the hospital or absent from duty by reason of illness or injury, irrespective of the origin, he shall not be discharged, but his enlistment shall be extended and Headquarters' action requested in the premises. (See arts. 339, 340, 416, and 1946.)"

Art. 337. Add the following paragraph:

"(3) One day as outlined above is to be a continuous period of 24 hours. The period spent by a man awaiting trial by a Coast Guard court, in the status of prisoner at large—i. e., performing duty and restricted to the limits of the unit, but not in confinement or under the supervision of a guard or sentry—shall be construed as time served and not subject to the provisions of this article."

Art. 393. Add the following paragraph:

"(6) When a man has been disgraced he shall be considered, for purposes of advancement in rating, to be in the same status in the rating to which reduced as a man newly advanced to that rating, and shall be required to serve the same period in the lower rating before becoming eligible for advancement."

Art. 416 (1) and (2) Strike out and substitute the following:

"(1) No man shall be discharged for physical disability, irrespective of the origin, without the authority of Headquarters. (See arts. 335 and 1946.)"

"(2) When a man is under a physical disability, irrespective of the origin, and the disability can be removed, in the opinion of the medical officer in charge, by an operation to which the man refuses to submit, a complete report shall be procured from a medical board setting forth all the circumstances, accompanied by a refusal in writing signed by the man. In the event that it is impracticable to secure such refusal in writing the medical officer shall obtain the signature of at least one witness to the act of refusal. The complete report shall be indorsed with appropriate recommendation by the commanding officer and forwarded to Headquarters, who will direct further action."

Art. 416 (3) and (4). Strike out and renumber paragraphs (5) and (6) to read "(3)" and "(4)."

Art. 416 (3), third line. Strike out the words "(except in case of immediate reenlistment)."

Art. 416 (3), seventeenth and eighteenth lines. Strike out the words "copy 'C' of the enlistment contract and record," substituting therefor the words "service record," and add the following: "If the physical examination discloses that the man is suffering from an injury or disease he shall not be discharged but the commanding officer shall be governed by article 335."

Art. 775, third line. Strike out the period and reference, substitute a comma for the period and add the following: "letters, dispatches, etc."

Art. 784. Strike out and substitute the following:

"784. (1) He shall, if possible, investigate in person all offenses. The investigation shall not be delegated to any other officer, unless in case of illness or absence from the ship for an extended period. He shall award punishments within the limits of his authority as prescribed by law and these regulations. (See art. 1833.)

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

"(3) He shall prescribe the means, with reasonable restrictions as to time and place, by which the members of the crew may make any request, report, or statement to him, which he shall receive and consider. Frivolous, vexatious, or intentionally false reports or statements shall be considered misdemeanors. (See art. 1731.)

"(4) Men of lower ratings shall be encouraged to consult their petty officers and division officers in regard to their requests, reports, and statements, but such procedure shall not operate as a restriction."

"Page 169. Add the following:

"STANDARD TIME ZONES AT SEA

"Art. 1540. (1) The system of standard time zones long established on land has been extended over the oceans and throughout the circuit of the globe. The surface of the globe is conceived to be divided into 24 staves or zones, each bounded by meridians 15° of arc or one hour of time apart in longitude. The initial zone is the one which has the meridian of Greenwich running through the middle of it and the meridians $7\frac{1}{2}^{\circ}$ east of Greenwich and $7\frac{1}{2}^{\circ}$ west of Greenwich, marking its eastern and western limits. It is called the 'zero zone' because the difference between the standard time of this zone and Greenwich meridian civil time (G. M. C. T.) is zero. And each of the zones in turn is designated by a number representing the number of hours by which the standard time of the zone differs from Greenwich meridian civil time (G. M. C. T.).

"(2) The zones lying in each longitude from the zero zone are numbered in sequence from 1 to 12 and are called minus zones, because in each of them the zone number must be subtracted from the standard time in order to obtain the Greenwich meridian civil time (G. M. C. T.). The zones lying in west longitude from the zero zone are numbered in sequence from 1 to 12 and are called plus zones, because in each of these zones the zone number must be added to the standard time in order to obtain the Greenwich meridian civil time (G. M. C. T.).

"(3) The twelfth zone is divided medially by the one hundred and eightieth meridian (the line separating the meridians of east longitude from the meridians of west longitude), and the terms 'minus' and 'plus' are used in the halves of the zones which lie in the east longitude and west longitude, respectively.

"(4) The number of a zone prefixed by the word 'plus' or the plus sign, thus +, or by the word 'minus' or the minus sign, thus —, constitutes the 'zone description' of the time of that zone.

"(5) In the vicinity of the land, the boundaries between zones are modified so as to be in accord with the boundaries of the countries or regions using corresponding times, as shown in the Hydrographic Office Chart of the Time Zones of the World. (H. O. No. 5192.)

"(6) The ship's time of vessels of the Coast Guard shall be kept by observing the following rules:

"(a) The clock shall be adjusted to standard time of the successive zones as they are entered, although the instant at which the alteration is made need not necessarily be that at which the vessel passes from one zone to another; the change of time to be invariably one hour, the minutes and seconds remaining unaffected, with the exception of the cases covered by rule (e).

"(b) The 'zone description' of the time that is being kept shall be marked in a conspicuous manner on such of the ship's clocks as may be designated by the commanding officer.

"(c) Ship's log books and records in which times are given must include a statement of the 'zone description' of the time being kept.

"(d) In all official correspondence in which time is referred to, and where any doubt might arise in the matter, the 'zone description' of the time being kept should be stated in the correspondence.

"(e) When a vessel is in a harbor of a country where the legal time differs from the standard time zone system, the exact amount in hours, minutes, and seconds which must be applied to the local time to obtain the corresponding Greenwich meridian civil time (G. M. C. T.) with the appropriate sign of plus or minus shall be used as the 'zone description.'

"(7) In observing the foregoing rules regarding recording of 'zone description' it should be borne in mind that the 'zone description' is the correction which must be applied to ship's time to obtain the corresponding Greenwich meridian civil time (G. M. C. T.).

"(8) The established instructions for expressing time in messages remain unaffected."

"1541. (1) Except for the purpose of navigational and astronomical computations, the expression 'Greenwich mean time (G. M. T.)' will not be used in the Coast Guard. Civil time, referred to as the Greenwich meridian, will be expressed as 'Greenwich meridian civil time (G. M. C. T.).'

"(2) The use of Greenwich mean time (astronomical) will be limited to navigational and astronomical computations. For other purposes, particularly in the operations of ships and for communications, civil time of the appropriate meridian will be used.

"(3) The use of the twenty-four-hour day, with the time expressed as a four-figure group, the first two figures denoting the hour and the second two figures denoting the minutes, is authorized for the Coast Guard in correspondence as well as dispatches, using the civil day commencing at midnight, expressed as 0000."

Art. 1644 (4), third line. Change comma to a period and strike out the remainder of the sentence.

Art. 1731. Strike out and substitute the following:

"1731. (1) All reports of misconduct shall be investigated by the commanding officer before punishment is adjudged. (See art. 784.) After morning inspection he shall be furnished by the executive officer with a list of persons reported for offenses during the preceding day. After inquiring into the facts in each case at the mast, giving to both accuser and accused an impartial hearing, he shall assign a punishment, when necessary, and affix his signature in the report book.

"(2) The investigation of a report, except where summary action is deemed necessary, shall be deferred until the morning following the day on which the report is made; but longer delay shall be avoided.

"(3) When any member of the ship's company comes to the mast with a request to see the commanding officer, the officer of the deck shall receive the request and communicate it to the executive officer, who shall inform the com-

manding officer. The latter is enjoined not to neglect such appeals, and shall require the presence of the executive officer when such appeals are heard."

Page 222. Add the following:

"BOARDS OF MEDICAL SURVEY

"1946. (1) A board of medical survey shall consist, whenever practicable, of two or more medical officers of the Public Health Service. In exceptional cases the board may consist of one medical officer of the Public Health Service.

"(2) A request for medical survey shall be made when, in the case of a commissioned or warrant officer, transfer to a hospital and detachment from the unit, or extended sick leave, or a consideration for possible retirement, is or are deemed advisable by the appropriate senior officer.

"(3) Requests of the Public Health Service for a board of medical survey shall be made by—

"(a) Coast Guard Headquarters.

"(b) A division commander, force commander, or district commander.

"(c) Commanding officer of a unit acting independently.

"(4) A commanding officer of a unit to which an officer of the Public Health Service is regularly attached for duty may direct such medical officer to act as a board of medical survey, under circumstances where additional medical officers are not available to act on the board. Where additional medical officers of the Public Health Service are available in the vicinity, request shall be made of the Public Health Service for one or more such additional officers to sit with the medical officer attached to the unit, such request being made by the division or force commander, if there be one. The intent of this article is that whenever possible the board of medical survey shall consist of more than one medical officer.

"(5) When an enlisted man is suffering from physical or mental disability and is thereby incapacitated for duty, he should, in the absence of a medical officer attached to the unit, be sent to the nearest available medical officer of the Public Health Service. If the return medical certificate indicates that the disability is such as probably will not yield to treatment within a reasonable time (normally not more than 60 days), request shall be made for a board of medical survey on the man's case. (See art. 416.)

"(6) It is not intended that a board of medical survey shall be requested in the case of a temporary illness or minor injury. Responsible officers shall use discretion in requesting boards of medical survey, the primary consideration being whether or not the physical condition of the man is such as to nullify his usefulness to the Coast Guard. In addition to the situation set forth in paragraph (5) of this article a board of medical survey shall be requested, in general, under any one of the following conditions:

"(a) When repeated or prolonged absences from duty on account of sickness indicate an inherent physical unfitness for the service.

"(b) When congenital defects or predisposition to disease seriously interfere with the performance of duty.

"(c) When neurasthenic tendencies or constitutional weakness, while not requiring treatment, interfere with the performance of duty.

"(7) The officer making the request for a board of medical survey shall furnish the board with the following information relative to the man to be surveyed:

"(a) Date of enlistment.

"(b) Physical defects, if any, shown in examining surgeon's certificate on service record, and nature of waivers, if any.

"(c) Medical history while in the service.

"(d) Whether or not the man is entitled to retirement.

"(8) Upon completion of the survey the board shall forward its report, in duplicate, to the Coast Guard officer who requested the survey, for transmission to the commanding officer in the case, which report shall include the following:

"(a) A definite opinion as to the origin of the disease or injury.

"(b) A statement of all facts and circumstances connecting the disease or injury with the performance of duty or exposure incident thereto, including a definite statement as to whether or not an incident of service.

"(c) Whether the disability is permanent or temporary and, if the latter, the duration of treatment required.

"(d) Whether or not the person is deemed physically fit for retention in the Coast Guard.

"(e) A recommendation as to action to be taken—for example, in the case of a commissioned or warrant officer, whether the officer should be granted protracted sick leave, ordered to duty temporarily in a different climate, ordered to carry out a certain regimen or line of treatment, or should be ordered before a retiring board, etc.; and in the case of an enlisted man, also, whether the man should be retained in the service or discharged.

"(9) The commanding officer shall indorse each copy of the report of the board of medical survey with his own recommendation in the premises, and shall forward one copy, through official channels, to Headquarters, retaining the other copy at the unit. The report of the board of medical survey will be reviewed at Headquarters and appropriate instructions will be issued to the unit concerned.

"(10) A man discharged for physical disability pursuant to a medical survey shall be given an ordinary discharge across the face of which shall be made the following signed indorsement:

"Discharged for physical disability on medical survey.

Not eligible for reenlistment unless disability is removed."

"(11) A man discharged for physical disability on medical survey is entitled to mileage as prescribed by article 180, Pay and Supply Instructions."

Art. 2182. (1) Strike out and substitute the following:

"2182. (1). The commanding officer or officer in charge of a unit is authorized to incur the necessary expense for the preparation and encasement of the body and interment where necessary, in accordance with specifications set forth in Form 2632, of any person who dies while on the active list of the Coast Guard, or on the retired list while performing active duty. He shall, whenever possible, solicit proposals from not less than three undertakers. Also, notice requesting proposals shall be posted in a public place."

Art. 2441. (1) Strike out and substitute the following:

"2441. (1) The use of office reference numbers, date groups and time of origin numbers is mandatory on all official dispatches."

Art. 2639. (5) third line. Strike out the word "brown" and substitute the word "green."

Art. 2639. (5) a second line. Strike out the word "brown" and substitute the word "green."

Art. 2639. (5) Strike out subparagraph d and change subparagraph e to read "d."

Page 332, index. After "Boards—Life-saving appliances" insert the following:

"Medical survey..... 1946."

Page 341, index. After "Discharge(s): Latest, to be produced on reenlistment," insert the following:

"Medical survey..... 1946."

Page 341, index. Strike out the following:

"Discharge(s): Physical or mental disability 416."

Page 361, index. After "Reports on fitness of officers" insert the following:

"Request mast 784"

L. C. ANDREWS,
Assistant Secretary.

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 35

TREASURY DEPARTMENT,

WASHINGTON, April 30, 1927.

1. The Regulations, United States Coast Guard, are amended as follows:

Art. 10, first line. Strike out the words "Arundel Cove" and substitute the words "Curtis Bay."

Art. 351. Strike out the last sentence and reference.

Art. 393 (3), fourth line. Strike out the words "petty officers" and substitute the words "enlisted men."

Art. 491 (1), (2), and (3). After the words "division commander" insert the words "a force commander."

Art. 530. Strike out.

Art. 577. Strike out.

Art. 857. Change the first sentence to read:

"He shall designate a commissioned officer under his command to audit the clothing and commissary accounts and records of the unit concerned."

Add the following article:

"1428. (1) The clothes, arms, military outfits, and accoutrements furnished by the United States to any enlisted man or required by such man as a part of his prescribed uniform or outfit shall not be sold, bartered, exchanged, pledged, loaned, or given away, except by duly authorized authority.

(2) An enlisted man is forbidden to have in his possession any article of wearing apparel or bedding belonging to any person in the Coast Guard other than himself except with the permission of his commanding officer or of other proper authority duly designated by his commanding officer.

Art. 1673. (28) Add the following:

"(c) A firing lock into which a live primer has been inserted shall never be opened, either independently or by operation of the breech mechanism, unless the firing circuit is broken externally of the lock or breech mechanism (for example, at local pointer's key or gun captain's ready switch) except when the loaded gun has fired as indicated by the salvo latch or other positive means. This applies to the firing of primers at drill, to the operation of loaded guns, and the examination of primers referred to in paragraph (39)."

Art. 2292. Strike out entire article and substitute the following:

"2292. When men are paraded on shore the detachment will, if practicable, carry, in addition to the National ensign, the Coast Guard standard. (See Art. 2304 (3))."

Art. 2304 (1), (2), (3), (4), (5), and (6). Strike out and substitute the following:

"(1) The Coast Guard ensign has 16 perpendicular stripes alternate red and white, beginning with red at the hoist. In the upper quarter, next to the hoist, is the union, being the coat of arms of the United States in dark blue on a white field, eight-sixteenths of the length of the flag, and extending down the hoist halfway. The whole depth of the ensign is ten-sixteenths of

the whole length. The distinctive emblem of the Coast Guard (see Art. 2304 (2)) in blue and white is placed with its center on a line with the lower edge of the union and over the center of the seventh vertical red stripe from the hoist of the flag, the emblem covering a horizontal space of three stripes.

"(2) a. The distinctive emblem of the United States Coast Guard shall be, in general terms, to wit: A shield having 13 vertical stripes and a field; the field and seven stripes, commencing with the outer stripes, to be in solid color and the remaining six stripes in white—to be placed, with the words 'Semper Paratus' within the inner of two concentric circles, the word 'Semper' above and the word 'Paratus' below the shield, both words to be curved and centered; within the space between the two circles the words 'United States Coast Guard, 1790' are to be placed, curved and centered, with the '1790' at the bottom; the whole of the above to be superimposed and centered upon two old-fashioned anchors, flukes downward, stocks in the same plane as flukes, said anchors to be crossed so that the shanks are at an angle of 90° with each other.

"b. The design for the impression of official seals used in the service shall be the distinctive emblem of the Coast Guard as above described, the whole being bounded by two concentric circles, with the name of the unit curved and centered at the bottom and within said circles.

"(3) The Coast Guard standard is the union of the Coast Guard ensign with the addition, below the eagle, of the motto of the service, 'Semper Paratus,' and the date of its organization, '1790,' in blue letters and figures.

"(4) The flag of the Secretary of the Treasury shall consist of the seal of the Treasury Department on crossed anchors of white on a blue field, encircled by 13 white stars.

"(5) The flag of the Assistant Secretary of the Treasury shall consist of the same design as the Secretary's flag, with the seal, crossed anchors, and stars of blue on a white field.

"(6) The flag of the commandant of the Coast Guard shall consist of the Coast Guard emblem in white at the fly, with two white stars, placed vertically at the hoist, on a field of blue.

"(7) The Coast Guard anchorage flag shall be a white field with a blue foul anchor placed diagonally in the center, with the ring toward the upper corner of the hoist."

Art. 2305 (3), (4), and (5). Strike out and substitute the following:

"(3) The senior officer present pennant shall be made of blue bunting surcharged with a white Coast Guard emblem. The shape of the pennant shall be that of an equilateral triangle with the emblem placed in the center; the diameter of the emblem shall be one-third of the length of the hoist.

"(4) The division commander pennant shall be made of white bunting surcharged with a red Coast Guard emblem and with a red stripe at the top and bottom. The shape of the pennant shall be that of the Navy broad command pennant. The center of the emblem shall be placed midway of the depth of the flag and six-tenths of the length of the hoist from the hoist; the diameter of the emblem shall be one-half of the length of the hoist. The width of the stripes shall be one-eighth of the length of the hoist.

"(5) The force commander pennant shall be as stated in paragraph 4, except that the emblem and stripes shall be in blue."

Art. 2306. Add the following:

(k) Anchorage flag:	Feet
No. 4	3.5 by 5
No. 5	2.5 by 3.6

Art. 2441 (3) and (4), Strike out.

Art. 2469 (a), (d), and (h). Strike out the words "temporary surfmen, and substitutes."

Chapter XX. Renumber pages 253 and 254 to read "252A" and "252B," respectively.

Pages 7 to 10, inclusive; 53 to 58, inclusive; and 117 and 118 have been reprinted and will be substituted.

Page 257. Under "Honors and distinctions," after "Consul general" in "Guns" column, change "9" to "11"; and in "Side honors" column, same line, change "4" to "6."

Pages 298, 302, 302H, and 302K. In the column "when forwarded" under "Abstract of totals of pay roll—2690," strike out the words "Monthly, with pay roll," and substitute the words "Promptly at close of each month."

Page 302H. Change heading "Section Cases" to read "Section Bases."

Page 302I. In the column "Paper, report, or return" under "PATROL BOATS" add the figure "1" after the following: "Abstract of agreement," "Muster roll," "Proposals," "Commanding officer's monthly report," "Compass report (deviation table)," "Abstract of drills held," and "Report of loss or damage to shipment."

Page 334, index, 16th line. Change "606" to read "605."

Page 335, index. After "Chief petty officer(s): Revocation of acting appointment of" insert the following: "Chief warrant officers ----- 615."

Page 339, index, 13th line. Change "612" to read "611."

19th line. Change "604" to read "603."

22d line. Change "608" to read "607."

23d line. Change "608" to read "607."

29th line. Change "607" to read "606."

30th line. Change "613" to read "612."

33d line. Change "605" to read "604."

34th line. Change "614" to read "613."

40th line. Change "614" to read "613."

45th line. Change "610" to read "609."

46th line. Change "611" to read "610."

47th line. Change "609" to read "608."

49th line. Change "615" to read "614."

Page 342, index, 11th line from bottom. Change "604" to "603."

Page 347, index, 27th line. Strike out.

Page 351, index, 8th and 10th lines from bottom. Strike out.

Page 355, index, 34th line. Change "615" to "614."

Make the following changes, effective July 1, 1927:

Art. 31 (f), first line. Strike out the words "Northern Division, Pacific Coast" and substitute the words "Northwestern Division."

Art. 31 (g), first line. Strike out the words "Southern Division, Pacific Coast" and substitute the words "California Division."

Strike out the words "Minor court" wherever they appear in these regulations and substitute the words "summary court."

L. C. ANDREWS,
Assistant Secretary.

FUNDS FOR RECREATION AND WELFARE PURPOSES

Coast Guard Headquarters



General Order No. 36

TREASURY DEPARTMENT,
Washington, May 10, 1927.

1. General Order No. 28 is rescinded on July 1, 1927.
2. The act making appropriations for the Coast Guard for the fiscal year ending June 30, 1928, authorizes the expenditure of a sum not exceeding \$20,000 "For the recreation, amusement, comfort, contentment, and health of the enlisted men of the Coast Guard, to be expended in the discretion of the Secretary of the Treasury."
3. Quarterly allotments are authorized for vessels in the amounts stated below:

Vessel	Quarterly allotment	Vessel	Quarterly allotment
Cahokia.....	\$20	Jouett.....	\$35
Carrabasset.....	20	McCall.....	35
Kickapoo.....	20	McDougal.....	35
Mascoutin.....	20	Manning.....	35
Pamlico.....	20	Monaghan.....	35
Pequot.....	20	Patterson.....	35
Sauksee.....	20	Paulding.....	35
Tamaroa.....	20	Porter.....	35
Acushnet.....	25	Roe.....	35
Apache.....	25	Seminole.....	35
Morrill.....	25	Seneca.....	35
Shawnee.....	25	Shaw.....	35
Ossipee.....	30	Tallapoosa.....	35
Redwing.....	30	Terry.....	35
Snohomish.....	30	Trippe.....	35
Tuscarora.....	30	Tucker.....	35
Ammen.....	35	Wainwright.....	35
Beale.....	35	Wilkes.....	35
Burrows.....	35	Algonquin.....	40
Cassin.....	35	Comanche ¹	40
Conyngham.....	35	Unalga.....	40
Cummings.....	35	Yamacraw ¹	45
Davis.....	35	Halda.....	50
Downes.....	35	Modoc.....	50
Ericsson.....	35	Mojave.....	50
Fanning.....	35	Northland.....	50
Gresham.....	35	Tampa.....	50
Henley.....	35		

¹ Allotments for Comanche and Yamacraw include patrol boats attached.

4. Quarterly allotments are authorized for section bases in the amounts stated below:

Base	Quarterly allotment	Base	Quarterly allotment
1.....	\$35	11.....	\$35
2.....	35	12.....	35
3.....	35	13.....	35
4.....	35	14.....	35
5.....	35	15.....	35
6.....	35	16.....	35
7.....	35	17.....	35
8.....	35	18.....	35
9.....	35	19.....	35
10.....	35		

5. Quarterly allotments are authorized for Coast Guard districts in the amounts stated below. In expending their allotments, district commanders are expected to favor stations situated in isolated places:

District	Quarterly allotment	District	Quarterly allotment
First.....	\$60	Eighth.....	\$40
Second.....	50	Ninth.....	40
Third.....	40	Tenth.....	40
Fourth.....	70	Eleventh.....	50
Fifth.....	70	Twelfth.....	40
Sixth.....	50	Thirteenth.....	40
Seventh.....	75		

6. A quarterly allotment of \$65 is authorized for the base vessel of the destroyer force, and for the section bases and patrol boats attached to the destroyer force, for which no regular allotments are herein provided.

7. Quarterly allotments are authorized for the following units:

Academy (including Alexander Hamilton).....	\$40
Depot.....	30
Lakes division.....	35
Receiving unit.....	35
Squadron 1, offshore patrol force.....	35
Squadron 2, offshore patrol force.....	35
West Gulf offshore patrol force.....	20

8. Any balance not allotted to a specific unit or any balance allotted but not expended may be expended by authority of the Commandant of the Coast Guard in the same manner as that provided for specific units.

9. Balances remaining on hand on June 30, 1927, will lapse.

10. Attention is invited to article 311, Pay and Supply Instructions.

A. W. MELLON,
Secretary of the Treasury.

CANCELLATION OF CIRCULAR LETTERS.

HEADQUARTERS



Circular Letter No. 1.

TREASURY DEPARTEMENT,
UNITED STATES COAST GUARD,
Washington, December 12, 1923.

1. All circular letters of the Coast Guard issued prior to this date are canceled and shall be removed from the binder. This and all subsequent circular letters shall be inserted in the binder with the regulations immediately after the general orders.

W. E. REYNOLDS,
Commandant.

84079—24

ABBREVIATIONS OF ENLISTED RATINGS AND SPECIAL DESIGNATIONS.

HEADQUARTERS



TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 12, 1923.

CIRCULAR LETTER NO. 2.

1. The following abbreviations will be used for Coast Guard ratings:

Chief petty officer.....	C. P. O.
Chief boatswain's mate.....	C. B. M.
Chief gunner's mate.....	C. G. M.
Chief quartermaster.....	C. Q. M.
Chief machinist's mate.....	C. M. M.
Chief motor machinist's mate.....	C. Mo. M. M.
Chief radioman.....	C. R. M.
Chief electrician's mate.....	C. E. M.
Chief carpenter's mate.....	C. C. M. <i>etc SF</i>
Chief yeoman.....	C. Y. <i>etc SF</i>
Chief commissary steward.....	C. C. Std.
Petty officer, first class.....	P. O. 1c.
Boatswain's mate, first class.....	B. M. 1c.
Gunner's mate, first class.....	G. M. 1c.
Quartermaster, first class.....	Q. M. 1c.
Electrician's mate, first class.....	E. M. 1c.
Radioman, first class.....	R. M. 1c.
Carpenter's mate, first class.....	C. M. 1c.
Storekeeper, first class.....	S. K. 1c.
Sailmaker's mate, first class.....	S. M. M. 1c.
Painter, first class.....	Ptr. 1c.
Machinist's mate, first class.....	M. M. 1c.
Motor machinist's mate, first class.....	Mo. M. M. 1c.
Water tender, first class.....	W. T. 1c.
Blacksmith, first class.....	Bsmth. 1c. <i>BM 1c.</i>
Engineman, first class.....	Eng. 1c.
Yeoman, first class.....	Y. 1c.
Pharmacist's mate, first class.....	Ph. M. 1c.
Commissary steward <i>Brister</i>	Com. Std.
Ship's cook, first class <i>1st Mess.</i>	S. C. 1c.
Petty officer, second class.....	P. O. 2c.
Boatswain's mate, second class.....	B. M. 2c.
Gunner's mate, second class.....	G. M. 2c.
Quartermaster, second class.....	Q. M. 2c.
Electrician's mate, second class.....	E. M. 2c.
Radioman, second class.....	R. M. 2c.
Carpenter's mate, second class.....	C. M. 2c.
Storekeeper, second class.....	S. K. 2c.
Sailmaker's mate, second class.....	S. M. M. 2c.
Painter, second class.....	Ptr. 2c.
Machinist's mate, second class.....	M. M. 2c.
Motor machinist's mate, second class.....	Mo. M. M. 2c.
Water tender, second class.....	W. T. 2c.
Blacksmith, second class.....	Bsmth. 2c.

Engineman, second class	Eng. 2c.
Yeoman, second class	Y. 2c.
Pharmacist's mate, second class	Ph. M. 2c.
Ship's cook, second class	S. C. 2c.
Petty officer, third class	P. O. 3c.
Coxswain	Cox.
Gunner's mate, third class	G. M. 3c.
Quartermaster, third class	Q. M. 3c.
Electrician's mate, third class	E. M. 3c.
Radioman, third class	R. M. 3c.
Carpenter's mate, third class	C. M. 3c.
Storekeeper, third class	S. K. 3c.
Sailmaker's mate, third class	S. M. M. 3c.
Painter, third class	Ptr. 3c.
Yeoman, third class	Y. 3c.
Pharmacist's mate, third class	Ph. M. 3c.
Ship's cook, third class	S. C. 3c.
Seaman, first class	Sea. 1c.
Surfman	Surf.
Fireman, first class	F. 1c.
Bugler, first class <i>Mus 1c.</i>	Bug. 1c.
Seaman, second class	Sea. 2c.
Fireman, second class	F. 2c.
Bugler, second class <i>Mus 2c.</i>	Bug. 2c.
Apprentice seaman	A. S.
Fireman, third class	F. 3c.
Officers' steward, first class	Of. Std. 1c.
Officers' steward, second class	Of. Std. 2c.
Officers' steward, third class	Of. Std. 3c.
Mess attendant, first class	M. Att. 1c.
Mess attendant, second class	M. Att. 2c.
Mess attendant, third class	M. Att. 3c.

2. Warrant officers and chief petty officers and petty officers of the seaman branch at Coast Guard stations shall be distinguished by the designation "life-saving," and their grades and ratings, except where they appear on appointments, in proceedings of courts or boards, and on pay accounts, shall be followed by a capital L in parentheses, as Boatswain (L), B. M. 1c. (L), wherever they may be serving.

3. Warrant officers of the telephone force shall be distinguished by the designation "telephone," and those of the radio force by the designation "radio," and their grades, except where they appear on appointments, in proceedings of courts and boards, and on pay accounts, shall be followed by a capital T or R in parentheses, as Gunner (T), or Gunner (R), respectively.

4. The above abbreviations and designations shall be used in all official correspondence as titles. They shall be used also in all reports and on all forms except where the use of abbreviations is explicitly forbidden by the regulations.

5. This circular letter does not authorize the making, changing, or advance in or to any ratings mentioned therein. It simply prescribes abbreviations that may be used, under certain conditions, for the various ratings specified. The authorized complement of each unit will be prescribed by Headquarters.

W. E. REYNOLDS,

Commandant.

ENLISTMENTS.

HEADQUARTERS



TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 12, 1923.

Circular Letter No. 3.

1. First enlistments at units of the Coast Guard are authorized in the following ratings, provided the rating or a higher rating in the same branch is authorized in the complement:

Seaman branch.

Rating.	Age limits.
1. Seaman ¹	19 to 35
2. Surfman.....	19 to 35
3. Seaman, second class ²	18 to 35

Artificer branch.

1. Fireman, first class ¹	21 to 35
2. Fireman, second class ²	21 to 35
3. Fireman, third class.....	18 to 35

Special branch.

1. Ship's cook, third class ²	21 to 35
2. Buglers ¹	18 to 35
3. Yeoman, third class.....	18 to 35
4. Radioman, third class.....	18 to 35

Messman branch.

1. Officers' steward, first class ¹	25 to 35
2. Officers' steward, second class ¹	25 to 35
3. Officers' steward, third class ³	21 to 35
4. Mess attendant, second class.....	16 to 35

2. A person who presents an honorable discharge, or an ordinary discharge, with recommendation for reenlistment, from the Coast Guard, may be reenlisted, if qualified, in the rating which now corresponds to that held by him at the time of his discharge. Nothing in this paragraph shall operate to change the provisions of articles 324-358 of the regulations.

3. A person who presents an honorable discharge or a good-conduct discharge with recommendation for reenlistment from the United States Navy may be enlisted, if qualified and eligible under the regulations, in the rating he held at the time of such discharge, except that a person who presents a discharge as a chief petty officer shall be enlisted in the next lower rating and shall not be promoted except as provided for other persons in such ratings. A person who presents a discharge from the United States Naval Reserve Force may be enlisted under similar conditions in the rating in which he has been confirmed.

¹ Enlistments should be made in these ratings only if fully qualified.

² If fully qualified, rating may be changed immediately after enlistment to next higher rating in same branch. Seamen, second class, may be enlisted and assigned to duty at stations and rated surfman when qualified.

³ If qualified, rating may be changed immediately after enlistment to officers' steward, second class, or officers' steward, first class.

HOME ADDRESS.

8. The home address of every person hereafter enlisted or reenlisted shall be within the continental limits of the United States, within its island possessions, the Panama Canal Zone, or in Alaska.

9. The home address contemplated herein is the actual bona fide residence of the person concerned. If he have no such residence, then it shall be considered to be the place at which such person enlisted or reenlisted.

DISCHARGES PRESENTED BY AN APPLICANT FOR ENLISTMENT.

10. Form No. 2508 shall be prepared and attached to each copy of the enlistment contract and record when discharges from the military service or the naval service of the United States, or of any of the several States, are presented to an enlisting officer by an applicant for enlistment, except discharges subsequent to January 28, 1915, issued by the Coast Guard.

11. When an applicant for enlistment states that he has had previous military service, but is unable to produce his latest discharge, the case shall be referred to Headquarters by mail, giving the following information:

(a) If the person claims service in the Army:

1. Name in full.
2. Service number (if any).
3. Rating or grade in which discharged.
4. Organization from which discharged.
5. Date of enlistment (approximate, if not known).
6. Date of discharge (approximate, if not known).

By organization is meant the regiment and company from which discharged, and in certain cases in which men are not assigned to companies and regiments, such as men serving in the Medical Corps, Signal Corps, Quartermaster Corps, etc., the arm of the service from which discharged.

The following form shall be used:

Desire enlist	
(Full name.)	(Service number.)

(Rating or grade.)	(Company and regiment or other organization.)

(Date of enlistment.)	(Date of discharge.)

(b) If the person claims service in the Coast Guard (with discharge prior to January 28, 1915), Navy, or Marine Corps:

1. Name in full.
2. Service number (if any).
3. Rating or grade in which discharged.
4. Service from which discharged.
5. Date of enlistment (approximate, if not known).
6. Date of discharge (approximate, if not known).
7. Place discharged.

The following form shall be used:

Desire enlist		
(Full name.)	(Service number.)	

(Rating or grade.)	(Service from which discharged.)	

(Date of enlistment.)	(Date of discharge.)	(Place of discharge.)

REENLISTMENTS.

12. (1) It is directed that the commanding officer of each ship, the commandant of the depot, and the superintendent of the academy appoint an officer to conduct a campaign for reenlistments among the enlisted personnel attached to the unit, this campaign to start at least 30 days prior to the person's discharge.

(2) The officer appointed to this duty should be carefully chosen, and one who will not perform the duty perfunctorily. He should be warm-hearted, popular, and sincere, and one in whom the men have confidence. This officer should carefully acquaint himself with the benefits of reenlistment, retirement, and medical and hospital treatment. He should talk to each enlisted person whose enlistment is due to expire within 30 days, ask him his intentions, secure his confidence, and endeavor to obtain his reenlistment.

(3) Each district ~~superintendent~~, each officer in charge of a station, and each officer in charge of a small floating unit shall conduct a similar campaign for the purpose of securing reenlistments in his district, at his station, and on his vessel, respectively.

W. E. REYNOLDS,
Commandant.

MARKS OF ENLISTED PERSONS.

HEADQUARTERS



Circular Letter No. 4.

TREASURY DEPARTMENT,

UNITED STATES COAST GUARD,

Washington, December 12, 1923.

1. The instructions in this circular letter are issued in order to secure uniformity in assigning marks and in determining the kind of discharge to be issued.

2. Each enlisted person shall be assigned marks at the end of each quarter of the calendar year, at the time of each change in rating and transfer, and at the time of discharge. Marks need not be assigned for a period of less than one month, unless the person be discharged, in which case marks shall be assigned.

3. Marks of 2.5 and above, on the scale of 0 to 4, shall be considered satisfactory. Marks below 2.5 shall be considered unsatisfactory.

4. Marks for any period shall be based wholly upon a person's behavior and ability during that period. They should not be influenced by previous good or bad behavior.

5. Each person, except he be an apprentice seaman, seaman second class, fireman third class, fireman second class, or mess attendant, shall be assigned marks in "ability as leader of men."

6. Marks will be assigned in accordance with the following scale:

0.....	Bad	3.....	Good.
1.....	Indifferent.	3.5.....	Very good.
1.5.....	Fair.	4.....	Excellent.
2.5.....	Satisfactory.		

7. (1) Marks for each quarter for proficiency in rating, sobriety, obedience, and, where required, for ability as leader of men, shall be assigned by a division officer, by a head of a department, or by an officer in charge of a station, whichever has direct cognizance of the person concerned, after consulting with warrant officers and petty officers under whom the person works.

(2) The marks given by the officers enumerated in paragraph (1) shall be combined with marks given certain ratings by other officers, as indicated in the following table:

Ratings.	Mark by—	In—
Boatswain's mates and coxswains.	Deck watch officers.....	Proficiency in rating and ability as leader of men.
Quartermasters and signalmen....	Deck watch officers and signal officer.	Proficiency in rating, signals, and in ability as leader of men.
Machinist's mates, enginemen, and water tenders.	Engineer watch officers.....	Proficiency in rating and ability as leader of men.
Boatswain's mates (L) and motor machinists at stations.	District superintendents....	Do.

(3) All marks shall be approved by the executive officer or the district superintendent, as the case may be, before being entered on the records.

8. The following marks are established as the minimum for governing quarterly recommendations:

(a) For honorable discharge:

Proficiency in rating	2. 75
Sobriety	3. 2
Obedience	3. 2

(b) For reenlistment:

Proficiency in rating	2. 5
Sobriety	2. 5
Obedience	2. 5

(c) For good-conduct medal:

Proficiency in rating	3. 5
Sobriety	4. 0
Obedience	4. 0

9. The following will be used as a guide in assigning marks:

To receive mark of—	Requirements.		
	Proficiency in rating.	Sobriety.	Obedience.
4.0	Competent, thoroughly attentive, energetic, forceful; fully qualified for advancement.	No indication of indulgence in intoxicants.	No instance of failure to render ready and cheerful obedience to lawful order, rules and regulations, no absence without leave.
3.0	Distinctly above the average in the above and considered to be qualified for a higher rating.	Indications of indulgence in intoxicants, but not sufficient to render unfit for duty; or not more than one minor offense, such as returning from liberty unfit for duty but clean and quiet.	Minor offenses only and conduct distinctly good.
2.5	Satisfactory, but not sufficiently so to justify advancement.	Satisfactory, but not sufficiently so to justify advancement without decided improvement.	Satisfactory; no serious breach of discipline and not more than one deck court sentence of not exceeding 10 days' loss of pay.
2.0	Not entirely satisfactory, but sufficiently so to justify retention in rating if showing promise of improvement.	Unsatisfactory, but not sufficiently so to justify disrating if showing promise of improvement.	More serious offenses, requiring stern disciplinary measures, but not sufficient to necessitate reduction in rating if showing promise of improvement.

10. (1) A sentence by a deck court or by a minor court involving more than 10 days' loss of pay shall carry with it a mark of less than 2.5 in obedience, or, if the offense be against sobriety, a mark of less than 2.5 in sobriety.

(2) An offense against obedience, leading to a reduction in rating, will carry with it a mark in obedience of less than 2.0. Such an offense against sobriety will carry with it a mark of less than 2.0 in sobriety.

(3) Leaving ship, station, or duty without authority will carry with it a mark in obedience of less than 2.5.

(4) Unexcused absence after leave has expired of ~~not~~ more than three hours in the case of a petty officer or of six hours in the case of a nonrated man will carry with it a mark of not more than 2.5 in obedience.

(5) The mark awarded in any of the above cases will depend on the flagrancy and the frequency of the offenses.

11. *Special qualifications.*—Under "Efficiency marks" on the enlistment contract and record, the commanding officer or the district superintendent, on the transfer or the discharge of a chief petty officer or a petty officer, first class, or upon his own detachment, shall note whether or not the person possesses the

qualifications for future consideration for appointment as warrant officer. When petty officers or lower ratings are considered especially well fitted, similar notes shall be made on their records at the discretion of the commanding officer or of the district ~~superintendent~~ ^{Commander}.

12. It is desired that the character of special duty performed by enlisted persons, with the dates of beginning and completion of the duty, be entered upon enlistment contracts and records, discharge papers, and in the enlistment contracts and records on reenlistment, for the information of succeeding commanding officers, especially in the following cases: Electrician's mates qualified for radio; enginemen and machinist's mates who are qualified for duty with internal-combustion engines, and motor machinist's mates who are qualified for general engineering duty; firemen and others who have had experience on oil-burning ships; any other details showing special aptitude. Note of the above qualifications shall be made in red ink upon each discharge, and, on reenlistment, upon the enlistment contract and record.

13. Commanding officers and district ~~superintendents~~ ^{Commanders} shall see that an entry is made on the enlistment contract and record under "Efficiency marks" of a person's special qualifications, such, for instance, as stenographer, yeomen qualifications, recruiting qualifications, diver, special machinery operator, motor-boat operator, ice-machine operator, and other qualifications. The nature of the entries should be such as to be useful for the initial details of a newly commissioned ship.

14. When it is apparent that the marks obtained by a person will not entitle him to reenlistment, but his record shows such constant improvement as to indicate that he is a desirable person to retain in the service, his commanding officer or district ~~superintendent~~ ^{Commander} may forward to Headquarters a recommendation that such person be reenlisted, stating the reasons for such recommendation in full. This recommendation should be forwarded to Headquarters in sufficient time to admit of a reply by mail prior to the expiration of the person's enlistment. In no case will permission be granted to change the marks of any enlisted person.

W. E. REYNOLDS,
Commandant.

HEADQUARTERS.

GOOD-CONDUCT MEDALS.



Circular Letter No. 5.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 12, 1923.

1. The following instructions shall govern the issuance of good-conduct medals. Commanding officers shall make the necessary recommendations in the space provided for that purpose on the enlistment contract and record.

2. A good-conduct medal will be issued to any enlisted person serving under continuous service who, at the expiration of a certain period of service, shall have been recommended by his commanding officer, or by his district superintendent, for proficiency in rating, sobriety, obedience, industry, courage, and neatness throughout such period of service.

3. A period of service, when mentioned in this circular letter, shall be construed to mean four full years of continuous service in the Coast Guard, each enlistment comprised within this period having terminated on account of expiration of enlistment, and the last discharge being subsequent to May 17, 1920. The period of service must be terminated by a discharge followed by reenlistment with continuous service.

4. Any person who has received one medal will, if recommended at the expiration of any subsequent period of service, be given in place of a medal a bar, which shall be worn above the medal, on the same ribbon.

5. Upon the completion of a period of service under conditions which entitle a man to a good-conduct medal, the commanding officer or the district superintendent shall forward to Headquarters a letter with appropriate recommendations.

6. When a letter of recommendation for good conduct awards is forwarded to Headquarters, it shall be accompanied by a transcript of the service of the person concerned, covering the period of his current enlistment.

7. The following marks, on a scale of 0 to 4, are established as the minimum governing quarterly recommendations for good-conduct medals, the marks to be assigned in accordance with instructions contained in Circular Letter No. 4.

Proficiency in rating	3.5
Sobriety	4.0
Obedience	4.0

8. Each good-conduct medal and each bar shall bear the date of expiration of the service which rendered the holder eligible for the award.

W. E. REYNOLDS,
Commandant.

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INSTRUCTIONS FOR COMMISSARY OFFICERS.

HEADQUARTERS



TREASURY DEPARTMENT.

UNITED STATES COAST GUARD.

Washington, December 12, 1923.

Circular Letter No. 6.

1. There is no limit to the amount of stores which may be purchased, inasmuch as purchases are not limited in amount by a "balance available." The limit of a mess is the value of the food actually consumed as compared to the allowance for that period.

2. If the value of food consumed is less than the "allowance," this difference is added to the surplus; if it is more, the excess is deducted from the surplus. So long as the surplus does not become a minus quantity (a deficit incurred), the mess is in a satisfactory condition.

3. The certificate on vouchers for purchases shall cite as authority article 227, Pay, Allowances, Requisitions, and Vouchers, U. S. Coast Guard, and the specific paragraph of this circular letter under which the purchase was made, and shall refer, respectively, to sections on the reverse of the vouchers as follows:

C. G. annual contract, 1-A.

C. G. accepted proposal, 2-B.

Open market, 3-C.

Navy contract, 2-A.

When purchase is made under Navy contract, the serial number of the contract must be noted on the voucher.

4. At navy yards and naval stations the supply officer maintains a stock of nonperishable provisions. When provisions are obtained from these sources, settlement will be effected by transfer of appropriations; consequently, it is only necessary to transmit a copy of the Navy invoice with the commissary report. Care must be exercised in ordering provisions from supply officers, to the end that no quantities are requested which would necessitate issuing broken cases or packages.

5. (1) The ration used in computing the cash value of 1,000 rations is composed of two distinct classes of components, which are:

a. Absolute components:

Butter.

Cheese.

Eggs.

Jelly.

Lard (compound or substitute).

Milk.

Sugar, granulated.

The quantities of these items allowed are intended to be sufficient for 1,000 rations, and their value should not be commuted.

b. Controlling components:

Beans, navy.

The allowance of this item, computed in money, should be ample to buy sufficient quantities of navy beans, Lima beans, and split peas.

Beef, fresh, forequarter and hind quarter.

The allowance of this, computed in money, should be sufficient to buy a variety of fresh and salt meats.

Beef, corned, tinned, or in bulk.

Flour.

This item should provide a sufficient allowance to admit the purchase of bread, pilot biscuit, oyster crackers, soda crackers, etc., additional.

Coffee.

The allowance of coffee should provide sufficient tea and cocoa in addition.

Corn, canned.

Tomatoes, canned.

The total allowance of these items should admit of sufficient money to purchase a variety of canned vegetables or fresh vegetables, in season.

Fresh fruits.

This should provide sufficient money to purchase either canned or fresh fruits.

Ham.

This should provide a variety of smoked meats.

Onions.

Potatoes.

These allowances should provide sufficient of each, and in addition thereto some fresh vegetables in season.

Prunes.

This should provide sufficient dried and evaporated fruits.

Rice.

This should provide sufficient cereal and starch foods, such as hominy, oatmeal, barley, tapioca, cornstarch, etc.

(2) The 5 per cent additional allowed should cover the cost of such items as salt, pepper, spices, catsup, vinegar, sirup, etc.

(3) When purchasing in open market, commissary officers shall obtain the provisions used in computing the value of a ration, in conformity with the following specifications:

Beans, navy, white.

Beef, fresh, from steers of good quality, conformation, and finish. Flesh to be bright red in color, and well mixed with fat. Hind and fore quarters to be of the commercial cut of the locality where the beef is slaughtered.

Beef, corned, tinned, or in bulk. To be "U. S. inspected and passed," and so marked. Beef, corned, tinned, shall be packed in No. 6 cans. Beef, corned, in bulk, shall be made from strictly fresh brisket or plate meat of a quality known to the trade as "extra" or "choice family beef," recently cured and prepared with no preservative other than common salt, sugar, pure spices, and saltpeter.

Butter, creamery, delivered in tubs.

Cheese, New York State cream.

Coffee, bean, Honduras or other standard Central American.

Corn, canned. To be of standard grade. Should average 15 pounds to the dozen No. 2 cans.

Eggs, east coast. To be "refrigerator firsts" as standardized by New York Mercantile Exchange.

Eggs, west coast. February to August, inclusive, to be "fresh California firsts," as standardized by San Francisco Wholesale Dairy Produce Ex-

change. September to January, inclusive, to be "California storage extras," equal in quality to "fresh California firsts," as standardized by San Francisco Wholesale Dairy Produce Exchange.

Flour. To be of standard American grade.

Ham. To be American short-cut hams, of not less than 10 nor more than 16 pounds.

Jelly, compound. Good quality, in buckets.

Milk, evaporated. Good quality, in 1-pound tins.

Onions. To be of good No. 1 quality.

Potatoes. To be of good standard market sorts white potatoes.

Prunes. To be of grade known commercially as 50-60s.

Rice. To be head rice, grown in the United States.

Sugar. To be fine American granulated sugar, made from cane.

Tomatoes, canned. To be of standard grade. Should average not less than 24 pounds to the dozen No. 3 cans.

6. A night ration, consisting of 1 ounce of coffee or cocoa, 2 ounces of sugar, 4 ounces of hard bread or its equivalent, and 4 ounces of preserved meat or its equivalent, shall be allowed to the enlisted men of the engineer and dynamo force who stand night watches between 8 o'clock postmeridian and 8 o'clock antemeridian, under steam, as indicated in paragraph 7. Night rations will not be allowed for enlisted men of the deck force.

7. Night rations for the engineer force, as outlined above, will be computed on commissary reports as heretofore, and issues will be made for each four-hour watch during said period when the vessel is actually underway or when sea watches are being stood. No person shall receive more than one night ration during this 12-hour period. The total number of night rations issued during each 8 p. m. to 8 a. m. period shall be noted in the ship's log in the 8 p. m. to midnight watch.

8. Credit for the issue of night rations will be taken on the commissary report in the following manner: On the second line (26) of the "Allowance and Expenditure Account" will be written the number issued, followed by "night rations expended at a computed value of _____ cents each." The value of a night ration will be found from the table provided for that purpose, and the product of this amount and the number of night rations issued will be entered at item 28. The total value of the rations issued and rations commuted will be entered at space 31.

9. Without special authority from Headquarters in each case, no rations in kind shall be issued on vessels, or at other units, where more than one mess is maintained, to anyone who is not an enlisted member of the general mess.

10. The commissary officer of each cruising cutter shall obtain an ample supply of abandon ship, or emergency, rations from the nearest navy yard. The cost of these will be included in the inventory as a part thereof until they are expended.

11. The accumulation of cash in excess of \$100 by the commissary officer is prohibited, and when this amount is exceeded it must be used to settle bills which ordinarily would be paid by voucher.

12. Vouchers submitted for articles included in the ration table of a more expensive quality than specified above, and thereby unduly inflating the cost of a ration, will be accompanied by detailed explanation.

13. The following key illustrates the correct manner of preparing the commissary report:

(a) In spaces 1 and 2 insert the exact dates covered by the report, such as "March 1 to March 31," or "March 1 to 17," etc.

(b) In space 3 the date of the day following the date in space 2 will be noted.

(c) In space 4 the date of mailing should appear.

(d) In space 5 should appear the names of dealers as they appear on the vouchers, and the amount of each voucher will be noted in column 6.

(e) The total of all items in column 6 should appear in space 7.

(f) In 8 the names of payees will appear, and the amount of each bill will appear in column 9.

(g) The total of all amounts in column 9 should appear at 10.

(h) Under 11 will be noted the names of navy yards or Coast Guard cutters furnishing supplies, and the amount of each invoice will appear in space 12.

(i) The total of items in column 12 will appear in space 13, and the sum of totals 7, 10, and 13 will be noted in space 14.

(j) All amounts appearing in the "Statement of Purchases," except the total and subtotals, must be supported by a voucher or a cash receipt, or a Navy or Coast Guard invoice.

(k) The first item of the "Cash Account" is noted in space 15.

(l) The names of messes, individuals, etc., from whom money was received on behalf of the general mess will appear in space 16, and the amounts in column 17.

(m) The total of column 17 will be noted in space 18, and the sum of amounts at 15 and 18 will appear at 19.

(n) Item 20 will be the same as item 10, and under 21 will be noted the names of payees from whom articles other than food were purchased. These amounts will be noted in space 22, and the sum of items 22 and 20 will be noted at 23.

(o) The difference between items 19 and 23 will be noted at 24.

(p) With the exception of item 20, the receipts for which have been previously accounted for, all items appearing in column 22 must be supported by receipts.

(q) It often occurs on the last day of the month that a ship is not paid off, and consequently amounts due from other messes on account of sales of stores and money due on account of commuted rations are unpaid. Should this occur, these amounts will be noted in column 25.

(r) In space 26 the number of rations issued will appear; in space 27 the computed value of one ration will appear, and the product of these two items will be noted at 28.

(s) In space 29 the number of rations commuted, as per the pay roll, appears, and their value will be noted at 30.

(t) The sum of items 28 and 30 will be noted at 31.

(u) Number 32 must be identical with the last inventory from the previous report.

(v) Item 33 will be identical with item 14, and the sum of 32 and 33 will be noted at 34.

(w) Items 35 and 36 are self-explanatory, as is also item 37.

(x) It should be noted that in the next commissary report item 37 will appear on that report in space 32.

(y) If it happens that a vessel in distress at sea is furnished with stores, the name of the vessel will be noted at 38 and the value of the stores at 39.

(z1) The sum of items 35, 36, 37, and 39 will appear in space 40, and after deducting 40 from 34 the difference will be noted at 41.

(z2) The difference between 41 and 31 will be noted in 42, and if 41 be less than 31 the word "saving" will be noted at 43. If, however, 41 exceeds 31 the words "excess expenditure" will be noted at 43.

(23) If there was a surplus on the previous report, the word "surplus" should be entered at item 45 and the amount of that surplus entered at item 44; if there was a deficit on the previous report, the word "deficit" should be entered at item 45 and the amount of that deficit entered at item 44. The receipt of any item other than losses by survey and sales of stores will be noted in 46 and the amount in 47.

(24) If the amount at item 44 is a surplus, the sums of items 44 and 47 will be noted at item 48; if the amount at item 44 is a deficit, the difference between items 44 and 47 will be noted at item 48.

(25) After deducting item 49 from item 48, the surplus will be entered at item 51, and the word "surplus" noted at item 50. *A nonfood cash purchase should not be made when there is a deficit in the general mess.*

(26) The words in space 52 will be identical with those in space 43, as will also the amount in 53 be identical with the amount in 42.

(27) If item 52 is a saving, the amount at item 53 shall be added to item 51 if that item is a surplus and the total placed at item 55; if item 52 is a saving, the amount at item 53 shall be deducted from item 51 if that item is a deficit and the difference placed at item 55.

(28) If item 52 is an excess expenditure, the amount at item 53 shall be deducted from item 51 if that item is a surplus and the difference placed at item 55; if item 52 is an excess expenditure the amount of item 53 shall be added to item 51 if that item is a deficit and the total placed at item 55.

14. The surplus of a mess may be carried over from one fiscal year to the next succeeding one.

15. Each commanding officer is hereby authorized to purchase ice as needed, in sufficient quantities to preserve perishable articles of food in the general mess, or, in each case where enlisted persons receive subsistence allowances in lieu of subsistence in a general mess, the commanding officer is hereby authorized to purchase ice as needed to preserve on the ship food purchased by such enlisted persons. Vouchers for excessive purchases of ice will not be approved. Vouchers for ice will be prepared by the commissary officer, and will not be included in commissary accounts, but for statistical purposes a note shall be made on the commissary report showing the number of pounds of ice used during that period. Ice will be purchased in accordance with the regulations, citing this paragraph as authority. No ice allowance is authorized for a vessel equipped with an ice machine or a cold-storage plant.

16. When provisions are surveyed by a board the value of the items condemned should be stated in the record. Boards of survey must be submitted in duplicate and should be forwarded with the commissary report covering the period during which the provisions were surveyed. If the commanding officer approves the action of a board, credit for the value of the stores condemned shall be taken on this commissary report. Headquarters will return one copy of the board of survey, which shall be filed with the ship's copy of the commissary report.

17. At a port where there is a navy yard or a naval station all Coast Guard units having general messes shall obtain nonperishable articles of food from the naval supply officers when possible.

18. Fresh meats, fresh vegetables, and all other provisions of a perishable nature shall be purchased under Navy contracts where such contracts are in force. All officers in command of Coast Guard units having general messes and stationed at, or when visiting, ports where navy yards or naval stations are located shall apply to the supply officer of such yard or station for the bulletin containing the names and addresses of the contractors, the contract numbers, and the unit prices of the various items, and shall keep themselves

informed of any changes regarding such contracts. At a port where a division commander of the Coast Guard is stationed these bulletins and all changes therein shall be obtained by the division commander and be furnished by him to commanding officers upon request. The number of the Navy contract under which a purchase is made shall appear on the face of each voucher covering such purchase.

19. At a port where there is no navy yard or naval station and no navy contract in force, purchases of articles of food for the general mess shall be made on accepted proposals, and until otherwise directed such proposals shall not cover a period of more than one month. The commanding officer shall accept in each case the lowest or most advantageous proposal and transmit the same to Headquarters with the commissary report.

W. E. REYNOLDS,
Commandant.

COMMUTED RATIONS, VALUE OF, FOR THE FISCAL YEAR 1924.

HEADQUARTERS



Circular Letter No. 7.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 12, 1923.

1. The naval appropriation act for the fiscal year 1924, approved January 22, 1923, provides that the value of a commuted ration for midshipmen shall be 80 cents per diem, and the value of a commuted ration for certain enlisted men shall be 50 cents per diem.

2. In accordance with the foregoing, the value of a commuted ration in cases of cadets and cadet engineers of the Coast Guard shall be at the rate of 80 cents per diem; and in the cases of all others of the Coast Guard the value of a ration when commuted shall be 50 cents per diem.

W. E. REYNOLDS,
Commandant.

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USE OF TELEGRAPH AND TELEPHONE.

HEADQUARTERS



Circular Letter No. 8.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 12, 1923.

1. Attention is called to the provisions of the regulations relative to communicating with Headquarters by dispatch. Dispatches shall not be used when communication by mail will answer the purpose. Great care shall be exercised in the preparation of dispatches, to the end that they shall be clearly intelligible and as brief as the circumstances warrant.

2. The use of dispatches at Government expense can, and must, be materially curtailed. Certain information should be transmitted by dispatch, and the necessity for the use of dispatches in such cases is apparent. Dispatches are now being used under circumstances when a communication by mail would answer the purpose, and frequently more words than necessary are used.

3. Before sending a message by dispatch at Government expense an officer must carefully consider whether or not instructions from Headquarters require that a dispatch be sent in such a case. If instructions do not require the use of a dispatch, he must carefully consider whether or not communication by mail will serve the purpose equally well, and must be governed accordingly. Headquarters expects that this order will bring about a marked reduction in the number of dispatches sent at Government expense. Only urgent matters shall be transmitted by dispatch, and then only after a careful study of economies to be effected by the use of combined messages, night letters, or night messages.

4. It is evident that the telephone is being used for long-distance calls to an excessive and unnecessary degree, and the resulting expense is comparatively large and must be reduced. There are many occasions when Headquarters is called on the long-distance telephone on matters that could be presented equally well by letter or by a properly worded dispatch. It is not intended to restrict officers in the use of the long-distance telephone when it is clearly evident that this method of communication is necessary in the public interests, but the long-distance telephone must not be used at Government expense, when the business can be transacted equally well, and at less expense, by mail or by dispatch.

W. E. REYNOLDS,
Commandant.

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CIVILIAN INSTRUCTOR, ADDRESSING.

HEADQUARTERS



Circular Letter No. 9.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 12, 1923.

A civilian instructor in the Coast Guard who has served in such capacity for more than 10 years and who, therefore, pursuant to law, receives the pay and allowances of a lieutenant in the Coast Guard, shall be addressed, in oral and written communications of an official character, as "Professor," and shall be so referred to officially.

W. E. REYNOLDS,
Commandant.

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Rec April 25, 1924

GUNNERY TRAINING, GUN DRILLS, TARGET PRACTICE, AND SMALL ARMS AMMUNITION ALLOWANCE.

HEADQUARTERS



Circular Letter No. 10.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, February 28, 1924.

1. The following plan for gunnery training is issued for the guidance of officers in the United States Coast Guard. This plan covers all information pertaining to the assigning of members of the crews of guns, their qualifications, training, drills, and target practice.

2. *Training*.—Every detail of training that does not tend to prepare for actual battle must be eliminated.

References:

(a) Gunnery Instructions, 1920, chapters 1 and 2, articles 301 and 302.

(b) Current edition of Orders for Gunnery Exercises.

(c) Notes on Fire Control, 1922.

3. *Gun drills*.—(1) Six-pounder drill:

Reference:

(a) Ordnance Pamphlet No. 560, pages 31–35, inclusive.

(2) Three-inch gun drill:

References:

(a) Ordnance Pamphlet No. 560, pages 36–40, inclusive.

(b) Ship and Gun Drills, 1922.

(3) Four-inch gun drill:

References:

(a) Ordnance Pamphlet No. 560, page 40.

(b) Ship and Gun Drills, 1922.

(4) Five-inch gun drill:

References:

(a) Ordnance Pamphlet No. 560, pages 41–46.

(b) Ship and Gun Drills, 1922.

4. *Officers*.—All line officers, battery officers, and fire-control officers are required to read the following:

(a) Gunnery Instructions, 1920.

(b) The Ship and Gun Drills, 1922.

(c) Ships' Fire Control Instructions.

(d) Current Edition of Orders for Gunnery Exercises.

(e) Report of Fire Control Board, 1919.

(f) Compilation of Pamphlets on Naval Gunnery.

(g) Notes on Fire Control, 1922.

5. All persons shall be trained and instructed in safety precautions and casualty drills.

References:

(a) United States Coast Guard Regulations, 1923, Chapter XII.

(b) Standard casualty list, 5-inch .51-caliber gun.

(c) Ordnance Pamphlet No. 560, pages 43–46, inclusive.

6. *Spotters*.—Spotters shall be given every opportunity to observe the firing of other ships.

References:

- (a) Gunnery Instructions, 1920, chapter 11 and article 816.
- (b) Ordnance Pamphlets Nos. 399, 409, 410, 423.
- (c) Notes on Fire Control, 1922.

7. *Group control officers*.—Group control officers shall read the following:

- (a) Gunnery Instructions, 1920.
- (b) Report of Fire Control Board, 1919.

8. *Battery officers*.—Battery officers shall read the following:

- (a) Gunnery Instructions, 1920, chapters 1, 2, 3, 4, 8, 12, 13, and 21.
- (b) Current edition of Orders for Gunnery Exercises.
- (c) Range tables for battery to which attached.
- (d) Ordnance Pamphlets Nos. 20, 61, 126, 127, 162, 345, 346, 349, 350, 438, and 560.
- (e) Ship and Gun Drills, 1922.
- (f) Notes on Fire Control, 1922.

9. *Range-finder operators*.—(1) Range-finder operators shall be examined quarterly to determine the presence or absence of errors in vision.

(2) Operators shall be drilled whenever opportunity offers, especially when entering and leaving port.

(3) A record curve of each operator shall be kept.

(4) The efficiency of operators can be gauged by readings obtained on objects at known distances and by comparison of readings with those of other operators on the same object.

References:

- (a) Gunnery Instructions, 1920, chapter 14.
- (b) Ordnance Pamphlets Nos. 356, 357, 455, 456, and 458.
- (c) Notes on Fire Control, 1922.

10. *Gun captains*.—Gun captains shall be competent to handle gun crews, drills, and casualties, and shall be trained to control and spot the battery in an emergency. They shall be instructed in the following:

- (a) Gunnery Instructions, 1920, chapter 26 and articles 406 and 520.
- (b) Ship and Gun Drills, 1922.

11. *Pointers*.—Pointers shall be examined quarterly to determine the presence or absence of errors in vision.

References:

- (a) Gunnery Instructions, 1920, chapters 3, 4, 8, 21, and 36.
- (b) Ship and Gun Drills, 1922.

12. *Trainers*.—Trainers shall be examined quarterly to determine the presence or absence of errors in vision.

References:

- (a) Gunnery Instructions, 1920, chapters 3, 4, 8, 21, and 36.
- (b) Ship and Gun Drills, 1922.

13. *Sight setters*.—Sight setters shall be examined quarterly to determine the presence or absence of errors in vision. They shall be impressed with the prime importance of having sights accurately set as quickly as possible after the range is received. In selecting sight setters particular attention shall be given to their ability to correctly transmit messages over voice tubes and telephones.

References:

- (a) Ship and Gun Drills, 1922.
- (b) Gunnery Instructions, 1920, articles 304-308, inclusive, 317, 413, 453, and chapter 21.

14. *Loaders*.—Loaders shall be intensively trained so that the wind and muscle may be equal to the strain required.

References:

(a) Ship and Gun Drills, 1922.

(b) Gunnery Instructions, 1920, articles 304-317, inclusive, and 441-449, inclusive.

15. *Talkers*.—Talkers shall be selected from men able to communicate with facility over voice tubes and telephones.

Reference: (a) Gunnery Instructions, 1920, article 1004.

16. *Searchlight operators*.—Searchlight operators shall be drilled in quickly and accurately training searchlights in transit and on bearings.

17. *Unit training*.—In unit training particular care shall be taken to coordinate the movements of the various individuals composing the units. A poorly trained individual will throw into confusion an otherwise well-trained unit.

Reference: (a) Gunnery Instructions, 1920, article 317.

18. *Gun crews*.—Gun crews shall be trained as a part of the ship's battery, as part of a group, and as individual units.

Reference: (a) Gunnery Instructions, 1920, articles 450-458, inclusive, and article 461.

19. *Range-finder party*.—The range-finder party shall be trained as a unit whenever the opportunity offers. An officer shall be detailed in charge of training. See data under "Range-finder operators."

20. *Range keeper and plotting-board party*.—The range keeper and plotting-board party shall be drilled whenever entering and leaving port and at other times as opportunity offers.

Reference: (a) Gunnery Instructions, 1920, chapters 10, 22, and 23.

21. *Fire-control party*.—The fire-control party shall be drilled whenever practicable at battle stations.

References:

(a) Gunnery Instructions, 1920, chapters 4-9, inclusive, chapter 15.

(b) Report of Fire Control Board, 1919.

(c) Notes on Fire Control, 1922.

22. *Ship*.—Battle stations shall be manned as often as possible for muster, test, and exercise of not less than 15 minutes, but drill shall not be unduly prolonged. An exercise shall be planned before drill and that thoroughly followed out. Absentees shall not be tolerated. Intensive drill for all units and individuals shall be held during this period. The practice shall include a short fire-control problem. Subcaliber practice shall be held as often as practicable, simulating all possible phases of battle.

23. *Reports*.—The reports required by the current "Orders for Gunnery Exercises" shall be submitted to Headquarters upon the completion of target practice.

TARGET PRACTICE.

24. The methods of handling, the care of ordnance equipment, and the status and duties of the guns' crews at drill shall be those prescribed in "Ship and Gun Drill, U. S. Navy, 1922" and "Gunnery Instructions, U. S. Navy, 1920." All officers shall be required to take the regular course of training and shall be required to work out the spotting diagram as explained in the Gunnery Instructions.

25. The progressive training of the gun crews shall be as follows:

- (a) Thorough explanation of guns and ordnance equipment pertaining thereto.
- (b) Sight setting.
- (c) Dotter drill.
- (d) Loading drill.
- (e) Casualty drill.
- (f) Gun drill.
- (g) Fire-control drill.
- (h) Subcaliber drill.
- (i) Target practice.

26. At subcaliber drill the same system of fire-control shall be used as is employed at actual target practice in order to give the officers and crews preparatory drill at their stations under practically the same conditions as those of actual target practice.

27. Subcaliber practice shall be held with .30-caliber rifle. An iron or steel target $2\frac{1}{2}$ feet long by $2\frac{1}{2}$ feet high will be suitable for this purpose. The range shall be 300 yards when abeam. The drill should be held as often as practicable.

28. Short-range battle practice shall be held annually. The object of this practice is to ascertain the degree of efficiency attained in elementary training of individual gun pointers, members of guns' crews, and fire-control party. The practice shall be carried out as nearly as practicable under the conditions of actual warfare.

29. Every effort shall be made to hold the practice. All vessels in full commission shall carry out the practice herein prescribed unless specifically excused by Headquarters. Previous to firing the practice, the vessel about to fire shall make a final rehearsal run, to be observed by a board of observers appointed by the commanding officer of the vessel. The board shall collect all data and submit a report to the commanding officer stating whether or not, in their opinion, the vessel is in all respects ready for the practice. A vessel recorded as being unprepared shall not fire.

30. The target screen shall be 15 feet long by 15 feet wide, painted or dyed war color, shall have in its center a white bull's-eye 3 feet square, and shall be divided into 16 rectangles by 3 vertical and 3 horizontal white lines 2 inches in width. The point of aim shall be the bull's-eye. The target is of sufficient size to insure hits only when the cross wires are steady on some portion of the bull's-eye.

31. The screen shall be mounted on a square frame. The frame shall be mounted across two timbers approximately 18 feet long and 12 inches in diameter. The timbers shall be buoyed up by four casks, one secured at each end of each timber. The uprights of the frame shall be mounted in the center of the timber and braced as necessary.

32. The system to be used shall be as follows:

SHIP CONTROL.

Designation.	Personnel.	Duty.	Station.
Ship-control officer.	Commanding officer.	In general charge of practice and ship control.....	Bridge.
Bearing.....	Man.....	Reports bearing of target to commanding officer every 30 seconds.	Bridge.
Time-keeper.....	Man.....	Records time of whistle, when target is $27\frac{1}{2}^{\circ}$ forward of beam of vessel, time of commence firing, time of each shot, and time of cease firing.	Bridge.

FIRE CONTROL.

Chief fire-control officer.	Executive officer..	In charge of fire control; supervises fire-control station and the ringing of salvo signals; assists commanding officer in plotting the approach.	Bridge.
Range keeper....	Officer or man....	Keeps time-range diagram or operates range keeper if provided; applies spots and gives ranges to talker for transmission to guns; keeps deflection corrected by spots; checks time.	Bridge.
Range-finder operator.	Man.....	Takes range-finder readings as often as practicable and transmits ranges to range keeper and ship control.	Bridge.
Talker.....	Man.....	Receives spots from spotter and transmits to range keeper; sends ranges to guns.	Bridge.

SPOTTERS' GROUP.

Spotter.....	Officer.....	Spots all guns; corrects for deflection and range.....	Foretop.
Talker.....	Man.....	Records all spots; repeats to range keeper.....	Foretop.

33. The commanding officer shall designate an officer as an observer. The duties of the observer shall be as noted in the current edition of "Orders for Gunnery Exercises." The observer designated shall combine the duties of chief observer and gun observer as noted above. Whenever practicable, vessels should hold target practice in groups of two, one vessel to fire and one to observe, and vice versa.

34. The executive officer shall be the chief fire-control officer and shall be subject to the orders of the commanding officer. He shall be in complete control of the battery and fire control. He shall take station where he can observe the firing of either broadside and also keep close touch with the range keeper and range-finder operator. He shall designate the target and type of ammunition to be used and shall order the battery to train on the target. He shall calculate the error applied to the range-finder reading (the ballistic) and the deflection, and send the same to the battery.

35. The commanding officer, assisted by the executive officer, shall check the navigation of the vessel by use of the range and bearing method. By use of range-finder reading, bearing and H. O. Form 2671, or a mooring board, the approach can be made and vessel kept on her course. Upon approaching the firing line the chief fire-control officer shall order "Commence plotting," the range keeper shall start his stop watch and plot the time and ranges on the "time-range" diagram as ranges are received from the range-finder operator. The chief fire-control officer shall calculate initial deflection and range. The range finder shall take readings which shall be sent immediately to the "range keeper" and "ship control."

36. (a) The range keeper shall send the ranges and deflections, corrected, to the guns as follows: Range one, five, double 0 (meaning 1,500 yards), scale 52; range one, four, fifty (meaning 1,450), scale 48.

(b) In the event that the chief fire-control officer or spotter or range keeper desires to arrest the fire, he shall give the order "Check fire." To resume fire he shall give the order "Resume fire," the pointers then firing on buzzer.

(c) In the event that there is an insufficient number of officers and men available, the following exception may be made in the spotting and in fire control. The spotter shall act as fire-control officer and shall spot and shall apply spots and send the same to the guns having the talker record, bearing in mind the range and deflection at all times.

37. The spotter's duties shall consist in determining the necessary corrections to the range and deflection to bring the mean point of impact on the target. The spots in range shall be in yards, and in deflection in knots or mils, depending upon how sights are graduated. These spots are transmitted to the range keeper to be applied to ranges, and ranges and deflections sent to guns.

38. A properly equipped boat shall be kept ready during target practice to repair the target, if necessary. The hits shall be counted and the screen repaired after each run.

SMALL ARMS.

39. Officers and men not attached to a division shall be considered the equivalent of a division.

40. The small-arms year shall be from July 1 to June 30. "Annual" means the period included in the small-arms year.

41. For persons serving in a one-year enlistment, current enlistment as used in instructions concerning small-arms target practice shall mean the current period of four years' continuous service as computed for purposes of pay. Current enlistment includes extension of enlistment.

ALLOWANCE LIST.

42. The following table shows the allowance of small-arms ammunition and saluting charges for the Coast Guard, which will be replenished by requisition submitted to Headquarters on March 1 and September 1 of each year. These requisitions shall be prepared in triplicate under the provisions pertaining to Class VI requisitions:

Name of vessel.	Saluting charges.	Black powder (lbs.).	Wads.	Primers.	Rifles.			Pistols.
					Ball.	Blank.	Gallery.	
Algonquin.....	110	200	400	200	18,000	1,000	20,000	12,000
Apache.....	66	100	200	100	12,000	1,000	10,000	8,000
Bear.....	110	200	400	200	18,000	1,000	20,000	12,000
Comanche.....	66	100	200	100	12,000	1,000	10,000	8,000
Gresham.....	110	200	400	200	18,000	1,000	20,000	12,000
Halda.....	110	200	400	200	24,000	1,000	20,000	16,000
Manning.....	110	200	400	200	18,000	1,000	20,000	12,000
Modoc.....	110	200	400	200	24,000	1,000	20,000	16,000
Mojave.....	110	200	400	200	24,000	1,000	20,000	16,000
Morrill.....	66	100	200	100	12,000	1,000	10,000	8,000
Ossipee.....	110	200	400	200	18,000	1,000	20,000	12,000
Pumilio.....	66	100	200	100	12,000	1,000	10,000	8,000
Seminole.....	110	200	400	200	18,000	1,000	20,000	12,000
Seneca.....	110	200	400	200	18,000	1,000	20,000	12,000
Snodhomish.....	66	100	200	100	12,000	1,000	10,000	8,000
Tallapoosa.....	110	200	400	200	18,000	1,000	20,000	12,000
Tampa.....	110	200	400	200	24,000	1,000	20,000	16,000
Tuscarora.....	66	100	200	100	12,000	1,000	10,000	8,000
Unalga.....	110	200	400	200	18,000	1,000	20,000	12,000
Yamacraw.....	110	200	400	200	18,000	1,000	20,000	12,000
A Coast Guard station equipped with 8 rifles.....					2,400	2,000	1,000

QUALIFICATION PAY.

43. The following Executive order is quoted for the information of the Coast Guard.

EXECUTIVE ORDER.

Pursuant to the authority contained in section 18 of the act of Congress to readjust the pay and allowance of the commissioned and enlisted personnel of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, approved June 10, 1922, enlisted men of the Coast Guard, after having established their special qualifications in the use of the arm or arms which they may be required to use, according to standards of efficiency that may be prescribed from time to time by the Secretary of the Treasury, and who are so stationed by their commanding officers that

they may be required to use such arm or arms, shall receive additional compensation, first, second, third, fourth, or fifth class, for such periods of time as may be prescribed by the Secretary of the Treasury, as follows:

Additional compensation:

	Per month.
First class.....	\$5. 00
Second class.....	4. 00
Third class.....	3. 00
Fourth class.....	2. 00
Fifth class.....	1. 00

WARREN G. HARDING

THE WHITE HOUSE, August 17, 1922.

44. The following shows the enlisted men whom the Coast Guard considers to be specially qualified in the use of arms and the monthly additional compensation to which they are entitled in accordance with the Executive order mentioned in paragraph 43.

Light gun pointers:

	Per month.
First class.....	\$4. 00
Second class.....	2. 00

Gun captains:

First class.....	\$5. 00
First class (if nonrated men).....	3. 00
Second class.....	2. 00

Expert riflemen.....	3. 00
Sharpshooters.....	1. 00

45. (1) Enlisted men shall be qualified as gun pointers in accordance with the instructions contained in the current "Orders for Gunnery Exercises" and "Gunnery Instructions, U. S. Navy, 1920." Light-gun pointers shall be pointers qualified at guns below 6 inches in caliber. Gun captains, second class, shall be qualified by examination in the same manner as at present, this qualification to be permanent while stationed as a gun captain of a gun of the type at which qualified. Gun captains, first class, shall include all gun captains qualified as above stated whose guns attain a score at short-range battle practice sufficient to entitle the crew to third-class prize money or higher, as prescribed in the current "Orders for Gunnery Exercises."

(2) Expert riflemen and sharpshooters shall be qualified as prescribed in the current "Small-Arms Firing Regulations."

46. (1) The qualifications of gun pointers shall be continued for a period of two years from the date of the practice at which qualified, provided the men are so stationed by their commanding officers that they may be required to operate a gun of the type at which qualified and no opportunity is afforded to again qualify during this period. Should an opportunity to qualify again occur during the period of two years from the date of the original qualification, such qualification shall cease and new qualification will be awarded based upon the results of this succeeding practice.

(2) Enlisted men qualified as expert riflemen and as sharpshooters shall hold their qualification for a period of one year from the date on which they qualify.

(3) Additional compensation for expert riflemen and sharpshooters shall be allowed during such time only as they remain qualified.

47. When an enlisted man qualifies in the use of two arms (small arm and gun), he shall be considered as entitled to extra compensation for both, but such compensation shall not exceed a total of \$5.

48. Qualifications attained previous to March 1, 1923, shall be continued in accordance with the above.

49. Credit will be made on the pay roll for the current month and the notation on the pay roll shall state how the man is qualified.

50. No man shall be deemed qualified as gun captain (that is, for extra pay) unless he has been examined and recommended by a board of two officers (exclusive of his own division officer, if practicable) appointed by the commanding officer to determine his fitness for the position. This shall not be construed as preventing the detail of any desirable member of a gun crew as acting gun captain, though such detail shall carry with it no extra pay. Such detail may be necessary in order that, prior to his examination, a candidate shall have had actual experience in his duties in this capacity.

51. In order that a gun captain may draw his extra pay a man who has been recommended by a board, as above described, must be regularly detailed as captain of some individual gun of a caliber not less than 3-inch. If, however, the arrangement of the ship's battery is such as to render necessary the detail of one gun captain to a group of such guns, as, for example, when a number of guns are more or less isolated and require a responsible person in charge, a regular gun captain may be detailed as gun captain of the group of guns, permitting an acting gun captain to relieve him at his own gun. In no case shall the number of men on board who draw extra pay as gun captains exceed the number of guns on that vessel of not less than 3-inch caliber.

52. Gun captains shall show a thorough knowledge of the following subjects:

- (a) Ability to station and drill a gun crew.
- (b) Safety precautions to be observed in the service of the gun and the method of procedure in case of a failure to fire.
- (c) Ability to bore-sight the gun and adjust the telescope.
- (d) Familiarity with the telescope sights of the gun, including their care, the precautions to be observed in their use, and their most probable derangements.
- (e) Ability to shift and adjust the gas-check pad and breech mechanism.
- (f) A practical understanding of the general terms used in ordnance and gunnery.
- (g) A thorough familiarity with the mount and ability to adjust such parts as require adjusting from time to time.
- (h) How properly to direct the changes to be made in the range and lateral compensation in order to make hits again after shots have begun to fall off the target.

- (i) The firing circuit, with ability to detect and remedy local defects.
- (j) Methods of receiving ranges and battle orders.
- (k) Ability to rig and adjust Morris tube, dotter, subcaliber and excaliber apparatus, and to superintend the training of them.
- (l) General knowledge of fire-control instruments at his gun, including care, operation, and alignment of instruments.

53. Below is shown the required form for examination of a man for gun captain. No other report is required. These reports shall be sent by the senior member of the board to the commanding officer of the ship to which the candidate belongs. The report shall then be filed with the man's service record.

REPORT OF EXAMINATION FOR GUN CAPTAIN.

Candidate's name.....
 Attached to U. S. Coast Guard Cutter.....
 Date of examination.....

(Scale of marks: 4, excellent; 3.5, very good; 2.5, passing; 1.5, fair; 1, indifferent; 0, bad.)

Subject.	Marks.	Subject.	Marks.	Subject.	Marks.	Subject.	Marks.
(a).....	(d).....	(g).....	(j).....
(b).....	(e).....	(h).....	(k).....
(c).....	(f).....	(i).....	(l).....

We certify that we deem the candidate $\left\{ \begin{smallmatrix} \text{not to} \\ \text{to} \end{smallmatrix} \right\}$ be qualified for the duties of a gun captain, ----- class.

 (Signature and rank of each member of the board.)

F. C. BILLARD.

Commandant.

Cancelled by Circular No. 64.

MEDICAL SURVEY DISCHARGE

HEADQUARTERS



Circular Letter No. 11

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, April 22, 1924.

1. Whenever in the opinion of a commissioned officer in responsible charge of a unit, any *special temporary enlisted* person of his command becomes unfit for further duty on account of ill health or injury and is thereby rendered unfit for retention in the Coast Guard, he shall cause a medical survey to be held on such person.

2. Such board of medical survey shall consist of two officers of the Public Health Service. In extreme cases, or on board a ship, the survey may be held by one officer of the Public Health Service. However, in all cases when the survey is held by one officer only, of the Public Health Service, the report of the board shall be forwarded to Headquarters for final action.

3. The following procedure shall govern a request for medical survey: When a special temporary enlisted person is suffering from physical or mental disability, or is sent to a hospital or a medical officer for treatment, the commissioned officer in responsible charge of the unit to which the person is attached shall make inquiry as to the nature, origin, and cause of the disability and ascertain whether or not the disability is incident to service and the duration of treatment required, this information being obtained upon a certificate which shall be furnished him by the proper medical officer. If it be found that the disability is clearly not incident to the service and that hospital treatment probably will be required for more than 30 days or that the disability is the result of disease due to his own vicious habits and communicable to others and which will require more than 30 days' treatment, the case will be governed by the provisions of Article 416, Regulations. If it be found that the disability is incident to service and that hospital treatment will be required for more than 30 days, or that, while hospital treatment is not required, the disability is such as to interfere with the efficient performance of duty over an extended period the commissioned officer in responsible charge of the unit shall transfer the person (if he be not already in a Public Health Service Hospital) to the nearest hospital or unit of the Public Health Service where two officers of that service are available and request the medical officer in charge to hold a medical survey on the man. If two medical officers of the Public Health Service, attached to cutters, are available, the senior Coast Guard officer present shall convene the board. In the case of a cruising cutter with medical officer attached, if it be impracticable or undesirable to transfer the person to a Public Health hospital, the commanding officer may have the survey made by the ship's medical officer and forward the report to Headquarters through official channels, with suitable indorsement for final action.

4. When requesting a board of medical survey the officer making the request shall furnish the medical officer concerned with the following information relative to the person to be surveyed:

(a) Date of enlistment.

(b) Physical defects shown in examining surgeon's certificate on enlistment contract and record, if any.

(c) Medical history while in service.

(d) That the person is not entitled to retirement.

5. Upon completion of the survey the proper medical officer shall forward the report to the officer who requested the survey, which report shall include the following:

(a) A definite opinion as to the origin of the disease or injury.

(b) A statement of all facts and circumstances connecting the disease or injury with the performance of duty or exposure incident thereto.

(c) Whether the disability is permanent or temporary, and if the latter, the duration of treatment required.

(d) Whether or not the person is deemed physically fit for retention in the Coast Guard.

(e) A recommendation as to disposition, stating specifically whether or not the person should be retained in the service or discharged.

6. If the board of medical survey find the special temporary enlisted person physically unfit for retention in the Coast Guard and recommend his discharge, the commissioned officer in responsible charge of the unit, if he approve the report, shall discharge the person for physical disability and immediately report his action to Headquarters, submitting the record in the case. If he disapprove the report or if the board recommend retention in the service, or if the survey were made by but one medical officer, the report of the board shall be forwarded to Headquarters with suitable indorsement.

7. A person discharged for physical disability pursuant to a medical survey shall be given an ordinary discharge, across the face of which shall be made the following signed indorsement:

"Discharged for physical disability on medical survey. Not eligible for reenlistment."

8. A person discharged for physical disability on medical survey is entitled to mileage as prescribed by article 180, Regulations (Pay and Allowances).

9. It is not intended that a board of survey shall be convened in case of temporary illness or minor injury of a special temporary enlisted person and officers shall use discretion in requesting such boards, the primary consideration being whether or not his physical condition is such as to nullify his usefulness to the Coast Guard. In general, a board of medical survey shall be convened under the following conditions:

(a) When repeated or prolonged absences from duty on account of sickness indicate an inherent physical unfitness for the service.

(b) When hospitalization for a period of more than 30 days is indicated.

(c) When congenital defects or predisposition to disease seriously interfere with the performance of duty.

(d) When neurasthenic tendencies or constitutional weakness, while not requiring treatment, interfere with the performance of duty.

10 See to L No 46

F. C. BILLARD,
Commandant.

Revised

TEMPORARY ENLISTMENT OF MEMBERS OF NAVAL RESERVE FORCE

HEADQUARTERS



TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, April 22, 1924.

Circular Letter No. 12

1. Section 7 of the act approved April 21, 1924, provides as follows:

"The temporary appointment of any member of the Naval Reserve Force to an enlisted, warrant, or commissioned grade in the Coast Guard shall not prejudice his status in the Naval Reserve Force when his temporary service in the Coast Guard shall have terminated. While serving with the Coast Guard members of the Naval Reserve Force shall not be entitled to retainer pay or any other special privileges by reason of their former service in the Navy or Naval Reserve Force, except that service in the Coast Guard may be counted as service in the Naval Reserve Force."

2. When an applicant for enlistment is found to be a member of the Naval Reserve Force (including Fleet Naval Reserve), *on inactive duty*, and the enlisting officer finds him to be in all respects eligible for enlistment and desires to enlist him, the enlisting officer shall enlist the applicant and immediately notify Headquarters by dispatch giving the following information:

Full name and service number.

Rating or rank Naval Reserve Force.

Class of Reserve.

Place of enrollment.

Date of enrollment.

Name of unit to which transferred, if a transfer is made after enlistment.

This dispatch will be in the following form:

Enlisted on _____ (Date) _____ (Full name and service number) _____ (Rating or rank in Reserve)
Class _____, Naval Reserve Force, enrolled _____ (Place of enrollment)
_____ transferred to _____ (Name of unit) *See 862-19*
(Date of enrollment)

3. If an applicant for enlistment is found to be a member of the Naval Reserve Force, *on active duty*, the enlisting officer shall *not* enlist him, but will notify Headquarters by despatch that he desires to do so, giving the same information in the same form as outlined in paragraph two of this Circular Letter. When authority has been requested as above, Headquarters will take action toward obtaining the release of the applicant from active duty in the Naval Reserve Force and will advise the sender of the despatch as to the results of such action.

4. When a member of the Naval Reserve Force is enlisted in the Coast Guard, the enlisting officer will strike out certificate (a) under paragraph 4 of the special temporary enlistment contract and record, Form 2500B, and fill out certificate (b).

5. When the service of any member of the Naval Reserve Force who has enlisted in the Coast Guard is terminated, and he does not re-enlist on the day following discharge, the officer in charge of the unit to which he is attached will immediately notify Headquarters by despatch of the date and cause of separation. This despatch will be in the following form:

----- (Naval Reserve Force), class -----

(Cause of separation, such as discharged, deserted, etc.)

(Date)

F. C. BILLARD,
Commandant.

Recinded

ADVANCEMENT AND DISCHARGE OF ENLISTED PERSONNEL

HEADQUARTERS



Circular Letter No. 13

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, April 22, 1924.

1. For the purpose of filling vacancies in the authorized complement of a unit, the provisions of the Regulations regarding length of service in the Coast Guard required for an enlisted person to be eligible for advancement to or in a petty officer rating are suspended until further directed by Headquarters.

2. The provisions of the Regulations which authorize a commanding officer or district ~~superintendent~~ ^{commander} to discharge an enlisted person serving in the first year of his original enlistment, upon his written request, are hereby suspended. All requests for discharge shall be referred to Headquarters and the commanding officer or the district superintendent will approve only requests of the greatest urgency and in cases where the efficiency of the unit will be in no way impaired by reason of the discharge of the person concerned. All officers are reminded of the great need of enlisted persons at this time and are urged to use the utmost discretion in approving requests for discharge.

3. A commanding officer, provided he be a commissioned officer, may, without recourse to a board, discharge a person serving in an original special temporary enlistment for inaptitude or undesirability. No person shall be discharged for inaptitude or undesirability based upon violations or infractions of discipline. A person discharged for inaptitude or undesirability shall be given an ordinary discharge whereon shall be stated the cause for which the discharge is given. When a person serving in an original special temporary enlistment is discharged for inaptitude or undesirability, the commanding officer shall immediately report the fact to Headquarters setting forth in full the reasons for such action.

F. C. BILLARD,
Commandant.

97271-24

Rec June 24. 1924

MARKS OF ENLISTED MEN

HEADQUARTERS



Circular Letter No. 15

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, May 13, 1924.

1. Circular Letter No. 4, United States Coast Guard, dated December 12, 1923, is amended to read as follows:

Page 2, paragraph 10 (4), line 1. Strike out the word "not."

F. C. BILLARD,
Commandant.

103083—24

Rec Aug 16, 1924

WORLD WAR ADJUSTED COMPENSATION

HEADQUARTERS



Circular Letter No. 16

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, May 21, 1924.

1. The World War adjusted compensation act of May 19, 1924, provides adjusted compensation for veterans who served in the military or naval forces of the United States after April 5, 1917, and before July 1, 1919, such veterans having entered the service prior to November 11, 1918, and, in cases of separation from the service, having been separated therefrom under honorable conditions.

2. A supply of WWC Form No. 1, "Application for adjusted compensation," together with a supply of "Instructions relative to applying for adjusted compensation," will be distributed to the various units of the Coast Guard in the near future. Veterans who served in the military or naval forces of the United States during all or a part of the period referred to in paragraph 1, above, should promptly execute, on the above-mentioned form, their applications for adjusted compensation and mail same as directed by the above referred to instructions.

F. C. BILLARD,
Commandant.

103084—24

Rec July 29. 1924.

SIGNAL LETTERS AND RADIO CALL LETTERS.

HEADQUARTERS



Circular Letter No. 17.*

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, June 11, 1924.

Signal letters and radio call letters have been assigned to the following cutters and destroyers:

Cutters.	Signal letters.	Radio call letters.
Ammen.....	GVCH	NBP
Beale.....	GVCJ	NCL
Burrows.....	GVCK	NCV
Carrabasett.....	GVKL	NEVQ
Cassin.....	GVCN	NIK
Conygham.....	GVCP	NJE
Cummings.....	GVCQ	NIL
Downes.....	GVCB	NIN
Ericsson.....	GVCS	NIS
Fanning.....	GVCT	NFM
Henley.....	GVCW	NHA
Jouett.....	GVDS	NIE
McCall.....	GVHF	NJW
McDougal.....	GVHK	NIT
Monaghan.....	GVJC	NKL
Patterson.....	GVJD	NOK
Paulding.....	GVJF	NON
Porter.....	GVJS	NOO
Redwing.....	GVKM	NIKG
Roe.....	GVJW	NTZ
Terry.....	GVKD	NUI
Trippe.....	GVKF	NUQ

F. C. BILLIARD,
Commandant.

107429-24†

Rec July 29. 1924

Cancelled July 1 1925

**COMMUTED RATIONS, VALUE OF, FOR THE FISCAL YEAR
1925**

HEADQUARTERS



**TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, June 17, 1924.**

Circular Letter No. 18

1. Circular Letter No. 7 is canceled as of July 1, 1924.
2. The naval appropriation act for the fiscal year 1925, approved May 28, 1924, provides that the value of a commuted ration for midshipmen shall be 80 cents per diem, and the value of a commuted ration for certain enlisted men shall be 50 cents per diem.
3. In accordance with the foregoing, the value of a commuted ration in cases of cadets and cadet engineers of the Coast Guard shall be at the rate of 80 cents per diem, commencing July 1, 1924; and in the cases of all others of the Coast Guard the value of a ration when commuted shall be 50 cents per diem, commencing July 1, 1924.

**F. C. BILLARD,
Commandant.**

106862—24

See C. L. 42.

Rev Aug 29, 1924

AMENDMENTS TO CIRCULAR LETTERS NOS. 2, 3, 12, AND 14

HEADQUARTERS



Circular Letter No. 19

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, August 1, 1924.

1. Make the following changes in Circular Letter No. 2:

After words "Chief carpenter's mate-----C. C. M." insert words "Chief water tender-----C. W. T."

After words "Chief carpenters' mate-----C. C. M." insert words "Chief ship fitter-----C. S. F."

After words "Chief yeoman-----C. Y." insert words "Chief storekeeper-----C. S. K."

After words "Blacksmith, first class-----Bsmth. 1c." insert words "Boilermaker, first class-----Bmkr. 1c."

After words "Blacksmith, second class-----Bsmth. 2c." insert words "Boilermaker, second class-----Bmkr. 2c."

Paragraph 3, line 2. Change the word "telephone" to "electrical."

Paragraph 3, line 4. After word "capital" strike out the letter "T" and insert the letter "E."

Paragraph 3, line 5. After word "gunner" strike out the letter "(T)" and insert the letter "(E)."

2. Make the following changes in Circular Letter No. 3:

After words "Seaman, second class-----18 to 35" insert the words "4. Apprentice seaman-----18 to 35."

After words "Radioman, third class-----18 to 35" insert the words "5. Pharmacist's mate, third class-----19 to 35."

After words "Mess attendant, second class," strike out the figure "16" and insert the figure "18."

After words "Mess attendant, second class-----18 to 35" insert words "Mess attendant, third class-----16 to 35."

3. Make the following changes in Circular Letter No. 12:

Change paragraph 3 to read as follows: "If an applicant for enlistment is found to be a member of the Naval Reserve Force, on active duty, the enlisting officer shall not enlist him, but shall request the commandant of the naval district, or if serving outside of a district, his commanding officer, for his release from active duty for the purpose of enlistment in the Coast Guard. If the release be granted, and the applicant revert to an inactive status in the Naval Reserve Force, then the enlisting officer may enlist him and immediately notify Headquarters by dispatch, as provided in paragraph 2."

Add the following paragraph:

"6. The service number of a member of the Naval Reserve Force is essential to his identification by the Bureau of Navigation, Navy Department, and must be included in the dispatch required by paragraph 2. If an applicant does not know his service number, the enlisting officer shall direct him to obtain same

from the commandant of the naval district in which he is enrolled or from his commanding officer."

4. ~~Make the following changes in Circular Letter No. 14:~~

~~Page 8. Strike out paragraphs 3 (b), (c), (d), (e), and (f), and substitute therefor the following:~~

~~(b) Fortnightly.—Visual examination of each replacement sample.~~

~~(c) Monthly.—Visual examination of one or more charges of each index: 65.5° surveillance tests of samples from broken-down charges of all indices that give a test of less than 30 days.~~

~~(d) Bimonthly.—65.5° surveillance test from replacement samples on all indices giving 30 to 39 days' test.~~

~~(e) Quarterly.—65.5° surveillance test from replacement samples on all indices giving 40 to 59 days' test.~~

~~(f) Semiannually.—65.5° surveillance tests from broken-down charges of all indices on board.~~

F. C. BILLARD,
Commandant.

Rec. Oct 21. 1924

CONVERSANCY WITH CUSTOMS AND NAVIGATION LAWS

HEADQUARTERS



Circular Letter No. 20

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, September 17, 1924.

1. The examination for chief warrant officers developed the fact that the great majority of warrant officers are not well versed in customs, navigation and motor-boat laws and duties of boarding officers. The questions asked were along the following lines, all directly involving the work of the service:

- (a) Equipment of a steamer, of a motor-boat, etc.
- (b) Authority to stop and right to board a vessel and where exercised.
- (c) Questions in regard to inspection certificates and other ship's documents.
- (d) The treaty with Great Britain and other similar questions.

2. Boarding duties form a very important part of Coast Guard work, especially at the present time, and headquarters expects all warrant officers, both regular and temporary, to become fully conversant with all laws and procedures connected therewith.

3. The following publications are issued by headquarters for study and guidance:

- (a) Instructions, Customs, Navigation and Motor-Boat Laws and Duties of Boarding Officers, 1923.
- (b) Navigation Laws of the United States, 1923.
- (c) Motor-Boat Laws and Customs and Navigation Laws as given in Instructions for United States Coast Guard Stations, 1922.
- (d) Circular Letter No. 277, dated October 25, 1922, containing the tariff act of 1922.
- (e) The treaty with Great Britain dated January 23, 1923, and with other nations to aid in the prevention of smuggling of intoxicating liquors.

B. L. REED, Acting.

12642—24

Rec. Oct. 21. 1924

RENTAL ALLOWANCE FOR WARRANT OFFICERS IN CHARGE OF STATIONS

HEADQUARTERS



Circular Letter No. 21

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, September 15, 1924.

1. In view of amendment No. 8 to the Pay and Supply Instructions, 1923, warrant officers who, from and including July 1, 1922, have been in charge of active stations, inactive stations, and houses of refuge at which public quarters have not been available for them and their dependents, are entitled to a rental allowance of \$40 per month during the periods of time involved.

2. Warrant officers with dependents, in charge of stations at which quarters for themselves and their dependents have not been available, will submit to the respective district ~~superintendents~~ ^{commissioners} claims for the rental allowance from July 1, 1922, to June 30, 1924, inclusive, on vouchers, in triplicate (Form 2661). The certificate on each voucher above the signature of the warrant officer making the claim will be completed to show the information relative to dependents requested thereon, and each voucher, in duplicate, after careful checkage and approval by the district ~~superintendent~~ ^{commissioner} concerned, will be sent direct to Headquarters for submission to the General Accounting Office, Claims Division, for settlement. Separate vouchers will be submitted for each fiscal year involved. Pending revision of the rental allowance certificate on Form 2661, not only that certificate shall be signed by the claimant but the following additional certificate will be prepared, signed by him, and attached to the voucher: "I further certify that public quarters in excess of one room and bath were not furnished me at my permanent station or elsewhere during the period covered by this claim, namely, for the period (state period); and that during said period public quarters were not available for myself and my dependents."

3. When the claim of an individual warrant officer for rental allowance prior to July 1, 1924, has been settled by the General Accounting Office, and if all conditions concerning quarters with respect to that warrant officer remain the same, settlement for rental allowance commencing July 1, 1924, will at once be made in the case of that warrant officer on the pay roll for the then current month, without request for credit adjustment, but with proper notations in the "Remarks" column, supported by properly executed certificate on Form 2662 as revised.

B. L. REED,
Acting Commandant.

12105-24†

Rec. Oct. 21, 1924

DESTROYER DUTY—UNIFORMS FOR OFFICERS

HEADQUARTERS



Circular Letter No. 22

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, September 22, 1924.

1. Commissioned and warrant officers on destroyer duty will keep on board all the uniforms prescribed by the regulations but will only be required to wear service dress, blue or white.

2. At quarters and drills a pistol will be worn for side arms.

F. C. BILLARD,
Commandant.

13077—24†

Rec. Oct 21. 1924

DESIGNATING LETTER FOR ORIGINAL TEMPORARY COM- MISSIONED AND WARRANT OFFICERS

HEADQUARTERS



Circular Letter No. 23

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, September 23, 1924.

1. Original temporary commissioned officers, temporary chief warrant and warrant officers, appointed under the provisions of sections 4 and 5 of the act of April 21, 1924, entitled "An act to authorize a temporary increase of the Coast Guard for law enforcement," will be designated by the letter (T) placed after their respective titles.

2. The above does not apply to commissioned officers of the regular Coast Guard temporarily promoted.

F. C. BILLARD,
Commandant.

13078-24

Rec Nov 19. 1926

AMENDMENTS TO THE REGULATIONS

Coast Guard Headquarters



General Order No. 30

TREASURY DEPARTMENT,
Washington, October 18, 1926.

1. The Regulations, United States Coast Guard, 1923, are amended as follows: Strike out articles 462, 463, and 464 and substitute the following:

"462. When a man has been on unauthorized absence for 10 days, or for less than 10 days, if intention to desert or not to return is manifest, he shall be considered to have deserted and shall be declared a deserter. If a man leave his ship which is about to sail to be absent from the United States for a period longer than 10 days, or overstay his leave or liberty until after the ship sails on such cruise, having known that the ship was to sail and with manifest intention of escaping duty, and deliver himself on board of or at another unit after his ship has sailed, or present himself on board his ship when she returns to port, such offense shall be considered desertion.

"463. Specifications alleging desertion, absence from duty without leave, or absence from duty after leave has expired shall set forth the approximate hour and date of departure as well as the approximate hour and date of surrender or delivery.

"464. If a man leave his ship which is about to sail on a cruise other than of the character described in article 462, or overstay his leave or liberty until after the ship sails, having known that the ship was to sail and with manifest intention of escaping duty, and deliver himself on board of or at another unit, or present himself on board his ship when she returns to port, he shall be amenable to appropriate punishment."

L. C. ANDREWS,
Assistant Secretary.

15931*-26

*Ent.
Rec. 21, 1924*

OIL POLLUTION ACT

HEADQUARTERS



Circular Letter No. 24.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, September 24, 1924.

1. Attention is invited to the appended copy of act of Congress approved June 7, 1924, "An act to protect navigation from obstruction and injury by preventing the discharge of oil into the coastal navigable waters of the United States." It is a duty of the Coast Guard to enforce the provisions of this act, and officers will govern themselves accordingly.

F. C. BILLARD,
Commandant.

13074-24

Rec. Nov. 20. 1924

Canceled
Jul 1-25-

SUBSISTENCE OF ENLISTED MEN ATTACHED TO PATROL BOATS

HEADQUARTERS



Circular Letter No. 25

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, October 28, 1924.

1. Each enlisted man attached to a patrol boat shall be entitled to a subsistence allowance of one dollar per day under the conditions set forth in the Pay and Supply Instructions. The officer in charge of the patrol boat shall be the mess treasurer, and the subsistence allowance for the personnel of the boat shall be paid to, and receipted for, by him.

2. As mess treasurer, he shall be held responsible for the proper feeding of the men on his boat, and shall be governed by the provisions of article 2113 of the Regulations, so far as they are applicable.

3. The Division Commander, Base Commander, or other superior officer under whom the patrol boat is operating shall exercise close supervision over the conduct of the mess on the patrol boat and assure himself that such mess is being properly administered.

4. The mess treasurer of the patrol boat should purchase supplies only on written order signed by him. Such order should be prepared in duplicate, one copy being retained as a check against bills received for the supplies purchased. Local merchants should be informed that purchases made by the patrol boat mess are made by that mess and not by the Government.

5. By the fifth day of each month, or as soon thereafter as possible, the officer in charge of a patrol boat shall report to his immediate superior whether or not all bills against the mess for the preceding month have been paid.

F. C. BILLARD,
Commandant.

17461-24

CLASSIFICATION OF COAST GUARD VESSELS

HEADQUARTERS



Circular Letter No. 27

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, October 31, 1924.

Vessels of the Coast Guard are classed as follows:

Cruising cutters; first class.
Cruising cutters; second class.
Coast Guard destroyers.
Harbor cutters and harbor launches.
Patrol boats.
Base vessels.

Distribution in classes is as follows:

Cruising cutters, first class

ALEXANDER HAMILTON	REDWING
ALGONQUIN	SEMINOLE
BEAR	SENECA
GRESHAM	TALLAPOOSA
HAIDA	TAMPA
MANNING	TUSCARORA
MODOC	UNALGA
MOJAVE	YAMACRAW
OSSIPEE	

Cruising cutters, second class

ACUSHNET	MORRILL
APACHE	PAMLICO
CAHOKIA	PEQUOT
CARRABASSET	SAUKEE
COMANCHE	SHAWNEE
KANKAKEE	SNOHOMISH
KICKAPOO	TAMAROA
MANHATTAN	YOCONA
MASCOUTIN	

Coast Guard destroyers

This class includes all reconditioned destroyers; they will be referred to in all correspondence by name and not by number.

Harbor cutters and harbor launches

ARCATA	GOLDEN GATE
ARUNDEL	GUARD
CALUMET	GUIDE
CHAUTAUQUA	GUTHRIE
CHICOPEE	HUDSON
CHILLICOTHE	MACKINAC
CHINCOTEAGUE	RABITAN
CHIPPEWA	TIOGA
CHOPTANK	WINNISIMMET
CHULAHOMA	WISSAHICKON
DAVEY	AB-1 ET. SEQ.

Patrol boats

COOK	SMITH
CYGAN	SWIFT
HANSEN	TAYLOR
LARSEN	TINGARD
NEWBURY	VAUGHAN
PATROL	VIDETTE

This class includes, in addition to the above, all patrol boats bearing numbers CG-100 et. seq.

Base vessels

ARGUS	PICKEERING
MOCCASIN	WAYANDA

F. C. BILLARD,
Commandant.

Rec Feb 9. 1925

ENLISTMENTS

HEADQUARTERS



Circular No. 28

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 5, 1925.

1. On and after March 1, 1925, and until further directed by headquarters, enlistments and reenlistments shall be made for a period of one, two, or three years, respectively, in accordance with the classification prescribed herein.

2. The following persons shall be enlisted for a period of three years and for no other period:

(a) All applicants for original enlistment who are less than 21 years of age.

(b) Applicants for original enlistment who are 21 years of age or over (except in the ratings of surfman, motor machinist's mate, radioman, carpenter's mate, yeoman, ship's cook, pharmacist's mate, bugler, officers' steward, and mess attendant, when original enlistment is authorized in such ratings) who have *not* had at least one year of previous military service or at least one year of experience in the merchant marine. Military service shall be construed to include service in the Navy, Naval Reserve Force, on active duty, Army, Army Reserve Corps, and National Guard when mustered into Federal service, and Marine Corps.

3. The following persons shall be enlisted or reenlisted for a period of not less than two years.

(a) Applicants for original enlistment who are 21 years of age or over in the ratings of surfman, motor machinist's mate, radioman, carpenter's mate, yeoman, ship's cook, pharmacist's mate, bugler, officers' steward, and mess attendant, when original enlistment is authorized in such ratings.

(b) Applicants for original enlistment who are 21 years of age or over who have had at least one year of previous military service or at least one year of experience in the merchant marine. In every case documentary evidence of previous service or experience shall be required, in the absence of which the applicant will be considered as having no prior service or experience and must enlist for three years.

(c) Applicants for reenlistment, except those who apply for reenlistment within three months after receiving an honorable discharge.

4. Applicants for reenlistment who have received honorable discharges and who apply for reenlistment within a period of three months from date of discharge may be reenlisted for a period of one, two, or three years, as they may elect.

F. C. BILLARD,
Commandant.

27204-25

Rec Feb 9, 1925

REENLISTMENT OF SPECIAL TEMPORARY ENLISTED MEN UNDER REGULAR ENLISTMENTS

HEADQUARTERS:



Circular No. 29

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 6, 1925.

1. All original enlistments in the Coast Guard shall be special temporary enlistments. Regular enlistments shall be made only by the reenlistment of men discharged from a regular enlistment or by the reenlistment of men discharged from a special temporary enlistment who qualify as set forth below.

2. To be eligible for regular enlistment a man discharged from a special temporary enlistment must:

- (a) Be a citizen of the United States.
- (b) Have served a full period of enlistment and have received an honorable discharge upon expiration thereof.
- (c) Be not more than 35 years of age, unless his previous service in the Coast Guard, Revenue Cutter Service, or Life Saving Service be equal to or greater than the excess of his age above 35 years.
- (d) Be discharged from the Naval Reserve Force, if a member of that organization on inactive duty.
- (e) Have a satisfactory medical history during his previous service.
- (f) Pass a standard "A" physical examination (Form 2502), ~~approved by the Surgeon General, Public Health Service~~ *approved by the Commandant*
- (g) Reenlist on the day following discharge.

3. The following procedure shall govern regular enlistments of special temporary enlisted men: *See C. L. 42*

At a sufficient time prior to the expiration of enlistment, if the marks of a special temporary enlisted man are such as to indicate that he will be entitled to an honorable discharge upon expiration of enlistment, and if he is otherwise qualified under paragraph 2, above, the commanding officer or district superintendent, if he deems the man in all respects desirable for and deserving of reenlistment under a regular enlistment, shall have him examined by a Public Health surgeon on Form 2502. If he passes this examination satisfactorily, the commanding officer or district ~~superintendent~~ *Commandant* is authorized to reenlist him under a regular enlistment (Form 2500) on the day following discharge. If for any reason it is impracticable to have the man concerned examined by a Public Health surgeon prior to the expiration of his enlistment, the commanding officer or district ~~superintendent~~ *Commandant* is authorized to extend his special temporary enlistment until such time as the physical examination can be made.

4. Special temporary enlisted men who are eligible for reenlistment under the regulations but who are not qualified for regular enlistment as provided herein shall be reenlisted in a special temporary enlistment.

F. C. BILLARD,
Commandant.

Rec Feb 9, 1925

ATTEMPTING TO PROCURE PREFERMENT BY NONOFFICIAL INFLUENCES

Headquarters



Circular No. 30.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,

Washington, January 7, 1925.

1. The practice of enlisted men writing to Members of Congress and other Government officials and to personal friends among officers to obtain appointments, promotions, details, transfers, and assignments is occasionally manifested and is thoroughly disapproved by headquarters.

2. The records at headquarters set forth the merits of all persons of whatever rank or rating, and are sufficiently specific to enable headquarters to determine the particular duty which each person is fitted to perform, without the intervention of requests which do not come through official channels. In making appointments, promotions, details, transfers, and assignments headquarters will be guided by the official records exclusively.

3. The practice above referred to causes an undue amount of unnecessary correspondence and is, as a matter of fact, barren of result, for it must be apparent that the approval of unofficial requests would result in an injustice to equally deserving men who do not use this method of attempting to obtain their ends. It is the policy of headquarters to place transfers, promotions, discharges, etc., of enlisted men on an equitable basis, and this can only be accomplished by treating all requests alike in an official manner.

4. It is believed that this practice is caused to a certain extent by commanding officers not forwarding legitimate requests for the reason that they do not wish to lose the services of competent men and break in reliefs. While it is realized that commanding officers must exercise discretion in this matter to avoid the vast amount of unnecessary correspondence that would otherwise result, requests that appear reasonable and legitimate should be forwarded to headquarters indorsed with the commanding officer's recommendation. Doubtful cases should always be forwarded. All official requests of enlisted men are given every consideration by headquarters and are granted where the men are entitled thereto and where the interest of the service permit.

5. Hereafter when attempts by an enlisted man to procure preferment by non-official influences are brought to the attention of headquarters, the matter will be referred to the commanding officer or district superintendent, as the case may be, who will bring the contents of this circular letter to the attention of the enlisted man concerned. Experience has shown that in a majority of cases attempts to procure preferment by nonofficial influences are made by enlisted men who are not qualified for or entitled to the preferment sought, and such attempts are therefore not only devoid of result, but calculated to raise a presumption against the man who makes them. When bringing such matters to the attention of enlisted men this fact shall be explained by the commanding officer or district superintendent.

F. C. BILLARD,
Commandant.

Rec Feb 9, 1925

ADVANCEMENT AND DISCHARGE OF ENLISTED PERSONNEL

Headquarters



Circular No. 31

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 7, 1925.

1. Circular No. 13 is hereby rescinded.
2. Hereafter the requirements of the regulations relative to advancement to and in petty officer rating will be strictly observed and exceptions will only be made upon specific authorization by headquarters in each case.
3. The provisions of the regulations which authorize a commanding officer or district superintendent to discharge an enlisted man at his own request have been rescinded, and hereafter a discharge by reason of own request will be granted only on specific authorization by headquarters. All officers are reminded of the need of maintaining the enlisted force at full strength and are urged to use the utmost discretion in approving requests for discharge. It is the intention of headquarters to grant such requests only in very urgent cases where the circumstances that cause the requests did not exist and could not be foreseen at the time of enlistment.
4. A commanding officer, provided he be a commissioned officer, or a district ~~superintendent~~ ^{commander}, may, without recourse to a board, discharge a person (other than a chief petty officer) serving in the first year of an original special temporary enlistment for inaptitude or undesirability. A chief petty officer with acting appointment, serving in the first year of an original special temporary enlistment, who proves inapt or undesirable shall be recommended to headquarters for revocation of acting appointment. The discharge for inaptitude or undesirability of a chief petty officer with permanent appointment or of enlisted persons other than those provided for herein shall be accomplished as provided in article 412, Regulations.
5. No person shall be discharged for inaptitude or undesirability based upon violations or infractions of discipline. A person discharged for inaptitude or undesirability shall be given an ordinary discharge whereon shall be stated the cause for which the discharge is given.
6. Before making such discharges, commanding officers or district ~~superintendents~~ ^{commanders} shall investigate each individual case, give the man concerned an opportunity to make any statement he may desire in his own behalf, and then be governed solely by a regard for the best interests of the service. In this connection it is not believed that the least desirable men are necessarily those in the lower ratings, and it should be borne in mind that those in the lower ratings who are not very promising in the earlier stages of their service frequently develop into valuable men.
7. In every case of discharge in accordance with the above instructions full entry will be made on the service record (Form 2599 may be used for this purpose) of the nature of the undesirability or unfitness and any other facts

bearing upon the case and the statement of the man attached, the service record being immediately forwarded to headquarters. The authority herein delegated to commanding officers and district superintendents is, in effect, an approval in advance of the action provided in article 412, Regulations, and in order that headquarters may be in a position to delegate this authority and to sustain the action taken by a commanding officer or district superintendent, it is essential that the entry and statements above referred to form part of the record.

F. C. BILLARD,
Commandant.

Rec Feb 26. 1925

PRICE LIST
OF
CLOTHING AND SMALL STORES
ADJUSTMENT

HEADQUARTERS



Circular No. 33

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 14, 1925.

1. Effective January 1, 1925, the prices of all clothing and small stores in stock at each unit of the Coast Guard shall be adjusted to conform to the prices given in Article 246 (1) Pay and Supply Instructions, as amended by Amendment No. 13, Pay and Supply Instructions, and on the January, 1925, balance sheet—clothing account, shall be noted the loss or gain due to such changes in prices.

B. L. REED,
Acting Commandant.

28654—25

Rec Feb 20. 1925

REPAIRS TO PATROL BOATS, PICKET BOATS, STATION BOATS, AND OTHER SMALL CRAFT

HEADQUARTERS



Circular No. 35

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 24, 1925.

1. Attention is invited to Amendment No. 12, Pay and Supply Instructions, United States Coast Guard, 1923, dated December 23, 1924.

2. It is of the utmost importance that necessary repairs to the numerous small craft coming into the Service be made promptly, efficiently, and economically. One of the purposes of Amendment No. 12, Pay and Supply Instructions, is to give authority to section base commanders and to district superintendents to make prompt repairs to the boats under their charge without reference to higher authority, except in unusual cases. It is expected that the section base commander or the district ~~superintendent~~ ^{commander} concerned, when a boat breaks down, will act with energy to the end that such boat be placed again in operating condition at the earliest possible moment.

3. A reasonable number of enlisted men of the artificer branch will be assigned to duty under the direction of each base commander to keep the boats of that base in operating condition, and one or more enlisted men of the artificer branch will be assigned to duty under the direction of each district ~~superintendent~~ ^{commander} to keep the boats belonging to that district in operating condition. Furthermore, it will be the policy of Headquarters to have a supply of spare engine parts and tools at each section base.

4. It is self-evident that the most effective results can be obtained by close cooperation between section base commanders and district ~~superintendents~~ ^{commanders} in this matter of repairs to small craft. Section base commanders and district ~~superintendents~~ ^{commanders} will be required to cooperate closely and to assist one another in every way possible. A district ~~superintendent~~ ^{commander} may send one of his boats to a section base and may expect that the personnel of the base will assist in repairing the boat. On the other hand, a base commander may call upon a district ~~superintendent~~ ^{commander}, when necessary, to lend him, temporarily, the services of artificers belonging to the district that may be needed. The policy prescribed and required by Headquarters is that there shall be mutual helpfulness at all times between the officers concerned.

5. When a district boat comes to a section base and is in need of spare engine parts or fittings in store at the base, such articles will, in all cases, be supplied if the base can spare them. The base commander will invoice such articles to the station to which the boat belongs; as provided for invoices in the Pay and Supply Instructions.

6. By mutual cooperation and by utilizing the resources of section bases and the artificer personnel attached to bases and attached to districts, Headquarters believes that the boats belonging to the bases and to the districts can be kept in operating condition and repairs made at a minimum cost and with a minimum loss of time.

F. C. BILLARD,
Commandant.

29863—25

Rec April 22, 1925

SUBSISTENCE OF ENLISTED MEN ATTACHED TO PATROL BOATS

Headquarters



Circular No. 37

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, March 25, 1925.

1. Circular Letter No. 25 is canceled as of April 1, 1925.
2. Effective April 1, 1925, there shall be paid direct to each enlisted man attached to a patrol boat, in the settlement of his monthly pay accounts, a subsistence allowance of \$1 per day, computed in accordance with the provisions of the Pay and Supply Instructions.
3. Each officer in charge of a patrol boat shall be the mess treasurer thereof, shall be responsible for the proper feeding of the men on his boat, and shall be governed by the provisions of article 2113 of the Regulations, so far as they are applicable.
4. The division commander, base commander, or other superior officer under whom the patrol boat is operating shall exercise close supervision over the conduct of the mess on the patrol boat and assure himself that such mess is being properly administered.
5. The mess treasurer of the patrol boat should purchase supplies only on written order signed by him. Such order should be prepared in duplicate, one copy being retained as a check against bills received for the supplies purchased. Local merchants should be informed that purchases made by the patrol boat mess are made by that mess and not by the Government.
6. By the 5th day of each month, or as soon thereafter as possible, the officer in charge of a patrol boat shall report to his immediate superior whether or not all bills against the mess for the preceding month have been paid.

F. C. BILLARD,
Commandant.

39256-25

Rec May 16-1925

RADIO COMMUNICATION WITH THE USE OF MODEL T-1 TRANSMITTER AND TYPE CGR-1 RECEIVER

Headquarters



Circular No. 38

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, April 22, 1925.

Cancelled May 1. 26

1. In perfecting plans for the prevention of smuggling, the importance of an adequate and efficient system of communication has been fully recognized, particularly as regards communication with and between the patrol boats and their section bases.

2. The patrol boats present the greatest problem. Inasmuch as no radiomen are to be assigned to these vessels, radiophone is essential, and, since the equipment must be used by personnel not skilled or experienced in radio communication, it must be simple of operation. Limitations of space and the possibility of hard usage require that it be sturdy and compact. Since there was no apparatus on the market that fulfilled these requirements, the Coast Guard Model T-1 transmitter and Type CGR-1 receiver were designed and manufactured to meet the conditions existing in patrol-boat operation.

3. The Coast Guard Model T-1 radio transmitter and Type CGR-1 radio receiver are primarily designed to meet the following requirements:

- (a) Telephonic communication over water over a daylight range of 50 miles.
- (b) Telegraphic communication (interrupted continuous wave) over water over a daylight range of 100 miles.
- (c) Simplicity of operation.

The specifications called for a frequency range of 1,700 to 2,500 kilocycles (176 to 120 meters) for the transmitter, Model T-1, and a range of 1,500 to 3,000 kilocycles (200 to 100 meters) for the receiver, Type CGR-1.

4. The transmitter is provided with but one switch point; that is, only one wave length or frequency can be obtained without retuning. The frequency of 2,100 kilocycles (143 meters) has been assigned to the Coast Guard for use in this work. This frequency will be subject to change by Headquarters, if, after experience, it proves unsatisfactory.

5. As no radio operator is to be assigned to a patrol boat, the telephone (voice) feature must be relied upon as the method of communication. However, the apparatus is capable of telegraphy (interrupted continuous wave) and a telegraph key will be installed with each installation so that this feature can be used between units having personnel capable of reading and sending International Morse.

6. Section bases, and the patrol boats attached thereto, are being equipped with this apparatus as fast as the transmitters and receivers are delivered from the factory. The area between New London, Conn., and Cape May, N. J., will receive first consideration, and the program will then be extended during the summer of 1925.

7. The Model T-1 transmitter and Type CGR-1 receiver are also being installed upon destroyers and certain cutters. This provides an excellent means of intercommunication by both telegraphy and telephony between those vessels and such shore radio stations as may be established by the Coast Guard. Such traffic, being handled on low wave lengths and in a band removed from the commercial broadcasting and Navy wave lengths, will reduce

to a minimum the interference which is often caused by the vessel's spark equipment. Thus communication can be maintained with patrol boats and section bases, and official traffic for points ashore may be handled through section base radio stations, or such other shore radio stations as may be established by the Coast Guard. These Coast Guard shore radio stations and section bases are available for the handling of official business only and are not open for general public or commercial radio traffic. In connection with this use of high frequencies (short wave lengths), it is desired to strongly impress upon all personnel that the same official character and the same regulations obtain in communication by this means as by normal standard frequencies (wave lengths). Such messages are official and must invariably be so regarded.

8. To each section base Headquarters expects to assign a chief radioman specially qualified in the installation and upkeep of radio apparatus. Certain additional radio personnel will be assigned to bases where they are needed. These men shall be held responsible for the proper performance of the patrol boat radio equipment, and immediately upon the return to the base of a patrol boat the base radio force shall make a thorough inspection of the radio equipment and place it in good operating condition. No repairs to apparatus, other than the replacement of burned out vacuum tubes, shall be attempted by the personnel of the patrol boat. One spare transmitter and one spare receiver will be provided for each section base. In case trouble develops in apparatus on board a patrol boat which can not be remedied on the boat by the base radio personnel, the defective apparatus should be removed and the spare set installed. Special attention should be given to the state of charge of storage batteries and to the stock of vacuum tubes, dry batteries, and other radio supplies on hand.

9. Concerning the operation of the patrol boat equipment, it is well to lay stress upon a few extremely important points in order that the system shall function successfully:

(a) All transmitters and receivers which will operate together must be tuned to the same frequency (2,100 kilocycles or 143 meters, until further orders), and this tuning *must be accurate*. Wave meters are being furnished to section bases and to certain other units for this purpose. When the Type CGR-1 receiver has been set on the correct wave length, the two condenser dials ("H.F.OSC." and "TUNING") shall be locked, using the condenser lock knob so that the patrol boat personnel cannot change the setting. This lock knob shall be retained at the base.

(b) The 32-volt storage battery should be kept charged at all times.

(c) Attention should be given to the dry cells which supply the current to the receiver tubes and provision made to keep a good supply on hand.

(d) Special precautions should be taken to prevent dirt, water, spray, etc., from entering cabinet.

(e) The cabinets in which the apparatus is installed are not to be used for storage purposes, and tools, cleaning gear, etc., shall not be placed therein.

(f) Leads at battery terminals should be kept tight and free from corrosion.

10. In regard to the conduct of radio communication between patrol boats, and between those boats and their section bases, Headquarters can lay down no specific rules at this time, but will leave to the base commanders the solution of this problem and the working out of the best methods of operating. A few suggestions, however, are pertinent.

(a) The apparatus is for *official* use only, and unnecessary or promiscuous conversation should be discouraged. Radio concerts, music, etc., cannot be

received on the OGR-1 receiver as now constructed, and anyone altering or attempting to alter this receiver so as to receive radio broadcasts will be punished.

(b) In order to conceal identity of vessels, bases, etc., prearranged call signs, other than the international radio call letters, should be used and changed from time to time.

(c) Position reports should be made in code or other prearranged simple, confidential method.

(d) Messages should be short, clear, concise, complete, and correct.

(e) Apparatus is not to be used except with the knowledge and consent of the commanding officer, and then for official business only.

(f) Due to the fact that it will be impracticable to maintain a continuous listening-in watch on the patrol boats, and to some extent at section bases, it is suggested that schedules be arranged so that each vessel on patrol will report in to the section base at stated intervals, at which time orders and reports can be exchanged between it and other patrol boats and with the section base.

(g) It must be borne constantly in mind that the radiotelephone is a party line, and that it is possible for anyone within range to listen in on the conversation. Therefore, in carrying on communication with and between patrol boats and section bases it is probable that some form of conversational code may be requisite in order to conceal intentions and movements whenever it is necessary.

RADIOPHONE (VOICE) PROCEDURE

11. (1) As to methods of using the radiophone, the following instructions shall be complied with:

(a) Call the *name* (or *number*, if patrol boat) of the station or ship which is to receive (not more than twice), followed by "from" and the *name* (or *number*, if patrol boat) of the station or ship calling (not more than once), thus:

"ARGUS ARGUS from Two Six Two" (or, if using code names, "ANNIE ANNIE from SUSIE"). This call is not to be repeated unless no answer is received within 20 seconds.

(b) The station called answers by making the name of the station calling followed by "from" followed by own call and "go ahead," thus:

"Two Six Two from ARGUS go ahead" (or "SUSIE from ANNIE go ahead").

(c) The conversation will then proceed, briefly and to the point. When finished, both parties will simply "hang up" as on a land line telephone, and shut down the transmitter.

(2) By having all patrol boats report in at certain definite times, as suggested in paragraph 10 above, section commanders can eliminate much of the calling and can issue instructions or information to the entire command at the time of reporting in.

ROCKAWAY POINT SHORE RADIO STATION

12. Headquarters has established at Rockaway Point, Long Island (on the Coast Guard property), a shore radio station equipped with the Model T-1 transmitter, CGR-1 receiver, and a SE-1420 receiver. This station is provided with land telephone connection and is in a position to receive and forward a limited amount of radio traffic, especially to and from the New York Division office, and to and from Coast Guard stations on the Long Island and New Jersey coasts. Due to lack of personnel, it will not be possible to maintain a continuous watch for the present. A schedule will be maintained.

13. In the handling of radiograms, the Rockaway Point station is to be considered as an auxiliary means only, and the fact that this station can and may move traffic is not to be understood as dispensing entirely with the use of other shore radio stations which are now available for handling Coast Guard traffic. In communications between a Coast Guard vessel and the Rockaway Point Radio Station, the shore station shall control the traffic.

14. As time goes on, the Service will undoubtedly learn a great deal concerning these sets and more improved methods of operation may be developed by actual experience. Any suggestions tending toward the betterment of communication facilities will be at all times welcomed by Headquarters, and all persons concerned with this matter are urged to submit any ideas or experiences that prove of value.

F. C. BILLARD,
Commandant.

Rec May 27. 1925

AMENDMENTS TO CIRCULAR LETTERS NOS. 2, 3, AND 14

HEADQUARTERS



Circular No. 39

TREASURY DEPARTMENT,
Washington, May 1, 1925.

1. Make the following changes in Circular Letter No. 2:

After words "Chief commissary steward-----C. C. Std." insert words "Bandmaster-----Bmstr."

After words "Ship's cook, first class-----S. C. 1c" insert words "First musician-----1st Mus."

After words "Bugler, first class-----Bug. 1c" insert words "Musician, first class-----Mus. 1c."

After words "Bugler, second class-----Bug. 2c" insert words "Musician, second class-----Mus. 2c."

2. Make the following changes in Circular Letter No. 3:

After words "Pharmacist's mate, third class-----19 to 35" insert words "Musician, second class-----18 to 35."

3. ~~Make the following changes in Circular Letter No. 14:~~

Page 8, ~~paragraph 3, line 25.~~ Strike out word "triplicate" and substitute therefor "quadruplicate."

Page 9, line 1. After word "commandant" insert a comma, strike out remainder of sentence, and substitute therefor the following: "one to the Bureau of Ordnance, one to the commanding officer of the unit who forwarded the sample, and retain the fourth for his files."

F. C. BILLARD,
Commandant.

45598-25†

Rec May 28, 1925-

Rescinded
Sept 17, 1926

ENLISTMENT OF MEMBERS OF NAVAL RESERVE

HEADQUARTERS



Circular No. 40

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, May 9, 1925.

1. Circular Letter No. 12 is hereby rescinded.
2. If an applicant for enlistment is found to be a member of the Naval Reserve, the enlisting officer shall not enlist him, but shall request the commandant of the naval district in which the applicant is enrolled, or, if serving outside of a district, his commanding officer, to discharge him to permit his enlistment in the Coast Guard.
3. In no case shall a member of the Naval Reserve be enlisted in the Coast Guard until he has received his discharge from the Naval Reserve.

F. C. BILLARD,
Commandant.

46112—25

Rec May 28. 1925

DISCHARGE OF MEMBERS OF THE NAVAL RESERVE

HEADQUARTERS



Circular No. 41

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, May 9, 1925.

1. The act of Congress entitled "An act to provide for the creation, organization, administration, and maintenance of a Naval Reserve and a Marine Corps Reserve," approved February 28, 1925, contains the following provisions:

"All provisions of law relating to the Naval Reserve * * * contained in the acts of * * * and all other acts or parts of acts relating to the Naval Reserve Force * * * are hereby repealed.

"No officer or man of the Naval Reserve shall be a member of any other naval or military organization except the Naval Militia.

"This act shall take effect on July 1, 1925, which date shall be construed as the date of the passage or approval thereof."

Therefore, on and after July 1, 1925, no member of the Naval Reserve can be enlisted in the Coast Guard until he has obtained a discharge from the Naval Reserve, and all officers and men now in the Coast Guard who are members of the Naval Reserve must, by July 1, 1925, sever their connection with either the Naval Reserve or the Coast Guard.

The following procedure will govern the disposition of officers and men now in the Coast Guard who are members of the Naval Reserve:

Upon receipt hereof each officer in responsible charge of a unit shall publish the contents of the preceding paragraphs to all personnel under his command, and immediately thereafter ascertain from each commissioned officer, warrant officer, and enlisted man who is a member of the Naval Reserve whether he desires to obtain his discharge from the Naval Reserve and remain in the Coast Guard or sever his connection with the Coast Guard so as to permit his continuance in the Naval Reserve. If such commissioned or warrant officer elect to leave the Coast Guard he will immediately submit his resignation, stating therein that he desires his release from the Coast Guard in order to retain his status in the Naval Reserve. If an enlisted man elect to leave the Coast Guard the commanding officer or district superintendent will discharge him on or before June 30, 1925, for the convenience of the Government.

If any member of the Naval Reserve desires his discharge from that organization to permit his retention in the Coast Guard he will submit an official request for his discharge from the Naval Reserve, addressed to the Bureau of Navigation, forwarded via headquarters.

Attention is directed to the necessity for immediate action in all cases of members of the Naval Reserve in order that their status may be definitely established by July 1, 1925.

F. C. BILLARD,
Commandant.

46082-25

[PUBLIC—No. 238—68TH CONGRESS.]

[S. 1942.]

An Act To protect navigation from obstruction and injury by preventing the discharge of oil into the coastal navigable waters of the United States.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Oil Pollution Act, 1924."

SEC. 2. When used in this Act, unless the context otherwise requires—

(a) The term "oil" means oil of any kind or in any form, including fuel oil, oil sludge, and oil refuse;

(b) The term "person" means an individual, partnership, corporation, or association; any owner, master, officer or employee of a vessel; and any officer, agent, or employee of the United States;

(c) The term "coastal navigable waters of the United States" means all portions of the sea within the territorial jurisdiction of the United States, and all inland waters navigable in fact in which the tide ebbs and flows;

(d) The term "Secretary" means the Secretary of War.

SEC. 3. That, except in case of emergency imperiling life or property, or unavoidable accident, collision, or stranding, and except as otherwise permitted by regulations prescribed by the Secretary as hereinafter authorized, it shall be unlawful for any person to discharge, or suffer, or permit the discharge of oil by any method, means, or manner into or upon the coastal navigable waters of the United States from any vessel using oil as fuel for the generation of propulsion power, or any vessel carrying or having oil thereon in excess of that necessary for its lubricating requirements and such as may be required under the laws of the United States and the rules and regulations prescribed thereunder. The Secretary is authorized and empowered to prescribe regulations permitting the discharge of oil from vessels in such quantities, under such conditions, and at such times and places as in his opinion will not be deleterious to health or sea food, or a menace to navigation, or dangerous to persons or property engaged in commerce on such waters, and for the loading, handling, and unloading of oil.

SEC. 4. That any person who violates section 3 of this Act, or any regulation prescribed in pursuance thereof, is guilty of a misdemeanor, and upon conviction shall be punished by a fine not exceeding \$2,500 nor less than \$500, or by imprisonment not exceeding one year nor less than thirty days, or by both such fine and imprisonment, for each offense. And any vessel (other than a vessel owned and operated by the United States) from which oil is discharged in violation of section 3 of this Act, or any regulation prescribed in pursuance thereof, shall be liable for the pecuniary penalty specified in this section, and clearance of such vessel from a port of the United States may be withheld until the penalty is paid, and said penalty shall constitute a lien on such vessel which may be recovered in proceedings by libel in rem in the district court of the United States for any district within which the vessel may be.

SEC. 5. A board of local inspectors of vessels may, subject to the provisions of section 4450 of the Revised Statutes, and of the Act

entitled "An Act to provide for appeals from decisions of local inspectors of vessels, and for other purposes," approved June 10, 1918, suspend or revoke a license issued by any such board to the master or other licensed officer of any vessel found violating the provisions of section 3 of this Act.

SEC. 6. That no penalty, or the withholding of clearance, or the suspension or revocation of licenses, provided for herein, shall be enforced for any violation of this Act occurring within three months after its passage.

SEC. 7. That in the administration of this Act the Secretary may make use of the organization, equipment, and agencies, including engineering, clerical, and other personnel, employed under his direction in the improvement of rivers and harbors, and in the enforcement of existing laws for the preservation and protection of navigable waters. And for the better enforcement of the provisions of this Act, the officers and agents of the United States in charge of river and harbor improvements, and the assistant engineers and inspectors employed under them by authority of the Secretary, and officers of the Customs and Coast Guard Service of the United States, shall have power and authority and it shall be their duty to swear out process and to arrest and take into custody, with or without process, any person who may violate any of said provisions: *Provided*, That no person shall be arrested without process for a violation not committed in the presence of some one of the aforesaid officials: *And provided further*, That whenever any arrest is made under the provisions of this Act the person so arrested shall be brought forthwith before a commissioner, judge, or court of the United States for examination of the offenses alleged against him; and such commissioner, judge, or court shall proceed in respect thereto as authorized by law in cases of crimes against the United States.

SEC. 8. That this Act shall be in addition to the existing laws for the preservation and protection of navigable waters and shall not be construed as repealing, modifying, or in any manner affecting the provisions of those laws.

SEC. 9. That the Secretary is authorized and directed to make such investigation as may be necessary to ascertain what polluting substances are being deposited into the navigable waters of the United States, or into nonnavigable waters connecting with navigable waters, to such an extent as to endanger or interfere with navigation or commerce upon such navigable waters or the fisheries therein; and with a view to ascertaining the sources of such pollutions and by what means they are deposited; and the Secretary shall report the results of his investigation to the Congress not later than two years after the passage of this Act, together with such recommendations for remedial legislation as he deems advisable: *Provided*, That funds appropriated for examinations, surveys, and contingencies of rivers and harbors may be applied to paying the cost of this investigation, and, to adequately provide therefor, the additional sum of not to exceed \$50,000 is hereby authorized to be appropriated for examinations, surveys, and contingencies of rivers and harbors.

Approved, June 7, 1924.

Rec July 4. 1925

Canceled July 1 - 1925

**COMMUTED RATIONS, VALUE OF, FOR THE FISCAL
YEAR 1926**

HEADQUARTERS



Circular No. 42

**TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, June 10, 1925.**

1. Circular Letter No. 18 is canceled as of July 1, 1925.
2. The naval appropriation act for the fiscal year 1926, approved February 11, 1925, provides that the value of a commuted ration for midshipmen shall be 80 cents per diem and the value of a commuted ration for certain enlisted men shall be 50 cents per diem.
3. In accordance with the foregoing, the value of a commuted ration in cases of cadets and cadet engineers of the Coast Guard shall be at the rate of 80 cents per diem, commencing July 1, 1925; and in the cases of all others of the Coast Guard the value of a ration when commuted shall be 50 cents per diem, commencing July 1, 1925.

**B. L. REED,
Acting Commandant.**

50330°-25

Rec July 4, 1925

AMENDING HEADQUARTERS CIRCULAR NO. 29

HEADQUARTERS



Circular No. 43

See Circular No. 64.

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, June 11, 1925.

1. Headquarters Circular No. 29 is amended as follows:

Paragraph 2(f). Delete the words "approved by the Surgeon General, Public Health Service."

Paragraph 3. Add the following:

"When a person discharged from a special temporary enlistment is reenlisted under regular enlistment (Form 2500) upon the certificate of a medical examiner that such person is physically qualified, and the Surgeon General of the Public Health Service, upon reviewing the record of physical examination, disapproves the finding of the medical examiner, the person so reenlisted will be retained in the service under the regular enlistment in accordance with the provisions of Article 416(3), (4)."

2. ~~It will be noted that under Headquarters Circular No. 29 as amended herein, it is not necessary to forward the record of physical examination (Form 2502) to headquarters for approval of the Surgeon General prior to reenlistment of the man concerned, when the local medical examiner has certified the applicant as physically qualified.~~

F. C. BILLARD,
Commandant.

50329-25

Rev Aug 1st. 1905

8

ORDNANCE INSTRUCTIONS

Headquarters



TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, July 1, 1925.

Circular No. 44

1. Circular Letter No. 14 and Circulars Nos. 32, 34, and 36 are rescinded and should be destroyed.

2. Paragraph 4 of Circular Letter No. 19, page 2, is rescinded.

3. Headquarters desires that every unit of the service shall be impressed with the importance attached to the proper care of ordnance equipment and the proper submission of requisitions and reports pertaining to the same. A large proportion of the batteries and small arms in use in the Coast Guard have been loaned to the service by the Navy Department, hence there is added reason for their care, aside from the purpose that the batteries may be in readiness for use at all times, and that deterioration may be avoided as much as possible. The requisitions and reports required are of material value, both to Headquarters and to the Navy Department. Following instructions in the submission of these forms will avoid needless work in returning them for correction and will greatly expedite the issuance of material requested and the disposal of worthless material. The proper stowage and inspection of smokeless powder will eliminate danger from that source, as well as insure the serviceability of the powder on board.

4. In order to facilitate the work of the ordnance department the following instructions are given, which, together with the articles pertaining to ordnance in the Coast Guard Regulations, should constitute adequate information for the personnel of the smaller vessels not provided with a complete outfit of naval publications. (See Art. 1661-1678, Coast Guard Regulations.)

See Circular Letter No. 61

CARE OF THE BATTERY

5. (a) The difficulties to be expected in caring for the guns on small boats are those due to rust formation and damage caused by being struck by some object disarranging the sights and mechanism.

(b) Every movable part of the gun should be moved daily. All steel work of the gun should be covered with oil, vaseline, or cosmoline. The guns shall be securely covered at all times except on fine, clear days with no spray or dust flying and when necessary to fire the guns.

(c) The bores should be kept thoroughly clean and coated with oil. Particular care should be taken that the slope and origin of rifling are clean and well oiled.

(d) The oil should be removed frequently.

(e) All gritty substances must be avoided.

(f) Bright work should not be cleaned with brick dust or other similar substances.

(g) Parts of the mechanism should not be scraped with scrapers.

(h) After firing, the breech mechanism should be completely dismounted and every part washed with fresh water and soap, and then all parts should be dried carefully and rubbed with a well-oiled rag before assembling the mechanism.

(i) When boats are near shore, guns should be kept covered to prevent coal dust and grit from blowing on them.

(j) On pleasant days the tompions should be withdrawn and the compression slope and rifling cleaned and recoiled. Bearing and moving parts should be well lubricated.

(k) The gun in rear of the slide should not be painted.

(l) Telescope lenses should be kept clean with a soft linen rag and a little alcohol. Lens paper may be used. Be careful not to burr any part in handling.

(m) Do not bend or stub the firing-pin points.

(n) All shells should be tried before using and the boxes marked, which contain the shells that have been tried and fit the gun.

(o) The firing pin should be removed and the block worked gently while trying the shells.

(p) (1) Beware of hangfires and misfires, and do not unload except under conditions specified by the "Safety Orders."

(2) With a bag gun after a misfire the powder shall be removed and immersed in distilled water. Before immersing the powder in water the powder bags shall be opened and the powder dumped in a water-tight container and water poured on it sufficient to cover the powder. The powder bags with ignition charges will be thrown overboard. With a case gun, the cartridges shall be broken down, if the inspection shows that the primer has been struck by the firing pin, and the powder immersed in distilled water. Seventy-five-foot patrol boats only are exempt from carrying out the above provisions. One-pounder ammunition aboard the 75-foot patrol boats, if the inspection shows that the primer has been struck, will be thrown overboard.

(q) The guns should be accurately bore sighted at all times.

(r) Be sure to remove tompion before firing.

(s) (1) No tompion shall be used on board any vessel which is engaged in enforcement of the customs laws.

(2) A light canvas bag, with only a thin coat of paint, shall be secured on the muzzle in lieu of the tompion. The use of muzzle bags will probably result in some salt water getting into the bore of the gun. However, attention and careful cleaning will prevent any undue corrosion.

(3) Muzzle bags will not be furnished on requisition, but shall be made aboard ship.

(t) The recoil cylinders should be kept full. The mixture used in recoil cylinders consists of 80 parts of glycerin and 20 parts of water.

CARE OF RIFLES AND RIFLE EQUIPMENT

6. (a) Extreme care must be taken in handling rifles to prevent injury to the front and rear sight. A man should never be allowed to use the rifle as a rest.

(b) All men should be taught the settings of the rear sight and the principal operating parts, especially the safety lock, magazine mechanism, and magazine cut-off. Other than the sight adjustment, the rifle, when assembled, is in adjustment.

(c) All working parts should be lubricated with a light oil, and this should be applied sparingly. The bolt handle should be kept dry and entirely free from oil. Cosmoline and ordinary machine oil have been found suitable for oiling and lubricating rifles.

(d) Special attention is called to the safety precautions for small arms. The following precautions pertain particularly to the rifle:

See B. 6. 20 47

(1) Unless the bolt is drawn full back the ejector will fail to work and in magazine fire will cause a jam.

(2) When a misfire occurs, press the bolt handle down, pull the cocking piece to the rear, and try again.

(3) Unless the bolt handle is fully down, the firing pin does not strike with full force.

(4) Under no circumstances should the firing pin be let down by hand on a cartridge in the chamber.

(5) Carefully examine the bore before firing, to see if clear of obstructions.

(e) Rifles should be inspected in accordance with ship or station routine and always upon the completion of a drill under arms. This inspection should consist of inspection for cleanliness and preservation, and to ascertain that there is no live ammunition in the chamber.

(f) (1) Immediately upon completion of firing, rifles should be cleaned and overhauled. The bore should not be cleaned from the muzzle end. The bore should be cleaned by using a cleaning rod and small pieces of cloth about $1\frac{1}{2}$ inches square, and the bore should be oiled after cleaning by drawing through an oiled rag.

(2) The metal and working parts are first cleaned by using dry rags and then oiled to prevent rusting and to lubricate working parts by going over with a slightly oiled rag. Never use emery or other material that will scratch metal in cleaning rifles.

(3) When a rifle is to be laid up for storage, it should be cleaned daily for several days. This eliminates rust due to sweating.

(g) Ordinary repairs to the service rifle can be easily carried out aboard ship with facilities at hand.

(h) Rifles are ordinarily stored in racks; but if going to storage for a considerable period, should be disassembled, all metal working parts dipped in hot oil, reassembled, and packed in dust-proof boxes.

(i) With each outfit of rifles are supplied sufficient spare parts and the proper tools for disassembling and assembling. It is mandatory that these tools be used.

(j) Bayonets should be inspected at frequent intervals and preserved with a light film of oil.

(k) Bayonets must be kept free from rust and the scabbard catch and bayonet spring well oiled. Scabbards should be kept free from dirt, oil, and grease.

(l) For short stowages, bayonets are kept in their scabbards and stored. For long periods of storage they are put up in boxes after being treated with heavy grease, and the scabbards are boxed separately.

(m) Cartridge belts should be kept clean and free from oil and grease and overhauled from time to time to see that the pocket fasteners function. These belts may be scrubbed with soap and water.

(n) Racks or boxes are provided for rifle storage and should be kept clean, well painted, and repaired.

(o) (1) The standard cleaning solution for rifles is as follows: One ounce of ammonium persulphate, 200 grains ammonium carbonate, 6 ounces ammonia (28 per cent), and 4 ounces of water will make a sufficient quantity of the solution to clean 20 rifles.

(2) The solution is made as follows: The carbonate and persulphate should first be pulverized and mixed together and the ammonium water added, after which the mixture should be thoroughly stirred. The solution should stand for half an hour before using.

(3) It is then used as follows: The chamber will be plugged or corked and a rubber nipple or piece of rubber tubing 2 inches long placed over the muzzle. The solution will then be poured into the bore until the liquid is at least one-half inch above the muzzle.

CARE OF PISTOLS AND REVOLVERS

7. (a) All men should be made thoroughly familiar with the mechanism of the pistol and revolver and taught to dismount and assemble their parts.

(b) The pistol when assembled is in adjustment.

(c) All working parts of the pistol and revolver must be kept lightly lubricated at all times.

(d) Special attention is called to the safety precautions for small arms. As a safety precaution for inexperienced men the pistol should be used at first as a single loader. Except in emergency, pistols should never be carried loaded. The grip safety at all times automatically locks the trigger except when the grip safety is pressed in by firmly grasping the handle as in the firing position.

(e) Immediately upon the completion of firing all pistols and revolvers must be inspected to see that no live ammunition remains in the chambers. Inspection for preservation should be made in accordance with ship or station routine.

(f) Immediately upon completion of firing pistols or revolvers should be cleaned and overhauled, special attention being paid to cleaning the bore. The preceding instructions covering the care of rifles pertain also to the care of pistols and revolvers.

(g) Pistols and revolvers stowed for short periods are treated and lubricated with light oil. When stowed for long periods they are normally dipped in heavy hot oil.

(h) Belts, suspenders, and holsters must be kept clean and free from dirt, oil, and grease.

EMPTY CARTRIDGE CASES

See Circular 10561.
8. (a) All vessels, except patrol boats attached to section bases, will dispose of empty cartridge cases, boxes, and powder tanks as specified in Article 1668, Coast Guard Regulations. When a full box of ammunition is expended on a patrol boat attached to a base, the box and empty cartridge cases shall be turned in at the base.

(b) Base commanders shall return the ammunition boxes and empty cartridge cases to the nearest naval ammunition depot whenever, in their judgment, there is a sufficient number on hand to justify the shipment.

(c) Empty cartridge cases, boxes, and powder tanks shall be handled and stowed with care.

(d) All ammunition boxes and empty cartridge cases shall be accounted for in the "Record of Public Property."

EMPTY SMALL-ARM CARTRIDGE CASES

9. Empty small-arm and machine-gun cartridge cases shall be disposed of in accordance with Article 1670, Coast Guard Regulations.

REQUISITIONS, NAVY

10. (a) Requisitions for ordnance material, which is furnished by the Navy, are divided into two classes, the first carrying only articles of original outfit,

which are articles newly issued to the service without charge, and the second carrying only articles of replacement, which are articles to replace ordnance parts originally issued which have been lost, broken, etc., and which are paid for from the appropriation of the Coast Guard.

(b) Requisitions for Navy ordnance material shall include only 1-pounder or larger guns, parts thereof, and their equipment. *See C. G. 47*

(c) In making requisitions for articles of original outfit—

- (1) Use S. and A. Form 44-D and 44-D-1.
- (2) Do not place articles of original outfit and articles of replacement on the same requisition.
- (3) Number requisitions serially, a new series beginning with each calendar year.
- (4) Prepare original and five copies.
- (5) Do not fill in appropriation, as the material is loaned to the Coast Guard, free of charge.
- (6) Do not ask for an excess over the allowance list without a letter of explanation.
- (7) List articles required with proper identification marks, to be taken from allowance list and from blue prints, giving caliber and mark of gun, drawing number, piece number, and exact nomenclature.
- (8) Typewrite below list of articles the words "Articles of original outfit."
- (9) Forward original and four copies to Headquarters.

(d) In making requisitions for articles of replacement—

- (1) Use S. and A. Form 44-D and 44-D-1.
- (2) Do not place articles of original outfit and articles of replacement on the same requisition.
- (3) Number requisitions serially, a new series beginning with each calendar year.
- (4) Prepare original and five copies.
- (5) Fill in appropriation from which to be paid.
- (6) Do not ask for an excess over the allowance list without a letter of explanation.
- (7) List articles required with proper identification marks, to be taken from allowance list and from blue prints, giving caliber and mark of gun, drawing number, piece number, and exact nomenclature.
- (8) Typewrite below list of articles the words "For replacement of articles on Board of Survey, (Date) ———, No. ———."
- (9) Forward original and four copies to Headquarters.

REQUISITIONS, COAST GUARD

11. All ordnance equipment, whether furnished by the Navy or not, except the material covered by paragraph 10-b and material which is required to be requested by special letter will be requested on Coast Guard requisition blanks in accordance with Articles 285 and 292, Pay and Supply Instructions. (See, also, paragraph 12 below.)

See Circular No. 61.

REQUISITIONS FOR AMMUNITION

12. (a) Service ammunition shall be requested by special letter. If replacement ammunition is desired, the letter shall be accompanied by N. Ord. 41 and N. Ord. 42, both in duplicate, for forwarding to the Navy, if these forms covering the last expenditure of ammunition have not already been submitted.

(1) If ammunition is required to fill allowance and not for replacement of ammunition expended, then only a letter requesting the same is required.

(b) Target practice ammunition shall be requested by special letter, which shall enumerate the number of rounds required for short-range battle practice, plus 10 per cent. (See Articles 1642 and 1644, Coast Guard Regulations.)

(c) Target practice and service ammunition for 1-pounder guns and larger caliber is issued to a definite vessel and must be received and accounted for by that vessel. Under no circumstances will it be considered as issued to a section base.

(d) Saluting charges, when not made up on board ship or at a section base, black powder, and cartridge cases shall be requested by special letter.

(e) Requisitions for machine gun, rifle, revolver, and pistol ammunition, wads, primers, and station black powder shall be made on regular Coast Guard requisition blanks. (See Art. 292, Pay and Supply Instructions.)

(1) However, Lewis machine-gun ammunition will be supplied units on the west coast by the Naval Ammunition Depot, Mare Island, and, therefore, requests for same will not be made on Coast Guard requisition blanks. Without reference to Headquarters, west coast units requiring machine-gun ammunition will make request by letter to the Inspector of Ordnance in Charge, Naval Ammunition Depot, Mare Island, Calif. The letter will contain the following information:

Paragraph 1. Request for ammunition (1,500-round lot or multiples thereof).

Paragraph 2. Shipping directions, including address.

Paragraph 3. Statement that transportation will be charged to the appropriation "Coast Guard, 1926," or "Coast Guard, 1927," as the case may be.

(2) Commanding officers will forward a copy of all such requests to Headquarters.

BOARDS OF SURVEY

Ordnance material, Navy

13. (a) A special board of survey will have to be held on Navy ordnance material, which shall contain only 1-pounder or larger guns, parts thereof and their equipment. In preparing boards of survey and requisitions, all machine guns, rifles, pistols, revolvers, and parts thereof, also small-arm equipment, shall be considered as belonging to the Coast Guard.

(b) Submission regular Coast Guard form, in triplicate, to Headquarters. The original will be submitted to the Navy by Headquarters. List articles with proper identification marks, to be taken from allowance list and from blue prints, giving caliber and mark of gun, drawing number, piece number, and exact nomenclature.

(c) Recommendation for material condemned:

(1) If cartridge cases, "Send to nearest naval ammunition depot." Cartridge cases are to be surveyed only when damaged or missing; otherwise they will be disposed of in accordance with Article 1668, Coast Guard Regulations. Survey of missing cartridge cases will be accompanied by a full explanation, placing responsibility in case of negligence.

(2) If ordnance material, "To be turned in to the Navy Yard, New York, for further transfer to the Naval Gun Factory."

(3) If canvas covers, "To be destroyed."

(4) Number boards of survey serially, commencing with 1, a new series beginning with each calendar year. A separate series of numbers shall be used for boards of survey on ordnance material belonging to the Navy—that is, the

numbering shall have no connection with the numbers carried by boards of survey on Coast Guard material.

See Circular No. 61-
Ordnance material, Coast Guard

14. (a) All ordnance equipment, whether furnished by the Navy or not, except 1-pounder or larger guns, parts thereof, and their equipment, shall be placed on the regular quarterly boards of survey. *See 62-47*

(b) Nothing in paragraph 14-a shall be construed as preventing the holding of special boards of survey when exceptional circumstances render them necessary.

BOARDS OF INVESTIGATION

15. (a) Boards of investigation will be held at the earliest possible date after discovery of loss or theft of ordnance equipment. (See art. 1855, par. (b) 3, Coast Guard Regulations.)

(b) The frequency with which the loss of pistols and revolvers is brought to the attention of Headquarters, especially through boards of investigation, in which the responsibility is not placed, indicates the need for the exercise of greater care by those having them in their custody. It is directed that greater precautions be taken to reduce this loss. The loss of these small arms is not only a loss of Government property involving public funds but it also places them in the hands of persons not authorized to possess them by law.

ORDNANCE REPORTS

16. (Picket boats are required to submit two forms only—N. Ord. 70 and N. Ord. 70-A.)

(a) The instructions for preparing and numbering reports, as given on the reverse side of ordnance forms, shall be strictly followed. Each report for each vessel shall carry its own series of numbers, commencing with 1.

(b) N. Ord. 39, the gun card, is a description of the guns. (To be submitted in duplicate.) *duplicate*

(c) N. Ord. 40, the gun-mount card, is a description of the mount and accessories. (To be submitted in triplicate.)

(d) N. Ord. 41, the service ammunition powder card, is a description of the service ammunition on board. (To be submitted in duplicate.)

(e) N. Ord. 41-A, the target practice ammunition powder card, is a description of the target practice ammunition on board. If no target practice ammunition has been on board during the time covered by the report, the notation "none on board" shall be made on the report. (To be submitted in duplicate.)

(f) N. Ord. 42, the service ammunition projectile card, is a description of the service ammunition projectiles on board. (To be submitted in duplicate.)

(g) N. Ord. 42-A, the target practice ammunition projectile card, is a description of the target practice ammunition projectiles on board. If none have been on board during the time covered by the report, the notation "none on board" shall be made on the report. (To be submitted in duplicate.)

(h) N. Ord. 51-A, the fire-control card, is a record of the description of the range keepers, etc., belonging to the Navy. (To be submitted in triplicate.)

(i) N. Ord. 51-B, the fire-control card (optical), is a record of range finder, binoculars, etc., belonging to the Navy. (To be submitted in triplicate.)

(1) N. Ord. 51-A and N. Ord. 51-B are not required to be submitted by 75-foot patrol boats.

See Circular No. 61-

(j) N. Ord. 67, the smokeless-powder test card, service ammunition, is a record to be used to check up the tests necessary for smokeless powder. (To be submitted in duplicate.)

(k) N. Ord. 67-A, the smokeless-powder test card, target practice ammunition, is a record to be used to check up the tests necessary for smokeless-powder, and is to be submitted during the time when target practice ammunition is on board. (To be submitted in duplicate.)

(l) When submitting forms N. Ord. 67 and N. Ord. 67-A, in addition to the other data required, there shall be entered across the face at the bottom of the test card the date of last shipment of each index of smokeless-powder samples to naval ammunition depot for surveillance test.

(2) Pending the first shipment of an index to the naval ammunition depot, a statement that "No sample of index No. — has been sent" with the reasons therefor shall be entered on these forms.

(i) N. Ord. 70, the ordnance equipment card, is a description of the ordnance equipment, other than guns, such as dotter, etc., belonging to the Navy. (To be submitted in duplicate.)

(1) Machine guns and small arms, whether belonging to the Navy or not, shall be carried on this card. All vessels, including patrol, picket, and speed boats (except destroyers, first and second class cutters) will note, also, on the reverse side, under "Remarks" the serial number of the machine guns and small arms.

(m) N. Ord. 70-A, is a record of all service ammunition and miscellaneous ammunition expended during the year. Ammunition transferred is not to be reported. (To be submitted in duplicate.)

(1) All vessels, including picket boats, are required to submit N. Ord. 70 and N. Ord. 70-A.

(n) N. Ord. 70-B, is a record of all target practice ammunition and miscellaneous ammunition expended during the year. Ammunition transferred is not to be reported. (To be submitted in duplicate.)

(o) Gun target practice reports. If no target practice was held the report is to be submitted, stating the reason for not holding the practice.

(p) Small-arms target practice reports. If no practice was held the report is to be submitted, stating the reason for not holding the practice.

(q) Mine reports, in the form of an official letter, showing the expenditure of mines, mines received and on hand, and the cost thereof.

Forms, when submitted

17. (a) Monthly:

(1) N. Ord. 67, smokeless-powder test card, service ammunition.

(2) N. Ord. 67-A, smokeless-powder test card, target practice ammunition.

(b) Quarterly:

(1) Requisition for ordnance material, Coast Guard.

(2) Requisition for ordnance material, Navy.

(3) Boards of survey, Coast Guard material.

(4) Boards of survey, Navy material.

(c) Annually, to Headquarters, June 30:

(1) N. Ord. 39, gun card.

(2) N. Ord. 40, gun-mount card.

(3) N. Ord. 41, service-ammunition powder card. (Total number of rounds for year.)

(4) N. Ord. 41-A, target-practice ammunition powder card. (Total number of rounds for year.)

*See
B. 2.
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(5) N. Ord. 42, service-ammunition projectile card. (Total number of rounds for year.)

(6) N. Ord. 42-A, target-practice ammunition projectile card. (Total number of rounds for year.)

(7) N. Ord. 51-A, fire-control card, range keepers, etc.

(8) N. Ord. 51-B, fire-control card (optical).

(9) N. Ord. 70, ordnance-equipment card. (See par. 16 (m-1).)

(10) N. Ord. 70-A, record of all service ammunition and miscellaneous ammunition. (See par. 16 (m-1).)

(11) N. Ord. 70-B, record of all target-practice ammunition and miscellaneous ammunition.

(12) Report of small-arms practice. — *See Circular No. 61.*

(13) Report of gun-target practice. " " " "

(14) ~~Mine reports.~~ *N. Ord. 50, mine Reports.*

(d) When a vessel goes out of commission:

(1) N. Ord. 39, gun card.

(2) N. Ord. 40, gun-mount card.

(3) N. Ord. 41, service ammunition powder card. (Total number of rounds for year.)

(4) N. Ord. 41-A, target-practice ammunition powder card. (Total number of rounds for year.)

(5) N. Ord. 42, service-ammunition projectile card. (Total number of rounds for year.)

(6) N. Ord. 42-A, target-practice ammunition projectile card. (Total number of rounds for year.)

(7) N. Ord. 51-A, fire-control card, range keepers, etc.

(8) N. Ord. 51-B, fire-control card (optical).

(9) N. Ord. 70, ordnance-equipment card.

(10) N. Ord. 70-A, record of all service ammunition and miscellaneous ammunition.

(11) N. Ord. 70-B, record of all target-practice ammunition and miscellaneous ammunition.

(e) When guns or ordnance equipment are transferred or received:

(1) N. Ord. 39, gun card. Guns only.

(2) N. Ord. 40, gun-mount card. Guns only.

(3) N. Ord. 70, ordnance-equipment card, ordnance equipment only.

(4) N. Ord. 51-A, fire-control card, range keepers, etc.

(5) N. Ord. 51-B, fire-control card (optical).

(f) When changes occur in data on cards:

(1) N. Ord. 39, gun card.

(2) N. Ord. 40, gun-mount card.

(3) N. Ord. 41, service-ammunition powder card.

(4) N. Ord. 41-A, target-practice ammunition powder card.

(5) N. Ord. 42, service-ammunition projectile card.

(6) N. Ord. 42-A, target-practice ammunition projectile card.

(7) N. Ord. 51-A, fire-control card, range keepers, etc.

(8) N. Ord. 51-B, fire-control card (optical).

(9) N. Ord. 67, smokeless-powder test card, service ammunition.

(10) N. Ord. 67-A, smokeless-powder test card, target-practice ammunition.

(11) N. Ord. 70, ordnance-equipment card.

(g) When ammunition is received or transferred:

(1) N. Ord. 41, powder card. Service ammunition only.

(2) N. Ord. 42, projectile card. Service ammunition only.

- (3) N. Ord. 67, smokeless-powder test card. Service ammunition only.
- (4) N. Ord. 41-A, powder card. Target-practice ammunition only.
- (5) N. Ord. 42-A, projectile card. Target-practice ammunition only.
- (6) N. Ord. 67-A, smokeless-powder test card. Target-practice ammunition only.
- (h) When target practice ammunition is expended:
 - (1) N. Ord. 41-A, powder card, target-practice ammunition.
 - (2) N. Ord. 42-A, projectile card, target-practice ammunition.
- (i) When service ammunition is expended:
 - (1) N. Ord. 41, powder card, service ammunition.
 - (2) N. Ord. 42, projectile card, service ammunition.

EXPENDITURE OF AMMUNITION

18. (a) In view of the limited supply of ammunition available, commanding officers of all units are enjoined to expend ammunition with care and judgment, eliminating all useless expenditure of ammunition. Vessels having 3-inch, 4-inch, and 5-inch guns should not use these guns in expending service ammunition unless the circumstances of the case render such use highly advisable. One-pounder, 3-pounder, 6-pounder, or machine guns should be used normally in carrying out patrol duties.

(b) Under no conditions should target-practice ammunition be used in carrying out patrol duties, as this ammunition is intended for target practice only.

AMMUNITION STOWAGE

19. (a) All ammunition will be stored in the magazine or magazines provided.

(b) Smokeless powder must not be exposed to high temperature, as its stability is dangerously impaired thereby. At low temperatures, 60° or less, the stability of smokeless powder is very great, while at temperatures above 70° the rate of decomposition rises rapidly, becoming high at 90° and very dangerous at a temperature of 100° F.

(c) When ammunition is stowed on deck in a ready service magazine adjacent to a gun, the greatest care should be exercised to see that it is not exposed to the sun or to high temperatures.

(1) If the temperature in a ready service magazine reaches 100° F. the ammunition shall be removed or steps taken to reduce the temperature below 90° F. as though the ammunition were in a regular magazine.

(d) Smokeless powder must always be kept in water-tight, moisture-proof containers, as exposure to the atmosphere tends to progressive deterioration and destroys all uniformity in ballistic qualities.

(e) Ammunition must not be exposed to the direct rays of the sun. (See Art. 1671, Coast Guard Regulations.)

SMOKELESS POWDER

20. (a) Smokeless powder is manufactured in lots varying in weight from 25,000 to 100,000 pounds, depending on granulation. After proof firing and acceptance, a lot of powder is given a service index number. Index numbers are assigned in regular numerical sequence to the lots in order of their acceptance. In addition to the number it is customary to designate indexes with the letters "S. P.," followed in certain cases by other letters.

(b) "S. P." means smokeless powder, and used alone, without other designating letters, means unstabilized powder.

(c) "S. P. R." indicates an addition of rosaniline and designates certain powders manufactured in 1908 and 1909. These powders are unstabilized.

(d) "S. P. D." indicates the addition of a small percentage of diphenylamine. This chemical serves to neutralize any acids formed by decomposition and prevents progressive deterioration of powder. This is a stabilized powder.

(e) "S. P. D. W.," indicates a reworked powder. Instead of being destroyed, powders withdrawn from the service for stability or ballistic reasons, fag-end remnants of indexes, and target-practice charges which have been dumped into distilled water, are all shipped to Indian Head for reworking. This powder is stabilized.

(f) "S. P. B." or "S. P. D. B." indicates the combination of two indexes of powder known as a blend.

(g) "S. P. D. X." indicates a water-dry powder. This powder is of the latest manufacture and is of excellent stability.

SMOKELESS POWDER TESTS

21. (a) In order to detect deterioration, etc., certain tests are required to be made and reported. The Bureau of Ordnance records all tests reported from the various sources and keeps careful records of the disposition and condition of each index, in order that proper steps may be taken without delay to dispose of any index which develops low stability. The following examinations and tests of smokeless powder on board ship are prescribed:

(1) *Daily*.—Visual examination of samples and tests of charges for local heating. Examination of violet paper. Recording of magazine temperatures.

(2) *Fortnightly*.—Visual examination of each replacement sample.

(3) *Monthly*.—Visual examination of one or more charges of each index.

(4) *Monthly*.—65.5° surveillance test of samples from broken-down charges of all indexes that give a test of less than 30 days.

(5) *Bimonthly*.—65.5° surveillance tests from replacement samples on all indexes giving 30 to 39 days' test.

(6) *Quarterly*.—65.5° surveillance test from replacement samples on all indexes giving 40 to 59 days' test.

(7) *Semiannually*.—65.5° surveillance test of samples from broken-down charges of all indexes on board.

(b) Tests 1, 2, and 3 are made on board ship, while tests 4, 5, 6, and 7, surveillance tests of smokeless-powder samples, will be made by any naval ship having a surveillance oven on board or by any naval ammunition depot. In order that a uniform procedure shall obtain, it is directed that when a sample is forwarded from a Coast Guard unit it be accompanied by a written request and N. Ord. 67 if service ammunition, and N. Ord. 67-A if target-practice ammunition, in quadruplicate, complete in all respects except that the columns "Heat Test" and "Surveillance Test" shall be left blank. The naval officer carrying out the test will fill in the appropriate column upon completion of the tests, forward one copy of the form to the Commandant, one to the Bureau of Ordnance, one to the commanding officer of the unit who forwarded the sample, and retain the fourth for his files.

(c) The distinction between the magazine sample of smokeless powder, furnished for the purpose of carrying out the daily inspection, and the replacement sample, furnished for the purpose of replacing the powder removed from charges for surveillance tests, must be clearly understood. In all cases the Navy furnishes a sample of smokeless powder for daily examination which must remain in the magazine as long as any charges containing that index

of powder remain on board, and this sample must not be used for surveillance tests. Replacement samples are not always furnished. (See par. 23 and 24-e.)

(d) The commanding officer must have the tests made as required.

(e) The violet paper shall be changed in the powder sample which is kept stored in the magazine the day following a shipment of a powder sample for surveillance test and the count started anew.

DAILY EXAMINATION

22. The daily examination shall be made a part of the daily magazine inspection, which shall be made of all magazines and ammunition spaces, and shall consist of a visual examination of each magazine sample in good light, without removing the stopper, to note whether the powder retains its normal appearance and for any change in the color of the violet paper. The presence at any time of reddish-brown or orange-colored fumes in the bottle will indicate decomposition of the powder. Since advanced decomposition of powder is often accompanied by heat, several charges of each index shall be examined daily for evidence of local heating by laying the bare hand on the surface. Any charges which are apparently showing signs of heat from decomposition should be opened and the condition of the powder checked immediately by the other prescribed tests in order to insure a correct report of conditions. (See par. 24-d-1 below.)

FORTNIGHTLY EXAMINATION

23. Fortnightly, the powder in each replacement sample shall be visually examined for signs of decomposition or change in appearance. After making this examination, particular pains shall be taken to see that the replacement sample containers, the contents of which are to be exposed for as short a time as possible, are restored to their former air-tight condition. In event no replacement sample is furnished, one charge shall be used for this purpose and plainly marked as such.

MONTHLY EXAMINATION

24. (a) Monthly the powder in one or more charges of each index shall be visually examined for signs of decomposition or change in appearance. Different charges shall be selected from time to time for this examination, and care shall be exercised to expose the charge for as short a time as will permit a thorough examination and to restore the tanks or cartridge cases to their former air-tight condition. (See par. 26-b below.)

(b) When a charge of powder decomposes, nitrous fumes are given off. These fumes have a pungent, characteristic odor which can be detected by smell when the package is first opened. To make this of value, it is necessary that the nostrils be applied to the charge immediately after opening the case, and that the officer making the examination be familiar with the odor of such nitrous-acid fumes. They must not be confused with the odor of ether or alcohol, which is natural, or with acetic-acid odors which are sometimes present in old ammunition. If decomposition has proceeded very far, the metal container may show signs of attack by formation of a green or white rust on the inside. Only in the very worst cases are there likely to be present orange-colored fumes of nitrous acid, and this would be accompanied by a strong corrosion of the case and an overpowering acid odor.

(c) The examination of powder for physical appearance should be made in a good light and by comparison with the magazine bottled sample. So long as the bottled sample maintains a reasonably good violet-paper test, this sample may be considered representative of the index. In examination of the charges the idea is to note a change from the original condition. Powder in service is of various colors, ranging from buff color to amber and black. Certain indexes have been dyed rosaniline color, which in time may fade out, but this fading of color is not a cause for alarm, although indicating some loss of stability. It indicates the necessity for careful testing. Reliance may be placed on the violet-paper test and surveillance test. Stabilized powders may become black with only very slight decomposition, so that any darkening of the grain is not a criterion of its stability, as such a grain may be dead black and still have present 90 per cent of the stabilizer. Unstabilized powder becomes lighter in color as it decomposes.

(d) When a grain of powder has considerably decomposed there is always set free nitrous acid, which attacks the alcohol present in the grain, and the tough qualities are in a measure lost. Fine hair-line cracks develop on the edge of the grain, where there is the greatest loss of volatiles. Here the grain becomes brittle and the structure may be crumbled and broken off much like sugar, while the balance of the grain is still tough and hornlike. Finally the whole of the grain may be involved in this brittle condition. Grains which have developed even the first stages of such brittleness will show very low violet-paper test and surveillance test, and such tests should be made to confirm the first diagnosis, as follows:

(1) Strips of violet paper are placed in the bottles containing the powder. These strips when exposed to the gases will be changed from violet to white. The time required for this change in color is an indication of the relative rate of decomposition. To test powder from rounds, charges, or bulk a sample of about 12 ounces of powder is placed in a 16-ounce bottle. One strip of the dry violet paper, marked in lead pencil with the date of starting the test, is dropped in the bottle on the powder and the bottle closed tightly. The bottle is stored in the magazine from which the sample is taken, preferably in the warmest part. The time of the test is the number of days required for the paper to become white.

(e) When the ammunition depot furnishes to a vessel smokeless powder of an index which is not already on board it will also usually furnish a replacement sample of the same index in bulk, put up in air-tight containers. When the ship breaks down a charge of any index to make the prescribed surveillance test, the amount of powder removed must be very carefully determined and made up immediately from the replacement sample of the index in question supplied to the ship. When no replacement sample is furnished the charge broken down is to be considered as a replacement sample and conspicuously marked as such. Powder shall not be destroyed unless it shows unmistakable signs of advanced decomposition. Decomposition in the sense here used is evidenced by—

- (1) The grains being friable and easily crumbled.
- (2) Unmistakable odor of nitrous fumes.
- (3) Very low violet paper and surveillance tests.
- (7) Powder found to be soft or mushy shall be thrown overboard immediately.

(g) Whenever powder is destroyed a sample of each index shall be preserved and forwarded to the naval proving ground for examination and Coast Guard Headquarters notified at once of the shipment and the reasons therefor.

SHIPPING AMMUNITION

25. (a) In shipping ammunition the provisions of the Interstate Commerce Commission regulations with reference to explosives shall be complied with.

(b) In the case of preparing a sample of smokeless powder to be shipped to a magazine for testing the following provisions shall be complied with:

(1) Test sample suitably marked shall be placed in a clean glass air-tight bottle, sealed with paraffin or wax, and the stopper secured by a cloth covering and twine seizing.

(2) Test sample shall consist of 4 ounces of powder.

(3) The bottle shall be placed in a wooden box, properly cushioned and secured for shipping.

(4) The outside package must contain a label bearing the following notation:

EXPLOSIVE
SAMPLE FOR LABORATORY EXAMINATION
Handle carefully

Address

(5) Shipment by mail is absolutely prohibited.

BREAKING DOWN CHARGE

26. The following will be complied with in breaking down a charge:

(a) Remove projectile. Do not tamper with fuse of projectile. (See art. 1673, 16-c, Coast Guard Regulations.)

(b) Before replacing projectile place one turn of friction tape around projectile and paint with shellac. Upon being placed into position this will produce a water-tight joint.

DUTIES OF BASE GUNNER

27. The duties of the base gunner are as follows:

(a) Inspect all ordnance equipment and small-arm equipment whenever patrol boats return to base.

(b) Make all tests of ammunition necessary, except daily tests, which shall be made by the commanding officer of the boat, and prepare all samples for shipment to naval depots when ready for test. Examine each 1-pounder charge on board for heat and wetting whenever patrol boats return to base.

(c) Prepare all ordnance reports required for boats and base, with assistance of commanding officers of boats.

(d) Assist in the preparation of all requisitions for ordnance material, small-arms ammunition, etc., for all boats and the base, with assistance from the commanding officers of the boats.

(e) Instruct all commanding officers of the boats in the proper upkeep of ordnance equipment and in the drills and practices required.

(f) Disseminate all information with regard to ordnance and safety regulations.

(g) Make all necessary reports of small arms at bases and on board base vessels.

(h) Receive all ammunition at base, make necessary inspection, prepare all reports for same, issue ammunition to boats as indicated on shipping order, and prepare the reports required.

(d) Keep an up-to-date record of all equipment assigned to base, all ammunition received, transferred, and expended and all tests of ammunition. This is especially important, as a definite quantity of ammunition will be issued to each boat by the Navy, for which the Coast Guard is responsible.

(f) Prepare all boards of survey on ordnance equipment.

(k) Instruct all men attached to base and patrol boats in the use of small arms, guns, and the safety precautions.

EQUIPMENT OF SECTION BASES, PATROL AND PICKET BOATS

28. The ordnance material that is being furnished the section bases, patrol boats, and picket boats is the property of the Navy. In view of the limited complement on board the smaller boats, Headquarters has designated a gunner as a member of the complement of the base to prepare the ordnance reports of the base and the base craft. These reports must be submitted promptly to Headquarters as herein directed.

29. The ordnance equipment authorized for each section base is as follows:

- 6 pistols or revolvers.
- 6 belts and holsters.
- 6 rifles.
- 6 belts.
- 1 machine gun.
- 300 rounds rifle ammunition.
- 250 rounds pistol or revolver ammunition.
- 1,500 rounds machine-gun ammunition.

30. (a) The ordnance equipment authorized for each 100-foot patrol boat is as follows:

- 4 pistols or revolvers.
- 4 belts and holsters.
- 4 rifles.
- 4 belts.
- 1 machine gun.
- 1 3-inch 23-caliber rapid fire gun and accessories.
- 120 rounds service charges, 3-inch 23-caliber shrapnel.
- 500 rounds pistol or revolver ammunition.
- 2,400 rounds rifle ammunition.
- 1,500 rounds machine-gun ammunition.

(b) The 3-inch shrapnel furnished shall not be used as shrapnel. Before loading, the fuse shall be inspected to see that it is set at "Safety."

31. The ordnance equipment authorized for each 75-foot patrol boat is as follows:

- 4 pistols or revolvers.
- 4 belts and holsters.
- 2 rifles.
- 2 belts.
- 1 machine gun.
- 1 1-pounder rapid fire gun and accessories.
- 120 rounds service charges, 1-pounder.
- 250 rounds pistol or revolver ammunition.
- 400 rounds rifle ammunition.
- 1,500 rounds machine gun ammunition.

32. The ordnance equipment authorized for each picket boat is as follows:

- 2 pistols or revolvers.
- 2 belts and holsters.

2 rifles.

2 belts.

1 machine gun.

120 rounds rifle ammunition.

200 rounds pistol or revolver ammunition.

1,500 rounds machine gun ammunition.

TARGET PRACTICE

See Circular No. 61.

33. (a) 75-foot patrol vessels will hold target practice as prescribed for station boats and launches in Article 1641 (4) Coast Guard Regulations. (See General Order No. 9.)

(b) 100-foot patrol vessels will hold short-range battle practice as prescribed in current "Orders for Gunnery Exercises." (See Art. 1641 (1), Coast Guard Regulations.)

F. C. BILLARD,

Commandant.

Rec. Oct 12, 1925

OPERATION OF MOTOR BOATS

HEADQUARTERS



Circular No. 45

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, September 4, 1925.

1. The use of waste around internal-combustion engines is forbidden and all waste will be removed immediately from patrol and picket boats. In the future only white cloth rags will be issued to section bases by Coast Guard stores.

2. The Coast Guard stores will stock 9/16-inch speed wrenches and each patrol boat will be equipped with one wrench. These wrenches will be requested on regular requisition by section base commanders and others concerned.

3. The space devoted to machinery spare parts storage and machinery repairs must be suitable and sufficient. On floating bases the space on main deck forward, originally allotted by headquarters for these purposes, will be converted to machinery spare parts storage and engine repair work and so used. At other bases the section base commander will set aside a dry, well-lighted space for the purpose; this space should be conveniently located and large enough to rebuild an engine and to properly stow spare parts and supplies. Spare magneto, engine, or lighting outfit parts, not necessary for emergency repairs will be stored at the base and not carried on the boats. This applies particularly to spare magneto parts furnished with the original outfit.

4. The expenditure of paint in the engine rooms of patrol boats should receive closer supervision by the engineer officers of the section bases. The practice of painting engines with lead paint is forbidden and all nuts, threads, oil holes, and air intake screens now covered with dirt or paint will be cleaned and kept clean. Dirty and paint-covered air intakes cause the engine to run in a partly "choked" condition. This results in faulty ignition and crank-case dilution.

5. Headquarters has made the purchase of spare parts very simple, and this has resulted, in many cases, in a serious waste of material; new assemblies are purchased instead of replacements for the damaged part, and the parts removed are not properly cared for. The establishment of a survey and salvage plant is contemplated and all defective parts removed from patrol and picket boats in future will be marked with a tag (giving the engine number and nature of defect) and protected from rust or other deterioration until they can be properly disposed of.

6. Polarine oil is hereby removed from the list of acceptable oils for Sterling M-6 model engines and Speedway MR-6 engines.

7. The practice of throwing used oil overboard in harbors is illegal and will be discontinued.

8. The Lux fire-extinguisher flasks will be weighed quarterly, and any flask weighing less than ~~100~~ pounds will be recharged before being reinstalled.

9. Much damage to 75-foot patrol-boat engines can be prevented and the consequent repair work eliminated by systematic inspection of the machinery by the engineer officers at the bases. Each time a patrol boat returns to base after an absence of 48 hours or more the engineer officer of the base shall personally check or inspect the following items:

- (a) See that all strainers in oil coolers are clean and undamaged.
- (b) See that clutches are properly adjusted; the propeller shaft should not revolve with clutch and neutral and engine turning 400 revolutions per minute.
- (c) See that all valve springs are perfect and that the cylinder-head drains are clear.
- (d) See that all ignition systems are working and that they are properly synchronized. This may be done easily and quickly by running the engine at 400 revolutions per minute on one ignition system and then switching to another system. If revolutions increase more than 125, the systems are not synchronized. (Spark and throttle controls should not be changed during test.)
- (e) See that spark-plug gaps are properly set at from 0.025 to 0.030 inch.
- (f) See that all gasoline leaks are stopped.
- (g) See that engine room and bilges are cleaned, tools properly stowed, batteries tested and filled with distilled water if necessary, and the machinery properly wiped down and oiled.
- (h) See that carbureters are properly adjusted.

10. At least twice a month the inboard crank-case cover plates shall be removed, strainers inspected, and connecting rods inspected for straightness by sliding a 0.002-inch feeler all the way around between the piston skirt and the lower edge of the cylinder sleeve.

11. If engines are stopped at sea, they shall be turned two complete turns by hand before attempting to start with the electric starters.

12. When patrol boats are being towed, the propeller shafts must be locked to prevent them turning; if this is not done, reverse gears and thrust bearings will be ruined.

13. Ventilating fans shall be operated before men enter the engine room and at all times when machinery is in operation or when anyone is in the machinery compartment. The ventilating fan is the only means of preventing serious and probably fatal explosions.

F. C. BILLARD,
Commandant.

Rec Dec 11, 1925

Cancelled by Circular No. 64.

AMENDMENT TO CIRCULAR LETTER NO. 11

HEADQUARTERS



Circular No. 46

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, November 6, 1925.

1. Circular Letter No. 11 is amended as follows:
Add the following paragraph:

(10) Whenever, in the opinion of the medical officer in charge of a Public Health Service hospital wherein a *special temporary enlisted person* is receiving treatment, the disability is such as to render the man unfit for further retention in the Coast Guard, the medical officer in charge may cause a medical survey to be held on such person without awaiting a request therefor from the commissioned officer in responsible charge of the unit, and forward same to that officer with suitable recommendation.

D. F. A. de OTTE,
Acting Commandant.

69946°-25

Rec Jan 11, 1926

AMENDMENTS TO CIRCULAR NO. 44

HEADQUARTERS



Circular No. 47

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, November 25, 1925.

1. Circular No. 44 is amended as follows:

Paragraph 6 (c) (1). Line 4. Add "This solution may be obtained on Class IV requisition from the Coast Guard stores at New York and San Francisco."

Paragraph 10 (b). Line 2. After "equipment" strike out the period and add "except gun batteries, firing and lighting."

Paragraph 11. Line 5. Add "Gun batteries, firing and lighting, are Coast Guard property and shall be requested by letter to headquarters giving full information in regard to the battery required."

Paragraph 12 (e) (1). Line 8. After "(1,500-round lot or multiples thereof)", change the period to a comma and add "specifying 30-caliber, ball cartridges, tracer, grade 2."

Paragraph 13 (a). Line 3. After "equipment" strike out the period and add "except gun batteries, firing and lighting."

Paragraph 13 (c) (2). Line 1. Insert the word "nearest" immediately preceding the word "Navy". Strike out the comma after "Navy Yard" and substitute therefor a period. Strike out "New York, for further transfer to the Naval Gun Factory." Substitute therefor "(See Circular No. 47.)"

Paragraph 14 (a). Line 3. Add "Gun batteries, firing and lighting, shall be surveyed as Coast Guard material."

2. The following is quoted from a letter of the Bureau of Ordnance, Navy Department, to the commandant, Coast Guard, dated November 14, 1925—38491/42 (15) O ECL:

"In view of the fact that there has been such an increase in the number of Coast Guard vessels and also more gunnery work is being done, there is an increase in the amount of condemned ordnance. The Bureau of Ordnance requests that this material be turned in to any navy yard which is in the vicinity of the ship's operations.

"This material should be properly tagged for identification purposes and should be held at the section bases for further shipment by vessels of the Coast Guard; delivery to be made on their arrival at navy yards. This will avoid transportation charges.

"Most of this material will not be worth the cost of transportation to the Washington Gun Factory, and for this reason should be retained at the navy yard for survey and sold as scrap.

"It is requested that in surveys of large material, such as guns, mounts, slides, etc., that these surveys be referred to the Bureau of Ordnance before any transportation orders are issued in order that the bureau may take appropriate action."

3. Copies of this letter were sent by the Bureau of Ordnance to the navy yards at Boston, Charleston, Mare Island, New York, Norfolk, Pearl Harbor, Philadelphia, Portsmouth, Puget Sound, and Washington.

4. The policy in regard to condemned ordnance material has been changed so as to effect the return of this material to the Navy at the least possible cost to the Government. To this end condemned material will be held pending a favorable opportunity for shipment, Coast Guard vessels which in their regular routine will reach navy yards being used to the fullest possible extent for the purpose. However, it is not expected that a vessel will make a special trip involving the use of fuel of greater value than the cost of commercial shipment to return condemned material to a navy yard. Division commanders shall make such arrangements as may be necessary to carry out this policy.

5. Commercial shipments shall not be made unless specifically authorized by headquarters. If a unit has accumulated a sufficient quantity of condemned ordnance material and there appears to be no way to turn it in to a navy yard without incurring expense for transportation, the commanding officer may request authority from headquarters to make a commercial shipment. A list of the articles to be shipped shall be attached to the letter requesting authority. The amount of condemned material accumulated by a unit is left to the discretion of the commanding officers.

6. Units of the Coast Guard condemning Navy ordnance material (1-pounder or larger guns, parts thereof, and their equipment, except gun batteries, firing and lighting) shall use the recommendation given in Circular No. 44 as amended above. After the board of survey has been approved by headquarters and in the absence of any specific directions contained therein, the material shall be properly tagged for identification purposes. This tag shall show the following information:

(a) Name of unit which held board of survey.

(b) Name, drawing number of piece condemned, including mark and caliber of gun.

(c) Condemned, Board of Survey No. ———— (Date).

(d) To be turned in to the nearest navy yard. Authority, Bureau of Ordnance letter to commandant, Coast Guard, November 14, 1925.

7. Transfer of condemned Navy ordnance material shall be made on invoice to one of the navy yards listed in paragraph 3 of this circular. The invoice shall show the number of the board of survey and the date of its approval by the commandant, also the appraised value of each condemned article, "no value" being used in the case of small broken parts.

8. Gun batteries, firing and lighting, are purchased by the Coast Guard from the Bureau of Engineering, Navy Department, and, therefore, being Coast Guard property, should not be requested on S. and A. Form 44-D and 44-D-1, which are used when requesting material furnished by the Bureau of Ordnance. Batteries shall be requested by letter to headquarters, specifying the type and size desired.

D. F. A. de OTTE,
Acting Commandant.

Re Jan 26, 1926

CONFINEMENT OF COAST GUARD PERSONNEL IN NAVAL BRIGS, RECEIVING SHIPS, OR PRISONS

HEADQUARTERS



Circular No. 48

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, December 29, 1925.

1. On December 5, 1925, the President promulgated the following Executive order:

"Pursuant to authority contained in section 4 of the act of Congress approved May 26, 1906, relating to punishments in the Revenue Cutter Service, and extended by section 2 of the act of Congress approved January 28, 1915, to the United States Coast Guard, the Secretary of the Treasury is authorized to make the necessary arrangements with the Secretary of the Navy so that any naval prison may be designated as the place of execution of the sentence of a Coast Guard court involving imprisonment.

"The Secretary of the Treasury is further authorized to make the necessary arrangements with the Secretary of the Navy for the confinement of members of the personnel of the Coast Guard in naval brigs, receiving ships, or prisons, for safe-keeping, pending final disciplinary action in their cases.

"Pursuant to the proviso—namely, 'That no provision of this act shall be construed as giving any officer of either the Coast Guard or the Navy military or other control at any time over any vessel, officer, or man of the other service except by direction of the President'—contained in section 1 of the act of Congress approved January 28, 1915, it is directed that persons belonging to the Coast Guard who are imprisoned or who are confined for safe-keeping in a naval prison, brig, or receiving ship shall be under the military control of the officer of the Navy in charge of such naval prison, brig, or receiving ship, as the case may be, and shall be subject to the regulations prescribed by the Navy Department for naval prisoners under such circumstances."

2. All previous instructions issued by headquarters to any vessel or station authorizing confinement for safe-keeping of Coast Guard personnel in civil jails or prisons are hereby rescinded.

3. Whenever it becomes necessary to confine for safe-keeping a member of the Coast Guard while awaiting trial by a Coast Guard court, or while awaiting department action on a Coast Guard court, and the facilities available on a vessel or at a shore unit are inadequate for this purpose, or attendant circumstances render such confinement on the vessel or at the shore unit undesirable, the commanding officer shall arrange with the commanding officer of the naval prison, brig, or receiving ship in the immediate vicinity for the confinement of the person concerned.

4. When adequate facilities for the safe-keeping of prisoners are not available on a vessel or at a shore unit or when circumstances render confinement on the vessel or at the shore unit undesirable, and there is no naval prison, brig, or receiving ship in the immediate vicinity, so that the use of such naval prison, brig, or receiving ship would require authorization for travel by headquarters for prisoner and guard, then the commanding officer shall request authority from headquarters for the confinement of the man concerned in a civil jail or prison in the immediate vicinity.

5. A request for *general authority* to confine prisoners in civil jails or prisons, as contemplated in paragraph 4 above, shall not be made, as it is not the intention of headquarters to issue such general authority in the future. Each such case shall be made the subject of a separate request and authority granted to confine an individual for safe-keeping in a civil jail or prison shall not be construed as authorizing the confinement of any person other than the one named in headquarters letter or dispatch granting the authority.

6. The authority to confine members of the Coast Guard for safe-keeping in naval prisons, brigs, or receiving ships, contained in paragraph 3 of this circular, will be invoked and requests to headquarters for authority to confine officers or men in civil jails or prisons for safe-keeping will be made, only when facilities for the safe-keeping of prisoners are not available on a vessel or at a shore unit, or attendant circumstances render confinement on the vessel or at the station contrary to the best interests of the service.

7. Whenever a member of the Coast Guard is confined for safe-keeping pending trial in a naval prison, brig, or receiving ship, or in a civil jail or prison, the commanding officer of the unit to which the prisoner is attached shall *immediately* report the fact and attendant circumstances to headquarters, *accompanying the report with charges and specifications preferred against the prisoner for trial by a Coast Guard court.* The attention of all commanding officers is especially directed to this requirement to the end that the time a prisoner is kept in confinement pending trial be reduced to a minimum.

8. When a member of the Coast Guard is sentenced by a Coast Guard court to imprisonment and the action is approved by the reviewing authority, the department, in promulgating the sentence, will designate the place of imprisonment. When the department in promulgating the sentence of a Coast Guard court directs that the prisoner be delivered to the commanding officer of a naval prison or the warden of a civil prison, the officers so directed will detail a proper guard, furnished with necessary equipment and instructions, to accompany the prisoner so that he shall not escape en route.

9. The attention of all officers is directed to that part of the Executive order which states that persons belonging to the Coast Guard who are imprisoned or who are confined for safe-keeping in a naval prison, brig, or receiving ship shall be under the military control of the officer of the Navy in charge of such naval prison, brig, or receiving ship, as the case may be, *and shall be subject to the regulations prescribed by the Navy Department for naval prisoners under such circumstances.* Coast Guard prisoners in naval prisons will therefore be subject to the Navy regulations regarding time off for good behavior, etc., and bearing this fact in mind, Coast Guard courts should award adequate punishments in all cases.

10. The Navy Department will issue appropriate instructions on the subject matter of this circular to the naval units concerned. Coast Guard officers who confine men in naval brigs, prisons, or receiving ships will cooperate with the officer of the Navy in charge of the naval brig, prison, or receiving ship, as the case may be, to the end that the method of delivery of Coast Guard prisoners, equipment furnished, etc., shall conform to the rules and regulations governing naval prisoners.

F. C. BILLARD,
Commandant.

Rec Feb 27, 1926

2

ENLISTMENT CONTRACT AND SERVICE RECORD

HEADQUARTERS



Circular No. 49

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 2, 1926.

1. The adoption of the compulsory 2 and 3 year enlistment periods rendered the combined enlistment contract and record (Form 2500 and Form 2500-B) inadequate for the purpose and necessitated a revision. This revision has been made and the new forms are ready for issue. The enlistment contract has been separated from the service record, and in lieu of the combined form there are now two forms—the enlistment contract (Form 2500 and Form 2500-B) and the service record (Form 2500-C).

2. The enlistment contract, Form 2500 (white) for regular enlistment and Form 2500-B (green) for special temporary enlistment, is a single sheet to be made out in duplicate. The original is mailed to headquarters (as is now done with copy "A" of the Enlistment contract and record) and the copy is placed in the service record (Form 2500-C) as its first page.

3. The service record is loose leaf and consists of a durable cover (Form 2500-C) and four sheets (Form 2500-C, sheets 1, 2, 3, and 4) bound with an Acco fastener. The items are identical with those that now appear on that part of the combined enlistment contract and record relating to record of service, with the addition of spaces wherein a record of all absences from duty is kept and a statement of services for longevity and enlistment allowance purposes. This addition was made necessary by a decision of the Comptroller General to the effect that all unauthorized absences and absences in a nonpay status (such as leave without pay) in excess of one day must be deducted from total time served under an enlistment for the purpose of computing longevity pay and enlistment allowance. The loose-leaf form permits the incorporation in the record of all correlated forms such as the Designation of beneficiaries for death gratuity, Form 2529, Consent of parent or guardian, Form 2551, etc., so that the entire service record of an enlisted man is embraced in one document.

4. The service record is the same for regular and special temporary enlistment, and but one record is made out upon enlistment or reenlistment. This record accompanies the man throughout his enlistment or as long as he remains in the service under that enlistment. Headquarters is kept advised of every change in status of the enlisted man by the submission of Form 2599 (Report of change in enlisted personnel) as required by Headquarters Circular No. 26. Upon discharge or separation from the service prior to expiration of enlistment, the service record is forwarded to headquarters, as now provided for copy "C" of the present Enlistment contract and record.

5. Each unit will continue to use the present combined form of enlistment contract and record (Forms 2500 and 2500-B) until the supply is exhausted and it becomes necessary to make requisition for additional forms, and so long as the old forms are used they will be made out in the numbers and disposed of as now provided in the regulations. When it becomes necessary to requisition new forms, requisition will be made for—

- Form 2500, enlistment contract (regular).
 Form 2500B, enlistment contract (special temporary).
 Form 2500C, service record (cover).
 Form 2500C, sheet 1.
 Form 2500C, sheet 2.
 Form 2500C, sheet 3.
 Form 2500C, sheet 4.

6. As the contract is executed in duplicate and but a single record is required for an enlistment or reenlistment, numbers of each requisitioned should be governed accordingly. It must be borne in mind that heretofore Forms 2500 and 2500-B constituted both enlistment contract and service record and that those numbers now apply only to the enlistment contract, which can not be used independently of the service record. *Whenever an enlistment or reenlistment is made the enlisting officer must execute both Form 2500 (or Form 2500-B, if special temporary) and Form 2500-C.*

7. The attention of all officers is directed to Headquarters Circular No. 26 regarding the submission of Form 2599, Report of change in enlisted personnel, especially in cases where an enlisted man is transferred or advanced immediately upon enlistment. As headquarters receives only an enlistment contract, it is imperative that Form 2599 be submitted promptly in order that headquarters' records be kept current.

F. C. BILLARD,
 Commandant.

Rec June 1, 1926

RADIO COMMUNICATION WITH THE USE OF MODEL T-1 TRANSMITTER AND TYPE CGR-1 RECEIVER

Headquarters



Circular No. 50

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, February 16, 1926.

1. Circular Letter No. 88 is canceled as of March 1, 1926.
2. The Coast Guard Model T-1 transmitter and Type CGR-1 receiver were designed and built primarily to furnish an adequate and efficient system of communication with and between the patrol boats and their section bases. The equipment was planned to operate within a frequency range of 1,700 to 3,000 kilocycles (100 to 176 meters) and to furnish telephonic communication over water over a daylight range of 50 miles and telegraphic communication (interrupted continuous wave) under the same conditions over a range of 100 miles. As originally constructed the transmitter was capable of being adjusted to but one wave length or frequency.
3. At the time this equipment was contracted for it was impossible to foresee just what the future requirements would actually be. The installation program, however, has now been completed, and actual operation of the apparatus on patrol boats, cutters, destroyers, and at section bases, has well determined its capacity. Although mainly designed for patrol boat operation, actual experience has shown that 95 per cent of the Inter-Coast Guard radio traffic is being handled on the T-1 transmitter.
4. Such extensive use of this equipment early demonstrated the need for additional communication channels and a wave change switch, Type CGR-2, accordingly was designed and supplied to certain vessels and shore stations. The addition of this switch permits of three frequencies (wave lengths) being obtained on the T-1 transmitter, thus making available two additional channels for traffic. Three frequencies, to wit, 2,306 kilocycles (130 meters), 2,607 kilocycles (115 meters) and 2,726 kilocycles (110 meters), have been tentatively assigned for use with the new wave change switch. The assignment of frequencies is the result of agreement between Headquarters and other Government departments having due regard for other radio services assigned to that frequency band and is subject to change.
5. Of the three frequencies (wave lengths) assigned, the frequency of 2,306 kilocycles (130 meters) will be common to all units having the T-1 transmitter. This frequency will be used for all calling, whether by telephone or telegraph, and for all radio telephone traffic. The remaining two frequencies, 2,607 kilocycles (115 meters) and 2,726 kilocycles (110 meters) will be working frequencies for vessels and stations other than patrol boats.
6. In formulating the original law enforcement plans the standing of continuous radio watches at section bases was not contemplated by Headquarters. However, experience has shown that at certain bases a continuous radio watch is a prime necessity and, in an effort to meet the situation with the limited

radio personnel available, the following listed stations have been designated as "main traffic stations" for the handling of Coast Guard radio traffic:

Boston, Mass. (Section Base 5.)
 Nantucket, Mass. (Section Base 3.)
 New London, Conn. (Section Base 4.)
 Rockaway Point, N. Y.
 Cape Henry, Va.

7. These stations will maintain continuous radio watches, and are, subject to the limitations of the T-1 transmitter and CGR-1 receiver, in a position to handle all radiotelegraph-telephone traffic addressed to Coast Guard shore units and ships wherever located. The operation of the Rockaway Point radio station during the past year has successfully demonstrated that Coast Guard business can be handled most expeditiously by the use of Coast Guard communication facilities and the service is urged to make full use of same.

8. In addition to the facilities offered by the five "main traffic stations" listed above, a limited amount of service may be had through the section base radio stations at other points. Those stations, which are designated as "auxiliary traffic stations," do not maintain continuous watches, nor have they at all times the necessary operators to carry on communication by radiotelegraph. Consequently, initial contact should be made with such stations on schedule and by telephone (voice). Subsequent communication may be by key if desired and the necessary operator is available at the base.

9. The "auxiliary traffic stations" are as follows:

Name of station	Schedule
Base 7, Gloucester, Mass.	Last 15 minutes of every hour.
Base 18, Woods Hole, Mass.	First 15 minutes of every hour.
Base 14, Block Island, R. I.	Second 15 minutes of every hour.
Base 2, Staten Island, N. Y.	Third 15 minutes of every hour.
Base 1, Atlantic City, N. J.	Second 15 minutes of every hour.
Base 9, Cape May, N. J.	Last 15 minutes of every hour.
Base 6, Miami, Fla.	Second 15 minutes of every hour.
Base 15, Biloxi, Miss.	Third 15 minutes of every hour.
Base 10, Port Townsend, Wash.	First 15 minutes of every hour.
Base 12, Anacortes, Wash.	Second 15 minutes of every hour.
Base 13, Port Angeles, Wash.	Third 15 minutes of every hour.
Base 11, Oakland, Calif.	First 15 minutes of every hour.

10. In the past, considerable difficulty has been encountered when vessels or base of one command attempted to establish communication with the vessels or base of another, and the above schedules are issued by Headquarters in answer to the numerous requests that certain definite listening-in periods, to be made known to the entire service, be assigned to each unit. These schedules are tentative and subject to change if, after due trial they are found unsatisfactory. It is expected, of course, that base commanders and others interested will inform Headquarters of any unsatisfactory feature.

11. Communications is somewhat of a new problem to the Coast Guard, and must be solved through actual experience. All persons concerned with the matter are urged to submit to Headquarters any ideas, suggestions, or experiences that may prove of value in building up an efficient, reliable Coast Guard communication system.

F. C. BILLARD,
Commandant.

Rec April 1-1926

ENLISTED PERSONNEL: SUBMISSION OF VACANCY LISTS

HEADQUARTERS



Circular No. 51

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, February 23, 1926.

1. At present, all units of the service (except stations) regardless of whether or not they are attached to a division or force, whose commander is responsible for the operation and efficiency of that division or force, submit vacancy lists direct to headquarters and in matters relating to enlisted personnel, headquarters in general, deals directly with the individual units, the division or force commander acting as a forwarding agency. With the service grown to present proportions this illogical system causes confusion and is unsatisfactory. Often, headquarters, acting on the request of the commanding officer of an individual unit attached to a force or division, or on data obtained from the vacancy list, takes steps to fill vacancies, only to find that the division or force commander, acting under the authority of Article 441, Regulations (General Order No. 19), has taken steps to fill the vacancies, or that the commanding officer has enlisted men to fill the vacancies. The division or force commander should be in close touch with the enlisted personnel situation obtaining at the units of his command and should be responsible for the condition of personnel as well as for the operation of those units. With this responsibility, of course, should be given authority to supervise the distribution of enlisted personnel.

2. On and after the receipt of this circular, the following procedure will govern the submission of the weekly report of vacancies (Form 2505):

(a) All units operating independently will submit weekly report of vacancies direct to headquarters.

(b) All units operating as a part of a distinct divisional or task group will submit weekly vacancy reports to the division or force commander who will, from the reports submitted by the individual units of his command, compile a vacancy report covering the entire division or force, as the case may be, and submit this report to headquarters. The report in all cases should indicate the enlisted personnel situation at noon, Saturday, of each week. Under the present organization of the service the following groups fall within the category contemplated in this paragraph:

Coast Guard divisions.

Coast Guard districts.

Destroyer force.

New London Patrol Area.

Bering Sea Patrol Force.

Special service groups when so organized.

3. It is the intent of this circular that units operating as a part of a distinct divisional or task group will submit their enlisted personnel problems to the division or force commander, who if he have not the authority to solve them, will communicate with headquarters. In short, commanding officers of units assigned to a division or force, will hereafter take up enlisted personnel matters in so far as filling vacancies, transfers, etc., are concerned with the division or force commander and headquarters will communicate with the division or force commander in such matters instead of with the individual units of a division or force.

F. C. BILLARD,
Commandant.

ORDERING CANCELLATION OF OLD ENLISTMENT FORMS

HEADQUARTERS



Circular No. 52

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, March 27, 1926.

1. Paragraph 5 of Circular No. 49, January 2, 1926, is hereby rescinded. All units will immediately upon receipt hereof forward requisitions for the following forms and upon receipt of same, the old forms now in use (Forms 2500 and 2500-B) will be destroyed and all enlistments and reenlistments will be made on the new forms.

Form 2500, enlistment contract (regular).
Form 2500-B, enlistment contract (special temporary).
Form 2500-C, Service record (cover).
Form 2500-C, sheet 1.
Form 2500-C, sheet 2.
Form 2500-C, sheet 3.
Form 2500-C, sheet 4.

D. F. A. de OTTE,
Acting Commandant.

90810°—26

JUN 7 REC'D

SHORE DUTY FOR RADIOMEN

HEADQUARTERS



Circular No. 54

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, April 15, 1926.

1. In connection with Article 441 of Regulations, as amended by General Order No. 19, it is the desire of Headquarters that in the future shore duty of radiomen be equalized more than it has been in the past and that regular tours of sea service and shore duty be instituted. The length of such tours will vary according to circumstances from time to time, but at present it is considered that no radioman should be retained on shore duty more than two years and that men who have served in the Coast Guard continuously at sea for four years or more have shore duty if the interests of the service permit, if they are competent and have good records, and if they so desire.

2. It is particularly directed that commanding officers afloat do not hold competent radiomen who are in every way entitled to shore duty and that officers ashore do not similarly hold radiomen who have had more than their share of shore duty. It is earnestly requested that all officers afloat and ashore cooperate with Headquarters in handling the question of shore and sea duty for the enlisted radio personnel and placing it on an equitable basis.

3. Division commanders may relieve petty officers who have had no sea experience or who have been ashore for two years by men of equal ratings on board of vessels of their division who are entitled to shore duty, and with the approval of force commanders and commanding officers of independent units exchanges may be made with seagoing vessels not under the command of the division commander to carry out this policy without reference to Headquarters.

4. Requests for shore detail of such nature as to require Headquarters' action will be submitted individually and forwarded through official channels, showing the following information:

1. Name and rate.
2. Ship or station desired, giving reasons.
3. Total length of service.

F. C. BILLARD,
Commandant.

95486°—26

JUN 7 REC'D

REPORT OF CHANGE IN ENLISTED PERSONNEL

Headquarters



Circular No. 55

TREASURY DEPARTMENT,

UNITED STATES COAST GUARD,

Washington, April 23, 1926.

1. This circular letter supersedes Circular Letter No. 26, which will be destroyed.

2. It is essential that headquarters be immediately advised of all changes, either temporary or permanent, affecting the status of enlisted persons, in order that records may be kept current.

3. It is directed that whenever the following changes occur in enlisted personnel, Form 2599, "Report of Change in Enlisted Personnel," be prepared immediately, in duplicate, using one form for each individual, the original to be forwarded *direct* to headquarters and one copy retained at the unit at which the change occurred, where it will be filed in the service record of the man concerned:

- (a) Upon enlistment or reenlistment.
- (b) Returning on board of a deserter, either by surrender or apprehension.
- (c) Reporting on board by transfer, giving unit from which transferred.
- (d) Discharge, noting kind issued and number.
- (e) Desertion.
- (f) Transfer, giving unit to which transferred.
- (g) Change in rating.
- (h) Confirmation in rating.
- (i) Retirement.
- (j) Promotion to warrant grade.
- (k) Death, giving causes, if determined.
- (l) Naturalization, giving particulars of.
- (m) Extension of enlistment, with reasons therefor.
- (n) Imprisonment.
- (o) Hospitalization or return from same.
- (p) Leave of absence or return from same.
- (q) Sick leave or return from same.

(r) All absence from duty on nonpay status (including overleave and imprisonment while under civil arrest resulting in sentence and while serving said sentence; sickness, disease, or injury resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct; leave of absence without pay; imprisonment both while under arrest resulting in Coast Guard court sentence and while serving said sentence).

4. In all cases the name and rating of the man concerned, the authority for the change, and in the case of undesirable discharge, the basis for same, will be noted. When more than one change occurs on the same date in the case of the same enlisted person, as in the case of enlistment, advancement in rating, and transfer, one form only need be submitted. This form will, however, under these circumstances, show all changes which have occurred.

5. The use of this report will not in any way change existing regulations for reporting change in enlisted personnel except as provided in General Order No. 12.

F. C. BILLARD,
Commandant.

AUG 26 RECD

INDEBTEDNESS OF COMMISSIONED, WARRANT, AND ENLISTED PERSONNEL

HEADQUARTERS



Circular No. 56

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, May 14, 1926.

1. A considerable number of cases of alleged indebtedness of members of the Coast Guard personnel to persons in civil life have been brought to the attention of headquarters. While it is realized that such persons make up only a small part of the personnel, it is also realized that their actions reflect seriously upon the entire service. Headquarters does not intend to act as a collection agency, and the conditions in question require that the situation be brought to the attention of the service in general.

2. Each case of alleged indebtedness brought to the attention of a division commander, the commander, destroyer force, the commissioned officer in command of a vessel or base, or the district superintendent concerned, either by reference from headquarters or by letter from an alleged creditor, will be carefully investigated by him. If the debt is acknowledged to be a just one, the debtor will be informed of his moral and legal obligations to make payment and advised that headquarters will take disciplinary action in all flagrant cases.

3. Also, there have been brought to the attention of headquarters a number of cases of avoidance by the personnel of proper support of dependents, payment of alimony for the maintenance of children and former wives, or deliberate violation of signed contracts for the same purpose. In each case where it is evident to headquarters that the officer or enlisted man is at fault and that he declines to take appropriate action upon the advice of the commanding officer, it is the intention to apply the necessary corrective disciplinary measures through the appropriate one of the following courses of action:

- (a) The discharge of an enlisted man as undesirable.
- (b) Trial of enlisted man by general court on the charge of violating lawful regulations issued by the Secretary of the Treasury (conduct to the prejudice of good order and discipline).
- (c) Trial of an officer for "conduct unbecoming an officer and a gentleman."
- (d) Delivery of an officer or enlisted man to the jurisdiction of a civil court in which action against him has been taken.

4. Commanding officers will pay particular attention to the investigations of such cases brought to their attention, and will report promptly to headquarters the results of such investigations and their recommendations in the premises in cases where officers or men decline to take proper action.

D. F. A. DE OTTE,
Acting Commandant.

JUL 13 REC'D

COMMUTED RATIONS, VALUE OF, FOR THE FISCAL YEAR
1927

Headquarters



Circular No. 51

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, June 4, 1926.

1. Circular No. 42 is canceled as of July 1, 1926.
2. The naval appropriation act for the fiscal year 1927, approved May 21, 1926, provides that the value of a commuted ration for midshipmen shall be 80 cents per diem and the value of a commuted ration for certain enlisted men shall be 50 cents per diem.
3. In accordance with the foregoing, the value of a commuted ration in cases of cadets and cadet engineers of the Coast Guard shall be at the rate of 80 cents per diem, commencing July 1, 1926; and in the cases of all others of the Coast Guard the value of a ration when commuted shall be 50 cents per diem, commencing July 1, 1926.

F. C. BILLARD,
Commandant.

101864—26

Rec Aug 8. 1926

CHANGE IN TITLE OF DISTRICT SUPERINTENDENTS OF THE COAST GUARD

Headquarters



Circular No. 58

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, July 7, 1926.

1. The act approved July 3, 1926, to readjust the commissioned personnel of the Coast Guard, and for other purposes, contains the following provision:

"That the title 'district superintendent' is hereby changed to 'district commander,' and all laws applicable to district ~~superintendents~~ ^{commanders} shall apply to district commanders, except as modified by the provisions of this section: *Provided*, That the proviso 'That the district superintendents shall be chief officers and first in authority in their respective districts, subject to the authority of the captain commandant,' contained in section 4 of the Act approved January 28, 1915, is hereby repealed."

2. The title of these officers is accordingly changed from the date of the approval of this Act.

D. F. A. DE OTTE,
Acting Commandant.

1672-26

ENLISTMENT OF MEMBERS OF NAVAL RESERVE, MARINE CORPS RESERVE, AND NATIONAL GUARD

HEADQUARTERS



Circular No. 59

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, September 17, 1926.

1. Circular No. 40 is hereby rescinded.
2. In the future when members of the Naval Reserve, Marine Corps Reserve, and National Guard apply for enlistment in the Coast Guard, they will not be enlisted until after they have personally secured their discharge from such organizations and presented same to enlisting officer to whom they have applied for enlistment.

F. C. BILLARD,
Commandant.

11031°—26

Rec Nov 19, 1926

AMENDMENT TO CIRCULAR NO. 45

HEADQUARTERS



Circular No. 60

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, October 26, 1926.

1. Circular No. 45 is amended as follows:
Paragraph 8. Line 2. Change "130" to read "156."

F. C. BILLARD,
Commandant.

17316°-26

Received Jan 15 1927.

AMENDMENTS TO CIRCULARS NOS. 39, 44, AND 47—ORD- NANCE INSTRUCTIONS

HEADQUARTERS



Circular No. 61

DECEMBER 7, 1926.

1. Circular 39, paragraph 3. Strike out entire paragraph.

2. Circular No. 44 is amended as follows:

Paragraph 4. Change reference to read: "(See arts. 1661-1680, Coast Guard Regulations)."

Paragraph 8 (a), lines two and three. Change reference to Coast Guard Regulations to read "Articles 1644 and 1668.)"

Paragraph 12 (c). Change reference to read: "(See art. 291, Pay and Supply Instructions)." Strike out subparagraphs (1) and (2).

Paragraph 12. Add new subparagraph as follows: "(f) Hereafter the Coast Guard will be charged for all target-practice ammunition and replacements of service ammunition. Ammunition for one-pounder and larger guns is requested from the Navy Department by letter from headquarters, whereupon the Navy issues to an ammunition depot a shipping order stating the ammunition to be furnished and bearing a notation of items to be charged and items issued without cost. A copy of this shipping order is sent to headquarters and one to the unit which is to receive the ammunition. The items on the invoice of the naval ammunition depot should be priced in accordance with instructions on the shipping order of the Navy Department, and, in order that headquarters may be able to check the Navy claim for payment, it is necessary that a receipted copy of this invoice be promptly forwarded to headquarters upon receipt of the material. After ammunition paid for by the Coast Guard has been expended, all empty cartridge cases and boxes, also remnants of target-practice ammunition, shall be returned to the naval ammunition depot, each item being priced the same as when received from the depot. A notation shall be made across the face of the invoice: 'This material to be charged to Navy Department and credited to Coast Guard. Received on Navy invoice No. — date ———.'" One advance copy of each such invoice, signed by consignor only shall be immediately forwarded to headquarters. Two copies, each receipted by consignee, shall be forwarded to headquarters as soon as returned by consignee. (See art. 261 (7), Pay and Supply Instructions.) In order that the Coast Guard may be reimbursed for these items, strict compliance with these instructions is necessary."

Paragraph 14. Add new subparagraph as follows: "(c) Whenever machine guns, rifles, pistols, revolvers, etc., are surveyed, care shall be exercised that correct serial numbers are listed on the board of survey."

Paragraph 16 (b) Change portion in parenthesis to read: "(To be submitted in triplicate)."

Paragraph 16 (1-1). Strike out the last sentence and substitute therefor the following: "All units shall list on the reverse side of this card, under 'Remarks,' the serial numbers of machine guns, rifles, shotguns, pistols, revolvers, Lyle guns, shoulder line-throwing guns, and Very's pistols. Where serial number is not available, manufacturer's number shall be listed with suitable

notation. When equipment is temporarily transferred from one unit to another, care must be exercised to see that the same equipment is returned to the unit from which the equipment was received, in order to avoid confusion in the records."

Paragraph 16 (q). Change to read: "N. Ord. 50, mine reports, showing the expenditure of mines, mines received and on hand, and the cost thereof."

Paragraph 17 (c-12). Add the following reference: "(See art. 2473 (17), Coast Guard Regulations)."

Paragraph 17 (c-13). Add the following reference: "(See art. 2473 (16), Coast Guard Regulations)."

Paragraph 17 (c-14). Change to read: "N. Ord. 50, mine reports." -

Paragraph 33. Change to read: "Patrol boats may hold target practice instruction in accordance with article 1643, Coast Guard Regulations."

3. Circular No. 47, paragraph 1. Strike out reference to paragraph 12 (e) of Circular No. 44.

D. F. A. de OTTE,
Acting Commandant.

ADVANCEMENTS

HEADQUARTERS



CIRCULAR NO. ~~62~~ ⁶²

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 12, 1927.

1. A careful survey of the enlisted personnel situation in the service indicates that at the beginning of the present calendar year there exists an excess in petty-officer ratings above the sum of authorized complements in these ratings. It would appear that this excess is due in a large part to unwarranted advancements by commanding officers whereby the complements of various units in these ratings have been exceeded without due authority. A large number of advancements of this nature have been made by the commanding officers of section bases and these not only in excess of complement but frequently without reference to requisite time in the service, citizenship, or other existing requirements of the regulations. It is deemed proper to state in this connection that the cruising cutters of this service have been quite free from violations of this nature as have also the Coast Guard units on the Pacific coast.

2. In the future all commanding officers will be held to strict accountability for complying fully with all established regulations for the rating of enlisted men and keeping within the prescribed complements of various ratings.

3. Furthermore, effective January 31, 1927, the commanding officers of section bases will not advance any man to the rating of petty officer, first class, without previous approval of headquarters. When a vacancy occurs at any of the latter units in a first-class petty-officer rating the commanding officer of the unit will advise headquarters that such vacancy exists and will transmit his recommendations relative to the advancement of such man or men as may be eligible for advancement in accordance with the regulations. This letter should be accompanied by a copy of the qualifying examination.

F. C. BILLARD,
Commandant.

29092*—27

ENLISTMENTS

HEADQUARTERS



CIRCULAR NO. ⁶³~~64~~

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, January 12, 1927.

1. Attention of responsible officers is called to the increasing number of irregular enlistments being effected throughout the service, and a strict adherence to the provisions of the regulations governing enlistments and reenlistments will be expected hereafter.

2. It has become necessary to direct the discharge of an increasing number of enlisted men due to the fact that proper supervision has not been exercised in the selection of material, and the cooperation of units in the field in this respect is most necessary to avoid a large and unwarranted turnover of enlisted personnel. A comparison of the records of the service indicates that a far larger proportion of men enlisted at the various units of the service are being discharged from the service short of the period of enlistment for various causes than are similarly discharged having been enlisted at recruiting stations. Every effort has been put forth to eliminate undesirable types at recruiting centers, and to this end officers in charge of recruiting stations are governed by instructions which require a most rigid inquiry into the family surroundings, possible police records, and civil status of applicants. This procedure entails considerable time and additional reports, and in view of these facts it is not deemed advisable to burden responsible officers at other units with the preparation of the necessary forms or the responsibility for all the inquiries which recruiting instructions now demand. It is thought that if this matter is brought to the attention of commanding officers that more care will be exercised in the selection of enlisted personnel at all units and it will not be necessary to impose complete recruiting instructions on the service at large.

3. Hereafter before enlistments are effected due regard will be given to the following prominent errors in enlistments:

- (a) Acceptance of produced last discharge from military service as bona fide without inquiry as to subsequent discharge or reference to headquarters for authentic information.
- (b) Acceptance of immature applicants as of legal age on applicants' personal statement.
- (c) Acceptance of consent forms for minors without inquiry as to authenticity of signature of parent.
- (d) Acceptance of claim for citizenship without substantiating proof.
- (e) Enlistment of aliens, intentions declared, in petty-officer ratings. This is particularly noted in the enlistment of Filipinos in ship's cooks' ratings.
- (f) Acceptance of applicants for ratings without professional examination to determine qualifications.

F. C. BILLARD,
Commandant.

AMENDMENTS TO CIRCULAR LETTER NO. 11 AND CIRCULARS NOS. 43, 46, 63, AND 64

HEADQUARTERS



Circular No. 64

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,
Washington, April 1, 1927.

1. Circular letter No. 11 and Circular No. 46 are canceled.
2. Circular No. 43: Strike out fourth and remaining lines of paragraph (1) and all of paragraph (2).
3. In view of the fact that Circular No. 62 was canceled prior to its issue to the service, change the number of Circular No. 63 to 62, and the number of Circular No. 64 to 63.

F. C. BILLARD,
Commandant.

42370°—27

AMMUNITION ALLOWANCES

HEADQUARTERS



Circular No. 63

TREASURY DEPARTMENT,
UNITED STATES COAST GUARD,

Washington, May 27, 1927.

1. Paragraph 42 of Circular Letter No. 10 is canceled, and paragraphs 43 to 53, inclusive, shall be renumbered accordingly. The ammunition allowances prescribed in the following lists supersede any allowances previously issued:

Ammunition allowances, 1-pounder and larger guns

	Service						Target				Saluting, or other purposes			
	5-inch, 31-caliber	4-inch, 50-caliber	4-inch, 50-caliber, flat nose	3-inch, 50-caliber	3-inch, 50-caliber, flat nose	3-inch, 23-caliber	6-pounder	1-pounder	5-inch, 31-caliber	4-inch, 50-caliber	3-inch, 50-caliber	3-inch, 23-caliber	6-pounder	1-pounder
Cruising cutters, first class:														
New cutters	200	200					110	(3)	(7)				110	200 400 200
Tampa class	200	150					110	(2)	(7)				110	200 400 200
Alexander Hamilton		200					110	120	(7)				120	200 400 200
Algonquin		200					110	120	(7)				120	200 400 200
Gresham		200					110	120	(7)				120	200 400 200
Manning		200					110		(7)				110	200 400 200
Northland		200					110		(7)				110	200 400 200
Ossipee		200					110		(7)				110	200 400 200
Redwing		200					110		(7)				110	200 400 200
Seminole		200					110		(7)				110	200 400 200
Seneca		200					110		(7)				110	200 400 200
Tallapoosa		200					110		(7)				110	200 400 200
Tuscarora		200					110		(7)				110	200 400 200
Unalga		200					110		(7)				110	200 400 200
Yamacraw		200					110		(7)				110	200 400 200
Cruising cutters, second class:														
With 3-inch, 50-caliber guns		150							(7)				60	
With 6-pounders (with telescopic sights)							110			(7)			110	200 400 200
With 6-pounders (without telescopic sights)							110			(7)			110	200 400 200
With 1-pounders							120			(7)			60	
Destroyers:														
With 4-inch, 50-caliber guns	200	40					420		(7)				120	60
With 3-inch, 50-caliber guns		200	40				420		(7)				120	60
Harbor cutters and harbor launches, with 1-pounders							120						60	
Patrol boats:														
With 3-inch, 23-caliber guns						120				10			60	
With 1-pounders							120						60	
Seized boats, with 1-pounders							120						60	
Stations, with 1-pounders							120						60	

¹ As long as it is obtainable service ammunition with obsolete fuse shall be used in the prevention of smuggling. For this purpose an allowance of this ammunition equal to and in addition to the regular service allowance is authorized. The above provision is not to be construed as preventing the use of regular service ammunition of larger calibers if circumstances render it necessary.

² In accordance with the latest edition of Orders for Gunnery Exercises, U. S. Navy, and art. 1644, Coast Guard Regulations.

³ Annual allowances for subcaliber practice and for use in training for target practice. The method of expending this ammunition is left to the discretion of the commanding officer.

⁴ In accordance with arts. 1643 and 1644, Coast Guard Regulations.

⁵ This allowance will be service ammunition with unserviceable fuse as long as it may be obtained.

Small-arms allowance

	Machine gun, .30 caliber	Rifle ammunition				Pistol ball, .45 caliber ¹
		Ball, .30 caliber, 1906	Blank, .30 caliber	Subcali- ber ball, .30 caliber, model 1898 or model 1906	Gallery practice, .22 caliber	
Cruising cutters, first class:						
New cutters.....	12,000	20,400	2,000	9,600	20,000	12,000
Tampa class.....	12,000	20,400	2,000	7,200	20,000	12,000
Alexander Hamilton.....	12,000	20,400	2,000	4,800	20,000	12,000
Algonquin.....	12,000	14,400	2,000	4,800	20,000	10,000
Gresham.....	12,000	14,400	2,000	4,800	20,000	10,000
Manning.....	12,000	14,400	2,000	4,800	20,000	10,000
Northland.....	12,000	20,400	2,000	4,800	20,000	12,000
Ossipee.....	12,000	14,400	2,000	4,800	20,000	10,000
Redwing.....	12,000	10,800	2,000	10,000	6,000
Seminole.....	12,000	14,400	2,000	4,800	20,000	10,000
Seneca.....	12,000	14,400	2,000	4,800	20,000	10,000
Tallahpoosa.....	12,000	14,400	2,000	4,800	20,000	10,000
Tuscarora.....	12,000	10,800	2,000	4,800	20,000	6,000
Unalga.....	12,000	14,400	2,000	4,800	20,000	10,000
Yamacraw.....	12,000	14,400	2,000	4,800	20,000	10,000
Cruising cutters, second class:						
Acushnet.....	12,000	10,800	2,000	10,000	6,000
Apache.....	12,000	10,800	2,000	7,200	10,000	6,000
Cahokia.....	1,200	1,200	500	2,000	500
Carrabasset.....	12,000	10,800	2,000	10,000	6,000
Comanche.....	12,000	10,800	2,000	4,800	10,000	6,000
Kankakee.....	² 1,200	² 6,000	² 4,000	2,000
Kickapoo.....	1,200	1,200	500	2,000	500
Manhattan.....	1,200	1,200	500	2,000	500
Mascoutin.....	1,200	1,200	500	2,000	500
Morrill.....	12,000	10,800	2,000	4,800	10,000	6,000
Pamlico.....	12,000	10,800	2,000	4,800	10,000	6,000
Pequot.....	1,200	2,000
Sauksee.....	1,200	1,200	500	2,000	500
Shawnee.....	12,000	10,800	2,000	10,000	6,000
Snohomish.....	12,000	10,800	2,000	2,400	10,000	6,000
Tamaroa.....	1,200	1,200	500	2,000	500
Destroyers.....	12,000	25,200	2,000	7,200	24,000	6,000
Harbor cutters and harbor launches.....	1,200	1,200	500	2,000	500
Patrol boats:						
With 3-inch 25-caliber guns.....	1,200	2,400	500	2,000	2,000
Other patrol boats.....	1,200	1,200	500	2,000	500
Picket boats.....	1,200	120	250	250
Seized boats:						
With 1-pounders.....	1,200	1,200	500	2,000	500
Other seized boats.....	1,200	120	250	250
Section bases ²	12,000	12,000	4,000	24,000	12,000
Stations.....	1,200	1,200	500	2,000	2,000

¹ No allowance of .38 caliber ammunition is provided, as it is the intention of headquarters to replace all revolvers with .45 caliber service pistols.

² Allowance if and when arms are furnished.

³ This allowance is made for such bases as may be able to properly store same and shall be used for replacements on patrol boats and for target practice.

2. All ammunition shall be clearly marked with date of receipt and stowed in consecutive order so that the ammunition to be used first will be most readily available, in accordance with the following:

(a) Ammunition for 1-pounder guns and larger shall be carefully stowed as far as practicable according to caliber, index, and date of receipt. The ammunition of each caliber which has been on board the longest time shall be first expended, unless otherwise directed.

(b) Grade 2 small-arms ammunition shall always be expended before any grade 1 ammunition of the same type is used. In each grade the ammunition which has been on board the longest time shall be the first expended. When informed by headquarters that any grade 1 ammunition has been changed to

grade 2 the boxes shall be clearly marked to indicate such change and restowed in their correct places according to grade and date of receipt. (See Chapter 15, Ordnance Pamphlet No. 4.)

3. The quantities of service ammunition given above for 1-pounder and larger guns are the amounts which shall be carried on board at all times in so far as is practicable. If the previous allowance of any vessel has been increased or decreased by this list, no immediate adjustment will be made pending further instructions from headquarters except in the case of the destroyer force, the commander of which is authorized to make such transfers within the force as may be deemed advisable. (See par. 17 (g), Circular No. 44.) Decreased allowances will automatically adjust themselves in time by expenditures. Additional ammunition required by increased allowances will be provided by headquarters when conditions are favorable without any action being required by the unit. In no case will service ammunition be returned to a naval ammunition depot as a result of the new allowance. Replacements of service ammunition will be made only in full boxes, and in no event shall request be made for less than one-tenth of the allowance. Should the quantity on hand be reduced to 50 per cent or less of the allowance, a request for replacement shall be immediately forwarded to headquarters. (See par. 12, Circular No. 44.)

4. The target-practice allowance for 1-pounder and larger guns is the maximum annual allowance and must be expended according to regulations. Attention is invited to the allowance of 1-pounder target ammunition given certain vessels which is to be expended for training purposes without restriction, except as to quantity. Target-practice ammunition must be requested by the unit, unless previously ordered by headquarters. (See art. 1644, Regulations.)

5. It will be noted that in addition to the allowance of black powder, primers, and wads for the larger vessels, there is provided an allowance of saluting charges.

6. Small-arms allowances are in full case lots where stowage space permits and expenditures justify. Requisitions submitted in accordance with the above small-arms allowances will be submitted and filled in full case lots as far as practicable. While the larger units are not required to maintain the maximum allowance of small-arms ammunition on board at all times, the commanding officer is held responsible for carrying sufficient ammunition to meet emergencies. In determining the amount to be requisitioned, the record of the annual expenditure should serve as a guide. In all cases, requisitions shall be submitted whenever 50 per cent of the allowance, or less ammunition, is on board. Small-arms ammunition is supplied on Class VI requisitions. (See par. 12, Circular No. 44.)

7. There are no restrictions on the expenditure of small-arms ammunition for training purposes. It is the desire of headquarters to encourage the use of this ammunition in any way that may increase the efficiency of the service. The amount of small-arms ammunition used for target practice is not limited.

F. C. BILLARD,

Commandant.