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J. E. V.

INSTRUCTIONS  
FOR  
ENLISTING OFFICERS  
UNITED STATES COAST GUARD

TREASURY DEPARTMENT,  
UNITED STATES COAST GUARD,  
*Washington, February 8, 1927.*

1. The enlisting officer of the Coast Guard is the medium through which the service deals with the selection of desirable workmen. He is in effect the employment agent of the Coast Guard, and to efficiently perform this duty his work must be based on careful investigation. He should not enlist men without ascertaining who they are, what they are, and where they came from. Officers of the Coast Guard should not be asked to train men who within a month or so after reporting will prove to be boys who have run away from home, wife deserters, probation breakers, feeble-minded, or worthless derelicts. The enlisted men should be protected from such associations and the Coast Guard should be saved the expense which such turnover involves.

2. The greatest precaution should be exercised to prevent the enlistment of men with criminal records or unsatisfactory previous service records and "floaters," as the enlistment of such persons has a most damaging effect on the morale of the enlisted personnel. A few of the criminal or so-called "discontented" element can materially affect the discipline and efficiency of an entire command.

3. When applicants appear for enlistment at a recruiting unit they should be attended to promptly and always treated with consideration. Unfortunately, this has not always been done heretofore, and it is known that desirable applicants frequently change their minds about enlisting after being kept waiting unnecessarily or treated with scant consideration. Headquarters realizes that undoubtedly the fact that the Coast Guard has heretofore had no recruiting service operating solely as such, the task of recruiting falling on officers the performance of whose regular duties leave little or no time to give full consideration to the matter of recruit-



ing, is the primary cause for such neglect. By the establishment of recruiting stations and furnishing adequate personnel for recruiting duty at units where it is not practicable to establish separate recruiting units headquarters hopes to obviate this cause. Considerable effort and funds are expended to obtain recruits, and in a matter which has such a vital effect upon the efficiency of the service headquarters expects every person connected with recruiting to put forth his best efforts to obtain the desired results.

4. An "applicant" is one who is apparently qualified by reason of age, citizenship, and general physical appearance, is ready to enlist, fills out the application blank, and submits to an examination.

5. An applicant becomes an "accepted applicant" after he has been passed by the medical officer and the enlisting officer.

6. An accepted applicant becomes a "recruit" after he has been sworn in.

7. A recruit becomes an "enlisted man" when he is taken up on the records of the training or receiving unit or other unit to which he may be assigned.

8. The enlisting officer shall carefully explain the regulations regarding enlistments, promotions, discharges, pay, leave of absence, discipline, etc., to applicants, explaining to them the kind of life they are to lead and that it will be spent mostly on board ship. Headquarters believes that a majority of discharges shortly after enlistment for inaptitude, at own request, dissatisfaction with service life, and similar reasons are caused by failure of the enlisted man to have properly explained to him the conditions under which he enlists and what he may expect subsequent to enlistment. Too often an enlistment consists of the simple formality of "signing on the dotted line," and results in the enlistment of persons laboring under a misapprehension of service life. The subsequent elimination of such men incurs a considerable expenditure of administrative effort and expense, with no return to the Government. Headquarters can not too strongly stress this matter of carefully explaining to the applicant exactly what an enlistment in the Coast Guard means, and what he and the Coast Guard, respectively, give and receive in the contract. It is believed that attention to this duty on the part of the enlisting officer, while perhaps reducing the number of enlistments in a given time, will result in a marked reduction in the number of discharges prior to expiration of enlistment.

9. The enlisting officer will use great care to see that neither he nor anyone under his supervision makes any promises or statements to applicants regarding advancements, assignment, instruction, or benefits which are not certain to be carried out after enlistment, and to have each applicant distinctly understand that discharge will not

be granted prior to expiration of enlistment. Headquarters does authorize the discharge of enlisted persons prior to expiration of enlistment, in a limited number of cases, when conditions arise in the life of an individual that did not exist and could not be foreseen at time of enlistment, but many persons enlist with the idea of getting out of the service if not wholly satisfied. The enlisting officer should be particular to disabuse the mind of an applicant of this idea.

10. Headquarters has been overwhelmed for some time past with requests from enlisted persons for assignment to certain duty or at certain places and in many instances accompanied by a request for discharge if the transfer can not be granted. The enlisting officer shall impress on the applicant that enlistment in the Coast Guard is for *general service*, and that he may be transferred at any time and to any unit, in the discretion of headquarters. The enlisting officer shall make no promise whatever regarding future station, and shall disabuse the mind of the applicant that he may expect assignment in accordance with his wishes.

11. Every recruit must have fully explained to him the provisions of the regulations fixing the punishment for the offense of desertion.

12. Every applicant will be informed that he must submit to typhoid prophylaxis and vaccination, and unless he agrees to acquiesce in this procedure he is not eligible for enlistment.

13. In recording the home address of an applicant on the enlistment contract, the enlisting officer will be governed by the following rules:

(a) If a man has a permanent home address within the United States, that address should be recorded and not a temporary address at the place of enlistment.

(b) A home address in a foreign country shall not be recorded. (This does not apply to the addresses of next of kin, wife, mother, etc.)

(c) If a man has no permanent home address, and is a minor, his home address shall be recorded as the address of next of kin, provided it be within the United States.

(d) If not a minor and he has no permanent home address, or if a minor and the address of next of kin is not within the United States, his temporary address at time of enlistment shall be recorded and marked "temporary—no permanent address."

(e) In cases not covered by any of these rules, the enlisting officer is authorized to use his discretion in recording the home address. The home address is of importance in dealing with matters that arise subsequent to discharge, which make it necessary to communicate with a former enlisted man. The address of a boarding house where an applicant for enlistment is staying for a day or so is useless for such purpose. Various State benefits which would otherwise accrue



to a former enlisted man are often forfeited because of carelessness in recording a proper home address.

14. Special care shall be taken in enlisting men for mechanical ratings to ascertain that they are proficient in their specialties. Whenever practicable such applicants shall be examined by an engineering officer.

15. Special effort should always be made to induce previous service men of excellent record to reenlist.

16. In order to discourage the reenlistment of undesirable men under assumed names, recruiting officers will place the following sign over the desk where finger prints are taken:

#### WARNING

If you have ever been in the Coast Guard, Army, Navy, or Marine Corps and were not honorably discharged, your finger prints are on file. Your identity will be established by a finger-print expert and summary punishment will be forthcoming for fraudulent enlistment.

17. It is most important that identification records be prepared with care and strictly in accordance with instructions issued by headquarters. Men detailed to this duty should practice taking prints until they become proficient.

18. Applicants, who are citizens of the United States or natives of the insular possessions, tattooed in the following manner and who deny previous service, should be regarded with suspicion and questioned as to the origin of the tattooing, as in a majority of cases it will be found that men who are eligible for enlistment in the Navy and are so tattooed have had previous service:

Shoulders tattooed with birds, animals, grotesque figures, butterflies, and stars.

Butterflies on any part of body.

Eagle and globe.

U. S. C. G., U. S. R. C. S., C. A. C., U. S. N., U. S. A., U. S. M. C., and U. S. N. R. F.

Death before dishonor.

Pig tattooed on foot.

Sailor's head.

Eagle and shield.

Hold fast.

Crossed guns.

Tombstone and weeping willow.

In memory of my mother (or father).

Stars or other marks over umbilicus.

Obscene tattooing.

Tattooing below the waist.

Tattooing on buttocks.

Names of ships or places where battles were fought in World War.

Apprentice knot, or any tattoo marks characteristic of a military service.

Men who have names of foreign ports tattooed on their persons.

Headquarters has noticed instances where persons with "U. S. N." tattooed on the arm, denying previous service, have been enlisted without checking up on the denial of previous service. Such action is inexcusable.

19. Each recruit enlisted who states he has had no previous service in the Coast Guard, Navy, Army, or Marine Corps shall be informed that if he has had such previous service the fact will be known as soon as the papers in his case reach headquarters, and that he will be tried by court-martial for fraudulent enlistment.

20. It is directed that all oaths be administered with fitting solemnity and that enlisting officers assure themselves, before administering them, that there is no doubt in the minds of the recruits as to their nature.

21. When recruits are transferred, the enlisting officer will forward to the unit to which transferred a copy of travel orders issued to recruits. An identification card, with given name in full, will be furnished each recruit, bearing the signature of the recruit.

#### CITIZENSHIP

22. No person shall be enlisted or reenlisted in the Coast Guard who is not a citizen of the United States or an alien who has declared his intention to become a citizen or a native of the insular possessions. An alien who has not declared his intention to become a citizen of the United States shall in no case be enlisted. No person discharged from the Coast Guard will be reenlisted in a petty officer rating, whether he held such a rating at time of discharge or not, *unless he is a citizen of the United States*. The mere fact that head tax has been paid or intentions declared will not suffice. Persons discharged in petty officer ratings who are not citizens of the United States *will be reenlisted in a nonrated status only*. In this connection attention is invited to the fact that the rating of officer's steward is not a petty officer rating. Attention is further invited to the fact that the Supreme Court of the United States has recently ruled that a Filipino is not a citizen of the United States and can not become one through naturalization. This ruling precludes the enlistment or reenlistment of Filipinos in petty officer ratings.

23. Preference shall always be given to citizens of the United States, and an alien who has declared his intention to become a citi-



zen shall be enlisted only when it is plainly impracticable to secure citizens.

24. (a) The enlistment contract of each person enlisted must bear a notation showing how United States citizenship was attained, if the person be a citizen of the United States. For example, a child born in England of parents who are United States citizens is a United States citizen, and in the place provided for in the enlistment contract a notation should be made similar to the following: United States citizen (parents United States citizens were temporarily residing in England at time of applicant's birth)."

(b) Enlistment contracts in cases where citizenship was obtained through naturalization must show date and place of naturalization and number of naturalization certificate.

25. A child born of parents who are United States citizens is a United States citizen.

26. A child born in the United States of alien parents is a United States citizen.

27. A child born of alien parents in a foreign territory is a United States citizen if his father (or mother, in case the father is deceased), takes out "second papers," i. e., becomes fully naturalized, before the child is 21 years of age.

28. Recent recruiting has shown a steadily decreasing percentage of aliens enlisted, and headquarters is pleased to observe this tendency, which permits the hope that in the near future the exigencies of the service can be met by enlistment of citizens only, which is a goal highly desirable and toward which it is the intention of headquarters to strive. The earnest cooperation of all enlisting officers in this matter is requested.

#### ENLISTMENT OF MINORS

29. Enlisting officers are directed not to enlist men who are below the minority limit specified by headquarters. At present this age limit is 18 years, which is considered a minimum age for enlistment in the Coast Guard and the tendency of headquarters will be to raise—not lower—this limit.

30. Recent fraudulent enlistments of boys ranging from 15 to 20 years of age have been excessive and indicate an amazing lack of investigation and judgment on the part of some enlisting officers. Forged "consent papers," falsification of age, and claims of the status of orphan without any legal guardian have resulted in such a large number of discharges at request of parents with resultant loss of all expenditures connected with the enlistment and discharge, without any return, that headquarters has been forced to institute the following procedure regarding the enlistment of minors which shall be rigidly adhered to by all enlisting officers.

31. When enlistment at an age below 21 is authorized, an applicant must present "consent papers" (Form 2551), signed by the father (or mother in case the father is deceased or in case she is the legal guardian), or the legal guardian, and sworn to before an officer authorized to administer oaths. The enlisting officer is authorized to administer this oath, and when practicable it is desirable that the parent or guardian appear before the enlisting officer for this purpose. In the event that the parents or guardian do not reside at the place of enlistment the consent papers may be mailed with a franked return envelope and suitable instructions inclosed. But in no case, except as hereinafter provided, shall a minor be enlisted until Form 2551 has been duly executed.

32. Heretofore the certificate on the enlistment contract wherein a minor certified that he has neither a parent or guardian within the United States, in the territory or islands of the United States where the enlistment is made has been the most fruitful source of fraudulent enlistment, and hereafter this certificate will not be accepted except from the following classes of applicants:

1. Natives of the insular possessions of the United States.
2. Foreign-born applicants who are otherwise eligible for enlistment.

33. A minor other than those enumerated in the preceding paragraph who applies for enlistment and states that he has neither parent nor guardian or has no knowledge of the whereabouts of his parents or guardian shall not be enlisted unless he can produce satisfactory documentary evidence of the truth of his statement. This evidence may be in the form of a signed statement from a relative, former employer, or reputable person having knowledge of the applicant, showing in full the relationship to and the manner in which he became cognizant of the status of the applicant. The enlisting officer shall satisfy himself of the genuineness of such statement, and if there be any doubt as to its authenticity, the applicant shall be rejected.

34. There have been instances of forged "consent certificates" submitted by minors living in the same city in which the recruiting office is located, wherein the alleged signature of the parent was in the same hand as the signature of the applicant. All certificates submitted by minors should be carefully scrutinized by the enlisting officer to determine that no forgery has been committed.

35. The number of recruits under 21 years of age who have been accepted for enlistment on their unsupported statements that they were of age and later discharged at request of parents on account of minority has been excessive. There have been instances of boys 15 and 16 years of age accepted as 21 years of age without any investi-



gation whatever. As a safeguard against enlistments of minors, who have not acknowledged minority and secured consent of parent or guardian, no applicant who has not had previous service in the Army, Navy, Marine Corps, or Coast Guard will be enlisted until he has produced birth certificate or other documentary evidence as to date of birth which upon careful investigation has been found to be authentic. Such documentary evidence will be secured from sources and along the lines indicated in paragraph 33 of these instructions.

36. No birth certificate, statement, or consent paper will be accepted by the enlisting officer on which alterations are noticeable, particularly as to date of birth.

#### DEPENDENCY

37. Preference shall be given by the enlisting officer to applicants without dependents.

38. There is a constantly increasing number of requests for discharge on account of dependency. In the vast majority of cases, the dependency existed at the time of enlistment, and headquarters therefore deems that such cases do not warrant consideration. It appears that often persons out of employment enlist in the Coast Guard to tide them over and as soon as an opportunity presents endeavor to secure discharge to accept employment in civil life. This practice is inimical to the best interests of the service and must be broken up.

39. It is directed that whenever an applicant has dependents, the enlisting officer shall carefully explain the rate of pay of the rating in which the applicant is to be enlisted and any increases that may be reasonably expected, but while stating the possibility or probability of advancement shall make no definite promise of such and shall impress on the applicant that unless he is prepared to support his dependents on the rate of pay of the rating in which he is to be enlisted, he should not enlist.

40. Where the applicant resides in the city or town where the main recruiting office or substation is located, the enlisting officer will cause the home of such applicant to be visited to ascertain whether or not dependency exists or is contemplated which would cause him to request discharge prior to expiration of enlistment. In the event the applicant resides elsewhere than indicated above, he will make a sworn statement setting forth the fact that no dependency exists or can be foreseen that would cause him to request discharge prior to expiration of enlistment.

41. Ninety per cent of requests for discharge are based on the grounds of inability to properly provide for dependents on service pay. It is the intention of headquarters hereafter to grant a discharge at the request of an enlisted man only for the most urgent reasons corroborated by documentary evidence and for causes which

did not exist and could not be foreseen at the time of enlistment. The enlisting officer shall carefully explain this fact to all applicants with dependents.

#### ENLISTMENT PAPERS

42. The enlisting officer shall see that the utmost care is observed in every detail of information required by the enlistment contract and service record at the time of enlistment, especially in the particulars of signature of enlisted man, personal description, full name, with proper spelling of same, and the legibility with which these papers are prepared by the yeoman or other person assigned to that duty.

43. In order to eliminate blurred, illegible, and incomplete records all entries on enlistment contracts, service records, and forms shall be typewritten. Proper names shall be typewritten below the signatures. All enlistment contracts and service records must be carefully checked and verified before forwarding. The full names, including all Christian names, of every person enlisted must appear in all records.

44. The following forms will be forwarded direct to headquarters immediately upon enlistment:

Form 2520 (Application for Enlistment) duly certified.

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

Form 2500 (Regular) Form 2500B (Special Temporary) dependent upon character of enlistment.

Form 2599 (Report of Transfer), see Circular No. 55, April 23, 1926.

Form 2529 (Designation of Beneficiaries), original and 1 copy.

Form 2515 (Finger Print Record).

Form 2502 (Regular) Form 2502B (Special Temporary) (Report of Physical Examination), dependent upon character of enlistment.

Forms for investigating schooling and previous employment.<sup>1</sup>

Forms for investigating applicant as to the existence or non-existence of police record.<sup>1</sup>

Birth certificate or other documentary evidence establishing correct date of birth.<sup>1</sup>

Form used in having applicant make statement that no promises have been made relative to advancement, assignment to duty, etc.

In cases where necessary a sworn statement that no dependency exists or can be foreseen which would result in request for discharge prior to expiration of enlistment.

<sup>1</sup> These forms need not be forwarded in cases where applicant has had previous military service in the Army, Navy, Coast Guard, or Marine Corps.



45. The enlistment contract (Form 2500-Form 2500B) and service record (Form 2500C, sheets 1, 2, 3, and 4) will be made out and disposed of as indicated in Circulars No. 49 and No. 52.

46. A certified copy of authority for enlistment must be forwarded to headquarters with other papers in all cases where it has been necessary to secure authority to effect enlistment (in case of waivers, enlistment in rating in which first enlistments are not authorized, applicant discharged under other than honorable conditions, etc.). When the authority is given by means of telephonic communication and not by letter or dispatch the enlisting officer will make notation to this effect in the upper right-hand corner of enlistment contract and initial same.

#### VERIFICATION OF SERVICE

47. No applicant who has had previous service in the Army, Navy, Coast Guard, or Marine Corps will be enlisted or reenlisted until after his service has been verified by headquarters and his enlistment or reenlistment authorized, except that a man discharged from the Coast Guard under honorable conditions may be reenlisted on the day following such discharge without reference to headquarters. Previous service will be verified by letter or dispatch. If by dispatch, the following information will be given, i. e., name, branch of service, and service number if practicable (John Smith six six seven four three two one). If service number is not known the name, branch of service, and place and date of discharge will be given (John Smith Army Fort Howard, June 23, 1925). In view of the fact that considerable difficulty is experienced in verifying previous Army service when service number is not given, enlisting officers will furnish same whenever practicable. In all cases where the enlisting officer desires a waiver, authority to enlist or reenlist an applicant in a specific rating, or to transfer applicant upon enlistment or reenlistment to some particular unit, etc., the same will be made the subject of a letter stating therein whether or not telegraphic reply is requested.

#### WAIVERS

48. Requests for enlistment of men whose last discharge from any previous military service is dishonorable should not be made nor forwarded to headquarters, as they will not be considered.

49. Request for enlistment of men whose last discharge from previous military service was for undesirability, bad conduct, inaptitude, fraudulent enlistment, etc., will only be forwarded to headquarters after an enlisting officer has assured himself that the applicant is a desirable person for enlistment and the circumstances of the case warrant the consideration of headquarters. Such re-

quests will be made by the enlisting officer, and not by men concerned and shall embody all information necessary to enable headquarters to review the case.

50. In requesting waivers for physical defects, the request shall contain all facts necessary for headquarters to determine whether or not a waiver is warranted.

51. Enlisting officers will not advise applicants for enlistment or reenlistment to write to headquarters for waivers, assignments, enlistments, or reenlistments in ratings other than those authorized in their particular cases, etc., nor will applicants be advised to visit headquarters in person. Such of these cases as in the opinion of the enlisting officer merit headquarters' consideration will be referred by the enlisting officer in official correspondence with full statement of all circumstances.

#### INVESTIGATION OF APPLICANTS

52. When an applicant for enlistment has not had previous service in the Army, Navy, Coast Guard, or Marine Corps, the enlisting officer will investigate thoroughly statements made by such applicant on Form 2520 and if found to be true certify on the bottom of such form over his signature that the statements made by the applicant have been thoroughly investigated and found to be true. Each applicant must give the names of at least two reputable persons in the community in which he resides as references, the names of previous employers and schools attended. The enlisting officer will communicate with the same by letter or by having one of the petty officers call upon them, if located in the city or town where the main recruiting station or substation is situated, using the forms furnished for the purpose.

53. The local police will be communicated with to ascertain whether or not the applicant has a police record, using the form furnished for this purpose on the reverse side of which an impression of the fingerprints of the applicant's right hand will be made. In cases where the police authorities refuse to cooperate in ascertaining whether or not the applicant has a police record, the enlisting officer will make a notation to this effect upon the form. In cases where the applicant resides in a place other than that in which main station or substation is located, the recruiting officer may, in his discretion, if the applicant appears desirable, enlist him and not hold him until fingerprints have been forwarded to his home town for verification and returned. In all such cases, however, the fingerprints will be forwarded to headquarters after they have been returned by police authorities to whom forwarded for verification. The enlisting officer will assure himself that such an applicant



is of the type not to have a criminal record prior to enlisting him before verification of fingerprints by local police.

54. In all cases where the applicant has not had previous military service the enlisting officer will cause the home of the applicant to be visited provided his home is located in the city or town where the main recruiting station or substation is situated. Headquarters can not impress too strongly upon enlisting officers the necessity of visiting the homes of applicants without previous service, when the same is practicable.

#### PLACE OF ACCEPTANCE FOR ENLISTMENT

55. As a man upon discharge is entitled to mileage from place of discharge to place of acceptance for enlistment or reenlistment, it is imperative that proper notations be made upon enlistment contract showing clearly the place where applicant was accepted for enlistment and the place where same was actually effected. In all cases where place of acceptance for enlistment is the same as that at which enlistment was effected it will be so indicated. The following example is given for the information of enlisting officers in order that they may readily determine place of enlistment from place of acceptance: A was forwarded from the substation at York, Pa., to the main recruiting office at Baltimore, Md., where he was enlisted. In this case York, Pa., was place of acceptance and Baltimore, Md., place of enlistment. Upon discharge A would be entitled to mileage from place of discharge to York, Pa.

#### RATINGS IN WHICH FIRST ENLISTMENTS MAY BE EFFECTED

56. Headquarters will from time to time advise enlisting officers as to the ratings in which first enlistments may be effected.

57. Applicants who apply for reenlistment after three months from date of last discharge from the Coast Guard, regardless of the fact that they were discharged under honorable conditions, will not be reenlisted in the rating in which discharged unless first enlistments are authorized in such rating at time application for reenlistment is made.

58. No applicant will be enlisted or reenlisted in a chief petty officer's rating without specific authority from headquarters, except that an applicant who has been discharged from the Coast Guard in a chief petty officer's rating, under honorable conditions, may be reenlisted in the rating in which discharged provided he reenlists within three months from date of last discharge.

59. A man discharged from the Navy under honorable conditions which entitle him to reenlistment, may be enlisted in the rating in which discharged (not above petty officer, first class) after

his service has been verified by headquarters provided first enlistments are authorized in such rating at time application for enlistment is made. Men discharged from the Army and Marine Corps, after their service has been verified by headquarters, may be enlisted in ratings in which first enlistments are authorized which are commensurate with ratings held in services from which discharged.

60. No applicant will be enlisted in a rating higher than that held upon date of discharge nor will he be immediately advanced by the enlisting officer to a higher rating upon enlistment. Men discharged from the Coast Guard will be reenlisted in the rating in which discharged and none other. Therefore, a man discharged from the Coast Guard as a boatswain's mate, second class, will be reenlisted in such rating and not as a quartermaster, gunner's mate, etc., nor will he immediately upon reenlistment be advanced to a higher rating or have his rating changed to a rating other than that in which reenlistment was effected. This does not apply to men who are not citizens of the United States who have been discharged in petty officer ratings who, in accordance with the regulations, must be reenlisted in a nonrated status.

61. Due care will be exercised in effecting enlistments in the rating of motor machinist's mate. All applicants for enlistment in this rating should be given a thorough professional examination before enlistment to determine their qualifications for such rating. No applicant who has not had more than a limited amount of experience in the care and operation of gas or Diesel engines, and whose knowledge of the subjects which a man in this rating should know clearly indicates his qualifications for such rating, will be enlisted in this rating. The mere fact that an applicant has been a chauffeur or has had a limited amount of experience in a garage as repairman will not suffice.

62. First enlistments in the rating of yeoman, first class, will not be effected without specific authority from headquarters, except as follows: A man discharged from the Navy in the rating of yeoman, first class, under honorable conditions, who can take 80 words per minute from dictation in shorthand and is a competent typist, may be enlisted as yeoman, first class, provided first enlistments are authorized in such rating at time of application for enlistment.

63. Applicants who have an average education, who can take 80 words per minute in shorthand from dictation and are competent typists, may be enlisted in the rating of yeoman, second class, if first enlistments are authorized in such rating. Men discharged from the Navy in the rating of yeoman, second class, under honorable conditions, may be enlisted in the rating of yeoman, second class, whether they are stenographers or not, provided at the time of application enlistments are authorized in such rating.



64. Men discharged from the Navy under honorable conditions in the rating of yeoman, third class, and applicants for enlistment who are competent typists and have an average education, may be enlisted in the rating of yeoman, third class, provided enlistments are authorized in such rating at time of application for enlistment.

65. A man discharged from the Coast Guard in the rating of chief yeoman or yeoman, first class, who is not a competent stenographer, and who does not apply for reenlistment within three months from date of discharge, will be reenlisted in the rating of yeoman, second class, and none other, and only then provided first enlistments are authorized in the rating of yeoman, second class, at time application for reenlistment is made.

66. To be eligible for enlistment in the rating of radioman, first class, an applicant must have held the rating of radioman, first class, in either the Navy or Coast Guard or held a similar rating in one of the military services.

67. To be eligible for enlistment in the rating of radioman, second class, an applicant must have held that rating in either the Navy or Coast Guard or a similar rating in one of the military services, or be able to send 20 words per minute in Continental Code, have had experience as a radio operator and have some knowledge of radio equipment.

68. Applicants who have held the rating of radioman, third class, in the Navy or Coast Guard or a similar rating in one of the military services or possess commercial first-grade licenses issued by the Department of Commerce, may be enlisted in the rating of radioman, third class. Men who are purely general electricians who have no knowledge of radio will not be enlisted in the rating of radioman.

69. Enlistments in the ratings of radioman, first, second, and third class, will only be effected when first enlistments are authorized in such ratings.

#### CONTINUOUS SERVICE

70. Men discharged from the Coast Guard who do not reenlist within three months from date of discharge lose their continuous-service status and are not entitled to reenlist in the rating in which discharged unless first enlistments are authorized in such ratings. In the event first enlistments are not authorized in such ratings, they will be reenlisted in a nonrated status only, unless upon request of the recruiting officer their reenlistment in a specific rating is authorized by headquarters.

#### REPORTS

71. Enlisting officers will submit to headquarters at the close of each day, with the exception of Sundays and holidays, on Form 9560, a report of enlistments and reenlistments effected. If men enlisted

have been forwarded from substations it will be so indicated and the location of substation given. This report will be forwarded whether any enlistments or reenlistments are effected or not. On the form submitted on the last day of the month the enlisting officer will make a notation showing total number of applicants for the month, total number rejected for physical defects, total number rejected for other causes and the number of waivers of physical defects granted. Enlisting officers will note on this form each day the total number of enlistments to date for the month.

72. On the last day of each month enlisting officers will submit on the form supplied for the purpose a report of expenses for the month. Under the heading "miscellaneous" will be shown total amount expended for pay and subsistence of enlisting officer and enlisted personnel attached to recruiting office, amount expended for towel service, etc.

73. In order that headquarters may be kept advised as to the manner in which enlisted personnel attached to recruiting duty are performing their duties enlisting officers will submit to headquarters on the last day of each month, on form furnished for the purpose, a report of the enlisted personnel attached to the office, whether they canvass for recruits or not. Opposite each man's name will appear the number of applicants secured through his own endeavors and the number of same enlisted. Under heading "office" will be shown number of applicants applying at the office direct and the number of same enlisted. If men are attached to substations it will be so indicated by setting forth the location of substation to which attached after their respective names.

74. Enlisting officers on the last day of each month will advise headquarters by letter as to the number of men forwarded to main office from substations who have been rejected, and the total cost of transportation in forwarding such men to the main office and returning them upon rejection to the substation from which forwarded.

75. As soon as practicable after a petty officer has been assigned to a substation, the enlisting officer will advise headquarters by letter as to address of substation and petty officer in charge, giving telephone number (if any). Should any change in address occur headquarters should be so advised immediately by letter.

#### ADVERTISING AND PUBLICITY

76. It must be borne in mind that in order to get desirable recruits the Coast Guard must go after them. Waiting for recruits to come in will not get results. The Coast Guard must, therefore, be kept in the public eye as much as possible. Dissemination of information



concerning activities in connection with law enforcement is, of course, forbidden, but there is no ban on publicity of the other work of the Coast Guard.

77. Paid advertisements in newspapers and periodicals will be authorized by headquarters from time to time as circumstances warrant. Posters and literature concerning Coast Guard activities will be issued by headquarters.

78. An enlisting officer should get in touch with city officials and request their assistance and cooperation in his efforts to obtain recruits. He should visit the newspaper offices, request the city editor to publish an announcement of the activities of the recruiting office, and give the editor a "story" concerning recruiting; keep in touch with reporters, supplying them with interesting news items relative to his office, and must take advantage of every means which offers publicity for the Coast Guard, and see that all publications show the location of the recruiting office.

79. Get in touch with clergymen and Y. M. C. A. workers and arrange to have recruiting posters and literature posted in the Y. M. C. A. buildings. In each city of 30,000 and over the Y. M. C. A. usually has a weekly talk. Either the recruiting officer or a competent member of the personnel could make an interesting talk on the Coast Guard and thereby get very effective advertising. This method will bring results.

80. It is not usually necessary to keep the entire force in the office at all times, so men not needed in the office can be sent out on local publicity work, to canvass the city and outlying districts. Special men should also be detailed to outside work at all times. These men should be instructed to visit all public places, distribute literature, and post advertising matter wherever consent to do so can be obtained.

81. Each applicant should be requested to furnish the names and addresses of some of his acquaintances who may possibly desire to enter the Coast Guard. A record will be kept of these men, and every effort made to induce them to apply for enlistment through sending literature and by personal visits.

82. Bill posting is especially desirable for new offices. As soon as the office is ready to receive applicants, submit recommendations in this connection.

83. Posters, newspaper articles, and all other publicity matter should show the full street address of the recruiting office from which issued.

#### ESTABLISHMENT OF RECRUITING STATIONS

84. An officer assigned to recruiting duty at a place where no recruiting station is established will, as soon as practicable, take the necessary steps to obtain suitable quarters for the location of a re-

cruiting office. Apply first to the custodians of such Government buildings as may be located in the city or town and, if space is not available or the location is not suitable for recruiting purposes, institute search for a suitable location in a desirable neighborhood. The station should be easily accessible from the street and with window and flag display easily seen from the street. First or second floor is preferable. Under no circumstances will space be occupied in a Government building until after permission for such occupancy has been given by the custodian of the building concerned.

85. If unfamiliar with local conditions, the recruiting officer should get in touch with the postmaster, obtain his cooperation, and through him get a list of Government buildings and the names of reliable realty agents from whom may be obtained a list of suitable quarters available.

86. Every possible effort will be made to secure space in a Government building, thus obviating payment for rental and equipment. If it be found impossible to obtain space in a Government building headquarters will authorize the leasing of suitable quarters if same are obtainable at a reasonable rental, but no officer shall enter into any agreement for rental of quarters or execute any lease or move into or make any specific agreement to occupy quarters until the lease has been duly executed by headquarters or headquarters has authorized occupation pending execution of the lease.

87. In order that headquarters may properly prepare a lease, the recruiting officer will, in addition to the required proposal form submit to headquarters the following information:

- (a) The name and address of the proposed lessor.
- (b) If the proposed lessor is a partnership, the names of the individual copartners.
- (c) If the proposed lessor is a corporation, the State where under incorporated.
- (d) Proper description of the premises, name of building, its location, the number and size of rooms, and the purpose for which proposed to be utilized.
- (e) Facilities to be furnished, such as heat, light, hot and cold running water, elevator service, janitor service, towel service, awnings, etc.
- (f) The periods for which payments are to be made; i. e. monthly, quarterly, etc.

88. Every endeavor should be made to see that the rental asked is not excessive and comparable to the rental charged for similar space or accommodations in the same vicinity. Endeavor should also be made to secure as many proposals as possible in order that headquarters may accept the one most advantageous to the Government.



89. Before submitting proposals to headquarters make sure that the owners fully understand the nature of the activities of a recruiting station and that permission will be granted to secure flagpoles and recruiting signs to the premises.

90. As circumstances connected with enlisted personnel may at any time necessitate the closing or transfer to another location of a recruiting station, it is inadvisable to lease quarters for recruiting purposes for a long term. In no case shall proposals be solicited for a longer lease than one year, and it is desirable that leases on a month-to-month basis, with the option of renewal, be obtained, especially in the case of substations. When practicable proposals for leases both on a yearly and on a monthly basis will be obtained, and headquarters will decide on the period.

91. No lease can run beyond the end of the fiscal year which it covers, but it is desirable that an option upon a renewal for the ensuing fiscal year be obtained whenever practicable, which renewal will be executed by headquarters, if it so desires, shortly before the beginning of the new fiscal year, as hereinafter prescribed, provided appropriations for the Coast Guard covering the new fiscal year shall have been made by Congress.

92. It is preferable to have leases run with the fiscal year, i. e., July 1 to June 30, but if the landlord insists upon a lease dated May 1 or January 1 in accordance with local custom, it will be necessary to execute two leases—to June 30 and from July 1 to end of term; execution of the latter lease to be held in abeyance, if appropriation for the new fiscal year has not been made.

93. As all leases terminate at the conclusion of the fiscal year, unless renewed, recruiting officers are cautioned not to continue occupancy of leased quarters into the new fiscal year unless the lease has been renewed or headquarters specifically authorizes continued occupancy pending renewal of the lease.

94. On or about May 15 of each year, in sufficient time before the beginning of the ensuing fiscal year, recruiting officers should submit to headquarters proposals for both main and substations for the new fiscal year.

95. No agreement to pay rent in advance shall be made, as the law does not permit such payment.

96. In view of the long-established policy of the Government to decline the acceptance of gifts from its citizens, a policy which Congress has from time to time inferentially recognized by specific legislation authorizing in special instances exceptions from the general rule, where office space for recruiting purposes is offered gratuitously, a recruiting officer will not accept such offer, but shall refer the matter to headquarters with suitable recommendation. Headquarters may, in its discretion, accept the offer under an agreement to pay the owner or owners of such property a nominal rental of \$1.

## SUPPLIES.

97. Having obtained quarters for an office make requisition on headquarters for the necessary furnishings. The following is considered standard equipment for a main recruiting station:

- 1 typewriter.
- 2 50-inch desks, flat top.
- 1 51-inch typewriter desk.
- 2 revolving chairs, with casters.
- 1 typewriter chair, with casters.
- 1 armchair.
- 2 straight chairs.
- 1 table, 50 inches.
- 2 letter files.
- 1 wardrobe.
- 1 wall clock.
- 1 cuspidor.
- 1 washstand.
- 1 waste basket.
- 1 recruiting banner.
- 1 ensign.
- 2 flagpoles, approximate length 14 feet 8 inches (with sockets).
- 1 safe.
- 1 finger-print outfit complete.
- 1 set eye-test cards and color-test skeins.
- 6 recruiting brassards.
- 1 lettering and numbering outfit for signs and posters.
- 1 scale platform with measuring rod.

98. The following equipment is considered necessary for a substation:

- 1 washstand (if no running water).
- 1 50-inch flat-top desk.
- 1 revolving chair with casters.
- 1 straight chair.
- 1 table, 36 inches.
- 1 recruiting banner.
- 1 ensign.
- 2 flagpoles.
- 1 file case.
- 1 scale, platform, with measuring rod.
- 1 set eye-test cards and color-test skeins.

99. If any of the required articles of equipment are furnished with the quarters they will not, of course, be requisitioned. It may be found that circumstances require additional equipment not included



in the above lists, in which case special requisition for same shall be forwarded to headquarters with a letter explaining the necessity therefor.

100. The recruiting officer will, when quarters have been obtained and equipment requisitioned, submit to headquarters a requisition for books and blanks (Form 2560) and a requisition for stationery (Form 2162), covering all items necessary for the execution of recruiting duty.

101. Request headquarters to furnish recruiting literature, posters, poster-stands, etc., outlining the contemplated use of same.

102. Recruiting stations shall be unmistakably marked by signs, lettering, etc., at appropriate places such as windows, entrances, doors, stairs, etc., to show that they are Coast Guard recruiting stations.

103. In a Government building, the furniture will be provided by the custodian. In rented quarters no furniture or equipment will be obtained by the recruiting officer without authority of headquarters.

#### SUBSTATIONS

104. Substations will be established at such places as headquarters may direct. A recruiting officer will recommend the establishment of substations, from time to time as recruiting experience in his district shall dictate.

105. A substation will be in charge of an experienced chief petty officer or petty officer. An applicant can not be enlisted at a substation but may be accepted for enlistment and furnished transportation to the main station for final examination and enlistment. The enlisted man in charge of a substation shall be thoroughly familiar with the regulations and recruiting instructions, and shall send to the main station only such applicants as are reasonably certain of acceptance and enlistment by the recruiting officer.

106. As a general rule substations will be established at places where there is a representative of the Public Health Service who can examine the applicants to determine their physical fitness for enlistment. Where a public health officer is stationed in the vicinity of a substation, the enlisted man in charge of the substation shall have all applicants physically examined and shall send to the main station only such applicants who successfully pass the required examination and are otherwise acceptable.

107. At substations where an applicant can not be physically examined, the enlisted man in charge of the substation shall familiarize himself with the physical requirements for enlistment, especially the obvious defects that disqualify, and shall send to the main station only such applicants who are apparently physically fit for enlistment.

108. It must be borne in mind that an applicant can not be *enlisted*—given the oath of allegiance—at the substation, but all required preliminary work, including the physical examination when practicable, shall be done at the substation. The recruiting officer may, in his discretion, prescribe what forms he desires the enlisted man in charge of the substation to execute and transmit to the main station via the applicant.

#### TRANSPORTATION

109. Recruits should be sent to receiving units or other stations as directed as soon as practicable after being sworn in. Whenever a reenlisted man is traveling along the same route as a draft of recruits he should be placed in charge of the draft; otherwise one of the recruits must be placed in charge.

110. All travel performed by recruits will be on Government Transportation Requests, and all recruiting officers must thoroughly familiarize themselves with the instructions governing transportation issued from time to time by headquarters. Transportation requests must be prepared with great care. If any alterations are necessary, a new request will be issued. Rubber stamps will not be used for signature.

111. Recruiting officers should use judgment in transferring recruits, to the end that time en route be reduced to a minimum, delays en route avoided, and changes en route obviated. Night travel, involving additional expense for Pullman berths and staterooms, should be avoided. Consideration should be given to the estimated time of arrival of the recruits at the unit to which transferred. It is desirable that the recruit report during working hours.

112. In case night travel is necessary, upper Pullman berths or steamship accommodations should be furnished. Staterooms will be provided for each two men for boat travel. One man traveling alone is entitled to a room. Lowest-price staterooms should be secured.

113. Whenever practicable the transportation requests will be given to a petty officer attached to a recruiting station, who must accompany the draft to railroad station or steamship wharf. The petty officer will exchange the transportation requests for the specified tickets and Pullman or stateroom accommodations, if any. Tickets will then be turned over to the man in charge of the draft, who will retain them in his possession. The petty officer from the recruiting station will also give the man in charge of the draft all necessary information regarding the trip, especially the time of departure of train or boat.

114. Applicants accepted for enlistment by the petty officer in charge of a substation will be given transportation from the substation to the main station for final examination and enlistment. In



case of rejection at the main station, he may be given transportation back to the substation.

115. Petty officers in charge of substations or traveling recruiting parties may be authorized by the recruiting officer to issue regular transportation requests.

116. Transportation requests will be kept under lock and key or in the safe at all times, except when issuing a request.

117. Transportation requests must not be signed in blank.

118. All recruiting officers are directed to caution recruits, particularly the men placed in charge of drafts, that their conduct en route must not give rise to criticism.

#### TRAVEL

119. When it is deemed necessary or advisable, headquarters will issue repeated travel orders to officers in charge of main stations to enable them to establish and inspect substations and to canvas the surrounding territory to determine its recruiting possibilities and plan routes of traveling recruiting parties.

120. When deemed advisable, headquarters will authorize recruiting officers to send the enlisted men attached to the recruiting station throughout his recruiting district (which will be prescribed by headquarters) for the purpose of obtaining desirable applicants and sending them to the main station for enlistment.

121. Recruiting officers are authorized to purchase car tokens and ferry tickets, on voucher, for local transportation of the personnel of the recruiting station, when on official business, and for the local transportation of applicants to the recruiting office and of recruits from the recruiting station to the railway station or boat wharf.

#### DISBURSING AND ACCOUNTING INSTRUCTIONS

122. An officer, immediately upon receipt of orders to establish or assume command of a recruiting station, will be designated a special disbursing officer by headquarters. He will be required to furnish bond in an amount determined by headquarters, the cost of which must be paid by him.

123. The duties of a special disbursing agent are outlined in the pay and supply instructions, and each officer assigned to duty in charge of a recruiting station shall thoroughly familiarize himself with them. The conduct of a recruiting station requires that an officer attached thereto be a disbursing officer and it is essential that the recruiting officer so designated be thoroughly familiar with the provisions of the pay and supply instructions.

124. An applicant, accepted for enlistment by the petty officer in charge of a substation and given transportation from the substation

to the main station is in a travel status from the time he is given transportation at the substation to the time he is enlisted or, if rejected at the main station, to the time he returns to the substation, if returned there. During this period, i. e., from departure from substation to time of enlistment or to return to substation, if rejected, the applicant may be furnished meals at a rate not above 75 cents per meal and quarters, if required, at the rate of not above \$1 per night.

125. The applicants arriving at a main station from a substation shall not be paid allowances for subsistence and quarters in cash. The recruiting officer will obtain proposals from hotels, restaurants, or boarding houses, for the lodging and subsistence of these applicants, the price in no case to exceed the allowances prescribed in paragraph 124. The Navy Recruiting Service has such proposals in force, and at places where a Navy recruiting station has such an agreement the recruiting officer will make inquiries, and endeavor to execute a similar proposal for the Coast Guard. Bills for the lodging and subsistence of applicants arriving at the main station from a substation will be paid as provided for in the Pay and Supply Instructions.

126. In no case shall an applicant received at the main station from a substation be lodged and subsisted at Government expense for a period greater than four days.

127. While awaiting the formation of a draft or when circumstances make it impracticable or undesirable to transfer a recruit immediately upon enlistment, he may be detained at the recruiting station for a period not greater than 48 hours, and during such period and prior to the issuance of travel orders, he is entitled to the allowances for quarters and subsistence prescribed by article 141, Pay and Supply Instructions.

128. When a recruit is transferred from the recruiting station to a receiving unit or other unit, he is in a travel status and entitled to the allowances for quarters and subsistence provided in article 146, Pay and Supply Instructions. Ordinarily the recruit receives these allowances upon his arrival at the unit to which he is transferred. In case the recruit has no funds and the journey is one of considerable distance involving one or more meals, undue hardship is experienced by the traveler through inability to purchase meals. The recruiting officer is, therefore, in his discretion, authorized to compute the subsistence allowances to which the recruit's orders entitle him, in accordance with articles 146-147, Pay and Supply Instructions, and to advance same to him in cash. When such cash advance is made, the recruiting officer shall take a receipt therefor from the recruit, in duplicate, one copy of which will be attached



to the recruit's orders and the other retained by the recruiting officer. The orders shall show, in every case, the amount, if any, so advanced, or the fact that no advance has been made.

#### STRAGGLERS

129. In no case will transportation or subsistence be furnished men reporting in at recruiting offices, on leave, over leave, or in a deserter status unless specifically authorized by headquarters. Whenever a straggler surrenders or is apprehended at a recruiting office the recruiting officer will report such fact to headquarters by dispatch, giving man's name, rating, and unit to which attached, also date of surrender or apprehension.

#### REGULATIONS

130. Numerous mistakes and delays in recruiting matters are caused by the fact that officers and enlisted persons on duty in connection with recruiting are not thoroughly cognizant of Coast Guard regulations. It is directed that every officer, warrant officer, chief petty officer, and petty officer engaged in recruiting thoroughly familiarize himself with all regulations concerning enlistment, discharge, pay and allowances, etc.

131. It is the intention of these instructions to reduce the present excessive turnover of enlisted men and to raise the standard of enlisted personnel by—

- (a) A thorough investigation of each applicant and the use of discrimination by the enlisting officer to the end that prospective undesirables be eliminated at the source, and
- (b) Thoroughly acquainting each applicant with the status he assumes upon enlisting in the Coast Guard, to the end that discharges prior to expiration of enlistment be reduced to a minimum.

132. Headquarters expects the earnest cooperation of every enlisting officer to obtain these ends.

F. C. BILLARD,  
*Rear Admiral, U. S. Coast Guard,*  
*Commandant.*